

Policy Name	Gifts and Benefits - Staff
Policy Type	Governance
Policy Number	GOV08
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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 and parks 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 possibilities.

Local Government is a service area and must, by its very constitution, provide for 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 whom having dealt with Council, wish 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.

Darwin Office

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POLICY STATEMENT

1. All Council employees must not, under any circumstances, accept any gifts or gratuities unless the gift becomes the property of the 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 Meeting of Council.
3. General Principals associated with expenditure by the Council on gifts and benefits are defined as:
 - a. A staff award, reward or other token of recognition;
 - b. Hospitality or catering for staff events;
 - c. Farewell or retirement gifts for staff;
 - d. Catering for farewell or retirement of staff; and
 - e. 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 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 a staff member has made to the Council. With the CEO, relevant Executive Managers or 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 \$150.00 for a staff member;
 - Up to the value of \$250.00 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 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 Act

FURTHER INFORMATION:

Chief Executive Officer

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