

Policy P698 Attendance at Events

Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance, Chief Executive Officer
Affected Business Unit/s	Governance

Policy Objectives

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Elected Members and the Chief Executive Officer.

Policy Scope

This policy provides guidance to the Mayor, Elected Members and the Chief Executive Officer when an invitation to an event has been received, or where the Mayor, Elected Members and employees request to attend an event.

Policy Statement

This policy should be read in conjunction with policy P669 Elected Member Continuing Professional Development and policy P667 Member Entitlements.

For the purpose of this policy, “event” includes:

- A concert;
- A conference;
- A function;
- A sporting event;
- Other hospitality occasions; and
- Other occasions prescribed by any regulations.

Attendance at events as a result of a formal sponsorship arrangement with the City or events held by other local governments are exempt from this policy.

Pre-approved events

For the purpose of this policy, the following events are pre-approved for Elected Members and the Chief Executive Officer.

- City hosted or sponsored ceremonies, functions and events
- Events with clubs or organisations within the City
- Western Australian Local Government Association events
- Events held by other local, state or federal government organisations
- Any event where the City has purchased a ticket.

Conflict of Interest

A gift of a ticket to, or a gift that otherwise relates to a person's attendance at an event that is in accordance with this policy, will be exempted from the conflict of interest provisions under the *Local Government Act 1995* and the City's Code of Conduct. Therefore, an Elected Member or Chief Executive Officer who receives tickets or gifts in accordance with this policy will not be required to disclose an interest if the donor has a matter before Council and they will be able to participate in the decision-making process or the provision of advice.

However, the acceptance of the ticket or gift will still be published in a register publicly available on the City's website.

Elected Members

Elected Members wishing to accept an invitation to attend an event that has not been pre-approved, must obtain approval from the Chief Executive Officer.

Approval for Elected Members attendance at events will be assessed against the following criteria:

- The potential for an actual; or perceived conflict of interest;
- The likely number of attendees at the event;
- Expected outcome of the event;
- How the event is relevant to the City;
- How attendance at the event will add value to the City;
- The time commitment involved; and
- The cost of the attendance.

For the purposes of this policy, the acceptance of an invitation to an event for an Elected member is to be classified as a gift and is to be managed in accordance with the requirements of the *Local Government Act 1995*.

Elected Members wanting to register for an event must advise the Chief Executive Officer's Executive Assistant who will arrange for the event registration. The event must relate to their role as an Elected Member and be of benefit to the City.

If there is a fee associated with registering for the event, then Elected Members will only be registered if the Elected Member has sufficient funds in their annual expense allocation. However, Council may resolve to meet the costs, or approve for the Elected Member to fund any shortfall if attendance by that Elected Member would be of specific benefit to the City.

Attendance at events by Elected Members should not impede any scheduled Council or Committee meeting.

The City will not reimburse or fund any expense incurred by an accompanying person to an event.

Elected Member payments in respect of attendance will be managed in accordance with Policy P667 Elected Member Entitlements.

Chief Executive Officer

The Chief Executive Officer requires the approval of the Mayor to accept an invitation or to register for an event that has not been pre-approved.

Approvals for attendance at events will be assessed against the following criteria:

- The potential for an actual or perceived conflict of interest;
- The likely number of attendees at the event;
- Expected outcome of the event;
- How the event is relevant to the City;

- How attendance at the event will add value to the City;
- The time commitment involved; and
- The cost of the attendance.

For the purposes of this policy, the acceptance of an invitation to an event for the Chief Executive Officer is to be classified as a gift and is to be managed in accordance with the requirements of the *Local Government Act 1995* and the City’s Code of Conduct.

Any costs associated with the Chief Executive Officer attending approved events is to be funded from existing budgets.

The Chief Executive Officers payments in respect of attendance will be managed in accordance relevant industrial agreements, policies and management practices.

Legislation / Local Law Requirements

Section 5.90A *Local Government Act 1995*

Local Government (Administration) Regulations 1996

City of South Perth Code of Conduct

Other Relevant Policies / Key Documents

Policy P667 Elected Member Entitlements

Policy P669 Elected Member Continuing Professional Development

Adoption and amendments to this policy require an Absolute Majority of Council (5.128 *Local Government Act 1995*).