

Policy number	Policy 024
Policy title	Event Attendance
Strategic outcomes supported	CL3 – Accountability and good governance

Policy objective:

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

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

Policy scope:

This policy applies to all elected members and the CEO.

Policy definitions:

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

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

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

Policy statement:

1. This policy addresses attendance at any event whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of elected members and the CEO.

Event attendance register:

2. The CEO shall maintain an event attendance register. The register will list events attended by elected members and the CEO in their civic capacity, where they have been invited, received or purchased tickets, regardless of value. Declarations are to be made within ten (10) days of attending the event.
3. Declarations must include:
 - a. Who invited the member and whether tickets to the event were provided or purchased
 - b. The description of the event
 - c. The location of the event
 - d. The date of the event

- e. The date the tickets were received or purchased
 - f. The role that the elected Member or CEO fulfilled at the event (i.e. presenter, observer or participant)
 - g. The benefit of the elected member or CEO attending the event for the Town of Victoria Park
 - h. The value of the event (if any).
4. Where the value of the event attended exceeds \$300, or the invitations received from a donor have exceeded \$300 over a twelve-month period, the elected member or CEO must declare the event as a gift in accordance with sections 5.87A and 5.87B of the Act and a disclosure of interest is required should the donor have an item that comes to Council for consideration.
5. Events hosted by the following organisations are not required to be disclosed in the event attendance register:
- a. Western Australian Local Government Association (WALGA)
 - b. Local Government Professionals Australia WA (LG Pro)
 - c. Australian Local Government Association (ALGA)
 - d. A department of the public service
 - e. A government department of another State, Territory or the Commonwealth
6. The event attendance register shall be published on the Town website and updated at least once a month, provided attendance at an event is declared.

Pre-approved events:

7. Where the value of an event attended exceeds \$300, and the donor has a matter before Council, the attendee must disclose an interest relating to the event attendance as a 'closely associated person'. Such disclosure prevents an elected member from participating in debate or voting on that matter, or in the case of the CEO, providing advice on the matter, unless otherwise pre-approved by Council under clause 8 of this policy.
8. In accordance with the Act, Council may resolve to pre-approve attendance to a specific event. In this circumstance, the attendee will not need to disclose an interest relating to that event attended as a 'closely associated person'. Attending a pre-approved event means that an elected member can participate in debate and vote on the matter, or in the case of the CEO, can provide advice. Pre-approved events are as follows:
- a. Advocacy, lobbying or Ministerial briefings
 - b. Awards functions specifically related to local government
 - c. Town hosted and / or run ceremonies, tournaments, events and functions
 - d. Community cultural events / festivals / art exhibitions
 - e. Events hosted by clubs or not for profit organisations within the Town to which Elected Members or CEO are officially invited, including fundraising events
 - f. Events run by schools and universities within the Town (inclusive of school parent associations)
 - g. Free Town events

- h. Industry and economic briefings, specifically related to the function of government
 - i. Meetings of clubs or organisations
 - j. Major professional bodies associated with government at a local, state or federal level
 - k. Opening or launch of an event or facility within the Town
 - l. Where Mayor or CEO representation has been formally requested
 - m. Civic events hosted by other local governments
9. Pre-approved events are to be included on the attendance register and are subject to gift and conflict of interest disclosures as per section 4 of this Policy.

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

10. Where event invitations or tickets are addressed to the Town of Victoria Park, and not an individual, the Mayor shall determine how they are to be allocated.
11. Methods of allocation are:
- a. Providing the event invitations or tickets to elected members
 - b. Providing the event invitations to a club, volunteer group or other non-for profit organisation within the Town
 - c. Holding a public competition for the event invitations or tickets to be given to the community
 - d. Authorising the CEO to allocate the tickets
 - e. Refusing the event invitation or tickets
12. In allocating the event invitations or tickets, the Mayor will consider:
- a. Who is providing the invitation or ticket to the event
 - b. The location of the event in relation to the local government (within the district or out of the district)
 - c. The role of the person when attending the event (participant, observer, presenter)
 - d. Whether the event is sponsored by the local government
 - e. The benefit of local government representation at the event
 - f. The number of event invitations or tickets received
 - g. The cost to attend the event, including any associated expenses.
13. Should the recipient of an event invitation or ticket, received under clause 9, be an elected member or the CEO, and the value of the event attended exceeds \$300, or the invitations received from a donor have exceeded \$300 over a twelve-month period, the elected member or the CEO must declare the event attendance a gift in accordance with sections 5.87A and 5.87B of the Act.

Events that have not been pre-approved

14. Where an invitation is received, or an elected member or CEO wishes to attend 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. Events for Councillors are to be approved by the Mayor
 - c. Events for the CEO are to be approved by the Mayor
15. In approving attendance at an event that has not been pre-approved, the Mayor or CEO will consider:
- a. If applicable, who is providing the invitation or tickets to the event and the amount that has been received
 - b. The location of the event in relation to the local government (within the district or out of the district)
 - c. The role of the person when attending the event (participant, observer, presenter)
 - d. The benefit of local government representation at the event
 - e. The amount of events already attended
 - f. Any associated expenses.
16. The decision of the Mayor or CEO is final and cannot be disputed.

Purchase of event tickets:

17. Where an elected member or the CEO wishes to attend a pre-approved event, the Town will purchase the event tickets. The purchase of pre-approved event tickets must be in line with the adopted annual budget.
18. Where the Mayor or CEO, under clause 14 of this policy, approves attendance at an event that has not been pre-approved, the Town will purchase the event ticket. The purchase of the ticket must be in line with the adopted annual budget.
19. The Town will not purchase tickets to events that are:
- a. Political events and fundraisers
 - b. Personal Social Events

Related documents

[Local Government Act 1995](#)

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

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

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

Employee [Code of Conduct](#)

Responsible officers	Coordinator Governance and Strategy
Policy manager	Manager Governance and Strategy
Approval authority	Council

Next evaluation date

April 2026

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	21/04/2020	Council	380/2020	Item 15.3
2	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
3	Reviewed and amended	17/08/2021	Council	194/2021	Item 15.3
4	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5
5	Administratively amended	24/08/2023	Delegation		
6	Reviewed and amended	16/07/2024	Council	153/2024	Item 11.3