

Policy Name	Employee Farewell Gifts, Benefits, Favours, Retirement & Events
Policy Type	Human Resources
Policy Number	HR09
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Approval Date	January 2019
Renewal Date	January 2022



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SUMMARY

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.

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, parks maintenance. However, there remains a need to be flexible in the approach Council takes, it may determine where they might concentrate their efforts, economic development in remote areas, road works, social aspects of 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 for all constituents without prejudice, preference of favour. On this basis alone, Elected Members and 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, Elected Members and employees may come across people whom having dealt with Council, wish to express their appreciation for service or assistance provided to them by the councillor or employee by offering a gift. The acceptance of a gift or gratuity is strictly forbidden.

Darwin Office

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POLICY STATEMENT

1. All Elected Members and Council employees must not, under any circumstances, accept any gifts or gratuities unless it has been placed in an agenda and adopted by resolution at a council meeting. The gift(s) or gratuities will then become property of the Council. The only exception to this would be where an Elected Member or an employee is given a gift in recognition of service, condolence, get well, retirement or resignation.
2. In the event that an Elected Member or Council employee accepts any gift on behalf of Council, this must be noted at the next ordinary meeting of Council.
3. General principals 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
4. Celebrations of events such as birthdays, marriages or the birth of children should not be funded using Councils monies.
5. 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.

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 or any other consideration as a consequence of the employee or Elected Member’s 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 Industry Award

Local Government Act

FURTHER INFORMATION:

Chief Executive Officer

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