

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.

Definitions

Events includes an organised occurrence hosted by a person or organisation on public or private land such as concerts, music festivals, exhibitions, expo's and fairs, conferences, seminars, functions or sporting events, whether free of charge, at a discounted rate, part of a sponsorship agreement, or paid for by the Town.

Policy

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.

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:

1. Western Australian Local Government Association (WALGA);
2. Local Government Professionals Australia WA;
3. Local Government Insurance Scheme (LGIS);
4. Australian Local Government Association;
5. A department of the public service;
6. A government department of another State, a Territory or the Commonwealth;
7. A local government or regional local government;
8. A State or Federal Member of Parliament, other than for party political events or fundraisers;
9. Major professional or industry association(s) relevant to local government activities;
10. A civic / cultural / community /sporting organisation within the Town;
11. Educational institutions;
12. A not-for profit organisation; and
13. 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:
 - a. performing a welcoming role;
 - b. participating as a member of a judging panel;
 - c. representing the Town at a sponsorship acknowledgement event or award ceremony,
 - d. presenting awards or prizes to others on behalf of the Town; and
 - e. attending an exhibition or display where the Town, its programs or services are being showcased at the event.

All other invitations for a Council Member and/or the CEO to attend an Event should be forwarded in writing to the CEO or the Mayor (if in relation to the CEO) for determination.

In making a decision on attendance at an event, the CEO or Mayor must consider:

- who is providing the invitation or ticket to the event;
- who is responsible for the cost of attending (if any);
- the location of the event;
- what is the Event;
- the role of the Council Member when attending the event (participant, observer, presenter) and the value of their contribution;
- the purpose of and benefits to the community from attendance;
- the benefit of the Town having representation at the event;
- the number of invitations / tickets received;
- any perceived or actual conflict of interest;
- 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.

The CEO or Mayor may elect to prepare a report to Council to determine whether attendance is approved. Any decision in that instance will be made by simple majority.

If 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, such as travel and accommodation.

The Mayor can delegate any approved attendance at an Event to the CEO, Deputy Mayor or another Council Member.

The CEO can delegate any approved attendance at an Event to a member of the Executive Team.

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.

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