

# Benefits & Gifts Policy

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## Head of Power

Schedule 5, Section 12 of the *Local Government Regulation 2012* sets the parameters for a Councillor, Chief Executive Officer and Senior Executive regarding gifts totalling more than \$500.

Council's Code of Conduct Policy provides the direction for Council employees in relation to gifts and the various thresholds for declaration.

## Policy Objective

The objective of this policy is to provide a framework for the management of gifts and benefits received by Councillors and Council employees, in accordance with the parameters and requirements of the *Local Government Regulation 2012*, Council's Employee Code of Conduct and *Code of Conduct for Councillors in Queensland*.

This Policy does not address "electoral donations" or "electoral gifts" disclosure requirements for Councillors and Elected Officials. Further advice in relation to these matters can be obtained by contacting the Electoral Commission of Queensland.

## Policy Statement

Redland City Council, through its Corporate Plan, is committed to enriching community lifestyles and making a positive difference in our customers' lives through the services we provide. We are forward thinking, engaged and strive to maintain the highest standards of service to ensure we are delivering real value.

Councillors and Council employees hold a position that involves public trust. This means that duties must be carried out impartially and with integrity. Consequently, it is not appropriate for Councillors or Council employees to be offered, to accept or to give gifts and benefits that affect, may be likely to affect or could reasonably be perceived to affect, the performance of their official duties.

Council is committed to:

- Recording gifts or benefits received by a Councillor or Council employee in accordance with approved thresholds.
- Ensuring Council employees do not ask or encourage the giving of any form of benefit or gift in connection with the performance of their official duties.
- Ensuring Councillors and Senior Executives are aware of their legislative obligations in relation to registers of interest.
- Publishing updated registers of interest for Councillors on the website following receipt of a benefit or gift.

# Benefits & Gifts Policy

## Definitions

Term	Definition
Gift (for the purpose of this Policy )	<p>The receipt of a benefit or item and includes:</p> <ul style="list-style-type: none"> <li>Loans of money, including provision of overdraft facilities (e.g. credit card or guarantor for a loan).</li> <li>The sale of virtual property with a sale price below proper valuation.</li> <li>Hospitality, including meals, entertainment and accommodation.</li> <li>Conferences (not paid by Council or personally), sporting and cultural activities.</li> <li>All travel (not paid by Council or personally).</li> <li>Associations, organisations and memberships (not paid by Council or personally).</li> <li>The transfer of money or property.</li> <li>The provision of use of property, equipment or services free of charge, at a reduced rate, for a period of time or an unspecified period (e.g. use of a holiday unit).</li> </ul>
Exclusions	<p>Items which can be regarded as mementos such as ties, cuff-links, pens, stationery or the like, the fair market price of which would not exceed gift declaration guidelines at the time of purchase and at the place of purchase.</p> <p>Items provided to employees or Councillors under an approved reward program e.g. years of service recognition.</p> <p>Gifts received from family members or personal friends (except where they are a Council employee and/or Councillor) offered in a purely personal capacity.</p> <p>If a gift over the Gift Declaration Limit does not need to be disclosed under this policy, but the gift may give rise to an actual or perceived conflict of interest it must be disclosed via the Council's "conflicts of interest disclosure" process.</p>
Council employee	<p>Includes the:</p> <p>Chief Executive Officer;</p> <p>Members of the Executive Leadership Team; and</p> <p>All other permanent, temporary and casual employees.</p>

## Associated Documents

*Local Government Act 2009*

*Local Government Regulation 2012*

*Code of Conduct for Councillors in Queensland*

Public Interest Disclosure Policy ([A3154424](#))

Employee Code of Conduct ([A196608](#))

Benefits and Gifts Guideline ([A4210927](#))

## Document Control

Only Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member. Refer to *Policy Instrument Development Manual* for an explanation on administrative amendments ([A4063988](#)).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

# Benefits & Gifts Policy

## Version Information

Version number	Date	Key Changes
1	December 2019	New Policy