

1. POLICY CERTIFICATION

Policy title:	Elected Member and Employee Gift Policy
Policy number:	CL003
Category:	Policy
Classification:	Council
Status:	Approved 27/02/2013

2. PURPOSE

The purpose of this policy is to provide guidance to members and employees of Roper Gulf Regional Council (RGRC), including the Chief Executive Officer (CEO), in relation to receiving gifts and benefits.

3. ORGANISATIONAL SCOPE

From time to time, members or employees may be offered gifts or benefits. This policy has been developed to provide guidelines for the appropriate, consistent and transparent treatment when receiving, accepting and disclosing gifts and benefits.

4. POLICY STATEMENT

All members and employees must carry out their duties, responsibilities and obligations with integrity and honesty.

A member or employee must not solicit or encourage gifts or private benefits from any person who might have an interest in obtaining a benefit from the Council. The circumstances in which a member may accept gifts are outlined in 6.3 and 6.5 below. Under no circumstance in a member or an employee to seek or accept any payment, gift or benefit likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence the actions of a member and/or employee.

5. DEFINITIONS

Disclosure	To announce, or otherwise make known, the details of the gift formally or through correct procedures.
Nominal value	Means gifts or benefits totalling less than \$50.00 from the same donor or an associate of the donor in a financial year.
Member	Includes Elected Members, Committee Members and Local Authority Members.
Employee	An employee of Roper Gulf Regional Council, including the CEO.
Protocol gift	Means a gift or benefit given to a member or employee for diplomatic, ceremonial or symbolical purposes that will not be

	sold or transferred (unless in diplomatic, ceremonial or symbolic circumstances).
--	---

6. PRINCIPLES

6.1. A member and/or an employee must not:

- Solicit or encourage gifts or private benefits from any person who might have an interest in obtaining a benefit from RGRC;
- seek or accept a bribe or other improper inducement;
- by virtue of his or her position, acquire a gift or benefit which has a monetary value, other than one of a nominal or token value.

6.2. A member and/or an employee must not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence a member to:

- act in a particular way (including making a particular decision);
- fail to act in a particular way;
- otherwise deviate from the proper exercise of his or her statutory duties;

6.3. A member and/or an employee may accept gifts or benefits of a nominal or token value that:

- do not create a sense of obligation on his or her part and;
- that would not be reasonably perceived by an impartial observer to be intended to or likely to influence him or her in carrying out their statutory duty.

6.4. A member and/or an employee must never accept an offer of money, regardless of the amount.

6.5. Where a protocol gift is given to a member and/or an employee:

- as a personal gift, the member and/or employee has the right to retain the gift if he or she so wishes;
- as a gift to the Council or RGRC, the gift shall be retained by Council and exhibited in a suitable place for a period of time determined by the CEO.

6.6. The declared gift register for member's and employees will contain the following information:

- Name of member and/or employee receiving the gift or benefit.
- Details of person/organisation giving the gift or benefit.
- Description of the gift or benefit.
- Estimated value.
- Reason for presentation of the gift or benefit.
- Comments in relation to disclosure.
- Date of receiving.

CL003 – Elected Member and Employee Gift Policy

- Signature of the recipient.
- Date of Disclosure

6.7. The CEO or delegated officer will maintain a register of member’s declared gifts and benefits on the Council website as per section 117 of the Local Government Act.

6.8. A separate register is in place for protocol gifts which are received by the Mayor.

7. REFERENCES

Related Policies	CL001 - Members Code of Conduct
Legislation	Local Government Act 2019 Local Government (General Regulations) 2021
Associated Documents	Register of Declared Gifts and Benefits Register of Protocol Gifts

8. DOCUMENT CONTROL

Policy Owner	Manager Governance and Corporate Planning
Endorsed by	Council
Date approved	27/02/2013
Revisions	October 2017
Amendments	October 2017, February 2023
Next revision due	February 2027

9. CONTACT PERSON

Position	Manager – Governance and Corporate Compliance
----------	---