



GIFTS & BENEFITS POLICY (CEO) GOV_PLCY37

Policy Title:	Gifts & Benefits Policy (CEO)		
Policy Type:	Governance		
Policy Owner:	Council		
Policy Custodian:	Governance Advisor		
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Approval Date:	11/12/2025	Review Date:	Four years or first meeting of new council

Purpose

The purpose of this policy is to set out the requirements for the Chief Executive Officer when receiving gifts or benefits (including entertainment, hospitality, preferential treatment, discounts) and disclosing relevant gifts or benefits.

Principles

Council is committed to maintaining the community’s confidence in the integrity of Council by acting with honesty, transparency, and accountability.

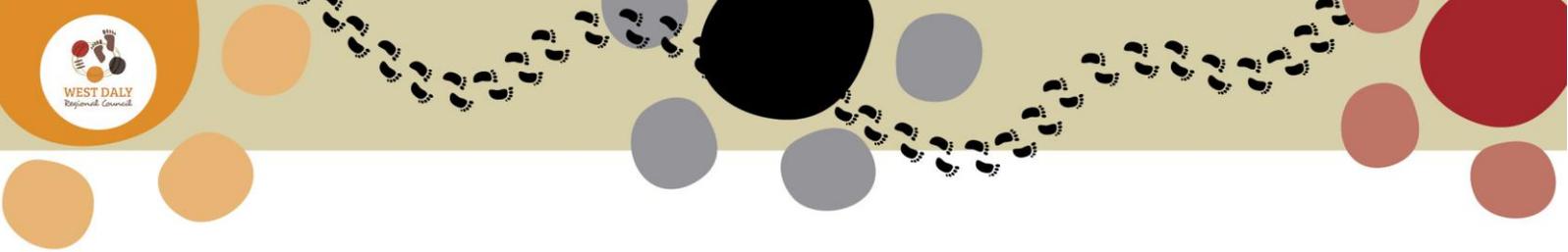
At all times, the Chief Executive Officer must discharge their duties, responsibilities, and obligations impartially and with integrity in relation to receiving, accepting, and disclosing gifts or benefits.

The CEO must not accept a gift or benefit of any value that may be perceived by a reasonable person to improperly influence the performance or decisions of official duties, responsibilities and obligations. This Policy should be read in conjunction with GOV09 Code of Conduct (CEO) Policy.

Policy Statement

1. Relevant Gifts or Benefits

- 1.1. A relevant gift or benefit is a gift or benefit (or multiple gifts and benefits) received and accepted by the Chief Executive Officer that exceeds the nominal value and includes:
 - a) Gift or benefit received for the Council and accepted by the Chief Executive Officer; or
 - b) Gift or benefit received and accepted by the Chief Executive Officer for the Chief Executive Officer or another person.



1.2. The nominal value for gifts and benefits is \$50, as set by the Council.

2. Disclosure of relevant gifts or benefits

2.1. If the Chief Executive Officer has received a relevant gift or benefit, the following information must be recorded in the Register of Declared Gifts and Benefits register:

- a) Name of the donor (person or organisation) giving the gift or benefit;
- b) Date the gift or benefit was received;
- c) Description of the gift or benefit;
- d) Whether the gift or benefit is for the Chief Executive Officer, Council, the Elected Member or another person (including full name and relationship of the person to the Elected Member, if applicable);
- e) Value (or estimated value) of the gift or benefit;
- f) Reason for the gift or benefit;
- g) Intention for the gift (personal use, gifted to, donated to)
- h) Any other relevant details.

2.2. The CEO will notify the Mayor of any gifts and benefits received and the subsequent treatment.

2.3. The Register of Declared Gifts and Benefits will be reviewed by Council Annually.

3. Rejecting gifts or benefits

3.1. If the Chief Executive Officer has been offered any gift or benefit that breaches the principles of this policy, the Chief Executive Officer must reject the gift or benefit by not accepting or returning it to the donor.

3.2. Any rejection or return of gifts or benefits must be clearly recorded on the Gifts and Benefits register.

4. Exemptions for disclosure

4.1. While the principles of this policy still apply, the following gifts or benefits are exempted from disclosure under this policy:

- a) A gift or benefit given to the CEO in a private capacity for personal use by the CEO or another person – unless the gift or benefit may be perceived by a reasonable person to improperly influence the performance of official duties, responsibilities or obligations;
- b) A gift or benefit given to the Chief Executive Officer by the Council;
- c) A protocol gift given to the Chief Executive Officer for the Council; and
- d) A gift or benefit given to the Council in relation to its status as a body corporate where no individual is considered to have accepted the gift or benefit
- e) Food, hospitality or accommodation included in the attendance of meetings, conferences, training, courses, functions, or other events that have been paid for by the Council and are directly relevant to the performance of the CEO's official duties, responsibilities and obligations.

Associated Documents

GOV09 Code of Conduct (CEO) Policy
Register of Declared Gifts and Benefits

References and Related Legislation

Local Government Act 2019	
Local Government (General) Regulations 2021	Regulation 6(1)(g)
Independent Commissioner against Corruption NT (ICAC)	

Definitions

For the purposes of this Policy, the following definitions apply:

Term	Definition
Nominal value	means a single gift or benefit less than \$50 in value (or multiple gifts or benefits totalling less than \$100 in value given by the same donor in a financial year).
Protocol gift	means a gift or benefit given to the Chief Executive Officer for diplomatic, ceremonial or symbolic purposes that will not be sold or transferred (unless diplomatic, ceremonial or symbolic circumstances allow)

Review History

Version Number	Approval Date	Policy Number	Policy Name	Resolution	Doc ID
V1.0	25/01/2025	GOV37	Gifts & Benefits by Chief Executive Officer	OCM-2024/5	27100
V1.1	11/12/2025	GOV_PLCY37	Gifts & Benefits Policy (CEO)	OCM-2025/92	27120

Endorsement

Signature:	 John Thomas (Jan 6, 2026 13:17:57 GMT+9.5)
Date:	06/01/2026
Name and Position:	John Thomas, Chief Executive Officer