
BANANA SHIRE COUNCIL

GIFT and SPONSORED HOSPITALITY BENEFIT

CHECKSHEET

NOTE

GIFT

- A Gift also includes a number of gifts totalling the relevant dollar figure
- A gift is not necessarily money or an object – the definition includes “other benefit”

SPONSORED HOSPITALITY BENEFIT

What appears to be a hospitality benefit may actually be a Gift if no travel or accommodation is involved. For example attendance at a club dinner where the meal and/or drinks are supplied at no cost is a Gift.

REGISTERS

- All registers may also be inspected by “Another person permitted by law to have access to information in the register” e.g. CCC
- Registers must be updated within 5 business days of the Gift and Sponsored Hospitality Declaration Form being received

FORMS

Council Form

- Councillor Gift and Sponsored Hospitality Benefits Declaration Form – Issued by CEO

Department of Local Government Form - Available on Department's Web Site

- Register of Interests of a Councillor and their related persons (Form 2)

COUNCILLOR

GIFT or BENEFIT	FORM	TIMEFRAME for lodging form	REGISTER	WEB SITE	OPEN TO INSPECTION BY
GIFT					
Under \$100					
– no perception of conflict of interest	No Action Necessary - <i>however be cautious and if there is any doubt, declare</i>				
– possible perception of a conflict of interest	Gift and Sponsored Hospitality Benefits Declaration Form	7 days	Gifts and Sponsored Hospitality Benefits Register	NO	CEO COUNCILLORS
\$100 or more up to \$500	Gift and Sponsored Hospitality Benefits Declaration Form	7 days	Gifts and Sponsored Hospitality Benefits Register	NO	CEO COUNCILLORS
More than \$500	Gift and Sponsored Hospitality Benefits Declaration Form	7 days	Gifts and Sponsored Hospitality Benefits Register	NO	CEO COUNCILLORS
	Register of Interests of a Councillor and their related persons form (Form 2)	30 days	Councillors Consolidated Register of Interests	YES	CEO COUNCILLORS PUBLIC
SPONSORED HOSPITALITY BENEFIT - Any Value					
Other than in an official capacity i.e. 1 - NOT Exclusively Council business, or 2 - a combination of Council business and other.	Gift and Sponsored Hospitality Benefits Declaration Form	7 days	Gifts and Sponsored Hospitality Benefits Register	NO	CEO COUNCILLORS
	Register of Interests of a Councillor and their related persons form (Form 2)	30 days	Councillors Consolidated Register of Interests	YES	CEO COUNCILLORS PUBLIC
COUNCIL RELATED SPONSORED HOSPITALITY BENEFIT - Any Value					
In an Official Capacity i.e. - exclusively council business	Gift and Sponsored Hospitality Benefits Declaration Form	7 days	Gifts and Sponsored Hospitality Benefits Register	NO	CEO COUNCILLORS
	<i>Does not have to be registered in the Register of Interests however be cautious and, if there is any doubt, declare (use Form 2)</i>				

COUNCILLOR'S RELATED PERSON

GIFT or BENEFIT	FORM	TIMEFRAME for lodging form	REGISTER	WEB SITE	OPEN TO INSPECTION BY
GIFT					
Up to \$100	No Action Necessary				
\$100 or more up to \$500	Gift and Sponsored Hospitality Benefits Declaration Form	7 days	Gifts and Sponsored Hospitality Benefits Register	NO	CEO COUNCILLORS
More than \$500	Register of Interests of a Councillor and their related persons form (Form 2)	30 days	Register of Interests	NO	CEO COUNCILLORS Other persons may apply in writing <ul style="list-style-type: none"> - CEO may or may not give access - Details must be recorded - If access given CEO must advise Councillor's Related Person of date access given
SPONSORED HOSPITALITY BENEFIT - Any Value					
<i>NOTE: - Includes any hospitality provided even when accompanying a Councillor receiving Council Related Sponsored Hospitality Benefit</i>	Register of Interests of a Councillor and their related persons form (Form 2)	30 days	Register of Interests	NO	CEO COUNCILLORS Other persons may apply in writing <ul style="list-style-type: none"> - CEO may or may not give access - Details must be recorded - If access given CEO must advise Councillor's Related Person of date access given