

COUNCIL POLICY LG539

COUNCIL MEMBER AND CEO ATTENDANCE AT EVENTS

KEY FOCUS AREA LEADERSHIP AND GOVERNANCE

Purpose

The purpose of this policy is to for Council to:

1. enable Council Members and the Chief Executive Officer (**CEO**) to attend events as representatives of Council and the Town of Claremont (**Town**); and
2. provide transparency and accountability around Council Member and CEO attendance at events.
3. complies with section 5.90A of *the Local Government Act 1995* (**the Act**). This policy is not to be used as a mechanism to avoid conflict of interest provisions of the Act.
4. clarify that event attendance involves participation in an event, including being present and actively engaging in the event's activities, and that Council Member training, education, and professional development activities are covered by Policy LG540 Council Member Training and Continuing Professional Development.

Definition

Events means organised occurrences hosted by a person or organisation on public or private land, including:

- a) concerts;
- b) music festivals;
- c) exhibitions;
- d) expos and fairs;
- e) conferences;
- f) seminars;
- g) functions; and
- h) sporting events.

This includes attendance where entry is:

- a) free of charge;
- b) provided at a discounted rate;
- c) provided as part of a sponsorship agreement; or
- d) paid for by the Town.

Policy

1. This policy does not apply where a Council Member or the CEO attends an Event at their own cost and in an entirely personal capacity.
2. An invitation for a Council Member or CEO to an Event held by any of the following organisations where there are no costs involved is pre-approved:
 - a) Western Australian Local Government Association (WALGA);
 - b) Local Government Professionals Australia WA (LG Pro);

- c) Local Government Insurance Scheme (LGIS);
 - d) Australian Local Government Association;
 - e) A department of the public service;
 - f) A government department of another State, a Territory or the Commonwealth;
 - g) A local government or regional local government;
 - h) A State or Federal Member of Parliament, other than for party political events or fundraisers;
 - i) Major professional or industry association(s) relevant to local government activities;
 - j) A civic / cultural / community /sporting organisation within the Town;
 - k) Educational institutions;
 - l) A not-for profit organisation; and
 - m) Where the Mayor or CEO is attending an Event in an official capacity (and is not being remunerated) as a representative of the Town where the primary purpose of attendance is not for the entertainment of the Mayor or CEO, such as:
 - i. performing a welcoming role;
 - ii. participating as a member of a judging panel;
 - iii. representing the Town at a sponsorship acknowledgement event or award ceremony,
 - iv. presenting awards or prizes to others on behalf of the Town; and
 - v. attending an exhibition or display where the Town, its programs or services are being showcased at the event.
3. The Mayor can delegate any approved attendance at an Event to the CEO, Deputy Mayor or another Council Member.
 4. The CEO can delegate any approved attendance at an Event to a member of the Executive Team.
 5. All other invitations to an event that has not been pre-approved, the following will apply:
 - a) Events for the Mayor are to be approved by the CEO
 - b) Event for the Councillors are to be approved by the Mayor
 - c) Event for the CEO are to be approved by the Mayor
 - d) Any event that requires Town funding and involves interstate travel or travel outside Australia must be approved by the Council. Any decision in that instance will be made by simple majority.
 6. In making a decision on attendance at an event, the CEO or Mayor or Council must consider:
 - a) who is providing the invitation or ticket to the event;
 - b) who is responsible for the cost of attending (if any);
 - c) the location of the event;
 - d) what is the Event;
 - e) the role of the Council Member when attending the event (participant, observer, presenter) and the value of their contribution and not primarily a personal social event;
 - f) the purpose of and benefits to the community from attendance;
 - g) the benefit of the Town having representation at the event;
 - h) the number of invitations / tickets received;
 - i) any perceived or actual conflict of interest;
 - j) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
 7. If the CEO, Mayor or Council determines that a Council Member or the CEO should attend a paid Event as a representative of the Town, the Town will pay the cost of attendance and reasonable expenses, as outline below.

- a) All travel for Council Members under this policy will be economy class.
- b) All accommodation for Council Members while travelling will be arranged by the CEO's Office in line with budgetary constraints. Alternative accommodation arrangements may be approved in writing by the CEO, provided there is no material additional cost to the Town.

If a Council Member wishes to upgrade their travel or accommodation, add additional travel arrangements or extend their visit for personal reasons, all additional costs are to be paid by the Council Member.

Disclosure of Gift

8. Nothing in this policy impacts on the requirements in the *Local Government Act 1995* to disclose conflicts of interest and/or requirements to declare gifts. Where the value of the event attended valued at (or accumulative value within 12 months) over \$300, the Council Member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of **the Act** and a disclosure of interest is required should the donor have an item that comes to Council for consideration.
9. Following point 8. the disclosure of gift must be made within 10 days after received.
10. The Disclosure must include the following information.
 - a) a description of the gift;
 - b) the name and address of the person who made the gift;
 - c) the date on which the gift was received;
 - d) the estimated value of the gift at the time it was made;
 - e) the nature of the relationship between the person who made the gift and the person who received the gift;
 - f) in the case of a travel contribution —
 - i. description of the travel;
 - ii. and the date of the travel.
11. The gift register shall be published on the Town website and up to date when gift is declared.

When a person is no longer required to disclose gifts under the Act (for example, because they have ceased in office or employment), the CEO must ensure that the person's details are removed from the public gift register as soon as practicable, in accordance with Section 5.89A(6) of the *Local Government Act 1995*.

Document Control Box			
Legislation:	<i>Local Government Act 1995</i> - sections 5.62(1)(b), 5.87A, 5.87B and 5.90A		
Organisational:	Code of Conduct for Council Members, Committee Members and Candidates Gifts Register Disclosure of Gifts Form		
Version #	Decision:	OCM Date:	Resolution Number:
1.	Adopted	20 April 2021	043/21
2.	Modified	25 July 2023	094/23
3.	Amended	29 September 2026	137/26