

# Gifts Policy

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Approved by:	Chief Executive Officer
Date of Approval:	8 December 2021
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Version:	3

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## Head of Power

Schedules 5 and 5A of the *Local Government Regulation 2012* set the parameters for gift declaration for Councillors and Executive Leadership Team members, and their related persons.

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

## Policy Objective

To provide a framework for the management of gifts received by Councillors and Council employees, in accordance with the 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 providing services that deliver our community's shared vision and collective aspirations; *Naturally wonderful lifestyle. Connected community. Embracing opportunities*. We are a values led organisation and our organisational values encapsulate what we care about, influence how we operate and support our mission: Make a difference, make it count.

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

Council is committed to:

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

# Gifts Policy

## Definitions

Term	Definition
Council employees	All permanent, temporary and casual employees
Gifts	<p>For the purpose of this policy, gifts include:</p> <ul style="list-style-type: none"> <li>• The transfer of money or property.</li> <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>• The provision or 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> <li>• Hospitality, including meals, entertainment and accommodation.</li> <li>• Conferences sporting and cultural activities not paid by Council or personally.</li> <li>• All travel not paid by Council or personally.</li> <li>• Associations, organisations and memberships not paid by Council or personally.</li> </ul> <p>And excludes:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Items provided to Councillors and Council employees under an approved reward program e.g. years of service recognition.</li> <li>• Gifts received from family members or friends offered in a purely personal capacity except where they are also a Council employee and/or Councillor.</li> </ul>

## Associated Documents

*Local Government Act 2009*

*Local Government Regulation 2012*

*Code of Conduct for Councillors in Queensland*

GOV-008-P Public Interest Disclosure Policy ([A3154424](#))

GOV-007-P Fraud and Corruption Prevention Policy ([A3155236](#))

PAC-001-SD Employee Code of Conduct ([A196608](#))

GOV-006-001-G 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.

# Gifts Policy

## Version Information

Version number	Date	Key Changes
1	December 2019	New Policy
2	November 2021	Administrative amendments: Change to the name of the policy from Benefits & Gifts Policy to Gifts Policy Reorder of Council's policy commitments Update to the definitions of Council employees and gifts
3	March 2022	Administrative update to include reference to the new Corporate Plan