

Policy number	Policy 024
Policy title	Event attendance
Strategic outcomes supported	CL3 - Accountability and good governance

Policy objective:

The event attendance policy is to enable elected members and the Chief Executive Officer (CEO) to attend events as a representative of the Town without restricting their ability to participate in council meetings in accordance with section 5.90A of the *Local Government Act 1995 (Act)*.

This policy is not to be used as a mechanism to avoid conflict of interest provisions.

Policy scope:

This policy applies to all elected members and the CEO.

Policy definitions:

closely associated person has the meaning given to it in the Act.

event has the meaning given to it in the Act and *Local Government (Administration) Regulations 1996 (Regulations)*, however it does not include an event run by the Town.

gift has the meaning given to it in the Act and Regulations.

Policy statement:

1. 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 CEO.

Event attendance register:

2. The CEO shall maintain an event attendance register listing events attended by elected members and the CEO in their civic capacity, where they have been invited or received tickets, regardless of value. Declarations are to be made within ten (10) days of attending the event.
3. Declarations must include:
 - a. who invited the member or provided the tickets to the event
 - b. the description of the event
 - c. the location of the event
 - d. the date of the event
 - e. the role that the elected member or CEO fulfilled at the event (i.e. presenter, observer or participant)

- f. the benefit of the elected member or CEO attending the event for the Town of Victoria Park
 - g. the value of the event (if any).
4. Where the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.
 5. The following events are not required to be disclosed in the event attendance register:
 - Town hosted events
 - Civic events hosted by other local governments
 - Elected member and CEO training (professional development)
 - Local sports club season openings, games and annual general meetings (with the exception of the West Coast Eagles and Perth Football Club)
 - Invitations to visit a sports club to see Town upgrades
 - Club fundraisers (quiz nights and sporting days)
 - Centenary celebrations
 - School assemblies and graduations
 - Community P&C events.
 6. The event attendance register shall be published on the Town website and updated at least once a month, provided attendance at an event is declared.

Event pre-approved by Council:

7. Where the value of an event attended exceeds \$300, and the donor has a matter before Council, the attendee must disclose an interest relating to the event attendance as a 'closely associated person'. Such disclosure prevents an elected member from participating in debate or voting on that matter, or in the case of the CEO, providing advice on the matter, unless otherwise pre-approved by Council under clause 8 of this policy.
8. In accordance with the Act, Council may resolve to pre-approve attendance to a specific event. In this circumstance, the attendee will not need to disclose an interest relating to that event attended as a 'closely associated person'. Attending a pre-approved event means that an elected member can participate in debate and vote on the matter, or in the case of the CEO, can provide advice. All pre-approved events shall be recorded in Schedule A of this policy.
9. Where the value of the pre-approved event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act.

Event invitations or tickets addressed to the Town of Victoria Park:

10. Where event invitations or tickets are addressed to the Town of Victoria Park, and not an individual, the Mayor shall determine how they are to be allocated.
11. Methods of allocation are:
 - a. Providing the event invitations or tickets to elected members
 - b. Providing the event invitations or tickets to a club, volunteer group or other non-for-profit organisation within the Town
 - c. Holding a public competition for the event invitations or tickets to be given to the community

- d. Authorising the CEO to allocate the tickets
 - e. Refusing the event invitation or tickets.
12. In allocating the event invitations or tickets, the Mayor will consider:
- a. who is providing the invitation or ticket to the event
 - b. the location of the event in relation to the local government (within the district or out of the district)
 - c. the role of the person when attending the event (participant, observer, presenter)
 - d. whether the event is sponsored by the local government
 - e. the benefit of local government representation at the event
 - f. the number of event invitations or tickets received
 - g. the cost to attend the event, including any associated expenses.
13. Should the recipient of an event invitation or ticket, received under clause 9, be an elected member or the CEO, and the value of the event attended exceeds \$300, or the invitations received from a donor has exceeded \$300 over a twelve-month period, the elected member or the CEO must declare the event attendance a gift in accordance with sections 5.87A and 5.87B of the Act.

Purchase of event tickets by the Town of Victoria Park:

- 14. Where it is considered significant and necessary for a representative of the Town of Victoria Park to attend and event, in line with considerations made under clause 11 of this policy, the CEO may approve the purchase of event tickets. Any approval to purchase event tickets must be in line with the adopted annual budget.
- 15. Clause 14 does not apply to the purchase of conference tickets and any associated costs thereof. Purchases relating to conference tickets, and any associated costs thereof, must be in line Policy 022 – Elected member professional development and the adopted annual budget.

Related documents

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

[Policy 022 – Elected member professional development](#)

[Code of Conduct for Council Members, Committee Members and Candidates](#)

[Code of Conduct for employees](#)

Responsible officers	Coordinator Governance and Strategy
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	April 2024

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	21/04/2020	Council	380/2020	Item 15.3
2	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
3	Reviewed and amended	17/08/2021	Council	194/2021	Item 15.3
4	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5
5	Administratively amended	24/08/2023	Delegation		

Schedule 1 – Pre-approved events

The Council has pre-approved the following events which are exempt from the disclosure of interest provisions of the *Local Government Act 1995*:

Event and venue	Date of event	Attendee/s	Cost	Date of Council resolution