



<b>GOV28</b>	<b>Gifts and Benefits - staff</b>
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<b>Policy Custodian:</b>	CEO
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**Purpose**

The intent of this policy is to provide staff with the guidelines to consider when giving and receiving gifts and benefits in the course of their official duties.

**Scope**


As with all areas of local government, activities of the West Daly Regional Council are dictated by procedures largely laid down in pertinent legislation. There are certain core responsibilities such as waste management, roads and park maintenance. However, there remains a need to be flexible in approach and the Council may determine where they might concentrate their efforts, economic development in remote areas, road works, social aspects of West Daly Regional Council communities or even personal development by imparting transportable skills opening up employment opportunities.

Local government is a service area and must, by its very constitution, provide all constituents without prejudice, preference or favour. On this basis alone, employees should derive satisfaction knowing that whatever they might accomplish or achieve, it is with integrity and universality, providing for all in the community equally. Consequently, acceptance of any personal gratuities or gifts simply for carrying out prescribed duties and responsibilities is completely inappropriate.

In the normal course of their duties, employees may come across people who have dealt with Council, which to express their appreciation for service or assistance provided to them by the employee by offering a gift. The Code of Conduct specifically forbids employees asking for or accepting gifts and gratuities.

**Policy Statement**

1. All Council employees must not, under any circumstances, accept any gifts or gratuities unless the gift becomes the property of Council. The only exception to this would be where an employee is given a gift in recognition of service, condolence, get well, retirement or resignation.
2. In the event that a Council employee accepts any gift on behalf of Council, this must be noted at the next Ordinary Council meeting.

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3. General principles associated with expenditure by the Council on gifts and benefits are defined as:
- A staff award, reward or other token of recognition;
  - Hospitality or catering for staff events;
  - Farewell and retirement gifts and catering for staff;
  - Floral tributes.
4. Celebrations of events such as birthdays, marriages or the birth of children should not be funded using Councils money.
5. With the CEO, relevant Executive Managers or Community Service Managers approval staff may purchase with Council funds and give a gift or benefit to a staff member for condolence, get well or to recognise a significant event to the agreed value.
6. Farewell gifts to staff are an important and accepted way of acknowledging the contribution of a staff member has made to the Council. With the CEO, relevant Executive Managers and Community Service Managers approval a gift and morning tea may be purchased and provided to the agreed value.
7. The agreed value of a gift or benefit will be:
- Up to the value of \$150 for a staff member;
  - Up to the value of \$250 for an executive member.
- Anything above these values is to be funded by private contribution.
8. Proposed expenditure for formal events is to be considered by the CEO on a case by case basis and must have the CEO's approval to occur.
9. The Code of Conduct is to be followed at all times.

## Terminology and references

**Gift** – means the voluntary transfer of property or the giving of a benefit (including hospitality) to an employee or Elected member at no charge or at a discounted charge or free of any other consideration as a consequence of the employee or Elected members service on behalf of Council to the person offering the gift.

**Gratuities** – are a synonym for gifts and includes any tips or favours as a reward for services rendered.

## References

*Local Government Act 2019 (NT)*