



Councillor Gift and Hospitality Policy

April 2021



Please consider
the environment
before printing



Consider carefully how
the information in this
document is transmitted

1. Policy Name details

Responsible department: Governance and Organisational Performance

Authorised by: Council

Content Manager file F21/1:

Approval date: 21 April 2021

Annual Desktop Review date: Annually as part of Business Plan development

Review date: Two years from adoption date

Sunset date: Council resolved on 7 May 2025 to extend the sunset date from four years from the date of adoption to 31 August 2025

Version number: 1.1

Associated to Strategic Direction 6: Our Commitment to You

2. Contents

1.	Purpose	4
2.	Outcomes	4
3.	Scope.....	4
	Definitions and key terms used in this Policy.....	5
4.	Policy	7
4.1	Prohibited gifts	7
4.1.1	Gift Disclosure threshold	7
4.1.2	Anonymous Gifts	7
4.1.3	Conflict of Interest.....	8
4.1.4	Money or equivalent	8
4.1.5	Regulatory processes	8
4.1.6	Procurement & Tender Process	8
4.1.7	Recording prohibited gift offers.....	8
4.1.8	Consequence of accepting prohibited gifts.....	8
4.2	Attempts to bribe	9
4.3	No soliciting of gifts.....	9
4.4	Gestures that are not gifts	9
4.5	Gift offers	9
4.6	Declaration of accepted/declined gifts.....	10
4.7	Hospitality & Conferences	10
4.8	The G.I.F.T. Test	11
4.9	Corporate gifts	11
4.10	Donations and Bequests of Gifts to Council	11
4.11	Disclosure requirements.....	12
4.12	Gifts, Benefits & Hospitality Register	12
4.13	Contacts for further information	12
5.	Related Policy, Regulations or Legislation	13
6.	Attachments	13
6.1	Gift Declaration Form	14

1. Purpose

1. Under the Local Government Act 2020 (the Act), Council must adopt and maintain a Councillor gift policy.
2. The purpose of the City of Port Phillip Councillor Gift and Hospitality Policy is to meet the Council's requirements under the Act and to provide guidance to Councillors relating to the acceptance or otherwise of a gift or other benefits such as hospitality and professional development opportunities offered to them.
3. This policy is intended to support Councillors to avoid conflicts of interest and maintain high levels of integrity and public trust.

2. Outcomes

The Councillor Gift and Hospitality Policy aims to:

1. make it simple to understand, administer and record gifts that may be below the threshold for disclosure in a personal interest return or that may have been received since the latest return was lodged;
2. Ensure individuals are accountable for:
 - declaring all non-token offers of gifts, benefits and hospitality;
 - declining non-token offers of gifts, benefits and hospitality, or where an exception applies under this policy, seeking approval to accept the offer; and
 - the responsible provision of gifts, benefits and hospitality.
3. provide transparent and accountable practices to maintain the community's confidence that public resources are being used responsibly and appropriately and that Council makes decisions free of favouritism, influence and conflicts of interest.

3. Scope

1. This policy applies to all City of Port Phillip Councillors.
2. Consistent with the Minimum Accountabilities
The Victorian Public Sector Commission has set binding minimum accountabilities for the appropriate management of gifts, benefit and hospitality. The Council's policy is also consistent with the Department of Environment, Land, Water and Planning (DWELP) model policy on *Gifts, benefits and hospitality – responding to gift offers*.

3. Definitions and key terms used in this Policy

Gift (s3 LGA)	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— (a) the provision of a service (other than volunteer labour); and (b) the payment of an amount in respect of a guarantee; and (c) the making of a payment or contribution at a fundraising event
Gifts explanation to support definition includes: <ul style="list-style-type: none"> • Items & services • Benefits • hospitality 	A gift is anything of monetary or other value that is offered by an external organisation or individual to a Councillor, Officer or contractor as a result of their role with the agency. It includes free or discounted items or services, benefits or hospitality that exceeds common courtesy. Examples include: <ul style="list-style-type: none"> • A bottle of wine or spirits • Tickets to sporting events • Gift Voucher • Corporate hospitality at a corporate facility • Discounted products for personal use • Use of a holiday home • Free or discounted travel • Free training excursions • Door prize or voucher if an individual has not personally paid to attend.
Gift disclosure threshold	Under the Conflict of Interest provisions of the Act, a disclosable gift means any gift valued at or above \$500 or a higher prescribed amount that a relevant person received in the preceding five years if: <ul style="list-style-type: none"> • the relevant person was a councillor, member of council staff or member of a delegated committee at the time the gift was received, or • the gift was an election campaign donation. <p>If multiple gifts are received from a person, they must be treated as a single gift with an aggregate value.</p> <p>A gift includes any good or service (other than volunteer labour) that is provided for free or at an inadequate price. It includes a payment or contribution at a fundraising function.</p> <p>A failure to comply is an offence that can be prosecuted in court. If found guilty a fine of up to 60 penalty units may be imposed, the value of the gift must be paid to the Council and the Councillor may be required to pay the costs of the prosecution.</p>

Items or services	<p>For example:</p> <ul style="list-style-type: none"> • Desk calendar • Box of chocolates • Bottle of wine • Commemorative object • Door prize at a function • Tree lopping • House painting
Benefits	<p>For example:</p> <ul style="list-style-type: none"> • Preferential treatment • Privileged access • Access to discount or loyalty programs • Promise of a new job
Hospitality	<p>Hospitality is considered a gift unless the hospitality was reasonable and you were attending the function or event in an official Council capacity.</p> <ul style="list-style-type: none"> • <u>Reasonableness test</u>: the hospitality must be of a standard and type that an independent observer would consider appropriate and not excessive. • <u>Official capacity test</u>: it must clearly be your duty as a Councillor to attend the relevant function or event. <p>Hospitality that <u>exceeds</u> common courtesy includes:</p> <ul style="list-style-type: none"> • A 'fine dining and wines' working lunch at another organisation's premises • An offer to pay for a working lunch at a café • An offer of a free spot on an industry golf day <p>Hospitality that does <u>not</u> exceed common courtesy and is therefore <u>not</u> a gift includes:</p> <ul style="list-style-type: none"> • Sandwiches and pastries over a lunchtime meeting • A cup of coffee at another organisations premises
Ceremonial gifts	<ul style="list-style-type: none"> • Ceremonial gifts are official gifts provided as part of the culture and practices of communities and government, within Australia or internationally. Ceremonial gifts are usually provided when conducting business with official delegates or representatives from another organisation, community. • Ceremonial gifts are the property of Port Phillip City Council, irrespective of value. The receipt of ceremonial gifts should be recorded on the register but does not need to be published online.
Gestures that are not considered gifts	<ul style="list-style-type: none"> • A souvenir received from a person or company as a result of attending a seminar or conference held, conducted or sponsored by them, for which an appropriate fee was paid to attend. For example ties, pens or mugs. • Small gestures of appreciation from the community or customers such as cut flowers from their garden or homemade baked goods.

Internal Gifts	<p>Gifts received by Councillors from Port Phillip City Council are not covered by this policy and do not need to be declared. Approval for internal gifts must be obtained from the CEO.</p> <p>Eg:</p> <ul style="list-style-type: none"> • Flowers • Recognition gifts after the end of the Mayor term or Councillor term
Bribe	<p>A bribe is an offer of money or other inducement made with the intention to corruptly influence a Councillor, officer or contractor in the performance of their duties. Bribery or attempted bribery of a public official is a criminal offence.</p>
Conflict of interest	<p>The Local Government Act 2020 requires Councillors to declare General or Material Conflicts of Interest.</p> <p>A conflict of interest is a conflict between a Councillor's public duty to act in the best interest of the Council and their private interests (financial or non-financial). A conflict exists whether it is:</p> <ul style="list-style-type: none"> • Real – it currently exists • Potential – it may arise, given the circumstances • Perceived – members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the person's performance of their duty to the Council, now or in the future.
Contractor	<p>Person or company supplying goods, services or works to the Council.</p>
Value	<p>Value means the face value or estimated retail value.</p>
Legitimate Business Reason	<p>A legitimate business reason is a business purpose that furthers official business or other legitimate goals of the Council.</p> <p>The following are not legitimate business reasons:</p> <ul style="list-style-type: none"> • 'it would have been impolite to refuse' • 'Refusal would offend' (except in compelling circumstances that are in the public interest, for example accepting a gift onstage at an official ceremony) • 'Networking' • 'Maintaining stakeholder relationships'
Family member	<p>Means—</p> <p>(a) a spouse or domestic partner of the relevant person; or</p> <p>(b) a parent, grandparent, sibling, child, grandchild, step-parent, step-sibling or step-child of the relevant person or of their spouse or domestic partner; or</p> <p>(c) any other relative that regularly resides with the relevant person</p>

4. Policy

4.1 Prohibited gifts

Any Gift that is inconsistent with this policy and could bring a Councillor's integrity, or that of the Council into disrepute (eg. if accepting a gift could be perceived as an endorsement of a product or service) must be declined. All Councillors must refuse the following gift offers:

4.1.1 Gift Disclosure threshold

Councillors are prohibited from accepting gifts that equal or exceed the gift disclosure threshold unless they know the name and address of the person making the gift.

4.1.2 Anonymous Gifts

s137 Local Government Act 2020 - Anonymous gift not to be accepted

1. Subject to subsection (2), a Councillor must not accept, directly or indirectly, a gift for the benefit of the Councillor the amount or value of which is equal to or exceeds the gift disclosure threshold unless—
 - (a) the name and address of the person making the gift are known to the Councillor; or
 - (b) at the time when the gift is made—
 - (i) the Councillor is given the name and address of the person making the gift; and
 - (ii) the Councillor reasonably believes that the name and address so given are the true name and address of the person making the gift.

Penalty: 60 penalty units.

- (2) If the name and address of the person making the gift are not known to the Councillor for whose benefit the gift is intended, the Councillor is not in breach of subsection (1) if the Councillor disposes of the gift to the Council within 30 days of the gift being received.
- (3) In addition to the penalty specified in subsection (1), a Councillor who is found guilty of a breach of that subsection must pay to the Council the amount or value of the gift accepted in contravention of that subsection.

If for any reason a Councillor finds themselves in possession of a gift when they don't know the name and address of the person who gave the gift, the Councillor can give the gift to the Council within 30 days to avoid committing an offence.

4.1.3 Conflict of Interest

Councillors are prohibited from accepting a gift that creates a conflict of interest (real, potential or perceived).

4.1.4 Money or equivalent

This includes gift cards (eg. gift vouchers) or those easily converted into money (eg. shares).

4.1.5 Regulatory processes

Where a Council regulatory process is underway (eg a planning permit application; infringement appeal) a Councillor should not accept any gifts from any individual or group that may be involved with the permit application or regulatory activity.

4.1.6 Procurement & Tender Process

Councillors must not accept any gifts, benefits and hospitality from a current or prospective supplier or any offer that is made during a procurement or tender process by a person or organisation involved in the process.

Where gifts are received or there are irregular approaches from suppliers, the Councillors must notify the Mayor and CEO and lodge a gift declaration form, so their refusal/action can be properly recorded.

4.1.7 Recording prohibited gift offers

To assist the Council in monitoring the frequency and nature of prohibited gifts, it is essential that all such offers are disclosed. Councillors must lodge a gift declaration form and details will be included in the register.

4.1.8 Consequence of accepting prohibited gifts

Accepting a prohibited gift may constitute misuse of a Councillor's position, a breach of this policy may result in serious misconduct allegations for Councillors. In addition, if the gift was offered with the expectation of something in return, such as preferential treatment, accepting it may constitute a bribe or other form of corruption and lead to criminal prosecution.

4.2 Attempts to bribe

A Councillor who receives a gift offer that they believe is an attempted bribe must refuse the offer. They must:

- Immediately notify the CEO and lodge a gift declaration form, so their refusal can be properly recorded,
- Report the matter to the CEO or Public Interest Disclosure Coordinator (Manager Governance & Organisational Performance) (who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission).
- A Councillor who believes another person within the Council may have solicited or been offered a bribe which they have not reported, must notify the CEO or report the matter as a public interest disclosure in accordance with Council's Public Interest Disclosure Procedures.

4.3 No soliciting of gifts

Councillors must not solicit gifts for themselves or anyone else, in any form. To do so may constitute misuse of their position. It may also constitute corruption and lead to criminal prosecution.

4.4 Gestures that are not gifts

Individuals may accept gestures without approval or declaring the offer on the Council Gift Register.

An example of a gesture is an object with no monetary value such as flowers cut from the person's garden or homemade baked goods. A gesture may also be a souvenir received from a person or company as a result of attending a seminar or conference held, conducted or sponsored by them, for which an appropriate fee was paid to attend. An example of this is a tie, pen or mug.

Door prizes and raffle prizes at functions or conferences are not considered a gift if the individual has personally paid for their attendance, or where the individual has paid for the raffle ticket, however, in this circumstance a Councillors should complete a gift declaration form for transparency.

4.5 Gift offers

Under \$50	Councillors may <u>accept</u> token gift offers, benefits and hospitality, but all gifts <i>whether accepted or declined</i> , must be declared and submitted to the Governance department and included in the Gifts Register. This is to ensure that the <i>combined total</i> of offers made from a single source in the last 12 months <i>does not exceed \$500</i> .
Gift offers over \$50	<p>Councillors are to refuse gift offers that:</p> <ul style="list-style-type: none"> • Are likely to influence them, or would be perceived to influence them, in the course of their duties, • Are likely to raise a conflict of interest, whether actual, potential or perceived, • Are made by a person or organisation about which they will likely to make a decision, • Are likely to be a bribe, • Have no legitimate business benefit, • Consist of money, gift vouchers or something easily converted into money, • Could be perceived to be an endorsement of a product or service and will bring the individual or Council into disrepute, • Are made in secret.

4.6 Declaration of accepted/declined gifts

1. Declarations must be made on Council's declaration form (Attachment 1)
2. Complete the Gift Declaration form within 7 days of the offer
3. Gifts over \$50 remains the property of the Council until otherwise determined.

4.7 Hospitality & Conferences

Gift offers of hospitality that exceed common courtesy must be avoided as they often have a high risk of creating a conflict of interest. Examples of gift offers of hospitality that exceed common courtesy include:

- Attending as a guest in a corporate box at the football or races
- Attending a concert or theatre event
- Attending an industry golf day at a reduced fee
- Being 'shouted' a meal at a restaurant
- Accepting discounted or complimentary tickets for a family member to attend the tennis

Reasonable hospitality does not need to be declared. See the definitions of Hospitality.

Conferences

Gift offers in relation to conferences (sponsored attendance, participation, travel or accommodation) must be declined unless there is:

- Clear justification, such as where the invitation is issued by a government department or the offeror is a peak body, and
- Prior written approval granted by the CEO or delegate. The signed and dated approval must be attached to the gift offer declaration and noted in the gifts register.
- Attendance at conferences must also adhere to the requirements of the Councillor Expenses and Support Policy.

4.8 The G.I.F.T. Test

Deciding whether to accept an offer, Councillors should first consider if the offer could be perceived as influencing them in performing their duties or lead to reputational damage. The more valuable the offer, the more likely that a conflict of interest or reputational risk exists.

Developed by the Victorian State Services Commission, the GIFT test is a good example of what to think about 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?

4.9 Corporate gifts

In certain cases it may be appropriate (for example, as a thank you) to provide corporate gifts to individuals or organisations on behalf of the Council. These should be limited to token gifts. Each case will be dealt with on its individual merits. Approval must be obtained from the CEO.

4.10 Donations and Bequests of Gifts to Council

Council may be offered or bequested gifts or donations. Such gifts include:

- Real property
- Donations
- Art work
- Free Training & Services

Council does not encourage and will not automatically accept a gift or donation. Given the potential for a vast range in terms of quality, relevance and the ongoing responsibility and maintenance requirements, Council reserves the right to decline the offer.

Bequests

In relation to Bequests, consideration will be given to:

- The expressed wishes and intentions of the bequestor, as outlined in the will, are paramount in determining the purpose for which the gift will be used.
- Where Council is unable to honour the intentions of the will, all appropriate legal measures will be taken to determine a purpose for the gift that most closely aligns to the bequestor's intentions.

4.11 Disclosure requirements

- A Councillor must disclose any gift valued at \$500 or more in their biannual personal interest return unless the gift is from a family member.
- A Councillor who has a conflict of interest as a result of receiving a gift or gifts from a person must disclose the conflict of interest in accordance with the procedures outlined in the Governance Rules.
- Gifts that are election campaign donations must be disclosed in an election campaign donation return.
- Gifts must also be disclosed in the Councillor gift register.

4.12 Gifts, Benefits & Hospitality Register

The Governance Unit maintains the Gifts Register for all gift declarations (for Councillors, Staff and Contractors).

Gifts accepted or declined over \$50 will be included in the register. The Register contains:

- A description of the gift and its estimated value
- The name of the gift giver
- What was done with the gift (was it retained by the Councillor, handed to the council, etc.)
- Gifts Declined
- Gifts offers from suppliers (irregular approaches from suppliers)

In accordance with the Public Transparency Policy, the Gifts Register will be available on Council's website.

Consideration will be given to maintaining reasonable confidentiality in situations where public disclosure will prejudice a proposed development or business venture, legal advice or legal proceedings.

The Manager Governance & Organisational Performance is to monitor the Gifts Register and report 6 monthly to the CEO on any identified systematic pattern of gifts offered and accepted. A report is to be presented annually to the Audit & Risk Committee.

4.13 Contacts for further information

A conflict of interest resulting from the acceptance of a gift, benefit or hospitality is not always clear to those who have them. Councillors who are unsure about the acceptance of a gift, benefit or hospitality, or the application of this policy, should speak with the CEO or Manager Governance & Organisational Performance.

5. Relevant Policy, Regulations or Legislation

This Policy should be read in conjunction with the Local Government Act 2020, Council's Governance Rules, the Councillor Expenses and Support Policy and the Councillor Code of Conduct. A series of operating guidelines support officers to administer this Policy.

6. Attachments

1. Gift Declaration Form

**ATTACHMENT 1****Gift and Hospitality Declaration Form**

Councillor Name	
Date of receipt of Gift / Hospitality	
Gift/Hospitality type	
Purpose of Gift / Hospitality	
Name of Gift / Hospitality provider	
Relationship of provider to Council	
Estimated value	\$
Serial /model no (if applicable)	
Current Location (if applicable)	
Councillor's signature	
Date	

This form is to be approved by the Chief Executive Officer prior to the acceptance of any gift where practical to do so

Chief Executive Officer signature	
Date	Decision: APPROVED / DECLINED (strike out which is not applicable)

Once completed, please forward form to Governance for inclusion in the Gifts Register

Privacy Notification

The personal information requested on this form is being collected by Council for the purpose of maintaining Council's Gift and Hospitality Register. The personal information will be used solely by Council for this primary purpose or directly related purposes. The Councillor understands that the personal information provided is for these purposes and that they may apply to Council for access and/or amendment of the information. The Register is available for public inspection.



Please consider
the environment
before printing



Consider carefully how
the information in this
document is transmitted