

## SHIRE POLICY 4.4

# Gifts, Benefits, Hospitality and Attendance at Events

<b>Responsible Department:</b>	Office of the CEO
<b>Responsible Business Unit:</b>	Governance
<b>Date of Review:</b>	15 April 2026
<b>Council Resolution:</b>	120426

### 1. OBJECTIVE

The objective of this Policy is to establish clear and consistent governance principles to guide appropriate conduct where Elected Members and Employees are offered gifts, benefits, hospitality, awards or event attendance, and to ensure transparency, accountability and compliance with legislative and community expectations.

### 2. SCOPE

This Policy applies to:

- Elected Members
- Employees

This Policy applies to circumstances where:

- Gifts, benefits or hospitality are offered or received
- Invitations to events or functions are provided (including free attendance)
- Awards or prizes are received in connection with official duties or representation of the Shire

This Policy operates in accordance with:

- *Local Government Act 1995*
- *Local Government (Rules of Conduct) Regulations 2007*
- *Local Government (Administration) Regulations 1996*
- Shire of Chittering Code of Conduct

### 3. DEFINITIONS

**Acceptance** means the date the gift was received, not the date of the event or function.

**Act** means the *Local Government Act 1995*.

**Benefit** means an item of value such as access, services, accommodation or preferential treatment.

**Bribe** means a corrupt inducement to reward.

**Donor** means a person or organisation providing a gift.

**Gift of Appreciation** means a goodwill gesture with no expectation of return.

# Gifts, Benefits, Hospitality and Attendance at Events

**Holder** means a custodian of multiple gifts prior to distribution.

**Hospitality** means meals or services not directly connected to official business.

**Item** means an article or thing.

**Monetary Gift** includes cash, vouchers, gift cards, etc.

**Notifiable Gift** means gifts between \$50–\$300 or aggregated gifts within thresholds.

**Official Gift** means a gift received on behalf of the Shire.

**Organisation** means a company or corporation.

**Prohibited Gift** means gifts  $\geq$  \$300 or aggregated equivalents.

**Relative** is defined in s 5.74 of the Act.

**Token Gift** means a low-value item unlikely to influence decision-making.

**Value** means face or estimated retail value.

## 4. POLICY STATEMENT

### 4.1. Ethical Conduct and Accountability

Elected Members and Employees must:

- Act ethically, transparently and with integrity
- Maintain high standards of probity and accountability
- Ensure decisions are not influenced, or perceived to be influenced, by gifts, benefits or hospitality
- Comply with legislative requirements and community expectations

### 4.2. Prohibition on Improper Conduct

Elected Members and Employees must not:

- Seek or solicit gifts or benefits
- Use their position to obtain personal advantages
- Accept gifts that create actual or perceived conflicts of interest
- Accept monetary gifts of any value
- Accept gifts valued at \$300 or more (including aggregated gifts)

### 4.3. Principles for Acceptance of Gifts and Hospitality

Acceptance of gifts or hospitality must be guided by:

- No expectation of favour or obligation
- No influence on decision-making

# Gifts, Benefits, Hospitality and Attendance at Events

- Preservation of public trust
- Transparency and appropriate disclosure

Token gifts may be accepted where they:

- Are of nominal value (generally <\$10)
- Are offered in a public or ceremonial context
- Do not create any real or perceived conflict of interest

### 4.4. Event Attendance and Hospitality

Attendance at events or acceptance of hospitality must:

- Be consistent with the role of the Elected Member or Employee
- Deliver a clear benefit to the Shire
- Not create a perception of improper influence

Where attendance is in the interests of the Shire:

- Costs should be borne by the Shire where appropriate
- Free attendance may constitute a gift unless offset by official contribution (e.g. speaking role)

### 4.5. Official Gifts

Gifts received in an official capacity are considered the property of the Shire and must be managed accordingly.

### 4.6. Disclosure and Transparency

All reportable gifts and benefits must be:

- Disclosed in accordance with legislative requirements
- Recorded in the appropriate register
- Managed to ensure accountability and audit transparency

### 4.7. Assessment Framework (GIFT Test)

Elected Members and Employees must apply the following considerations when assessing offers:

- Giver – Relationship and potential benefit
- Influence – Intent to influence decisions
- Favour – Expectation of return
- Trust – Impact on public perception

## 5. ROLES AND RESPONSIBILITIES

Elected Members and Employees

- Comply with this Policy and applicable legislation
- Exercise judgement when accepting or declining gifts
- Ensure disclosure requirements are met
- Maintain integrity and accountability in all dealings

**Gifts, Benefits, Hospitality and Attendance at Events**

Chief Executive Officer

- Ensure appropriate systems and registers are maintained
- Provide guidance on appropriate conduct
- Oversee compliance and governance controls

Managers

- Support employees in compliance
- Manage allocation or disposal of gifts where required

**6. COMPLIANCE**

<b>Legislation</b>	<i>Local Government Act 1995 Local Government (Rules of Conduct) Regulations 2007 Local Government (Administration) Regulations 1996 Local Government Regulations Amendment (Gifts) Regulations 2019</i>
<b>Industry</b>	WALGA governance guidance
<b>Organisational Documents</b>	Shire of Chittering Code of Conduct – Elected Members
<b>Strategic Alignment</b>	

**7. ADMINISTRATION**

<b>Review Cycle</b>	Every 3 years	<b>Next Review Due</b>	November 2027
<b>Policy Owner</b>	Governance		
<b>Version</b>	<b>Decision Ref</b>	<b>Date</b>	<b>Change</b>
1.0		15/07/2020	Initial adoption
2.0	120426	15/04/2026	Amendment