

	<p>LG539 Elected Member and CEO Attendance at Events</p>
<p>Key Focus Area Leadership and Governance</p>	<p>Responsible Directorate Chief Executive Officer</p> <p>Relevant Council Delegation Nil</p>

Purpose

The purpose of this policy is to

1. enable elected members and the Chief Executive Officer (**CEO**) to attend events as representatives of Council and the Town of Claremont;
2. to provide transparency and accountability.

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 an elected member or the CEO attends an Event at their own cost and in a personal capacity.

An invitation to an Event held by any of the following organisation where there is no costs involved is pre-approved:

1. Western Australian Local Government Association;
2. Local Government Professionals Australia WA;
3. Local Government Insurance Scheme;
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 organisation within the Town;

11. Educational institutions;
12. A not-for profit organisation; and
13. Where the Elected Member 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 individual Elected Member 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 an elected member 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 elected 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 Town having representation at the event;
- the number of invitations / tickets received;
- 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 the council determines that a council member or CEO should attend a paid Event, the Town will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

The Mayor can delegate any approved attendance to an Event to the CEO, Deputy Mayor or another elected member.

An invitation or ticket received personally for a non-approved event which exceeds the value of \$50 is to be considered a gift and must be disclosed and included in the Town's Gift Register. This is above the threshold in the *Local Government Act 1995*.

Nothing in this policy impacts on the requirements in the *Local Government Act 1995* to disclosure conflicts of interest.

Document Control Box			
Business Unit:	Governance		
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		
Review Frequency:	Annual	Next Due:	2022
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