City of Perth

Agenda

Policy, Legislation and Governance Committee Meeting

28 April 2026

Michelle Reynolds
Chief Executive Officer
17 April 2026

POLICY, LEGISLATION AND GOVERNANCE COMMITTEE February 2026	
Establishment and Appointment	The Committee is established having regard to, and to assist Council in fulfilling its responsibilities under, including but not limited to: a. Section 2.7(2)(b) of the *Local Government Act 1995*, which provides that it is the role of Council to determine the local government's policies; b) Part 3, Division 2 of the *Local Government Act 1995* relating to the making, amending, revoking and review of local laws; c) Section 3.11 of the *Local Government Act 1995* relating to offences under local laws.
Purpose	In line with the *Local Government Act 1995*, the Policy, Legislation, and Governance Committee (the Committee) is to: a. Support Council in fulfilling its responsibility under section 2.7(2)(b) of the Act in determining the policies of the local government. b) Assist Council in carrying out its legislative functions in the making, amending, revoking and reviewing of local laws under Part 3, Division 2 of the Act.
Role and Function	The role of the Committee is to provide guidance and assistance to Council in fulfilling its policy, legislative, and governance responsibilities, including: a) Developing and reviewing Council Policies and Local Laws in accordance with an endorsed workplan and making recommendations to Council at the next available Ordinary Council Meeting; b) Considering any other matters referred to the Committee by resolution of Council.
Membership	a) The Committee shall comprise a minimum of four (4) Elected Members appointed by Council for a two-year term in accordance with the electoral cycle; b) The Presiding Member and Deputy Presiding Member of the Committee shall be appointed by Council; and c) The Chief Executive Officer (or their nominee) and other staff as necessary, shall attend meetings to provide advisory and administrative support.
Meetings	a) The Committee shall meet as set out in the Council and Committee Meeting Dates schedule as adopted by Council and at such other times determined by the Presiding Member as required to discharge its functions; b) Meetings shall be conducted in accordance with the City of Perth Standing Orders Local Law 2009; c) Other persons may appear before the Committee to address specific agenda items, as requested, by the Presiding Member in consultation with the CEO. d) Agendas shall be issued at least 10 calendar days in advance for scheduled meetings, or 72hrs for Special Meetings e) Quorum for a committee meeting is set by section 5.19 of the Act.

Delegation	a) This Committee has no delegated authority and no authority to implement its recommendations without resolution of Council. b) The Committee is a formally appointed Committee of Council and is responsible to that body. c) The Committee does not have executive powers or authority to implement actions in areas over which the Chief Executive Officer (CEO) has legislative responsibility.
Reporting	a) Minutes of each Committee meeting shall be forwarded for inclusion on the agenda of the next practicable Ordinary Council Meeting; and b) All recommendations of the Committee shall be referred to Council for determination.

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1. Declaration of Opening

2. Acknowledgement of Country

3. Attendance

3.1 Apologies

3.2 Leave of Absence

4. Confirmation of Minutes

Nil.

5. Correspondence

6. Disclosures of Interests

7. Reports

7.1 Policy, Legislation and Governance Committee - Meeting administration - meeting dates and framework

Responsible Officer	Michelle Reynolds – Chief Executive Officer
Voting Requirements	Simple Majority
Attachments	Attachment 7.1A – Draft New Council Policy - Council Policy Framework ⇩ Attachment 7.1B – Draft Local Law Review Schedule ⇩ Attachment 7.1C – Draft Council Policy Review Schedule ⇩

Purpose

The purpose of this report is to seek Council endorsement of the proposed Council Policy – Council Policy Framework, the Council Policy Review Schedule and the Local Law Review Schedule, and to confirm the meeting dates for the Policy, Legislation and Governance Committee for 2026.

Recommendation

That the Policy Legislation, and Governance Committee recommend that Council:

1. APPROVES the following Policy, Legislation and Governance Committee meeting dates for 2026:
   a. 15 June 2026 at 4:00pm at Council House
   b. 17 August 2026 at 4:00pm at Council House
   c. 19 October 2026 at 4:00pm at Council House
2. ADOPTS Council Policy – Council Policy Framework (**Attachment A**)
3. APPROVES minor typographical amendments, where the materiality of the policy is not affected, and placing the policy in future new templates may be made to improve the presentation and/or make corrections.
4. ENDORSE the attached Local Law Review Schedule (**Attachment B**)
5. ENDORSE the attached Council Policy Review Schedule (**Attachment C**)

Background

1. At its February 2026 Ordinary Council Meeting, Council resolved to establish the Policy, Legislation and Governance Committee and adopted the Committee's Terms of Reference.
2. At the same meeting, Council further resolved that the Committee hold its inaugural meeting on 28 April 2026 to determine the meeting dates for the remainder of 2026.

Discussion

3. A proposed Council Policy – Council Policy Framework has been developed to establish a consistent and transparent approach to the governance of Council Policies. The Policy supports Council's role under the *Local Government Act 1995* by ensuring policies remain strategic, legislatively compliant, and aligned with the City's objectives.
4. The Policy incorporates a Council Policy Review Workplan, which will apply to all existing and new Council Policies. The Workplan establishes the following review cycles:

Policy Workplan		
Document type	**Description**	**Review cycle**
Council Policies	Policies adopted by Council that do not relate specifically to the role of elected members	At least once every 3 years or as required by legislation
Elected Member related Council Policies	Policies adopted by Council that relate specifically to the role of elected members	Post-election (at least every 2 years) or as required by legislation
Planning Policies (outside of committee scope)	Policies made under the *Planning and Development Act 2005*	As required by legislation.
This policy workplan does not prevent a policy from being reviewed earlier than required by the review cycle.		

5. A draft of the proposed Council Policy – Council Policy Framework is provided at **Attachment A**.
6. In developing the recommended Committee meeting dates for 2026, the administration had regard to a draft Local Law Review Schedule, a draft Council Policy Review Schedule, and statutory local law review requirements, noting recent amendments arising from local government reforms.
7. To support effective forward planning and legislative compliance, it is recommended that Council endorse both the Local Law Review Schedule (**Attachment B**) and the Council Policy Review Schedule (**Attachment C**).
8. The draft Local Law Review Schedule (**Attachment B**) identifies, through yellow shading, those local laws currently under review. The proposed meeting dates have been developed on a conservative planning basis, in the event that each local law was to require substantial amendment.
9. The draft Council Policy Review Schedule (**Attachment C**) identifies, through yellow shading, those Council Policies due for review in 2026.

10. Adoption of the recommended dates will assist the City to meet its statutory obligations and ensure Council Policies and Local Laws remain current and fit for purpose.

11. The proposed meeting dates are consistent with the Committee's Terms of Reference adopted by Council at its February 2026 Ordinary Council Meeting.

Consultation

12. No external consultation has been undertaken for this item, as it relates to the establishment of governance arrangements, policy review scheduling, and Committee meeting dates. Internal consultation has occurred with relevant officers to ensure alignment with legislative requirements, review timeframes, and existing governance processes.

Decision Implications

13. Council's decision on this item will establish the framework and oversight mechanisms for the development and review of Council Policies and Local Laws. Endorsement of the proposed review schedules and meeting dates will provide clarity, ensure legislative compliance, and support the Policy, Legislation and Governance Committee in fulfilling its role in accordance with its adopted Terms of Reference.

Strategic, Legislative and Policy Implications

Strategy	
Strategic Pillar (Objective)	A Well-Governed City
Related Documents (Issue Specific Strategies and Plans):	Strategic Community Plan

Legislation, Delegation of Authority and Policy	
Legislation:	*Local Government Act 1995*
Authority of Council/CEO:	Council
Policy:	All Council policies.

Financial Implications

14. Nil.

Further Information

15. Nil.

City of Perth

Council Policy
X.X Council Policy Framework

CP X.X | Council Policy Framework

Objective

Developing, adopting and reviewing policy is a prime responsibility of the Council under Section 2.7 of the *Local Government Act 1995*.

This Policy Framework provides a structure and process for the initiation, development, adoption and review of the Council's policy documents ensuring policies:

- are developed in a consultative, comprehensive and consistent manner
- underpin and support Councils strategic objectives as articulated in the Community Plan
- provide a clear understanding of the Council and management responsibilities in policy development and review
- ensure consistency with and meet the compliance requirements of legislation.

Scope

This Policy applies to all Council Policies and does not apply to internal operational policies and procedures.

Policy statement

Council will:

- Establish policies that provide for effective governance of the City of Perth.
- Develop policies with due consideration of the Inquiry recommendations that apply to policies and have been accepted by the City.
- Develop and adopt policies that are consistent with legislation and regulatory requirements.
- Adopt policies that align with the City's strategic objectives.
- Undertake appropriate consultation and stakeholder engagement/community consultation when adopting or amending a policy.

Policy Workplan

1. Policy sets out an organisation's position and accepted role and assists in decision-making relating to a particular area of activity.
2. Council Policies (External/Public policies) are policies that are either required by legislation or impact on the Community in some way. Some of these policies require consultation with the community and may relate to the goods, services and activities provided to or by Council.
3. The following policy workplan outlines the City's review cycle for council policies:

City of Perth

Council Policy
X.X Council Policy Framework

Policy Workplan		
Document type	**Description**	**Review cycle**
Council Policies	Policies adopted by Council that do not relate specifically to the role of elected members	At least once every 3 years or as required by legislation
Elected Member related Council Policies	Policies adopted by Council that relate specifically to the role of elected members	Post-election (at least every 2 years) or as required by legislation
Planning Policies	Policies made under the *Planning and Development Act 2005*	As required by legislation.
This policy workplan does not prevent a policy from being reviewed earlier than required by the review cycle.		

Document control

Policy context

Legislation, standards & external guidelines	*Local Government Act 1995*
Policies and procedures	All Council Policies
Strategies, plans and frameworks	Strategic Community Plan

Document custodian

Alliance	CEO Alliance	**Service unit**	Governance and Strategy

Review management

Next review due	April 2029	**Document management ref.**	Click here to enter text

Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	Ordinary Council Meeting	TBA	Initial Policy submitted to Council for adoption

Local Law Review Schedule		
Local Law Title	Statutory Review Date	Commencement of Next Review (estimated)
Activities on Land Local Law 2001 ***(currently under review)***	7 December 2026	December 2025
Fencing Local Law 2015 ***(currently under review)***	7 December 2026	December 2025
Health Local Law 2000 ***(currently under review)***	7 December 2026	December 2025
New Street Alignments Local Law 2005 ***(currently under review)***	7 December 2026	December 2025
Public Trading Local Law 2005 ***(currently under review)***	7 December 2026	December 2025
Standing Orders Local Law 2009 ***(currently under review)***	7 December 2026	December 2025
Outdoor Dining Local Law 2019	10 June 2034	January 2034
Dogs Local Law 2025	12 May 2040	December 2038
Local Government Property Local Law 2005	23 September 2039	March 2039
Parking Local Law 2017	13 March 2032	August 2039
Thoroughfares and Public Places Local Law 2017	23 September 2039	March 2039
Waste Local Law 2025	24 February 2040	August 2039

Council Policy Review Schedule					
Policy Number	Policy Title	Last Reviewed	Review Cycle (in accordance with Council Policy – Council Policy Framework)	Proposed Next Review Date	Future Review Date
Nil	Code of Conduct for Council Members, Committee Members and Candidates	Feb-26	2 years	Apr-28	Apr-30
Nil	CEO Standards - CEO recruitment, Performance and Termination	May-21	N/A	N/A	N/A
CP1.1	Attendance at Events	Feb-24	2 years	Apr-26	Apr-28
CP1.2	Professional Development	Feb-24	2 years	Apr-26	Apr-28
CP1.6	Council Member Allowances, Fees and Entitlements	Dec-24	2 years	Apr-26	Apr-28
CP1.7	Independent Committee Members	Feb-24	2 years	Apr-26	Apr-28
CP1.8	Code of Conduct Division 3 Behavioural Complaints Management	Feb-26	2 years	Apr-28	Apr-30
CP2.1	Management of Investments	Aug-23	3 years	Aug-26	Aug-29
CP2.12	Asset Management	Nov-24	3 years	Nov-27	Nov-30
CP2.13	Payments Under Section 5.50 of the Local Government Act 1995	Dec-24	3 years	Dec-27	Dec-30
CP2.14	Risk Management	Dec-24	3 years	Dec-27	Dec-30
CP2.15	Fraud and Corruption Control	May-24	3 years	May-27	May-30
CP2.16	Complaints Management	Aug-23	3 years	Aug-26	Aug-29
CP2.17	Legal Representation	Mar-25	3 years	Mar-28	Mar-31
CP2.18	Contributed Assets	NA	3 years	Feb-28	Feb-31
CP2.2	Purchasing	Aug-25	3 years	Aug-28	Aug-31
CP2.3	Strategic Financial Planning and Budgeting	Aug-23	3 years	Aug-26	Aug-29

CP2.4	Cash Backed Reserves	Aug-23	3 years	Aug-26	Aug-29
CP2.5	Use of Debt as a Funding Options	Aug-23	3 years	Aug-26	Aug-29
CP2.6	Budget Variations	Aug-23	3 years	Aug-26	Aug-29
CP2.7	Property Performance, Investment and Disposal	Nov-24	3 years	Nov-27	Nov-30
CP2.8	Acting and Temporary Chief Executive Officer	Nov-25	3 years	Nov-28	Nov-31
CP2.9	Rates Exemptions	Aug-23	3 years	Aug-26	Aug-29
CP3.1	Kerbside Parking	Nov-23	3 years	Nov-26	Nov-29
CP3.3	Tree Protection	Nov-23	3 years	Nov-26	Nov-29
CP3.4	Allocation and Management of the Boat Pens in Claisebrook Cove	Nov-24	3 years	Nov-27	Nov-30
CP3.5	Initiation of Local Planning Scheme Amendments	Apr-25	3 years	Feb-28	Feb-31
CP4.1	Neighbourhood Place Planning and Engagement	Dec-25	3 years	Dec-28	Dec-31
CP4.10	Incoming Sponsorship	Dec-25	3 years	Dec-28	Dec-31
CP4.11	New and Innovative Events/Activations	Mar-24	3 years	Mar-27	Mar-30
CP4.12	Electoral Activities and Signage	New	2 years	Feb-27	Feb-28
CP4.2	Stakeholder Engagement	Mar-21	3 years	Mar-25	Mar-28
CP4.3	Outgoing Sponsorship & Grants	Feb-24	3 years	Feb-27	Feb-30
CP4.4	Mobile Food Trading Policy	Aug-24	3 years	Aug-27	Aug-30
CP4.5	National and International Engagement	Dec-24	3 years	Dec-27	Dec-30
CP4.6	Honorary Awards	Nov-25	3 years	Nov-28	Nov-31
CP4.7	Cultural Collections	Aug-23	3 years	Aug-26	Aug-29
CP4.8	Public Art	Aug-23	3 years	Aug-26	Aug-29
CP4.9	Commemorative Works	Aug-23	3 years	Aug-26	Aug-29

7.2 Review of Council Policies relating to Elected Members

Responsible Officer	Michelle Reynolds – Chief Executive Officer
Voting Requirements	Absolute Majority
Attachments	Attachment 7.2A – Council Policy 1.1 - Attendance at Events - showing proposed changes in red and green text ⇩ Attachment 7.2B – Table of amendments - Council Policy 1.1 - Attendance at Events ⇩ Attachment 7.2C – Council Policy 1.2 - Professional Development Policy - showing proposed changes in red and green text ⇩ Attachment 7.2D – Table of amendments - Council Policy 1.2 - Professional Development ⇩ Attachment 7.2E – Council Policy 1.6 - Council Member Allowances, Fees and Entitlements - showing proposed changes in red and green text ⇩ Attachment 7.2F – Table of amendments - Council Member Allowances, Fees and Entitlements ⇩ Attachment 7.2G – Council Policy 1.7 - Independent Committee Members - showing proposed changes in red and green text ⇩ Attachment 7.2H – Table of amendments - Council Policy 1.7 - Independent Committee Members ⇩ Attachment 7.2I – Table of Elected Member Feedback ⇩

Purpose

To present a review of the following council policies:

a. CP 1.1 - Attendance at Events
b. CP 1.2 - Professional Development
c. CP 1.6 - Council Member Allowances, Fees and Entitlements
d. CP 1.7 - Independent Committee Members

Recommendation

That the Policy Legislation, and Governance Committee recommend that Council:

1. ADOPTS the following amended policies as shown in the attachments, with red text for removal and green text for insertion:
   a. CP 1.1 - Attendance at Events
   b. CP 1.2 - Professional Development
   c. CP 1.6 - Council Member Allowances, Fees and Entitlements
   d. CP 1.7 - Independent Committee Members

2. APPROVES minor typographical amendments, where the materiality of the policies is not affected, and placing the policies in future new templates may be made to improve the presentation and/or make corrections.

Background

1. It is good practice to review policies that directly impact Council Members following each local government ordinary election to ensure newly elected members of council are aware of, and in support of, those policies. Section 5.128(5) of the *Local Government Act 1995* (the Act) prescribes this for Professional Development Policies.
2. The following policies relating to elected members are therefore presented for review following the 2025 ordinary election:
    a. CP 1.1 - Attendance at Events
    b. CP 1.2 - Professional Development
    c. CP 1.6 - Council Member Allowances, Fees and Entitlements
    d. CP 1.7 - Independent Committee Members
3. The above policies last underwent a major review at the Ordinary Council Meeting on 27 February 2024, following the 2023 Ordinary Election.
4. As these four policies interrelate, they have been reviewed in conjunction with one another.
5. These policies were presented to the Ordinary Council Meeting on 24 February 2026 for review, where Council referred them back to the Policy, Legislation and Governance Committee meeting to be held on 28 April 2026.

Discussion

Attendance at Events

6. Section 5.90A of the Act prescribes that Council adopts a policy that deals with matters relating to the attendance of Council Members and the CEO at events.
7. Council adopted its Attendance at Events policy at the Ordinary Council meeting on 15 December 2020, and it was last reviewed and amended at the Ordinary Council meeting held on 27 February 2024.
8. The previous policy has remained functional since its last review. The proposed amendments focus on promoting fairness and equity among Elected Members.
9. The reviewed Policy, showing proposed amendments in red and green text is provided at **Attachment A**. A table of proposed amendments is also provided at **Attachment B.**

Professional Development

10. Section 5.128 of the Act prescribes that Council adopt a policy related to the continuing professional development of its Council Members. Section 5.128(5) of the Act requires that this policy be reviewed following each ordinary election.
11. Council adopted its Professional Development policy at the Ordinary Council meeting on held on 15 December 2020. The policy underwent its last major review and was amended at the Ordinary Council meeting held on 27 February 2024.
12. The Professional Development policy was also amended at the Ordinary Council Meeting on 22 May 2024 in order to formalise the process for the selection of the City's Voting Delegates at the WALGA Annual General Meeting.

13. The previous Professional Development Policy has remained functional since its last review. The proposed amendments are intended to clarify how this Policy operates alongside other Council policies and to formally recognise training sessions and workshops arranged by the City for Elected Member professional development.

14. The reviewed Policy, showing proposed amendments in red and green text is provided at **Attachment C**. A table of proposed amendments is also provided at **Attachment D.**

Council Member Allowances, Fees and Entitlements

15. Sections 5.98, 5.99, 5.99A and 5.129 of the Act provide for local governments to make payments or reimburse fees and expenses to Council Members.

16. Council adopted its Allowances, Fees and Entitlements policy at the Ordinary Council meeting on held on 9 July 1996. The policy underwent its last major review and was amended at the Ordinary Council meeting held on 27 February 2024.

17. The previous Allowances, Fees and Entitlements Policy has remained functional since its last review. The proposed amendments are intended to clarify and ensure appropriate and equitable travel and accommodation arrangements, and to respond to findings of the Office of the Auditor General Purchasing Card Audit.

18. The reviewed Policy, showing proposed amendments in red and green text is provided at **Attachment E**. A table of proposed amendments is also provided at **Attachment F.**

Independent Committee Members

19. Council adopted its Independent Committee Members policy on 27 May 1997. The policy underwent its last major review and was amended at the Ordinary Council meeting held on 27 February 2024.

20. The previous Independent Committee Members policy has remained functional since its last review. The proposed amendments are minor in nature.

21. The reviewed Policy, showing proposed amendments in red and green text is provided at **Attachment G**. A table of proposed amendments is also provided at **Attachment H.**

Consultation

22. Elected Members were given the opportunity to provide feedback and ask questions during this review of Elected member related policies.

23. Three elected members provided feedback:

    a. Lord Mayor Bruce Reynolds

    b. Councillor Liam Gobbert

    c. Councillor Catherine Lezer

24. A table of feedback received and responses from the administration are provided at **Attachment I.**

Decision Implications

25. If Council supports the recommendation, the above council policies will have been reviewed and the amended policies will be implemented.

26. If Council does not support the recommendation, the above council policies will have been reviewed but the current policies will continue to apply.

Strategic, Legislative and Policy Implications

Strategy	
Strategic Pillar (Objective)	A Well-Governed City
Related Documents (Issue Specific Strategies and Plans):	Nil.

Legislation, Delegation of Authority and Policy	
Legislation:	**Attendance at Events** Section 5.90A(2) of the *Local Government Act 1995* requires local governments to prepare and adopt a policy in relation to Council Members and the CEO's attendance at events. The adoption and / or amendment of this policy is to be by absolute majority. **Professional Development** Section 5.128 of the *Local Government Act 1995* requires local governments to prepare and adopt a policy in relation to the continuing professional development of Council Members. The adoption and/or amendment of this policy is to be by absolute majority. This policy must be reviewed following each local government ordinary election. **Council Members Allowances Fees and Entitlements** Sections 5.98, 5.99, 5.99A and 5.129 of the *Local Government Act 1995* provide for local governments to make payments or reimburse fees and expenses to Council Members. A policy adopted under Section 5.129 is to be by absolute majority.
Authority of Council/CEO:	Section 2.7(2)(b) of the *Local Government Act 199*5 states that Council is to determine the City's policies.
Policy:	Policy amendments are proposed.

Financial Implications

27. Nil.

Further Information

28. **Questions and Responses forming part of the Agenda Briefing Session on 17 February 2026 are as follows:**

	Question	Response
1.	Can the City confirm the total number of Elected Members who provided formal feedback for this item?	Three elected members provided feedback: • Lord Mayor Bruce Reynolds • Cr Catherine Lezer • Cr Liam Gobbert

City of Perth

Council Policy
1.1 Attendance at Events

CP 1.1 | Attendance at Events

Objective

To establish the requirements relating to ~~Council Members~~ council members and the Chief Executive Officer (CEO) when attending events as representatives of the City of Perth.

Scope

The purpose of this policy is to enable ~~Council Members~~ council members and the ~~Chief Executive Officer~~ CEO to attend events as representatives of the City of Perth without restricting their participation in the Council decision making process.

Section 5.90A of the *Local Government Act 1995* requires that local governments must adopt an "Attendance at Events" policy as part of the Local Government's Gifts Framework to ensure transparency and accountability in decision-making.

This ~~P~~policy is only applicable to City of Perth:

- Council ~~Members~~ members ; and
- ~~Chief Executive Officer (~~CEO~~)~~.

Definitions

Act – *Local Government Act 1995*

Donor means giver of a gift

Event is defined under section 5.90A(1) of the Act as a:

- concert.
- conference.
- function.
- sporting event.
- prescribed occasion.

Gift is defined under section 5.57 of the Act as:

- the conferral of financial benefit from one person to another, unless adequate consideration in money or money's worth is provided to the donor in return: or
- a travel contribution (including accommodation incidental to a journey).

Gifts Framework means the provisions of the Act being sections 5.87A and 5.87B that set out the legislative framework.

City of Perth

Council Policy
1.1 Attendance at Events

Policy statement

1. This policy applies to ~~Council Members~~ council members and the ~~Chief Executive Officer~~ CEO in respect to their acceptance of invitations, including tickets, to events where it is offered at a discounted rate or free of charge, as part of a sponsorship agreement or paid for by the City of Perth.
2. The acceptance of this benefit (if not paid for by the City of Perth) is considered a gift and is subject to the disclosure of interest provisions unless the event is detailed or expressly approved under this policy.
3. Council ~~Members~~ members and the ~~Chief Executive Officer~~ CEO are not required to disclose interests in relation to gifts or invitations to events from the following entities:
    a. Western Australian Local Government Association (WALGA).
    b. Australian Local Government Association (ALGA).
    c. Local Government Professionals Australia WA (LG Pro).
    d. A department of Public Service.
    e. A government department of another State, a Territory or the Commonwealth.
    f. A local government or regional local government.
4. Council ~~Members~~ members and the ~~Chief Executive Office~~ CEO are statutorily required to disclose the receipt and acceptance of the gift or event invitation in accordance with sections 5.87A and 5.87B of the Act.

Attendance at Events

5. Any event invitation accepted by a ~~Council Member~~ council member or the ~~Chief Executive Officer~~ CEO without payment, where a member of the public is required to pay, unless noted in this policy, will be classified as a gift to which the disclosure of interest provisions apply.
6. Where attendance by a ~~Council Member~~ council member or the ~~Chief Executive Officer~~ CEO at an event where a member of the public is required to pay is in the interests of the City (such as for their professional development or to undertake a function as a Council Member), the City may pay for the cost of the event. The disclosure of interest provisions would not apply.
7. If the City does not pay for the ~~Council Member~~ council member or the ~~Chief Executive Officer's~~ CEO's attendance at an event, it would be classified as a gift, unless the contribution by the ~~Council Member~~ council member or the ~~Chief Executive Officer~~ CEO to the event (such as by way of presenting a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the ~~Council Member~~ council member or the ~~Chief Executive Officer~~ CEO.
8. Acceptance of reasonable and modest hospitality by a ~~Council Member~~ council member or the ~~Chief Executive Officer~~ CEO at an unpaid event run by a local community group where the ~~Council Member~~ council member or ~~Chief Executive Officer~~ CEO attends the event in their capacity as a ~~Council Member~~ council member or ~~Chief Executive Officer~~ CEO would not be classified as a gift where the contribution by the ~~Council Member~~ council member or ~~Chief Executive Officer~~ CEO to the event is reasonably considered to outweigh the value of the hospitality.

9. Any event that is not listed as a Pre-Approved Event or otherwise approved in accordance with this policy, or the event invitation is received in a personal capacity would not be considered an approved event.
10. If the event is a free event to the public, then no action is required.
11. If the event is ticketed and the ~~Council Member~~ council member or ~~Chief Executive Officer~~ CEO pays the full ticketed price and does not seek reimbursement, then no action is required.
12. If the event is ticketed and the ~~Council Member~~ council member or ~~Chief Executive Officer~~ CEO pays a discounted rate or is provided with a free ticket, then the recipient must adhere to the gift and disclosure of interest provisions.

Events that are Approved for Attendance Without Creating an Interest (Pre-Approved Event)

13. An event is deemed a Pre-Approved Event (will not create an interest) under the following circumstances:
    a. Where the ~~Council Member~~ council member or ~~Chief Executive Officer~~ CEO is attending an event in an official capacity, such as:
        i. Performing a speaking role or 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 Perth at a sponsorship acknowledgement event or award ceremony to enable the City to fulfil its role, and exercise its rights and benefits, as a sponsor.
        v. Representing the City of Perth at an event:
            - Where it is considered helpful to enable assessment of any potential impact on the surrounding or greater community; or
            - Where it is considered desirable to build and/or maintain social networks with business and or community representatives or groups.
        vi. Presenting awards or prizes to others on behalf of the City.
        vii. Attending an exhibition or display.
    b. Where the ticket is offered by:
        i. Western Australian Local Government Association (WALGA).
        ii. Australian Local Government Association (ALGA).
        iii. Local Government Professionals Australia WA (LG Pro).
        iv. A department of Public Service.
        v. A government department of another State, Territory or the Commonwealth.

vi. A local government or regional local government.

vii. A State or Federal Member of Parliament, other than for party political events or fundraisers.

viii. Major professional or industry association(s) relevant to local government activities.

ix. A stakeholder partner of the City.

x. A civic/arts/cultural/business or community organisation.

xi. Educational institutions.

xii. A not-for-profit organisation.

Free Tickets to the City for Events

14. Where tickets are given to the City as opposed to a ~~Council Member~~ council member or the ~~Chief Executive Officer~~ CEO directly, the ~~Chief Executive Officer~~ CEO may allocate the tickets as they see fit, if attendance is deemed to satisfy the approval criteria within this policy.

15. The ~~Chief Executive Officer~~ CEO may allocate a ticket to a ~~Council Member~~ council member under this section where the purpose of attendance is to enable the ~~Council Member~~ council member to perform their role as a community representative and to network and liaise with community individuals/groups.

Complimentary Tickets and Benefits under Sponsorship Agreements

16. Where the provision of complimentary tickets or a benefit exists under a current sponsorship agreement or arrangement between the City and a third party, the management and allocation of tickets or benefits (unless expressly stated) will be determined by the ~~Chief Executive Officer~~ CEO and disclosed in accordance with this policy.

17. A ~~Council Member~~ council member may be allocated a ticket or benefit by the ~~Chief Executive Officer~~ CEO under this section on the basis that attendance would enable the ~~Council Member~~ council member to perform their role as a community representative and to network and liaise with community individuals/groups.

Exemptions

18. The requirements of this policy do not apply to any training or conference event attended by a ~~Council Member~~ council member in accordance with the Council's Professional Development Policy, or any training or conference event for the professional development of the ~~Chief Executive Officer~~ CEO that are paid for by the City.

19. The requirements of this policy do not apply where a ~~Council Member~~ council member or the ~~Chief Executive Officer~~ CEO is the City's representative on a board or external organisation where ~~Council Member~~ council member or the ~~Chief Executive Officer~~ CEO is required to attend an event for the purposes of fulfilling their role on the board or external organisation.

Approval Process

20. All invitations to events for a ~~Council Member~~ council member or ~~Chief Executive Officer~~ CEO must be in writing and addressed to the City.
21. Invitations incurring a cost to the City will be subject to budgetary considerations.
22. Invitations to events valued over $300 (or the cumulative value of over $300 and over a 12-month period) are considered gifts for the purposes of the Gifts Framework and must be disclosed, however, disclosures of interest are not required if the event is listed in this policy as a Pre-Approved Event.
23. Invitations to events that are not addressed to the City and are not listed as a Pre-Approved Event must be disclosed in accordance with the gift and disclosure of interest provisions of the Act.
24. Where an invitation or ticket to an event is received that is not a Pre-Approved Event, approval to attend may be requested as follows:
    a. for ~~Council Member~~ council member acceptance and attendance, approval by the ~~Chief Executive Officer~~ CEO; and
    b. for ~~Chief Executive Officer~~ CEO acceptance and attendance, approval by the Lord Mayor.
25. Requests for approval are to be forwarded to the Council Governance Team for processing.
26. All expenses relating to a ~~Council Member~~ council member's accompanying persons attendance at an event are to be met by the ~~Council Member~~ council member, except for attendance at official event breakfasts, luncheons or dinners.

Approval Process Considerations

27. The following will be considered in determining attendance approval at an event that is not a Pre-Approved Event.
    a. The donor providing the invitation or ticket to the Event (for example, is the donor a person who is undertaking or seeking to undertake an activity involving a Council decision).
    b. The location of the event in relation to the City and any additional travel costs.
    c. The role that the ~~Council Member~~ council member or ~~Chief Executive Officer~~ CEO will have when attending the event (participant, observer, presenter) and the value of their contribution.
    d. Whether the event is sponsored by the City.
    e. The benefit to the City of a ~~Council Member~~ council member or the ~~Chief Executive Officer~~ CEO attending.
    f. Available allocated funds.
    g. The number of City representatives already approved to attend.
    h. Fair distribution of attendance opportunities for all ~~Council Members~~ council members and the ~~Chief Executive Officer~~ CEO.

Acceptance and Distribution of Event Tickets

28. Where an invitation to attend an event, including tickets, is extended to the City of Perth, and is addressed to the Lord Mayor, the Lord Mayor may accept the invitation or offer the invitation to another ~~Council Member~~ council member in accordance with this policy~~, of their choosing.~~ and with the event organisers agreement.

29. Where the invitation to attend an event, including tickets, is received by the Lord Mayor, and is extended to multiple unspecified ~~Council Members~~ council members, the Lord Mayor may distribute the invitation, including tickets, to ~~Council Members~~ council members in accordance with this policy~~ of their choosing~~.

30. Where an invitation, including tickets, is extended to a specific Council Member council member or Council Members council members, the relevant individual Council Member council member may accept the invitation or offer the invitation to another ~~Council Member~~ council member ~~of their choosing~~ in accordance with this policy and with the event organisers agreement.

31. Opportunities for council members to represent the City at events will be allocated and rotated among elected members on a fair and equitable basis. This approach is intended to ensure broad community representation, recognise the representative role of Councillors under the *Local Government Act 1995*, and avoid any actual or perceived favouritism, particularly during election periods.

32. Where an invitation, including tickets, is extended to the ~~Chief Executive Officer~~ CEO, and they are unable, or do not wish to attend the event, the ~~Chief Executive Officer~~ CEO may accept the invitation or offer the invitation to another employee of their choosing with the event organisers agreement. (employee recipients must disclose receipt in accordance with the City of Perth Code of Conduct provisions).

Policy Administration

33. Time Limit on Claims and Approval Process

    A ~~Council Member~~ council member who chooses to receive reimbursement of expenses in accordance with this policy must submit the request to the ~~Chief Executive Officer~~ CEO together with supporting documentation, in accordance with the Council Member Allowances, Fees and Entitlements Policy.

    Requests for reimbursement must be received within three (3) calendar months after the month in which the expenses were incurred.

34. Dispute Resolution

    Any disputes regarding this policy will be referred to the Chief Executive Officer in the first instance. If the ~~Council Member~~ council member and the ~~Chief Executive Officer~~ CEO cannot reach an agreement, the matter will be reported to Council for consideration.

City of Perth

Council Policy
1.1 Attendance at Events

Document control

Policy context

Legislation, standards & external guidelines	Sections 5.57, 5.62, 5.71A, 5.87A, 5.87B, 5.87C and 5.90A of the *Local Government Act 1995* Regulations 20A and 20B of the *Local Government (Administration) Regulations 1996* City of Perth Code of Conduct for Council Members, Committee Members and Candidates
Policies and procedures	CP1.2 Professional Development CP1.6 Council Member Allowances, Fees and Entitlements CP4.3 Outgoing Sponsorship and Grants
Strategies, plans and frameworks	Strategic Community Plan

Document custodian

Alliance	CEO	**Service unit**	Governance and Executive Services

Review management

Next review due	February 2026	**Document management ref.**	1336483316-965

Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	Ordinary Council Meeting	15 December 2020	Council Policy 1.1 adopted
2.0	Policy and Legislation Committee	15 August 2022	Amended Council Policy 1.1 further amended to delete reference to 'discretionary funding arrangements.'
3.0	Ordinary Council Meeting	30 August 2022	Council adopted amended policy with a further amendment to replace the words 'of their choosing' under Clause 4 with 'on a rotational and equitable basis'.
4.0	Ordinary Council Meeting	27 February 2024	Policy amended – several amendments made to provide greater clarity on Attendance at Events

CITY OF PERTH

CP 1.1 Attendance at Events Policy Table of amendments		
Page number	**Amendment**	**Reason for amendment**
6	**Amend Clause 28 as follows**: 28. Where an invitation to attend an event, including tickets, is extended to the City of Perth, and is addressed to the Lord Mayor, the Lord Mayor may accept the invitation or offer the invitation to another ~~Council Member~~ council member in accordance with this policy~~, of their choosing.~~ and with the event organisers agreement.	• Refer to new Clause 31, which provides for opportunities to represent the City at events to be allocated and rotated among elected members on a fair and equitable basis. • Occasionally invitations extended to council members are not transferable. The recipient of the invitation should ensure the organiser agrees to a replacement representative.
6	**Amend Clause 29 as follows**: 29. Where the invitation to attend an event, including tickets, is received by the Lord Mayor, and is extended to multiple unspecified ~~Council Members~~ council members, the Lord Mayor may distribute the invitation, including tickets, to ~~Council Members~~ council members in accordance with this policy~~.of their choosing~~.	Refer to new Clause 31, which provides for opportunities to represent the City at events to be allocated and rotated among elected members on a fair and equitable basis.
6	**Amend Clause 30 as follows**: 30. Where an invitation, including tickets, is extended to a specific Council Member council member or Council Members council members, the relevant individual Council Member council member may accept the invitation or offer the invitation to another ~~Council Member~~ council member~~ of their choosing~~ in accordance with this policy and with the event organisers agreement.	Refer to new Clause 31, which provides for opportunities to represent the City at events to be allocated and rotated among elected members on a fair and equitable basis.

CITY OF PERTH

CP 1.1 Attendance at Events Policy Table of amendments		
Page number	**Amendment**	**Reason for amendment**
6	**Add new Clause 31 as follows:** 2. Opportunities for council members to represent the City at events will be allocated and rotated among elected members on a fair and equitable basis. This approach is intended to ensure broad community representation, recognise the representative role of Councillors under the *Local Government Act 1995*, and avoid any actual or perceived favouritism, particularly during election periods. Renumber all of the following clauses	To ensure broad community representation, recognise the representative role of Councillors under the *Local Government Act 1995*, and avoid any actual or perceived favouritism, particularly during election periods.
Formatting and grammatical amendments		
1.	Add the acronym "(CEO)" after Chief Executive Officer.	Moved to better placement in the policy to accommodate the use of the acronym throughout.
	Change instances of Chief Executive Officer to CEO where applicable.	For consistency
	Remove capitalisation of "council member/s" where applicable.	For consistent formatting.
1.	Remove capitalisation of the word "policy" where applicable.	For consistent formatting

City of Perth

Council Policy
1.2 Professional Development

CP 1.2 | Professional Development

Objective

This ~~P~~policy provides for the identification and delivery of training opportunities which supports ~~Council Members~~ council members to fulfil their role on Council.

Section 5.128 of the *Local Government Act 1995* (WA) (the **Act**) requires each local government to prepare and adopt a policy in relation to the continuing professional development of ~~Council Members~~ council members.

Scope

This policy provides guidelines around ~~Council Members~~ council members':

- participation in; and
- entitlement to,

professional development opportunities under the Act and Part 10 of the *Local Government (Administration) Regulations 1996* (WA) (the **Regulations**), as well as additional professional development opportunities not provided for under the legislation.

Policy statement

1. The City of Perth (the **City**) recognises that professional development and training opportunities are important for ~~Council Members~~ council members and support them to carry out their roles effectively.

Mandatory Training

2. Council members are required to complete and pass the 'Council Member Essentials' Training under s5.126 of the Act and r35 of the Regulations (the **Mandatory Training**) within 12 months of their election, unless they qualify for an exemption under r36 of the Regulations. The Mandatory Training consists of the following modules:
    - Understanding Local Government;
    - Serving on Council;
    - Meeting Procedures;
    - Conflicts of Interest; and
    - Understanding Financial Reports and Budgets.

3. The City will arrange and pay any registration costs associated with the ~~Council Members~~ council members completing their Mandatory Training using one of the providers as prescribed in r35 of Regulations.

Additional Training

4. The City will investigate additional opportunities for paid professional development, including opportunities to attend conferences, seminars, conventions and other events (**Additional Training**), at the request of individual ~~Council Members~~ council members.

5. The following **key focus areas** have been identified as relevant to Council's role or the C~~ Council Member~~ council member's role in accordance with r37 of the Regulations:
   a. leadership and management
   b. community consultation and communication
   c. roles and functions of Council Members
   d. governance and integrity in decision making
   e. Local Government legislative framework
   f. determination of policy reviews
   g. financial management
   h. integrated planning and reporting framework
   i. advocacy
   j. risk management
   k. town planning practices

6. Participation in Additional Training must meet the requirements listed below:
   a. the Additional Training must be organised by a registered, independent and qualified training provider or a recognised industry body;
   b. the Additional Training must relate to the key focus areas;
   c. sufficient funds must be available;
   d. written approval from the City's Chief Executive Officer prior to attendance.

7. Council approval is required where:
   a. the ~~Council Member~~ council member's proposed participation in the Additional Training falls within the last ~~-~~three months, of their term in office;
   b. sufficient funds are not available in the professional development budget; or
   c. Additional Training involves interstate or international travel

Pre-approved Conference attendance

8. Council ~~Member~~ member attendance when representing the City of Perth, as requested by the City's Chief Executive Officer in consultation with the Lord Mayor, at conferences arranged by the following entities:
   a. Western Australian Local Government Association (WALGA).
   b. Australian Local Government Association (ALGA).
   c. Local Government Professionals Australia WA (LG Pro).
   d. A department of Public Service.
   e. A government department of another State, a Territory or the Commonwealth.
   f. A local government or regional local government.

   is not considered to be 'Additional Training' for the purposes of this policy and all costs associated with attendance will be met by the City in accordance with Council's Policy relating to Council Member Allowances, Fees and Entitlements.

Pre-approved Conference attendees

9. Where professional development involves interstate or international travel, the pre-approved attendees will be determined in accordance with the National and International Engagement Policy.

10. The City's Voting Delegates at the WALGA Annual General Meeting are to be:
    a. The City's WALGA Central Metropolitan Zone **Members.**
    b. If Members are unavailable, the City's WALGA Central Metropolitan Zone **Deputy Members.**
    c. If Deputy Members are unavailable, other Council Members as nominated by the Chief Executive Officer.

Provision applicable to all training

11. The costs relating to registration for and attendance at:
    a. Mandatory Training; and
    b. Additional Training,
    c. Other sessions or workshops convened by the CEO or Lord Mayor.

    will be paid for by the City subject to obtaining any approvals required under this Council Policy and in accordance with Council's Policy relating to Council Member Allowances, Fees and Entitlements.

12. Reimbursement of expenses may apply to Council Member attendance at any training and will be made in accordance with Council's Policy relating to Council Member Allowances, Fees and Entitlements.

Reporting

13. Council ~~Members~~ members' participation in ~~Mandatory Training and Additional Training~~ training provided under this policy will be subject to quarterly reporting of:

    a. Attendance at all training; and
    b. any interstate and international travel required for attendance at Additional Training

    to be published on the City's website.

City of Perth

Council Policy
1.2 Professional Development

Document control

Policy context

Legislation, standards & external guidelines	Sections 5.126 and 5.128 of the *Local Government Act 1995* (WA) Regulations 35 and 36 of the *Local Government (Administration) Regulations 1996* (WA).
Policies and procedures	CP 1.1 - Attendance at Events Policy CP 1.6 – Council Member Allowances, Fees and Entitlements Policy
Strategies, plans and frameworks	

Document custodian

Alliance	CEO	Service unit	Governance and Executive Services

Review management

This policy must be reviewed following each ordinary election.

Next review due	February 2026	Document management ref.	EDRMS-1336483316-1012

Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	Ordinary Council Meeting	15 December 2020	Council Policy 1.2 adopted
2.0	Ordinary Council Meeting	25 May 2021	Council Policy amended
3.0	Ordinary Council Meeting	22 February 2022	Council Policy amended
4.0	Ordinary Council Meeting	27 February 2024	Council Policy amended
5.0	Ordinary Council Meeting	28 May 2024	Council Policy amended

CITY OF PERTH

CP 1.2 Professional Development Policy Table of amendments		
Page number	**Amendment**	**Reason for amendment**
3.	**Add new heading and new Clause 9 as follows:** Pre-approved Conference attendees 9. Where professional development involves interstate or international travel, the pre-approved attendees will be determined in accordance with the National and International Engagement Policy. Renumber all following clauses.	To clarify that the National and International Engagement Policy is to be referred to when using this policy.
3	**Amend Clause 10 as follows:** 10. The City's Voting Delegates at the WALGA Annual General Meeting are to be:	Grammatical amendment
3	**Add point c to Clause 11 as follows:** 11. The costs relating to registration for and attendance at: a. Mandatory Training; and b. Additional Training, c. Other sessions or workshops convened by the CEO or Lord Mayor. will be paid for by the City subject to obtaining any approvals required under this Council Policy and in accordance with Council's Policy relating to Council Member Allowances, Fees and Entitlements.	New part clarifies that there are other training sessions and workshops that the City considers to be relevant to Elected Members that are organised and paid for by the City.
3	**Amend Clause 13 as follows:** 13 Council ~~Members~~ members' participation in ~~Mandatory Training and Additional Training~~ training provided under this policy will be subject to quarterly reporting of: a. Attendance at all training; and b. any interstate and international travel required for attendance at Additional Training to be published on the City's website.	To include reporting of the training provided under Clause 11, new part c.

CITY OF PERTH

CP 1.2 Professional Development Policy Table of amendments		
Page number	**Amendment**	**Reason for amendment**
Formatting and grammatical amendments		
	Remove capitalisation of “council member/s” where applicable.	For consistent formatting.
1.	Remove capitalisation of the word “policy” where applicable.	For consistent formatting

City of Perth

Council Policy
1.6 Council Member Allowances, Fees and Entitlements

CP 1.6| Council Member Allowances, Fees and Entitlements

Objective

To provide rules and transparency regarding the allowances, fees and entitlements awarded to ~~Council Members~~ council members for the purpose of undertaking their role as representatives of the City, in accordance with the *Local Government Act 1995, Local Government (Administration) Regulations 1996,* and determinations of the Salaries and Allowances Tribunal.

Scope

This ~~Policy~~ policy sets the nature and extent of the allowances, fees and entitlements that ~~Council Members~~ council members are entitled to receive, and the responsibilities of ~~Council Members~~ council members and the Administration to ensure these allowances, fees and entitlements are awarded fairly, consistently, and transparently.

The following entitlements are not included in the scope of this policy, as council members are entitled to these under the *Local Government Act 1995* and associated regulations:

- Superannuation contribution payments; and
- Parental Leave.

Policy statement

Annual allowances and fees

1. The following annual allowances and fees are to be paid to ~~Council Members~~ council members monthly in arrears via electronic funds transfer to their nominated bank account.

Annual allowance for the Lord Mayor and Deputy Lord Mayor

2. The Lord Mayor is entitled to be paid an annual allowance up to the maximum amount determined by the Salaries and Allowances Tribunal.
3. The Deputy Lord Mayor is entitled to be paid an annual allowance up to the maximum percentage determined by the Salaries and Allowances Tribunal of the annual allowance that the Lord Mayor is entitled to be paid.

Annual attendance fees in lieu of Council meeting, committee meeting and prescribed meeting attendance fees

4. Council ~~Members~~ members are entitled to be paid an annual attendance fee of up to the maximum amount determined by the Salaries and Allowances Tribunal.

Annual allowance for ICT expenses

5. Council ~~Members~~ members are entitled to be paid an annual allowance for ICT expenses up to the maximum amount determined by the Salaries and Allowances Tribunal.
6. This allowance is to be paid instead of reimbursement for –
   a. Rental charges in relation to one telephone and one facsimile machine (as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996)* (the 'Administration Regulations')
   b. Any other expenses that relate to information and communication technology and are a kind of expense prescribed by regulation 32(1) of the Administration Regulations, such as telephone call charges or internet service provider fees incurred by a ~~Council Member~~ council member in performing a function in their official capacity.
   c. Any expenses, including the purchase costs, of ICT hardware.

Reimbursements

Reimbursable expenses

7. Council ~~Members~~ members are entitled to be reimbursed for the following expenses:
   a. Child care
   b. Carer
   c. Travel (excluding airfares)
   d. Parking
   ~~e. Accommodation~~
   f. Food and drink (excluding alcohol)
   g. Australian Institute of Company Directors' Company Directors course
8. Council ~~Members~~ members are only entitled to be reimbursed for these expenses to the extent that they are:
   a. Incurred in the performance of an 'authorised function'; and
   b. Approved for reimbursement in accordance with this ~~Policy~~ policy.
9. An 'authorised function' refers to a council member's attendance at the following in their official capacity:
   a. Ordinary and special Council meetings
   b. General and special electors' meetings.

c. Meetings of committees, boards, groups and regional and statutory councils to which the ~~Council Member~~ council member is a member in their official capacity or is an authorised representative of the City.
d. Sessions, workshops and forums convened by the Lord Mayor or Chief Executive Officer (CEO).
e. Events that the ~~a Council Member~~ council member is approved to attend in accordance with Council's Attendance at Events Policy.
f. Professional development and mandatory training that a ~~Council Member~~ council member is required, permitted, or approved to attend in accordance with Council's Professional Development Policy.
g. Delegations that the ~~Council Member~~ council member is approved to attend in accordance with Council's National and International Engagement Policy.

Childcare

10. Childcare expenses refer to the cost of childcare that is:
    a. Required in the absence of the ~~Council Member~~ council member while performing or travelling to and from an authorised function.
    b. For a child aged 13 years or under.
    c. Provided by a professional childcare provider and not by a relative or person who lives with the a ~~Council Member~~ council member and/or the child.
    d. Not part of a compulsory education program such as school.
11. The extent to which childcare expenses may be reimbursed is to be consistent with the extent determined by the Salaries and Allowances Tribunal.

Carer

12. Carer expenses refer to the cost of personal care, support and assistance:
    a. Required while performing or travelling to and from an authorised function,
    b. For another individual who requires care due to disability, medical condition, mental illness, or because the individual is frail and aged, and
    c. Provided by one or more carers.
13. The extent to which carer expenses may be reimbursed is to be consistent with the extent to which childcare costs may be reimbursed.

Travel

14. Where a ~~Council Member~~ council member is undertaking an authorised function, the City will make appropriate travel arrangements associated with that authorised function or will reimburse the ~~Council Member~~ council member for appropriate travel arrangements made in accordance with this policy.

15. Travel expenses refer to the cost of reasonable travel to and from the performance of an authorised function. This does not include the cost of any infringements or fines related to travel.
16. Travel costs incurred while driving a privately owned or leased vehicle are to be calculated at the rate determined by the Salaries and Allowances Tribunal.
17. Travel is to be undertaken by the shortest or most practical route.
18. The extent to which travel expenses may be reimbursed is to be in accordance with the rate determined by the Salaries and Allowances Tribunal.

Accommodation

19. Where a Council Member is undertaking an authorised function, **the City** will make appropriate accommodation arrangements ~~or will reimburse the Council Member for appropriate accommodation arrangements~~ to support their attendance in accordance with this policy.

Parking

20. Parking expenses refer to the cost of parking for the duration of performing an authorised function and does not include costs for valet parking or any parking infringements or fines.
21. Parking costs incurred within the City of Perth district may only be reimbursed where the ~~Council Member~~ council member is not entitled to suitable parking free of charge.
22. The extent to which parking expenses may be reimbursed is to be at cost.

Food and drink

23. Food and drink expenses refer to the cost of reasonable food and drink incurred while performing or travelling to or from an authorised function, where:
    a. food and drink are not provided as part of the event or activity; and
    b. and the cost is not incurred outside of reasonable travelling times; and
    c. the expense does not include the purchase of alcohol.
24. The extent to which food and drink may be reimbursed is to be at cost.

Australian Institute of Company Directors Company Directors' course

25. Council members are entitled to be reimbursed for the cost of the Australian Institute of Company Directors (AICD) Company Directors' Course in accordance with Council's Professional Development Policy and upon successful completion of the course.
26. The extent to which the course may be reimbursed is to be at cost.

Reimbursement claims

27. A ~~Council Member~~ council member making a claim for reimbursement is to submit the following information to the ~~Chief Executive Officer~~ CEO:
    a. A completed City of Perth reimbursement of expenses form.
    b. Full copy of the receipt(s) for the expense.
    c. Evidence of the nature, amount, date and time of the expense incurred and paid by the ~~Council Member~~ council member, and who the ~~Council Member~~ council member made payment to, where this information is not provided on the expense receipt.

28. A reimbursement can only occur if:
    a. The claim for reimbursement contains all required information.
    b. The expense is of a kind that the ~~Council Member~~ council member is entitled to be reimbursed for under this ~~P~~policy.
    c. The ~~Chief Executive Officer~~ CEO is satisfied that the sole purpose of the expenditure was for the purpose of the Council Member undertaking an authorised function.

Other entitlements

Professional development allocation

29. Council ~~Members~~ members are entitled to attend professional development events arranged and paid for by the City in accordance with Council's Professional Development Policy.

30. An amount determined by Council will be allocated each financial year for the costs related to enrolment at professional development events for each Council Member for the purposes of Council's Professional Development Policy.

31. Professional development costs paid by the City are to be deducted from the ~~Council Member~~ council member's professional development allocation, except for mandatory training and the AICD Company Directors Course enrolment related costs.

32. Professional development costs that the City may pay for using the funds allocated for a ~~Council Member~~ council member's professional development include:
    a. Enrolment or registration costs
    b. Reimbursement of a council member's travel to attend professional development.
    c. Support for attendance provided as per section 'Support for Attendance' of this policy.

33. Council approval is required where sufficient funds are not available in the professional development budget.

34. Reimbursements relating to participation at training in the last 3 months of their term of office and following their resignation or suspension will not be paid to a ~~Council Member~~ council member.

Support for attendance

35. Support for attendance by a ~~Council Member~~ council member at an authorised function, including air fares and accommodation ~~must be arranged~~ will be arranged by the City in accordance with the conditions below:

    a. Airfares will be determined by the most practical route to and from the location. All air travel will be by Business Class unless the ~~Council Member~~ council member nominates Economy Class as their preferred option.

    b. Reasonable accommodation for a ~~Council Member~~ council member (accompanying person may share this accommodation) will be provided as recommended by the professional development or event organisers or located near the venue.

       The City will provide the length of stay at the accommodation as follows:

State and or Interstate	One night prior, during and one night after
International	~~Two~~ One night~~s~~ prior, during and one night after

    c. Travel insurance will be provided for ~~Council Members~~ council members in accordance with the Corporate Travel Policy.

    d. Any additional travel expenses will be considered for reimbursement in accordance with the provisions of this policy.

    e. ~~Where a council member chooses to arrive earlier or extend their stay when undertaking an authorised function or vary the City's arrangements, then the council member will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes.~~

       No reimbursements, administrative assistance, or any other form of support will be provided or approved for any travel extensions or itinerary deviations outside of the authorised function.

Parking and access to Council House

36. Council ~~Members~~ members may be provided with:
    a. An 'Elected Member Parking Permit' under the *City of Perth Parking Local Law 2017* (the 'Parking Local Law'); and

    b. Access to City of Perth Parking facilities in accordance with their entitlements under the Parking Local Law.

37. Council ~~Members~~ members may park in allocated bays at Council House while undertaking official duties.

38. Council ~~Members~~ members may be provided access to the civic areas of Council House for the purpose of undertaking official duties.

Lord Mayoral Vehicle

39. A City of Perth owned and maintained vehicle is to be made available to the Lord Mayor for the purpose of undertaking official duties.

Governance of fees, allowances and entitlements

40. Where this ~~P~~policy states that an allowance, fee or entitlement 'may' be provided to a Council Member, the City will provide the allowance, fee or entitlement to the maximum extent permitted by this ~~P~~policy unless the ~~Council Member~~ council member makes a written request to the CEO that it either not be provided or provided to a lesser extent.
41. Council members cannot commit City funds or incur expenses on behalf of the City.
42. If a ~~Council Member~~ council member is aware of having a received a payment or entitlement that is not in accordance with Council Policy, the ~~Council Member~~ council member must notify the City immediately and return payment to the City.
43. The fees, allowances and entitlements awarded to a ~~Council Member~~ council member cannot be used by another ~~Council Member~~ council member or claimed by one ~~Council Member~~ council member on behalf of another.
44. Claims for reimbursement must be submitted to the CEO within six months of incurring the expense.
45. Council members may not accrue personal rewards or loyalty program points on purchase cards used for expenses where a reimbursement may be claimed.
46. Making a false or fraudulent claim for reimbursement or any other entitlement may be a criminal offence and reported to the Western Australian Police Force and/or the Corruption and Crime Commission.

Expenses register

47. All reimbursement claims, including the ~~Council Member~~ council member's name, type of expense, authorised function, connection to the proper discharge of the ~~Council Member~~ council member's role, amount and date approved are to be recorded in a register maintained by the Administration and published on the City's website.

City of Perth

Council Policy
1.6 Council Member Allowances, Fees and Entitlements

Document control

Policy context

Legislation, standards & external guidelines	*Local Government Act 1995* *Local Government (Administration) Regulations 1996*
Policies and procedures	Council Policy 1.1 Attendance at Events Council Policy 1.2 Professional Development
Strategies, plans and frameworks	

Document custodian

Alliance	CEO	Service unit	Governance

Review management

Next review due	February 2026	Document management ref.	EDRMS-1336483316-798

Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	Ordinary Council Meeting	9 July 1996	Council Policy adopted – supersedes revoked Council Policy No: C245, CS20
2.0	Ordinary Council Meeting	28 April 1998	Council Policy reviewed
3.0	Ordinary Council Meeting	25 May 1999	Council Policy reviewed
4.0	Ordinary Council Meeting	1 October 2005	Council Policy amended – Local Government Acy amendments
5.0	Ordinary Council Meeting	25 October 2005	Council Policy reviewed
6.0	Ordinary Council Meeting	5 August 2009	Council Policy reviewed
7.0	Ordinary Council Meeting	25 June 2013	Council Policy amended – Reflect changes based on SAT determination
8.0	Ordinary Council Meeting	15 July 2014	Council Policy amended – Further amendments to ensure alignment with future SAT determinations
9.0	Ordinary Council Meeting	30 April 2015	Council Policy amended – Custodian position title amended to fit within organisational restructure

City of Perth

Council Policy
1.6 Council Member Allowances, Fees and Entitlements

Version	Adopted by	Adoption date	Synopsis of changes
10.0	Ordinary Council Meeting	24 April 2018	Council Policy reviewed
11.0	Ordinary Council Meeting	29 September 2020	Council Policy – Council Member Allowances and Fees attendance adopted
12.0	Ordinary Council Meeting	25 May 2021	Council Policy 1.6 adopted – supersedes revoked Council Policies: 10.5 Council Member Allowance and Meeting Attendance Fees 10.6 Elected Members – Reimbursement of Expenses 10.10 Parking and Access to Council House – Councillors 13.6A Motor Vehicle and Transport Services for the Lord Mayor 10.16 Legal Representation for Members and Employees
13.0	Ordinary Council Meeting	28 March 2023	Council Policy amended – removal of "legal expenses and insurance deductables" headings and sections 40, 41 and 42.
13.0	Ordinary Council Meeting	27 February 2024	Council Policy amended
14.0	Ordinary Council Meeting	10 December 2024	Council Policy amended as a result of the review of the National and International Engagement Policy.

CITY OF PERTH

CP 1.6 Council Member Allowances, Fees and Entitlements Policy Table of amendments		
Page number	**Amendment**	**Reason for amendment**
1	**Add the following wording to the scope**: The following entitlements are not included in the scope of this policy, as council members are entitled to these under the *Local Government Act 1995* and associated regulations: • Superannuation contribution payments; and • Parental Leave.	For council members to be aware that these entitlements are a legislative requirement and do not need to be included in policy.
2	**Add point c to Clause 6 as follows:** 6. This allowance is to be paid instead of reimbursement for – a. Rental charges in relation to one telephone and one facsimile machine (as prescribed by regulation 31(1)(a) of the *Local Government (Administration) Regulations 1996)* (the 'Administration Regulations') b. Any other expenses that relate to information and communication technology and are a kind of expense prescribed by regulation 32(1) of the Administration Regulations, such as telephone call charges or internet service provider fees incurred by a Council Member council member in performing a function in their official capacity. c. Any expenses, including the purchase costs, of ICT hardware.	Part added to align with the annual allowance description of ICT expenses in the State Administrative Tribunal Determination 2025: ***ICT expenses mean:*** *(a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;* *(b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or* (c) *any expenses, including the purchase costs, of ICT hardware provided to elected council members.*

CITY OF PERTH

CP 1.6 Council Member Allowances, Fees and Entitlements Policy Table of amendments		
Page number	**Amendment**	**Reason for amendment**
2	**Amend Clause 7 as follows:** 7. Council ~~Members~~ members are entitled to be reimbursed for the following expenses: a. Child care b. Carer c. Travel (excluding airfares) d. Parking ~~e. Accommodation~~ f. Food and drink (excluding alcohol) g. Australian Institute of Company Directors' Company Directors course	• The City will book all airfares associated with attendance at authorised functions. • The City will book all accommodation associated with attendance at authorised functions. • To specify in policy that alcohol is not considered a reasonable expense and the City will not reimburse for alcohol purchases) During a recent Office of the Auditor General audit related to purchase cards (in Local Government) it was found that there was inadequate policy guidance on allowable and reasonable business use of cards and cards were regularly used to purchase food and drink, including alcohol.
4	**Amend Clause 20 as follows:** 20. Where a Council Member is undertaking an authorised function, the City will make appropriate accommodation arrangements ~~or will reimburse the Council Member for appropriate accommodation arrangements~~ to support their attendance in accordance with this policy.	The City will book all accommodation associated with attendance at authorised functions.
4	**Amend Clause 23 as follows:** c. the expense does not include the purchase of alcohol.	To specify in policy that alcohol is not considered a reasonable expense and the City will not reimburse for alcohol. (refer to amendment to Clause 7)
6	**Amend Clause 35 as follows:** 35. Support for attendance by a ~~Council Member~~ council member at an authorised function, including air fares and accommodation ~~must be arranged~~ will be arranged by the City in accordance with the conditions below:	Slight amendment to the wording to provide clarification that the City will make the arrangements for all airfares and accommodation.

CITY OF PERTH

<table>
<tr><th colspan="3">CP 1.6 Council Member Allowances, Fees and Entitlements Policy
Table of amendments</th></tr>
<tr><th>Page number</th><th>Amendment</th><th>Reason for amendment</th></tr>
<tr><td>6</td><td>Amend Clause 35b as follows:
The City will provide the length of stay at the accommodation as follows:<table><tr><td>State and or Interstate</td><td>One night prior, during and one night after</td></tr><tr><td>International</td><td><s>Two</s> One night<s>s</s> prior, during and one night after</td></tr></table></td><td>It is considered that one night of accommodation prior to a professional development or event is sufficient.</td></tr>
<tr><td>6</td><td>Amend Clause 35e as follows:
e. <s>Where a council member chooses to arrive earlier or extend their stay when undertaking an authorised function or vary the City's arrangements, then the council member will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes.</s>
No reimbursements, administrative assistance, or any other form of support will be provided or approved for any travel extensions or itinerary deviations outside of the authorised function.</td><td>To clarify that the City will not provide any support to facilitate council members if a Council Member uses travel to or from an authorised function to aid their private or other personal purposes.</td></tr>
<tr><td>7</td><td>Add new Clause 44
44. Claims for reimbursement must be submitted to the CEO within six months of incurring the expense.
Renumber all of the following clauses.</td><td>To ensure that claims are submitted within a reasonable timeframe.</td></tr>
<tr><td></td><td>Add new Clause 45
45. Council members may not accrue personal rewards or loyalty program points on purchase cards used for expenses where a reimbursement may be claimed.
Renumber all the following clauses.</td><td>In response to Council Member feedback, and this provision supports transparency and integrity by ensuring Council members do not receive personal benefits from expenses funded by ratepayer funds.</td></tr>
</table>

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CP 1.6 Council Member Allowances, Fees and Entitlements Policy Table of amendments		
Page number	**Amendment**	**Reason for amendment**
Formatting and grammatical amendments		
3.	Add the acronym "(CEO)" after Chief Executive Officer	Moved to better placement in the policy to accommodate the use of the acronym throughout.
Throughout	Change instances of Chief Executive Officer to CEO where applicable.	For consistency
Throughout	Remove capitalisation of "council member/s" where applicable	For consistent formatting.
Throughout	Remove capitalisation of the word "policy" where applicable.	For consistent formatting

City of Perth

CP 1.7 | Independent Committee Members

Objective

To provide rules and transparency regarding the appointment, payment of fees and reimbursement of expenses to independent committee members, in accordance with the *Local Government Act 1995, Local Government (Administration) Regulations 1996,* and determinations of the Salaries and Allowances Tribunal.

Scope

This policy sets the process for the appointment of persons who are not ~~Council Members~~ council members or employees to be a member of a committee of the Council ("independent committee member") and outlines the way in which independent committee members may be paid fees and receive reimbursements from the City.

This policy also sets the nature and extent of the responsibilities of independent committee members and the Administration to ensure these appointments, are made fairly, consistently, and transparently.

Policy statement

Appointment of independent committee members

1. Where an independent committee member vacancy arises, a merit-based process will be undertaken to select a suitably qualified and experienced candidate. This process ~~will be line with the processes for selecting members of State Government boards and committees and~~ will include public advertising of the vacancy and evaluation against selection criteria.
2. An existing independent committee member seeking reappointment must apply through this process.
3. Appointments will be made by Council in accordance with ~~Section 5.10 of~~ the *Local Government Act 1995* and in consultation with any Terms of Reference related to the committee.

Meeting fees

4. Independent committee members will be paid the maximum meeting attendance fee, as determined by the Salaries and Allowances Tribunal, for their attendance at:
   a. Meetings of the committee on which they are a member.
   b. Meetings of a committee of Council on which they are not a member, but their attendance has been requested by Council.

Reimbursable expenses

5. Independent committee members are entitled to be reimbursed for expenses incurred in performing an authorised function.

6. An authorised function refers to the independent committee member's attendance at the following:
   a. Meetings of the committee on which they are an independent committee member.
   b. Meetings of committees of Council on which they are not a member, but their attendance has been requested by Council.
   c. Meetings of Council, where Council has requested their attendance.
   d. Meetings as required by the Chief Executive Officer (CEO), including meeting with the City's Internal Auditor or the Office of the Auditor General.
   e. Training organised by the City for the committee on which they are an independent committee member.

Travel

7. Travel expenses refer to the costs of reasonable travel to and from the location at which independent committee members are required to perform an authorised function. This may include reasonable bus, train, taxi or vehicle hire costs, and does not include the cost of any infringements or fines related to travel.

8. Travel costs incurred while driving a privately owned or leased vehicle are to be calculated at the rate determined by the Salaries and Allowances Tribunal.

9. Travel is to be undertaken by the shortest or most practical route.

10. The extent to which travel expenses may be reimbursed is to be in accordance with the extent determined by the Salaries and Allowances Tribunal.

Parking

11. Parking expenses refer to the cost of parking to accommodate independent committee member attendance at the location at which they are required to perform an authorised function. Costs for valet parking, parking infringements or fines will not be met by the City.

12. The extent to which parking expenses may be reimbursed is to be at cost.

Childcare

13. Childcare expenses refer to the cost of childcare that is:
   a. Required in the absence of the independent committee member while they are performing an authorised function.
   b. For a child aged 13 years or under and not attending secondary school.
   c. Provided by a professional childcare provider and not by a relative or person who lives with the independent committee member and/or the child.
   d. Not part of a compulsory education program such as school.

14. The extent to which childcare expenses may be reimbursed is to be consistent with the extent determined by the Salaries and Allowances Tribunal.

Carer

15. Carer expenses refer to the cost of personal care, support and assistance:
    a. Required while the independent committee member is performing an authorised function.
    b. For another individual who requires care due to disability, medical condition, mental illness, or because the individual is frail and aged, and
    c. Provided by one or more carers.
16. The extent to which carer expenses may be reimbursed is to be consistent with the extent to which childcare costs may be reimbursed.

Information and Communications Technology

17. Information and communications technology (ICT) expenses refer to the cost of rental charges in relation to one telephone and one facsimile machine, and any other costs that relate to ICT (for example, telephone call charges and internet service provider fees) incurred in the course of the performance of the role of an independent committee member.
18. The extent to which ICT expenses may be reimbursed is to be at cost.

Reimbursement claims

19. An independent committee member making a claim for reimbursement is to submit the following information to the ~~Chief Executive Officer~~ CEO within 60 days of the expense being incurred:
    a. A completed City of Perth reimbursement of expenses form;
    b. A copy of the receipt(s) for the expense;
    c. Evidence of the nature, amount, date and time of the expense incurred and paid by the independent committee member, and who the independent committee member made payment to, where this information is not provided on the expense receipt.
20. A reimbursement will be authorised by the ~~Chief Executive Officer~~ CEO where:
    a. The claim for reimbursement contains all required information and documents and has been submitted within 60 days of the expense being incurred.
    b. The expense is of a kind that the independent committee member is entitled to be reimbursed under this ~~P~~policy.
    c. The ~~Chief Executive Officer~~ CEO is satisfied that the sole purpose of the expenditure was for the performance of an authorised function.

Governance of fees, allowances and entitlements

22. Independent committee members cannot commit City funds or incur expenses on behalf of the City.
23. If an independent committee member is aware of having a received a payment in excess of this ~~P~~policy, the independent committee member must notify the City immediately and return any monies owed to the City.

24. Making a false or fraudulent claim for reimbursement or any other entitlement may be a criminal offence and reported to the Western Australian Police Force and/or the Corruption and Crime Commission.

Document control

Policy context

Legislation, standards & external guidelines	Section 5.10 of the *Local Government Act 1995*. Section 5.100 of the *Local Government Act 1995*. *34ACA(1) of the Local Government (Administrations) Regulations 1996* Salaries and Allowances Tribunal Local Government Chief Executive Officers and Elected Members Determination No 1 of 2023. Section 30.6 of the *Local Government Officers' (Western Australia) Interim Award 2011.*
Policies and procedures	
Strategies, plans and frameworks	

Document custodian

Alliance	Chief Executive Officer	Service unit	Governance

Review management

Next review due	February 2026	Document management ref.	EDRMS-1336483316-606

Document management

Version	Adopted by	Adoption date	Synopsis of changes
1.0	Ordinary Council Meeting	27 May 1997	Council Policy adopted - supersedes revoked Council Policy CS46, CS21
2.0	Ordinary Council Meeting	28 April 1998	Council Policy amended
3.0	Ordinary Council Meeting	1 February 2011	Council Policy amended
4.0	Ordinary Council Meeting	25 May 2021	Council Policy 1.7 adopted
5.0	Ordinary Council Meeting	27 February 2024	Council Policy amended

CITY OF PERTH

CP 1.7 Independent Committee Members Policy Table of amendments		
Page number	**Amendment**	**Reason for amendment**
1	**Amend Clause 1 as follows:** 1. Where an independent committee member vacancy arises, a merit-based process will be undertaken to select a suitably qualified and experienced candidate. This process ~~will be line with the processes for selecting members of State Government boards and committees and~~ will include public advertising of the vacancy and evaluation against selection criteria.	The City has a robust process that includes a selection criteria that ensure the City attracts interest from high quality candidates. The City may not be able to appoint candidates on merit if it also aligns with state government processes.
1	**Amend Clause 3 as follows:** 3. Appointments will be made by Council in accordance with ~~Section 5.10 of~~ the *Local Government Act 1995* and in consultation with any Terms of Reference related to the committee.	Amendments to the *Local Government Act 1995* require several sections of the Local Government Act to be considered when appointing committee members. The removal of the specific section ensures that appointments are made in accordance with all the relevant sections.
Formatting and grammatical amendments		
1.	Add the acronym "(CEO)" after Chief Executive Officer	Moved to better placement in the policy to accommodate the use of the acronym throughout.
	Change instances of Chief Executive Officer to CEO where applicable.	For consistency
	Remove capitalisation of "council member/s" where applicable.	For consistent formatting.
	Remove capitalisation of the word "policy" where applicable.	For consistent formatting

CITY OF PERTH

Policy review 2026 Council Member Feedback	
Feedback	**Response to Feedback**
1. "Concerning **CP 1.6 | Council Member Allowances, Fees and Entitlements**: Internal correspondence from 18 September 2025 highlighted the treatment of loyalty programs and frequent flyer points. It may be beneficial to include a formal note within the policy to clarify the City's position on these matters." 2. "The other three policies have been reviewed, and I have no additional feedback."	Noted. The following provision is proposed for inclusion in the Policy: Council members may not accrue personal rewards or loyalty program points on purchase cards used for expenses where a reimbursement may be claimed.
In relation to CP1.1 Attendance at Events 1. "The current system is set by law, is easy to understand, and works well in practice. The proposed "rotation" approach isn't clearly explained and could create confusion about how it would be applied." 2. "For that reason, I would prefer we retain the current system unless a clear issue with background data and a clearly explained solution are set out."	No amendment to the proposed provision is recommended. In response to complaints that Elected Members have not been provided with fair and equitable opportunities to attend events, the administration recommends the inclusion of this provision.
In relation to CP1.2 Professional Development "Can I please have assistance with an amendment to give effect to amending CP1.2 that would allow all EMs full attendance at the ALGA NGA and WALGA State Convention & Exhibition, and for these costs to be allocated a budget and pre-approved?"	The administration does not recommend an amendment to this provision at this time. However, it is available to assist the Elected Member in preparing an amended motion should they wish to progress this inclusion.

8. Motions of which Previous Notice has been Given

8.1 Notice of Motion - Proposed Council Policy - Bereavement & Condolences

The following Notice of Motion was submitted in accordance with clause 4.12 of the *Standing Orders Local Law 2009*.

Councillor	Councillor David Goncalves
Date Received	21 April 2026
Motion	That the Policy, Legislation and Governance Committee recommend that Council: 1. ENDORSES the draft Council Policy – Bereavement and Condolences, as contained in Attachment 1, for Elected Member feedback and further development. 2. REQUESTS the CEO to circulate the endorsed draft policy to all Elected Members and invite written feedback. 3. REQUESTS the CEO to review and refine the draft policy, having regard to feedback received from Elected Members, civic and cultural protocol, legislative provisions, industry standard and operational and implementation considerations. 4. REQUESTS the Chief Executive Officer to present a final Council Policy – Bereavement and Condolences directly to Council by 30 June 2026, for consideration and adoption.
Reasons Provided	To provide consideration of a new Council policy to establish a clear and consistent framework for how the City of Perth formally recognises deaths of significance to the City, its community and its operations. The City does not currently have a dedicated policy guiding official bereavement recognition. In the absence of a framework, responses such as condolence letters, public statements, funeral representation, flags at half-mast and Council acknowledgement may be undertaken on an ad hoc basis, without clear guidance on roles, authority or consistency. The proposed policy would provide clarity to Council Members and the Administration, support timely and respectful responses, and formalise the role of the Lord Mayor, Council and CEO in delivering appropriate civic recognition. The policy is intentionally focused in scope and does not duplicate existing Council policies relating to honorary awards or commemorative works, instead focusing on immediate civic response rather than formal honours or permanent memorialisation.

Administration Response to Notice of Motion

Responsible Officer	Wendy Attenborough – Executive Director Governance and Strategy
Voting Requirements	Simple Majority
Attachments	Attachment 8.1A – Draft Policy - Bereavement and Condolences ⇩

Discussion

1. The Notice of Motion proposes that a draft Council Policy be developed and progressed primarily through Elected Member endorsement and feedback prior to refinement by the administration.
2. As a matter of usual practice, Council policies are developed by the administration as subject matter experts for Council's consideration, supported by appropriate consultation and analysis. This approach ensures that draft policies are evidence-based, operationally practical, culturally appropriate, and informed by relevant stakeholder perspectives.
3. An alternative process would be for the Committee to request the Chief Executive Officer to prepare a draft Council Policy on bereavement and recognition for Council's consideration, incorporating elected member input and any relevant community or stakeholder consultation. This would enable the administration to properly consider feedback from affected groups, ensure alignment with civic, cultural and community expectations, industry standard and address implementation considerations before presenting a final policy to Council for adoption.
4. As such, the following officer recommendation is presented for Council's consideration:

   That the Policy, Legislation and Governance Committee recommend that Council:

   1. *REQUEST the Chief Executive Officer to prepare a Council Policy on bereavement and recognition, which is drafted and presented to elected members and members of the community for consultation.*
   2. *REQUEST the Chief Executive Officer to present a final Council Policy – Bereavement and Recognition to Council for consideration and adoption by 28 July 2026.*

Decision Implications

5. If Council were to support this Committee recommendation, Council input would be provided at an early stage of the policy development process. As a result, the final policy presented by the administration following review and refinement may differ materially from the version initially considered.
6. The officer recommendation presented in the report above is therefore recommended.

Strategic, Legislative and Policy Implications

Strategic Community Plan	
Strategic Pillar (Objective)	Well-Governed
Related Documents (Issue Specific Strategies and Plans):	Strategic Community Plan

Legislation, Delegation of Authority and Policy	
Legislation:	*Local Government Act 1995.*
Authority of Council/CEO:	Council.
Policy:	Nil.

Financial Implications

7. There are no financial implications anticipated as a result of this report. Future financial implications may arise if Council choose to adopt a policy of this kind.

Further Information

8. Nil.

CP x.xx | Bereavement and Condolences

Objective

To establish how the City of Perth (the City) officially recognises deaths of significance to the City, its community, its history and its operations, and to guide the Lord Mayor, Council Members and the Administration in doing so with consistency and respect.

Scope

This policy applies to official bereavement recognition by the City in respect of:

- current and former Council Members, Commissioners, Administrators, CEOs and equivalent chief executive office holders of the City;
- recipients of honorary awards conferred by the City;
- Whadjuk Noongar Elders and other Aboriginal Elders with a significant connection to the City;
- current employees of the City, and former employees, advisory group or neighborhood group representatives, volunteers or committee members closely associated with City operations;
- immediate family of a current Council Member, the Chief Executive Officer (CEO) or a current employee;
- persons declared by Council to be Significant Contributors; and
- persons or communities whose death or loss gives rise to a major civic or community response.

This policy does not apply to honorary awards (CP 4.6) or commemorative works (CP 4.9).

Policy statement

1. The City is proud of its history and the people who have shaped it. As a mark of respect, the City may acknowledge the contribution made by a deceased person or respond to a death that significantly affects the community.
2. The City is to exercise cultural sensitivity when responding to the death of an Aboriginal person, and where practicable will have regard to advice from family, community representatives or Elders in relation to the use of names, images, language and public communications.

Council resolution

3. The Lord Mayor or Council may, by resolution, declare a person to be a Significant Contributor for the purposes of this policy.
4. Council may, by resolution, bestow official condolences, hold or support a commemorative service or event, or undertake any other form of recognition set out in this policy, in respect of persons whose death or loss materially affects the City or gives rise to a major civic or community response.
5. A motion for the purposes of clauses 3 or 4 must be moved and seconded by two Council Members.

Forms of recognition

6. Official recognition may include one or more of the following:

a. a condolence letter, sympathy card or personal message of sympathy;

b. a public expression of sympathy, including a media statement or website, social media or newspaper notice;

c. a floral tribute or charitable donation;

d. attendance or representation at a funeral, memorial service or condolence ceremony;

e. flags flown at half-mast or another civic acknowledgement;

f. acknowledgement at an Ordinary Meeting of Council, including by Mayoral Minute;

g. a commemorative service or event hosted, co-hosted or supported by the City; and

h. a condolence book, building illumination or other civic response for a major community tragedy.

Signatories

7. A condolence letter or card will ordinarily be sent under the signature of the Lord Mayor where the deceased, or their immediate family member, had a civic, honorary, elected or community connection to the City; and under the signature of the CEO where that connection was through employment or direct involvement in City operations. Where both apply, or where circumstances otherwise warrant, the Lord Mayor may direct that the letter be sent jointly.

Flags and civic protocol

8. Flags may be flown at half-mast on the direction of the Lord Mayor, having regard to the Australian National Flag protocols, the wishes of the family, and the significance of the deceased's connection to the City. The CEO is to give effect to the direction of the Lord Mayor.

Authority and application

9. Council, through this policy and any resolution made under it, determines the circumstances in which the City extends official bereavement recognition. The Lord Mayor provides civic leadership in the application of this policy, and the CEO is responsible for its implementation.

10. A Council Member who becomes aware of a death potentially within the scope of this policy may bring the matter to the attention of the Lord Mayor, the CEO, or Council by way of motion at an Ordinary Council Meeting.

Definitions

Council – the Council of the City of Perth, constituted under the Local Government Act 1995 (WA) and the City of Perth Act 2016 (WA).

Immediate family – spouse or partner, child or stepchild, parent, or sibling.

Major civic or community response – a public response arising from a death or loss that materially affects the City, including a death causing widespread public mourning, a civic tragedy, a loss within the Whadjuk Noongar or another Aboriginal community of significant public resonance, or the death of a distinguished figure closely associated with the City of Perth.

Significant Contributor – a person determined by resolution of Council, or in the ordinary course by the Lord Mayor, to have made a substantial civic, community, cultural, social, heritage, business or philanthropic contribution to the City.

Whadjuk Noongar Elder – an Aboriginal Elder recognised by family and/or community as a holder of cultural knowledge and authority and having a significant connection to the Whadjuk Noongar people and Boorloo.

9. General Business

10. Items for Consideration at a Future Meeting

11. Closure