~~Council Support and~~ Resources Policy

BASS COAST

Document Information

Type	Council Policy
Mayor	(Governance to insert signature and name post adoption)
Date Adopted	Council Meeting date month year (Governance to complete date month year post adoption)
Responsible Officer	Manager Governance and Communications
Review Period	At least once every 4 years
Version Number	X

Gender Impact Assessment (GIA) Statement

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment (GIA) has been undertaken when developing this policy.

Definitions

Term	Definition
Delegated Committee	As set out in the *Local Government Act 2020*, a delegated committee means: • A delegated committee established by a council under section 63; or • A joint delegated committee established by 2 or more Councils under section 64; or (a) A committee, other than a Community Asset Committee, exercising any power of a council under this Act or any other Act delegated to the committee under this Act or any other Act;
Carer Expenses	Expenses incurred by a Councillor who is a carer in a care relationship within the meaning of section 4 of the Carers Recognition Act 2012
CEO	Chief Executive Officer

DRAFT

Purpose

The elected Councillors are provided with a range of resources to enable them to effectively carry out their role. These resources include a Councillor allowance, administrative support, reimbursement of expenses associated with Council business, travel and accommodation entitlements, professional development opportunities and information technology support.

Members of delegated committees are also provided with administrative support and reimbursement of expenses associated with their delegated role.

This policy outlines the resources and support to be provided by Council to Councillors and members of delegated committees as well as eligible expenditure that may be reimbursed in performing their duties as elected or delegated representatives as outlined in Sections 41 and 63 of the *Local Government Act 2020* (the Act).

Scope

The Policy applies to Councillors and members of Delegated Committees.

Objectives

The policy will provide Councillors and members of delegated committees with the resources required to carry out their role and reimbursement of expenses reasonably incurred in the performance of the role of Councillor or member of a Delegated Committee.

It will assist Council staff in providing the necessary resources, equipment and professional support to Councillors and members of delegated committees.

Councillors who are also members of delegated committees will continue to have access to all Councillor entitlements as set out in this policy.

Statement

1. Councillor Entitlements

Mayoral and Councillor Allowance

1.1. Mayoral, Deputy Mayoral and Councillor allowances are determined by the Victorian Independent Remuneration Tribunal and are legislated under s39 of the Act. Payment will be made monthly by electronic funds transfer into an account authorised by the Councillor.

1.2. The value of the allowance payable to a Councillor is inclusive of any Superannuation Guarantee Contribution amount.

Payment of Allowances in an Election Year

1.3. In an election year, all allowances outlined in this Policy will cease to be paid from 6.00am on the day of an election, when the Mayor, Deputy Mayor and Councillors vacate office.

DRAFT

1.4. Following an election, the allowance payable to a Councillor commences on the day that the Councillor takes the oath or affirmation of office.

1.5. Council may withhold payment of allowances until a Councillor has completed induction training and made the written declaration required by section 32(3) of the Act.

2. Administrative and Meeting Support

Councillors will attend regular meetings of Council, both formal and informal. The following support will be provided:

2.1. Council briefings occur on Wednesdays. All business papers will be distributed to Councillors for these meetings 5 days in advance.

2.2. Meetings of Council will occur on the third Wednesday of the month or alternative date by resolution of Council. Minutes of these meetings will be taken by a member of the council staff and made available to the public via Council's website.

2.3. Councillor Support will manage all Councillor invitations received and should be the first point of contact. Councillor Support will be clear with the intent of the invitation and the nature of the event. For non-Council run events, partners are welcome to attend at their own expense.

2.4. Councillors are responsible for lodging their requests. Councillor Support will triage the request to the relevant Council officer/s for investigation and response. The Council officer will provide the response directly to the Councillor/s

2.5. All Councillor communication will be through Councillor Support, a relevant Manager or General Manager, or other staff member as approved by the CEO. The Mayor and/or Councillors will be consulted on any Council purchases that impact their duties.

2.6. For any Councillor or Delegated Committee member with a disability, Council will provide reasonable additional facilities and support in order to allow that Councillor to perform their civic duties.

3. Travel

3.1. Travel must be undertaken by the most cost-effective and practical route.

3.2. Councillors will be reimbursed for travel involved in attending any meeting of Council whether formal or informal. Travel costs will be reimbursed at the vehicle use allowance rates included in the Bass Coast Shire Council Enterprise Bargaining Agreement. Electric or hybrid vehicles will be reimbursed at the same rate as a four-cylinder vehicle. Travel reimbursement will apply for:

3.2.1. Representing Council as an official delegate or Council representative at meetings, briefings, announcements and functions, including:

3.2.1.1. Events, State / Federal Government announcements, Ministerial visits.

3.2.1.2. Attending Council or Committee meetings or informal meetings of Council (briefings) called by the Mayor or CEO.

DRAFT

3.2.1.3. Civic events and community celebrations arranged and / or hosted by Bass Coast Shire Council.

3.2.1.4. Meetings or events arranged and/or hosted by community groups where Councillors are invited to attend as a Councillor, with or without formal duties.

3.2.2. Attending site inspections pertaining to a planning application or other matter that is likely to be considered by Council.

3.2.3. Attending site inspections or locations to respond to concerns raised by constituents.

3.2.4. Attendance at professional development opportunities.

3.3. Travel arrangements can be made for Councillors to travel with an officer when attending the same event.

3.4. A Council pool car may be booked by Councillor Support for a Councillor, subject to availability of a vehicle, for travel to/from official meetings, conferences, seminars, training and events. Any parking fees or public transport cost associated with travel at events will also be reimbursed.

3.5. The Travel Claim Form is to be submitted monthly to Councillor Support for reimbursement of the incurred travel expenses.

4. Air Travel

4.1. Air travel will be economy class unless determined otherwise by Council resolution.

4.2. Bookings and payments for air travel will be made by the Mayor and Council Support Officer in accordance with this Policy.

4.3. Council will pay up to a 10 per cent variation for a comparative flight at a comparable time for Councillors travelling on their nominated airline. Any costs over and above this will be paid by the Councillor.

4.4. Airline tickets are not transferable and cannot be used for defraying or offsetting any other costs including the costs of other persons accompanying the Councillors.

4.5. Councillors may upgrade the class of travel at their own expense in accordance with Council's Gifts, Benefits and Hospitality Policy.

4.6. Councillors, within 7 days of completing the trip must complete the Councillor Reimbursement Claim form and provide it to the Mayor and Council Support Officer.

4.7. Details of all Interstate travel will be recorded in the Travel Register that will be publicly available, in accordance with Council's Public Transparency Policy.

4.8. Any overseas travel must be approved by a resolution of Council prior to any arrangements being made. Such travel will only be considered where the proposed outcomes cannot reasonably be achieved within Australia.

DRAFT

5. Conferences, events and functions

5.1. All requests to attend a conference, event or function should be requested through the Mayor and Council Support Officer, who will coordinate registration and payment.

5.2. The Manager Governance & Communications will endorse the request if it relates to performing duties as a Councillor and is in accordance with this policy.

6. Accommodation

6.1. Where the Councillor attends a conference, event or function that is held over more than one day, accommodation will be provided on successive nights. For example, should a conference, event or function commence on a Friday and finish on Sunday, the accommodation will be provided for the Friday and Saturday nights.

6.1.1. Council will pay up to a 10 per cent variation for comparable hotels of a similar standard to that nominated by the conference, or previous conferences. If no hotel is nominated, then accommodation will be a maximum four-star single room accommodation.

6.1.2. Any additional costs incurred as a result of extended stays, the attendance of partners and/or children and the cost of non-essential room extras such as mini bar, tips or in-house movies will be paid by the Councillor.

6.1.3. Where the Councillor attends a meeting, conference, event or function commencing at or before 11:00am which is located more than 100kms from the Wonthaggi Civic Centre at 76 McBride Avenue, Wonthaggi, accommodation can be provided on the night prior to the meeting.

6.1.4. Requests for accommodation on the day of the meeting, conference, event or function concludes will generally be supported where travel arrangements prevent the Councillor from returning to their usual place of residence by 7:00pm, subject to CEO approval.

7. Meals and Refreshments

7.1. Council will provide Councillors with suitable meals and refreshments where Council meetings and briefings extend through normal mealtimes or over an extended period.

7.2. Alcoholic drinks will not be reimbursed by Council.

8. Carer Expenses

8.1. Reimbursement of child and/or carer expenses for the care of a dependent will be provided where it is reasonably required for a Councillor to perform their role, pursuant to section 41(2)(c) of the Act.

8.2. Reimbursement will only be paid for services where a receipt from the caregiver is received showing the dates and times the care was provided and will not exceed a Councillor's out of pocket expenses once any/all applicable subsidies are applied.

DRAFT

8.3. The care must not be provided by a person who is an immediate family member and/or normally or regularly lives with the Councillor or their partner; or has any financial or pecuniary interest with the Councillor or their partner.

9. Information Technology Support

Information Technology support for Councillors will include:

9.1. A smartphone with voicemail facilities and hands free (Bluetooth) kit will be provided. The account for this mobile telephone will be paid for by Council.

9.2. A computer with access to email and internet services and loaded with Microsoft Office and Anti-Virus software will be provided for use during the Council term. At the end of the term, all devices will be returned to factory settings, and any private information will be deleted.

9.3. Councillors will be provided with a Council email address. The Council email will be linked to the Council Outlook Calendar to allow for diary management by Councillor Support.

9.4. Case to protect the smartphone will be provided.

9.5. Councillors will be provided with access to a printer located at the Wonthaggi Civic Centre or other approved facility.

9.6. Council's IT department will provide support for Council provided equipment and software. If Councillors wish to use their own equipment, Council is unable to provide full IT Support.

9.7. Council officers will provide support for virtual meetings/teleconferences where the meeting was initiated by Council. Council is unable to provide IT support to community groups or other organisations where Councillors are invited to attend.

9.8. Confidential Council information must not be stored on private devices.

9.9. All Council provided equipment must be returned to Council on the last business day prior to Council elections.

9.10. Use of Council provided equipment and services are intended for Council use only, however it is recognised that some personal use may occur for practical purposes.

9.11. Any information or portals that Council provide access to and content that is included remains the property of Council. Access to this information will be removed at the end of the Council term.

9.12. Care must be taken in the custody and use of all Council equipment. Any loss or damage of equipment must be reported immediately to the Manager Governance & Communications.

DRAFT

10. Uniform and Stationery

Councillors will be provided with uniform and stationery items that include:

10.1. Standard stationery required to carry out Council duties, including but not limited to, diaries, notebooks and pens.

10.2. Councillors can be provided with a Council embroidered jacket and rain jacket per term. Additional uniform items are available to be purchased by Councillors and will not be reimbursed by Council.

10.3. Councillors will be provided with any required personal, protective equipment to enable them to fulfil their role.

10.4. All unused stationery provided by Council must be returned to Council on the last business day prior to Council elections.

11. Mayoral Support

11.1. The Mayor will be provided with a furnished Mayoral office.

11.2. Reasonable private use of a Hybrid or Electric Vehicle with a five-star ANCAP safety rating and fuel card will be supplied upon request.

11.3. Alternatively, a fuel card could be provided if the Mayor wishes to drive their own vehicle as per the Fleet Policy.

11.4. If using an Electric Vehicle, the Mayor will be provided an account for external charging which will be linked to their corporate purchase card. The Mayor will also have access to charging at Council's facilities at 76 McBride Avenue, Wonthaggi, at no cost.

11.5. Any 'at home' Electric Vehicle charging is at the cost of the electricity account holder.

11.6. The Mayoral vehicle may not be used for other commercial employment or external business activities.

11.7. The Mayor will be provided with a corporate purchase card to pay for Council business expenses incurred in carrying out Mayoral duties. Receipts are to be provided monthly to the Mayor and Council Support Officer to support the purchases shown on the purchase card statement.

12. Mandatory Professional Development

12.1. Council provides a mandatory Induction Program for all Councillors in accordance with s32 of the Act.

12.2. All Councillors must undertake annual professional development as required by the Local Government (Governance and Integrity) Regulations 2024.

12.3. Councill will arrange annual professional development opportunities to ensure legislative compliance. This includes further mandatory training for the Mayor and Deputy Mayor.

DRAFT

13. Discretionary Professional Development

13.1. Councillor professional development is encouraged to develop and maintain Councillors skills and abilities.

13.2. Councillors wishing to pursue further professional development may make a request in writing to the Manager Governance & Communications for consideration in line with operational budgets.

13.3. Any discretionary professional development costing more than $5000, including the Australian Institute of Company Directors (AICD) course, must be approved by resolution of Council.

13.4. No Councillor will be eligible for the AICD course in the final year of the Council term.

13.5. Where a cost extends beyond the Councillor's term of office, Council will only pay the fees and associated costs relating to the portion completed during the Councillor's term.

13.6. All costs associated with Councillor professional development will be recorded in the Councillor Expense Register.

14. Indemnity

14.1. Council must indemnify and keep indemnified each Councillor against all actions or claims whether arising during or after their term of office in accordance with s43 of the Act.

14.2. In accordance with s43A of the Act, Council must not indemnify a Councillor for legal costs incurred by the Councillor because of an application for Internal Arbitration or a Councillor Conduct Panel.

15. Fines and Infringements

15.1. Councillors are personably responsible for the payment of any fines or infringements incurred.

16. Members of Delegated Committees

Administrative and Meeting Support

Members of delegated committees will attend regular formal meetings. Meeting frequency and meeting days will be determined when a delegated committee is formed. The following support will be provided:

16.1. All business papers, including formal meeting agendas, will be distributed to committee members from the Governance and Communications Department.

16.2. Minutes of Delegated Committee meetings will be taken by a Council officer and made available to the public via Council's website.

DRAFT

16.3. All Committee member communication will be through the Governance and Communications Department or the delegated committee officer contact.

Stationery and equipment

16.4. Members of delegated committees will be provided with standard stationery required to carry out their role. Members of delegated committees will be provided with any required personal, protective equipment to enable them to fulfil their role. Uniform items are not provided to members of delegated committees.

17. Other reimbursements and requests for equipment

17.1. Reimbursements will be made to Councillors or members of a delegated committee where the cost of purchasing a ticket or paying a fee is associated with them performing their official role.

17.2. Councillors can request other equipment required to fulfil their role. Requests should be submitted through Councillor Support and will be subject to CEO approval.

18. Resources paid for by Councillors and members of delegated committees

18.1. Councillors must pay for all other costs associated with carrying out their responsibilities unless the CEO approves the payment of these expenses, because of extenuating circumstances. Where possible, approval from the CEO should be sought prior to the expense being incurred.

19. Payment and reimbursement of expenses

19.1. Claims for the reimbursement of costs must be submitted on the appropriate claim forms provided by Councillor Support .

19.2. Receipts are required as proof of purchase for reimbursement. A statutory declaration is required for expenses totalling more than $50.00 where a receipt has been lost or not provided.

19.3. All claims for the reimbursement of expenses will be authorised for payment by the Manager Governance & Communications or Coordinator Governance.

20. Reporting of expenses

20.1. A report of expenses of Councillors and members of delegated committees will be reported quarterly to Council, to each Audit and Risk Committee meeting and in Council's Annual Report.

Related Legislation, Associated Information and Resources

Legislation

- *Local Government Act 2020*
    - s40 - Reimbursement of expenses of Councillors and members of a delegated committee
    - s41 – A Council must adopt and maintain an expenses policy.
- *Local Government (Governance and Integrity) Regulations 2020*

DRAFT

- *Carers Recognition Act 2012* – Section 4
- *Model Councillor Code of Conduct*

Resources

- IT Acceptable Use Policy
- Privacy Policy
- Data Breach Policy
- Gifts, Benefits and Hospitality Policy
- Bass Coast Shire Council Enterprise Bargaining Agreement.

Revision History

Date	Version	Revision Description	Administered
11 December 2024	14.1	No substantive changes. Administrative update of Council positions to reflect the new organisation structure.	Council Officers

DRAFT

Gifts, Benefits & Hospitality Policy

BASS COAST

4Document Information

Type	Council Policy
Mayor	(Governance to insert signature and name post adoption)
Date Adopted	Council Meeting date month year (Governance to complete date month year post adoption)
Responsible Officer	Manager Governance and Communications
Review Period	At least once every 4 years
Version Number	X

Gender Impact Assessment (GIA) Statement

In accordance with the *Gender Equality Act 2020*, a Gender Impact Assessment (GIA) has been undertaken when developing this policy.

Definitions

Term	Definition
Anonymous Gifts	A gift given to a Councillor or staff member by an unknown donor.
Benefit	Benefits relate to preferential treatment, privileged access, favours or other advances. Benefits are generally intangible, and include items such as personal service, job offers and invitations to sporting or other events.
Bribe	A sum of money or other inducement offered or given with the intention to influence conduct or decision making. Bribery and / or attempted bribery of a public official is a criminal offence.
Committee Members	Individuals and representative of a group that are appointed to a Community Asset Committee or Delegated Committee of Council.
Conflict of Interest	A conflict of interest as defined in the *Local Government Act 2020,* which requires Councillors, delegated committee, community asset committee or a member of Council staff to declare either Material or General Conflicts of Interest where there is concern about a matter that may come before them for a decision. Conflicts of interest may be: **Actual**: There is a real conflict between a Councillor's public duties and private interests. **Potential**: A Councillor or staff member has private interests that could conflict with their public duties or role at Council. This refers

DRAFT

	to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken to mitigate that future risk. **Perceived:** The public or a third party could reasonably form the view that a Councillor or staff member has private interests that could improperly influence their decisions or actions, now or in the future.
Gift	As defined by the *Local Government Act 2020:* Means any disposition of property otherwise than by will made by a person to another person without consideration in money or money's worth or with inadequate consideration, including – • The provision of a service (other than volunteer labour); and • The payment of an amount in respect of a guarantee; and • The making of a payment or contribution at a fundraising function; This includes anything offered above normal entitlements related to an officer's employment or representation as a Councillor or committee member. Gifts may be of a token value, such as a box of chocolates, or non-token of a significant value, such as a holiday.
Gift Declaration Form	Gifts, benefits and hospitality declaration form for accepted or declined gifts, as outlined within this policy and in accordance with any associated legislative obligations.
Gift Disclosure Threshold	As defined by the *Local Government Act 2020:* • In the case of a Council, other than the Melbourne City Council, $500 or a higher amount or value prescribed by the regulations; and Section 9(k) of the *Local Government (Governance & Integrity) Regulations 2020* relating to information required in the Biannual Personal Interest Return. This policy also outlines additional thresholds and requirements for reporting.
Hospitality	Hospitality relates to entertaining stakeholders, conference delegates and other official visitors. Examples of hospitality may include offers of meals. Invitations to events, sponsored travel or accommodation.
Gift Register	The recording of accepted or declined gifts, benefits or hospitality offered to a Councillor or Council officer as an individual, committee member or on behalf of Council.

DRAFT

Purpose

The Policy provides Councillors, Council staff and committee members with practical guidance to minimise the risk of improper practices on the acceptance or refusal of gifts, benefits or hospitality that may be offered. It describes the associated reporting requirements and maintenance of the gift register.

Scope

The Policy applies to Councillors, members of Council staff and committee members. It has been developed in accordance with section 138 and section 49(2) of the *Local Government Act 2020 (Act)* and *Local Government (Governance & Integrity) Regulations 2020* (Regulations).

Objectives

This policy aims to:

1. Provide guidance and transparency on the appropriate handling of any offer or receipt of any gift, benefit or hospitality to Councillors, Council staff, members of Delegated Committees or Community Asset Committees
2. Minimise risk of improper practices
3. Complement the gift requirements as defined in the Act and Regulations for personal interest returns
4. Ensure Councillors, Council officers and committee members operate in an environment where gifts, benefits and hospitality must never be solicited, expected or demanded
5. Inform Councillors, Council officers and committee members of their obligation to not accept gifts, benefits or hospitality that could influence, or be perceived to influence them in the performance of their public or professional duties.

Statement

1. Accountability

1.1. All Councillors, Council staff and members of committees are accountable in declaring any offers of gifts, benefits or hospitality by completing and submitting a gift declaration form to Governance within 14 days of the offer and in accordance with this policy. The gift declaration form must be completed whether accepted or declined.

1.2. The Governance department will maintain a gift register that will be publicly available on Council's website as outlined in Council's Public Transparency Policy. The register will be tabled annually with the Audit and Risk Committee.

1.3. It is the responsibility of the Manager Governance and Communications to ensure proper application of this policy.

1.4. The policy will be included in all Councillor, Council staff and committee member inductions.

DRAFT

2. Anonymous Gifts

2.1 Anonymous gifts must not be accepted. Where an anonymous gift is received, it must be disposed of, to the Council (Manager Governance and Communications) within 30 days of the gift being received. The person receiving the gift must know the name and address of the person making the gift and reasonably believe these details to be true. (section 137 of the Act). A gift declaration form is to be completed.

3. Attempts to Bribe

3.1 Any gift, benefit or hospitality that may be perceived or constitute a bribe must be declined and immediately reported to the Manager Governance and Communications. A gift declaration form must be completed and submitted to Governance for entering into the gift register.

3.2 The matter must be reported to the Chief Executive Officer and Public Interest Disclosure Officer who should report any criminal or corrupt conduct to the Victoria Police or the Independent Broad-based Anti-Corruption Commission (IBAC).

4. Ceremonial gifts

4.1 Ceremonial gifts are gifts received as part of the cultural and practices of communities and government, usually provided by official delegates or representatives from another nation, organisation or community. Ceremonial gifts are the property of Council and are to be provided to the Chief Executive Officer within 14 days of receipt for inclusion in the gift register.

5. Conflict of Interest

5.1 The Policy is based on transparency and integrity and applies to Councillors, Council staff and committee members. They should avoid being in a position where they are required to declare a general or material conflict of interest whether real or perceived. Therefore, no gifts should be accepted where it may create the perception of a conflict of duty with their role. Where a gift, benefit or hospitality is offered and there is the perception of a conflict of interest, a gift declaration form should be completed and provided to Governance for inclusion in the register.

DRAFT

6. G.I.F.T. test

The Victorian Public Sector Commission table below, provides a clear methodology when deciding whether to accept or decline a gift, benefit or hospitality.

G	**Giver**	**Who is providing the gift, benefit or hospitality and what is their relationship to me?** Does my role require me to select contractors, award grants, regulate industries or determine government policies? Could the person or organisation benefit from a decision I make?
I	**Influence**	**Are they seeking to gain an advantage or influence my decisions or actions?** Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or valuable non-token offer? Does its timing coincide with a decision I am about to make?
F	**Favour**	**Are they seeking a favour in return for the gift, benefit or hospitality?** Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months? Would accepting it create an obligation to return a favour?
T	**Trust**	**Would accepting the gift, benefit or hospitality diminish public trust?** How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?

7. Gifts not to be accepted

7.1. Monetary gifts are not to be accepted. Monetary gifts include cash, gift vouchers or gift cards.

7.2. No personal gain is to be obtained through Council related transactions for the collection of rewards programs.

7.3. Anonymous gifts (rule 2).

7.4. Where Council paid for attendance at an event/conference or training and there is no separate fee for the raffle ticket, draw or door prize, no prize or benefit is to be accepted.

7.5. All offers from an individual or organisation who provides a service to Council or a prospective provider who may submit a tender for a procurement process that is or may be undertaken in the future.

7.6. Bequests / Wills – Any bequests to Councillors resulting from the position with Council must be declined. An item that cannot be returned to an estate must be donated to a registered charitable institution in the name of the donor.

DRAFT

8. Gifts that may be accepted

8.1. Gifts, benefits, hospitality that are awarded through a Council internal rewards and recognition program, may be accepted and do not require registering in the gift register.

8.2. Where the individual personally pays to attend an event/conference or training and is not being reimbursed by Council, any door prize, raffle etc may be accepted. Where the person claims reimbursement from Council refer to rule 7.4.

9. Hospitality – Reasonable / Unreasonable

9.1. When attending events in their role as a Councillor, Council officer or delegated committee member, reasonable hospitality may be accepted without a requirement of completing a gift declaration form. Reasonable hospitality may be the acceptance of a morning/afternoon tea, light lunch or dinner. It will not raise a conflict of interest or the perception of a conflict of interest. (rule 5)

9.2. Unreasonable hospitality is the offer of fine dining and/or alcohol at a networking or training event and if possible declined. Offers of a free meal/drinks etc from a sporting club, local community group, must also be declined to mitigate the perception of unethical behaviour and avoid a possible future conflict of interest. All offers of unreasonable hospitality must be declared.

10. Invitations

10.1. Where an invitation is received for an event/conference or training that is outside of the requirements of the Councillor, Council officer or committee member's role, the invitation should be declined. However, if the person wishes to pay for themself and attend the event in a personal capacity, ensuring they are not seen to be representing Council, they may attend. A gift form would not be required to be completed. The G.I.F.T test should be applied to all invitations. (rule 6)

10.2. It is recommended that if a Councillor is invited to meet with a developer, representative of a developer, gambling or hospitality businesses or other business organisations that may have business come before Council, that they attend with another Councillor and/or a Council officer. They should seek advice on the purpose of the meeting prior to accepting.

10.3. Invitations to sporting, musical or entertainment events, outside of the municipality (excluding local sporting and community events in a neighbouring municipality) should be declined.

11. Token gifts

11.1. Token gifts up to the value of $20 such as basic hospitality or small promotional items such as pens, notepads, mugs or similar may be accepted and do not require declaration if they will not create a potential or perceived conflict of interest or lead to reputational damage to Council.

11.2. Token gifts with the value of $21 to $50 may be accepted subject to this policy are required to be lodged on a gift declaration form within 14 days from receipt. The declaration form to then be provided to Governance for entering into the register.

DRAFT

12. Non-token gifts

12.1. If a Councillor is offered a gift, benefit or hospitality that is non-token and is not prohibited under any part of this policy, before accepting it the Councillor must;

12.1.1. Consider whether the offer could be perceived as influencing them, or could actually influence them in performing their duties, or lead to reputational damage to the Councillor or to the Council

12.1.2. be aware that the more valuable the offer, the more likely that an actual, potential or perceived conflict of interest or reputational risk exists

12.1.3. for Councillors, seek the prior written approval of the Mayor, or where the gift, benefit or hospitality is to be accepted by the Mayor, seek prior written approval of the Chief Executive Officer (written approval to be attached to the gift declaration form);

12.1.4. for officers or committee members seek the prior written approval of the relevant General Manager

12.1.5. use the G.I.F.T table in rule 6 to assess whether acceptance is appropriate

13. Exclusion

13.1 This Policy does not include election campaign donations made to council election candidates which are recorded in a prescribed form under section 306, Division 10 Election Campaign Donations of the Local Government Act 2020.

Related Legislation, Associated Information and Resources

Legislation

- *Local Government Act 2020 s57* - A Council must adopt and maintain a public transparency policy.
- *Local Government (Governance and Integrity) Regulations 2020*

Associated Information

- Gifts, Benefits and Hospitality Register

Revision History

Date	Version	Revision Description	Administered
21 April 2021	1.0	Initial adoption	Council
11 December 2024	1.1	No substantive changes Administrative update of council positions to reflect the new organisation structure	Council Officers

DRAFT