



# Gifts and Benefits Policy

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## Our policy

Council officials must never demand or request any gift, or benefit for themselves or anyone else, in connection with their Council work or public duties.

They must never accept any token or non-token gift or benefit if they think that the gift is designed to influence them, or a fair observer might think they are being influenced in the way they do their job as a result of the gift.

They must take all reasonable steps to ensure that their immediate family members do not receive gifts or benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

If the acceptance of a gift or benefit will be of benefit to Council or the acceptance is unavoidable, the gift or benefit must be declared in writing to the General Manager and recorded in Council's Gifts & Benefits Register.

The offer of cash or cash-like gifts, regardless of the amount, is never acceptable. A "cash-like gift" includes but is not limited to gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts.

All gifts of value that are received and not returned to the person or organisation who gave the gift or benefit will be raffled by Council's Staff Social Club and the proceeds donated to charity.

## Objective

The objective of this Policy is to protect Council officials from being compromised, or the perception that they are being compromised, in their decision making roles by providing clear guidance on what to do if a gift, benefit or bribe is offered to them.

## Link to our Community Strategic Plan (Woollahra 2025) and Delivery Program & Operational Plan

This Policy relates to the Themes, Goals and Strategies outlined in Council's Community Strategic Plan Woollahra 2025 and Priorities outlined in Council's Delivery Program and Operational Plan, specifically:

***Theme: Council leadership and participation***

***Goal 11: A well managed Council***

**Strategy 11.6: Minimise risk for Council and the community.**

*Priority 11.6.1: Maintain a risk management framework that achieves best practice in managing risk associated with Council's business activities.*

## Definitions

### **Council Official**

Council Official includes councillors, members of staff of council, administrators, council committee members, conduct reviewers and delegates of council

### **Token gifts and benefits**

Generally speaking, token gifts and benefits include:

- a) free or subsidised meals, beverages or refreshments provided in conjunction with:
  - i. the discussion of official business
  - ii. council work related events such as training, education sessions, workshops
  - iii. conferences
  - iv. council functions or events
  - v. social functions organised by groups, such as council committees and community organisations
- b) invitations to and attendance at local social, cultural or sporting events
- c) gifts of single bottles of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address)
- d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers
- e) prizes of token value.

### **Gifts and benefits of value**

Gifts and benefits that have more than a token value include, but are not limited to, tickets to major sporting events (such as state or international cricket matches or matches in other national sporting codes (including the NRL, AFL, FFA, NBL)), corporate hospitality at a corporate facility at major sporting events, discounted products for personal use, the frequent use of facilities such as gyms, use of holiday homes, free or discounted travel, a quantity of alcohol

## Want to know more?

For further information on this policy contact our Governance Department on 9391 7001 or 9391 7012.

**Version** 1  
**Approval date:** Council Meeting 18 February 2013 (updated following adoption of new Code of Conduct)

## Implementation & Procedures

All Council officials are personally responsible to ensure the requirements of the Gifts and Benefits Policy are implemented and the following procedures undertaken.

### **Procedure where a gift or benefit is offered to a Council official**

1. You should decline the offer of the gift or benefit.
2. If you accept a gift or benefit, details of the gift or benefit should be recorded in Council's Gifts and Benefits Register, regardless if it is a token gift or benefit or gift or benefit of value.
3. All gifts and benefits should be forwarded to the Manager Governance. Access to Council's Gifts and Benefits Register can be obtained by contacting the Manager Governance, The Manager Governance will, where appropriate, forward a letter to the person or organisation giving the gift or benefit explaining that it is against Council Policy for Councillors to receive gifts and benefits and the gift or benefit will be raffled with the proceeds donated to charity, The Staff Social Club will raffle all gifts and benefits and the proceeds of the raffle will be donated to charity, Council's Gifts and Benefits Register is a public document under the *Government Information (Public Access) Act 2009*.

### **Procedure where a bribe is offered to a councillor, administrator, council committee member, conduct reviewer or delegate of Council.**

1. If you have been offered a bribe, or think that you have been offered a bribe, you must advise the Mayor and General Manager immediately,
2. The General Manager must advise the Independent Commission Against Corruption and the Police,
3. Further action will be at the direction of the Independent Commission Against Corruption and the Police.

### **Procedure where a bribe is offered to a member of Council staff**

1. If you have been offered a bribe, or think that you have been offered a bribe, you must advise your supervisor/manager and the General Manager immediately,
2. To avoid a perception of influence, you must refer all future contact with the person offering or suspected of offering you the bribe to your supervisor,
3. The General Manager must advise the Independent Commission Against Corruption and the Police,
4. Further action will be at the direction of the Independent Commission Against Corruption and the Police.

## Budget & Identification of expenditure

Nil

## Attachments

1. Gifts and Benefits Register

## WOOLLAHRA MUNICIPAL COUNCIL

## GIFTS AND BENEFITS REGISTER

<b>Date gift or benefit received</b>	
<b>Name of person receiving gift or benefit</b>	
<b>Name of person or organisation giving gift or benefit</b>	
<b>Address of person/organisation giving gift or benefit</b>	
<b>Description of gift or benefit</b>	
<b>Comments (gift/benefit returned, kept or to given to Social Club)</b>	
<b>Letter and/or Contractors brochure sent to person giving gift</b>	