

ATTENDANCE AT EVENTS POLICY



Legislation / local law requirements	Section 5.90A(2) of the <i>Local Government Act 1995</i> – requires local governments to adopt a policy in respect to event attendance by Council Members and the CEO. Section 5.62(1B) of the <i>Local Government Act 1995</i> – defines excluded gifts.
Relevant delegations	Nil.
Related policy procedures and supporting documentation	City's Register of Gifts (public) Disclosure of Interest Forms (for Council Member) Council Members Continuing Professional Development Policy Conflict of Interest Form (internal – for CEO)

PURPOSE

To ensure the City of Vincent (**City**) actively considers the purpose of and benefits to the community from Council Members and the Chief Executive Officer (**CEO**) attending events, and to promote transparency and accountability in attendance at events by Council Members and the CEO.

OBJECTIVE

To establish guidelines, in accordance with the requirements of section 5.90A of the *Local Government Act 1995 (Act)*, for the appropriate disclosure and management of acceptance of invitations to events or functions where Council Members and the CEO represent the City.

SCOPE

This policy applies to invitations or tickets to events that are provided to the City (for example to the City of Vincent Council /Councillor or City of Vincent CEO).

An invitation or ticket to an event provided directly to an individual (which means personally to a Council Member or the CEO) is to be treated as a gift (gift as defined in section 5.57 of the Act).

Council Members or the CEO may accept these invitations, subject to disclosing the acceptance of the invitation / ticket as a gift (if valued at over \$50, in accordance with the City's Governance Framework). The gift will be disclosed on the City's public Register of Gifts.

A Council Member or the CEO may attend an event and not disclose it as a gift if they have purchased the ticket themselves.

DEFINITIONS:

CEO: Means the Chief Executive Officer of the City.

City: Means the City of Vincent.

Event: has the meaning given to it under the *Local Government Act 1995*.

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Note: Section 5.90A (1) of the Act states the following:

event includes the following:

- a) a concert
- b) a conference
- c) a function
- d) a sporting event
- e) an occasion of a kind prescribed for the purposes of this definition.

Gift: Has the meaning given to it under the *Local Government Act 1995*.

Note: Section 5.57 of the Act states the following:

gift means:

- a) a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral;
- b) or a travel contribution.

For the purposes of the above definition:

- travel includes accommodation incidental to a journey;
- travel contribution means a financial or other contribution made by 1 person to travel undertaken by another person.

Sponsored by: Means financially or in-kind

Ticket: Includes an admission ticket to an event, or an invitation to attend an event, or a complimentary registration to an event, that is offered by a third party.

Council Member: a person who is currently serving a term of office as an elected member of the Council in accordance with the *Local Government Act 1995*.

POLICY

Pre-Approved Events

1. The following events are considered **Pre-Approved Events** for the purpose of this policy.
 - 1.1 any event received through the City's Events Calendar;
 - 1.2 any event held at City facilities, venues, or properties;
 - 1.3 any training or conference event attended by a Council Member in accordance with the [Council Members Continuing Professional Development Policy](#);
 - 1.4 events where the Council Member or CEO is attending in an official capacity, such as:
 - a. presenting awards or prizes to others on behalf of the City,
 - b. participating as a member of a discussion/judging panel; or
 - c. presenting at the event as part of the event program;
 - d. attending an exhibition or display where the City, its programs or services are being showcased at the event.
 - 1.5 events hosted co-hosted, sponsored or supported by:

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- a. the City
 - b. by other local governments, regional local governments, or any State or Commonwealth Government department or agency.
 - c. Western Australian Local Government Association;
 - d. Australian Local Government Association;
 - e. Local Government Professionals;
 - f. major professional or industry association(s) relevant to local government activities;
 - g. educational institutions; and
 - h. incorporated associations, clubs, community groups, or not-for-profit organisations
2. Council Members or the CEO may at their discretion attend an Approved Events on behalf of the City, where the invitation or ticket is provided to the City and no fee is payable for attending.

Seeking Approval for Other Events

3. A Council Member or the CEO must obtain approval before accepting and using a ticket for an event that is not pre-approved under clause 1.
 - If the applicant is a Council Member, the CEO must approve it in consultation with the Mayor.
 - If the applicant is the CEO, the Mayor must approve it.
4. In making a decision on attendance at an event that is not an approved event in clause 1, the CEO or Mayor will consider:
 - a) who is providing the invitation or ticket to the event;
 - b) the potential for an actual; or perceived conflict of interest
 - c) the location of the event in relation to the local government (within the district or out of the district);
 - d) the role of the Council Member when attending the event (participant, observer, presenter) and the value of their contribution;
 - e) the benefit of local government representation at the event;
 - f) the number of invitations / tickets received; and
 - g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Costs for tickets

5. Where a fee is payable for a Council Member or the CEO to attend an Approved Event or other Events, approval will be subject to approved budget allocation.

Requirement to declare an interest

6. In accordance with legislation, attendance at an Approved Event, will exclude a Council Member or the CEO from the requirement to disclose a conflict of interest if the ticket is above \$300 and the donor has a matter before Council. Receipt of the gift will still be required to be declared under the gift register provisions.
7. If a matter comes before Council which triggers a conflict of interest due to a Council Member's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the Council Member must disclose this interest to the CEO or

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Presiding Member prior to the matter being considered, and must be absent from, or seek Council approval for, participation in consideration of the item.

8. If a matter comes before the City which triggers a conflict of interest due to the CEO's attendance at an event (which is not an Approved Event and declarations of interest arise according to the prescribed gift threshold) the CEO must disclose this conflict of interest to the Mayor and remove themselves from the decision-making process.

OFFICE USE ONLY

Responsible Officer	Executive Manager, Corporate Strategy and Governance.
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Reviewed / Amended	DATE: 12/08/2025, REF#: D25/79430
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