

STAFF GIFTS AND BENEFITS POLICY

PC02

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Policy Type:	People and Culture Policy		
Policy Owner:	Chief Executive Officer		
Policy Custodian:	People and Culture Manager		
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Purpose

The purpose of this Staff Gifts and Benefits Policy (Policy) is to provide clear guidelines for the acceptance, declaration, and management of gifts and benefits received by staff of the West Daly Regional Council (Council). This policy aims to ensure that all actions are transparent, ethical, and do not compromise the integrity of the Council.

Scope

This policy applies to all staff, and contractors engaged with the Council.

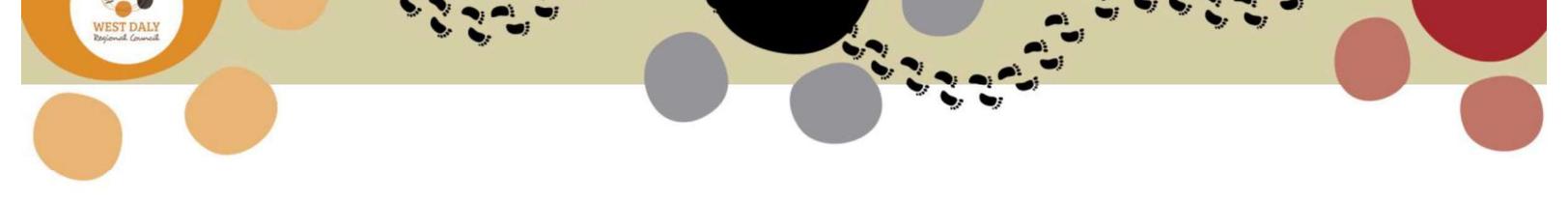
Policy Statement

1. Principles

- 1.1. Staff may be offered, during their employment and during their dealings with external businesses or stakeholders, gifts and benefits as a token of appreciation or gesture of courtesy.
- 1.2. Many of these gifts and benefits will be within the scope of acceptable and ethical business practice, however Council must ensure the integrity and responsibilities of the organisation are not compromised because of a real or perceived conflict of interest by the acceptance of a gift or benefit which may be considered inappropriate.

2. Receiving Gifts

- 2.1. Staff must not accept any of the following, irrespective of value:
 - i. a gift of influence that is seen, or may be seen, to affect the performance of the staff member's official duties, or otherwise influence, or be seen to influence, the decision-making or behaviour of the staff;
 - ii. a gift seen by the donor, or any reasonable observer, to interpret the staff member may be under an obligation to the donor as a result of receiving the gift;
 - iii. a gift that is not offered openly;

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- iv. an offer of money;
- v. a prize won through an in store or online competition from a business or company where Council has purchased a product of service.
- 2.2. The following gift examples are considered low risk and can be received:
- i. Nominal gifts or benefits which are of inconsequential or trivial value to both the person making the offer and the staff member (such as basic courtesy) – unless the cumulative value of the gifts or benefits exceed \$50 per interaction;
 - ii. Gifts or benefits in gratitude for specific tasks or performance e.g. a small personal gift to a staff member for speaking at an official function;
 - iii. Low value corporate gifts made as a marketing/sponsor initiative e.g. mass produced souvenirs at a professional development conference such as pens, hats, token gifts etc.;
 - iv. The gift or benefit is included in the ticket price of an event/conference e.g. conference dinner.

3. Declaration of Gifts and Benefits

- 3.1. Gifts and benefits of a nominal value (up to \$50) may be accepted without declaration if they are not frequent and do not create a conflict of interest.
- 3.2. Gifts and benefits exceeding the nominal value (\$50) must be declared and may only be accepted with written approval from the Chief Executive Officer (CEO) or their delegate.
- 3.3. 3.3. Cash gifts, or cash equivalents (e.g., vouchers), are strictly prohibited and must be declined, except when provided by the Council as part of official recognition programs or other approved by the CEO initiatives.
- 3.4. A Gifts and Benefits Declaration Form must be completed for all gifts and benefits exceeding the nominal value, within 10 business days of receipt.
- 3.5. The declaration must include details of the gift or benefit, the giver, the estimated value, and the circumstances of receipt.

4. Events and Contribution Gifts

- 4.1. The Council recognises the importance of acknowledging significant personal events and contributions of its staff.
- 4.2. With the approval of the CEO, relevant Executive Managers, or Managers, staff may purchase gifts or benefits with Council funds for the purposes of condolence, get-well wishes, or recognising significant events.
- 4.3. The agreed value for gifts or benefits provided to any staff members is capped at \$150.

5. Farewell Gifts and Events

- 5.1. Farewell gifts to staff are a respected tradition within the Council, serving as an important way to acknowledge the contributions of departing staff. With the necessary approval from the CEO, relevant Executive Managers, or Managers, a gift and morning tea may be organised.
- 5.2. The cost of these events and gifts is to be approved by People and Culture Manager in advance, ensuring appropriate use of Council funds at maximum of \$150.

6. Approval for Formal Events

- 6.1. Any proposed expenditure for other formal events, such as ceremonies or special recognition functions, must be considered on a case-by-case basis.
- 6.2. Such proposals require the explicit approval of the People and Culture Manager to ensure they align with the Council's policies and budgetary constraints.
- 6.3. The cost of these events and gifts is to be approved by People and Culture Manager in advance, ensuring appropriate use of Council funds at maximum of \$150.
- 6.4. Any expenditure exceeding \$150 must be approved by the CEO.

7. Breaches of Policy

- 7.1. Any breach of this policy may result in disciplinary action, up to and including termination of employment or contract.

8. Exemptions

- 8.1. The following gifts or benefits are exempt from this policy
 - i. Council-Provided Gifts or Benefits:
Gifts or benefits given to employees by the Council as part of official programs, such as the Employee Recognition Program or other approved programs.
 - ii. Food, Accommodation, Hospitality, or Entertainment:
Food, accommodation, hospitality, or entertainment that is part of attending meetings, conferences, training courses, functions, or other events that:
 - a) Have been organised through the Council, or
 - b) Are required in the performance of the employee's official duties.

References

- *Fair Work Act 2009*
- *Local Government Act 2019*

Definitions

In the context of this policy, the following definitions apply:

Term	Definition
Gift	Any item of value received without payment or consideration, including but not limited to, money, goods, services, hospitality, and travel.
Benefit	Any advantage or profit gained, directly or indirectly, which may include preferential treatment, access, or opportunities.

Related Documents

- *PC01 Employee Code of Conduct*

Review History

Version No.	Approval Date	Policy No.	Policy Name	Minutes ref./ resolution no.
3.0	30/01/2019	HR09	Employee Farewell Gifts, Benefits, Favours, Retirement and Events	013/2019
4.0	23/05/2024	PC09	Staff Gifts and Benefits Policy	OCM-2024/46 ID: 24940
4.1	27/02/2025	PC02	Staff Gifts and Benefits Policy	ID: 26873

Endorsement

Signature:	
Date:	27/02/2025
Name and Position:	John Thomas, Chief Executive Officer