

Attendance at Events Policy

Responsible Division	Office of the CEO
Responsible Business Unit/s	Governance and Strategy
Responsible Officer	Chief Executive Officer
Affected Business Unit/s	All Business Units
Document Ref	3579617

Purpose

The purpose of this Policy is to provide a clear framework and guidelines for the acceptance of tickets or invitations by Elected Members and the Chief Executive Officer ('CEO') to attend events or functions and to actively consider the purpose of, and benefits to, the community in attending. It also details what disclosure requirements are needed when attending events by Elected Members and the CEO and a range of other governance arrangements when attending events.

This will policy will ensure that the City of Bayswater ('the City') both meets community expectations and meets the legislative requirements under section 5.90A of the *Local Government Act 1995* which requires all local governments to prepare and adopt an Attendance at Events Policy.

Policy Statement

1. Pre-approved events

- a) The acceptance and subsequent use of a ticket by an Elected Member or CEO for an event within the Perth Metropolitan Area is deemed a pre-approved event under the following circumstances:
 - i) Where the Elected Member or CEO is attending an event in an official capacity, such as:
 - I. performing a speaking role or some other welcoming role;
 - II. participating as a member of a discussion panel or judging panel;
 - III. presenting at the event as part of the event program;
 - IV. representing the City of Bayswater at a sponsorship acknowledgement event or award ceremony, where the primary purpose of attendance is not for the entertainment of the individual Elected Member or CEO, but enable the Elected Member and/or CEO to fulfil their role, and for the City to exercise its rights and benefits, as a sponsor;
 - V. presenting awards or prizes to others on behalf of the City; and
 - VI. attending an exhibition or display where the City, its programs or services are being showcased at the event;
 - ii) Or where the ticket is offered by:

- I. the Western Australian Local Government Association;
- II. the Australian Local Government Association;
- III. Local Government Professionals;
- IV. a department or statutory body of the WA Public Service;
- V. a government department of another State, a Territory or Commonwealth;
- VI. a State or Federal Member of Parliament, other than for party political events or fundraisers;
- VII. a local government or regional local government;
- VIII. major professional or industry association(s) relevant to local government activities;
- IX. a civic/cultural/community organisation;
- X. educational institutions; or
- XI. a not-for profit organisation.

2. Other Events

- a) All invitations or offers of tickets for an Elected Member or CEO to attend an event that is not a pre-approved event as per clause 1, should be in writing and addressed to the City, a relevant Elected Member or the CEO.
- b) Approval of attendance will be undertaken by Council, under clause 3, or the Mayor / CEO under clause 4.
- c) A list of events and attendees authorised by the City in advance of the event (other than a pre-approved event) will be maintained in a Register available on the City's website. This register is in addition to any declarations made in the gifts register or interests register required under clause 6 of this policy.

3. Approval of Attendance by Council

- a) In making a decision on attendance at an event, Council will consider:
 - i) Who is providing the invitation or ticket to the event;
 - ii) The location of the event in relation to the City (within the district or out of the district);
 - iii) The role of the Elected Member or CEO when attending the event (for example as participant, observer presenter etc) and the value of their contribution;
 - iv) Whether the event is sponsored by the City;
 - v) The benefit of Local Government representation at the event;
 - vi) The number of invitations/tickets received; and
 - vii) 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.

- b) Decisions to attend events in accordance with this policy will be made by simple majority by Council.

4. Approval of Attendance by Mayor or CEO

- a) Where an invitation has been received and a response is required prior to the next Ordinary Council Meeting, the Mayor will be authorised to approve attendance. Where the invitation is for the Mayor to attend, the CEO will be authorised to approve attendance.
- b) In approving attendance, the Mayor, or the CEO (as the case requires), will consider the following:
 - i) Who is providing the invitation or ticket to the event;
 - ii) The location of the event in relation to the City (within the district or out of the district);
 - iii) The role of the Elected Member or CEO when attending the event (for example as participant, observer presenter etc) and the value of their contribution;
 - iv) Whether the event is sponsored by the City;
 - v) The benefit of City representation at the event;
 - vi) The number of invitations/tickets received; and
 - vii) 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.
- c) All approvals made by the Mayor (or the CEO) will be reported to the subsequent Ordinary Meeting along with the assessment made in accordance with the above criteria.

5. Payments in respect of attendance

- a) Where an invitation or ticket to an event is provided free of charge, the City may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if Council determines attendance to be of public value.
- b) For any events where a member of the public is required to pay, unless previously approved and listed in the Register available on the City's website, Council will determine whether it is in the best interests of the City for an Elected Member or the CEO to attend on behalf of the City.
- c) If Council determines that an Elected Member or CEO should attend a paid event, the City will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- d) Where partners of an authorised City representative attend an event, any tickets for that person, if paid for by the City, must be reimbursed by the City representative unless expressly authorised by Council.

6. Disclosure requirements relating to Tickets

- a) Attendance at an event in accordance with this policy will exclude the ticket holder from the requirement to disclose a financial or proximity interest if the ticket is above \$300 and the donor has a matter before Council. Attendance at an event, where the ticket is less than \$300 (either

one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as a financial or proximity interest.

- b) Where an Elected Member or CEO accepts a ticket, and the ticket falls under the definition of a gift, details of the ticket is to be disclosed and published in the City's gift register in accordance with the sections 5.87A–5.87C of the *Local Government Act 1995*.

Definitions

Elected Member includes the Mayor, Deputy Mayor and Councillors.

Event as per the definition in the *Local Government Act 1995* includes the following:

- a Concert;
- a Conference (that is not included in the *Elected Members Attendance at Conferences, Seminars, Training and Professional Development Policy*, or in the case of the Chief Executive Officer, the *Senior and Executive Staff attendance at Conferences, Seminars and Training*)
- a Function; or
- a Sporting Event.

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; or
- b. 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

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.

Related Legislation

Local Government Act 1995 (WA) s 5.90A

Local Government (Administration) Regulations 1996.

Related Documentation

Nil.

Relevant Delegations

Nil.

Risk Evaluation	Moderate	
Council Adoption	8 December 2020	
Review/Modified	7 December 2021	
Review/Modified	28 January 2025	Item: 10.5.1.11