BELYUEN COMMUNITY GOVERNMENT COUNCIL

HR-CEO01: Gifts and Benefits Policy – CEO

1. POLICY CERTIFICATION

Policy Title	Gifts and Benefits Policy – CEO	**Policy Number**	HR-CEO01
Status	Endorsed	**Category**	Human Resource - CEO
Endorsement Date	4th August 2026	**Resolution**	
Version	1.0		

2. PURPOSE

The purpose of this Policy is to:

- Maintain public confidence in the integrity of Council.
- Ensure decisions are made free from actual, perceived or potential conflicts of interest.
- Provide clear guidance on the acceptance, declaration, recording and management of gifts and benefits received by the Chief Executive Officer (CEO) and Senior Staff.
- Promote transparency and accountability in accordance with the Local Government Act 2019 (NT), Council policies and good governance principles.

3. SCOPE

This Policy applies to:

- The Chief Executive Officer
- Any employee acting as Chief Executive Officer

4. POLICY STATEMENT

Council recognises that gifts and benefits offered to CEO may create a real or perceived conflict of interest.

The CEO must not solicit, seek or encourage gifts, benefits, hospitality or other advantages from any individual, organisation, contractor, supplier, consultant or stakeholder who:

- Does business with Council;
- Seeks to do business with Council;
- May be affected by Council decisions; or
- Could reasonably be perceived as seeking influence over Council decisions.

5. DEFINITIONS

Gift	means any item, service, hospitality, travel, entertainment, discount, loan, favour or other benefit received without payment or for less than market value.
Benefit	means any advantage that may not have a direct monetary value but provides a personal gain.
Token Gift	means a low-value item provided as a gesture of courtesy, protocol or appreciation.
Conflict of Interest	means a situation where personal interests could improperly influence, or be perceived to influence, official duties.

6. PROHIBITED GIFTS AND BENEFITS

The CEO and Senior Staff must not accept:

- Cash or cash equivalents;
- Gift cards, vouchers or prepaid cards;
- Personal discounts unavailable to the general public;
- Loans or financial assistance;
- Gifts from tenderers during procurement processes;
- Gifts from contractors, suppliers or consultants where acceptance could create a real or perceived conflict of interest;
- Travel, accommodation or entertainment not approved by Council.

Any prohibited gift must be politely declined and recorded in the Gifts and Benefits Register.

7. ACCEPTABLE GIFTS

The following may be accepted where no conflict of interest exists:

- Promotional items of nominal value (e.g. pens, calendars, notebooks);
- Ceremonial or cultural gifts that would be inappropriate or offensive to refuse;
- Modest refreshments provided during meetings, conferences or official functions;
- Gifts received on behalf of Council rather than an individual.

Where practical, gifts received on behalf of Council become Council property.

8. DECLARATION REQUIREMENTS

CEO

The CEO must declare any gift or benefit valued at $50 or more within 14 days of receipt to the Mayor and Council.

All Gifts

Where the value is uncertain, the gift must be declared.

Multiple gifts from the same donor received within a 12-month period are to be treated cumulatively.

9. GIFTS AND BENEFITS REGISTER

Council will maintain a Gifts and Benefits Register recording:

- Name of recipient;
- Position held;
- Date received;
- Name of donor;
- Description of gift or benefit;
- Estimated value;
- Whether accepted or declined;
- Action taken to manage any conflict of interest.

The register will be reviewed annually by Council's Audit Committee.

10. HOSPITALITY

Reasonable hospitality associated with legitimate Council business may be accepted where:

- Attendance serves a Council purpose;
- The value is modest;
- Acceptance will not compromise impartiality; and
- The hospitality is appropriately disclosed where required.

11. PROCUREMENT AND TENDER PROCESSES

During any procurement, quotation or tender process, the CEO must not accept any gift, hospitality or benefit from:

- Existing suppliers;
- Prospective suppliers;
- Tenderers; or
- Their representatives.

12. CULTURAL AND CEREMONIAL GIFTS

Where a cultural or ceremonial gift cannot reasonably be refused:

- The gift may be accepted on behalf of Council;
- The gift must be declared and recorded in the Register;
- Council will determine whether the gift remains Council property.

13. MONITORING AND COMPLIANCE

Failure to comply with this Policy may result in:

- Disciplinary action;
- Referral to Council;
- Investigation under Council's Code of Conduct provisions; or
- Any other action available under applicable legislation and employment arrangements.

14. REVIEW

This Policy shall be reviewed every three (3) years or earlier if legislative changes occur.

15. RELATED LEGISLATION

- Local Government Act 2019 (NT)
- Local Government (General) Regulations 2021
- Council Code of Conduct
- Council Procurement Policy
- Council Conflict of Interest Policy

16. DOCUMENT CONTROL

Policy Owner	BCGC
Endorsed by	BCGC
Date approved	25 June 2026
Revisions	
Amendments	
Next revision due	June 2029