

**GO5 – Adoption of Amended Gifts and Benefits Policy**

**GO5 Adoption of Amended Gifts and Benefits Policy**

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TRIM 1693

**EXECUTIVE SUMMARY**

- The Gifts and Benefits Policy has been reviewed and amendments have been made to provide greater clarity in relation to the acceptance of gifts and benefits.
- It is recommended that the amended Gifts and Benefits Policy be adopted.

**REPORT**

The Gifts and Benefits Policy is designed for Councillors, Council Staff and delegates (Council Representatives) to ensure that offers of Gifts and Benefits from the community, businesses and professional clientele are managed appropriately.

The Gifts and Benefits Policy requires Council Representatives to declare all offers of Gifts and Benefits regardless of the value of the gift or benefit or whether the gift or benefit was accepted or declined. The acceptance of money is strictly prohibited.

Gifts and Benefits need to be managed effectively as there are a range of negative consequences for both Council Representatives and the Council itself. The Gifts and Benefits Policy clearly states that if a gift could influence the recipient's performance in his or her official function then it should not be accepted, if these are not declared.

The General Manager has an obligation under the Independent Commission Against Corruption (ICAC) to inform the commission about matters that may concern corrupt conduct including bribery.

**CONSULTATION**

Guidelines issued by the ICAC have been used as a basis for amendments made to the Gifts and Benefits Policy. Wollongong City Council's adopted Policy was also used to gather more information for the amendments to this policy.

**FINANCIAL IMPLICATIONS**

This matter has no financial impact on Council's adopted budget or forward estimates.

Report of Governance to the Ordinary Meeting of Council held on Monday 18 July 2016

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**ATTACHMENTS**

1. Summary of Changes - Gifts and Benefits Policy
2. Amended Gifts and Benefits Policy

**RECOMMENDATION**

That the amended Gifts and Benefits Policy be adopted.

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**SUMMARY OF CHANGES – GIFTS AND BENEFITS POLICY**

Location	Previous Wording	New Wording	Reasoning
Page 1 – 1.1	To provide a framework to aid in achieving the highest standard of transparency and ethical conduct of Council Representatives and to provide guidance on the issue of Gifts, Benefits and Bribery.	To ensure that Council officials are made aware of their obligations and responsibilities concerning the offer or acceptance of any gift or benefit.	New statement to improve clarity of the requirement
Page 1 – 1.2	Reference to Council Representatives in this policy means Councillors, Council Staff and delegates.	To provide guidance to Council officials in identifying, assessing and managing offers of gifts or benefits to ensure that they do not constitute or are perceived to constitute corrupt conduct.	New statement to improve clarity of the requirement
Page 1 – 2.1	It is important to consider the intentions of the gift giver when deciding if it is appropriate to accept a gift. Often the intended recipient may not know the intentions or the intentions may be different from the public perception of the situation.	This policy has been developed in order to recognise that the conduct of Council business may give rise to gifts or benefits of appreciation being offered to Council officials and that in appropriate circumstances it is acceptable for such gifts or benefits to be accepted.	New statement added
Page 1 – 2.2	If the likely perception of the gift-giving relationship is that the gift could influence the intended recipient's performance of his or her official function, then the gift should not be accepted. This is despite the fact that such perceptions alone may not indicate an actual inappropriate influence.	Given the potential for acceptance of gifts and benefits to be misinterpreted and to cause reputational damage to Council and Council officials involved, it is necessary for Council officials to conduct themselves in accordance with a recognised and appropriate set of acceptable procedures.	New statement added
Page 1	was 2.1	now 2.3	Change to numbering
Page 1	was 2.2	now 2.4	Change to numbering
Page 1	was 2.3	now 2.5	Change to numbering
Page 1	was 2.4	now 2.6	Change to numbering

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Page 2	was 2.5	now 2.7	Change to numbering
Page 2	was 2.6	now 2.8	Change to numbering
Page 2	was 2.7	now 2.9	Change to numbering
Page 2	was 2.8	now 2.10	Change to numbering
Page 2	was 2.9	now 2.11	Change to numbering
Page 3 – 4.10	Council Representatives may accept gifts or benefits of a nominal or token value and that do not create a sense of obligation on their part. Generally speaking, token gifts and benefits may include:	Council officials may accept gifts or benefits of a nominal or token value (up to the value of \$50.00) and that do not create a sense of obligation on their part. Generally speaking, token gifts and benefits may include:	Highlighted wording taken from point 4.10.1 and placed in 4.10
Page 3 – 4.10.1	Gifts of two (2) bottles of wine or one (1) bottle of spirits up to the value of \$50.00 to individual Council Representatives at end of year functions, public occasions or in recognition of work done (such as providing a lecture/training session/address). Anything over this will be distributed as per your supervisor's instructions	Gifts of two (2) bottles of wine or one (1) bottle of spirits 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). Anything over this will be distributed as per your supervisor's instructions.	Highlighted wording taken from point 4.10.1 and placed in 4.10
Page 4 – 4.10.5	Reasonably priced ties, scarves, coasters, tie pins, diaries, chocolates and flowers (ie <\$50.00).	Ties, scarves, coasters, tie pins, diaries, chocolates and flowers.	Wording removed from this point as it is covered in 4.10
Page 5 – 4.21	Gifts received as part of purchase incentives or marketing strategies from Council suppliers if acceptable in accordance with this policy regardless of the value will become the property of Council and be disposed of in accordance with Part 10 of this policy.	Gifts received as part of purchase incentives or marketing strategies from Council suppliers if accepted in accordance with this policy regardless of the value will become the property of Council and be disposed of in accordance with Part 10 of this policy.	Previous wording did not make sense
Page 8		9.2 Staff – Gifts and Benefits Management Flow Chart	New attachment
Page 8		9.3 Councillor – Gifts and Benefits Management Flow Chart	New attachment
Page 9 – 9.1	Gifts may include but not limited to items such as alcohol, clothing,	Benefits may include, but are not limited to, hospitality, preferential treatment (such	Attachment updated with more information

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	<p>products or tickets to sporting events etc.</p> <p><b>Benefits</b> may include but is not limited to preferential treatment (such as queue jumping), access to confidential information, a new job or promotion, access to free services (which are normally charged at a fee), or access to a private spectator box at a sporting venue.</p> <p><b>Bribes</b> are gifts or benefits given specifically for the purpose of winning favours and influence the decision or behaviour of that council official to benefit someone or something.</p> <p><b>Hospitality</b> is the provision of meals, refreshments and other forms of entertainment.</p> <p><b>Nominal or Token Value</b> is the monetary limit of acceptable gifts that can be received or given. For Wollondilly Shire Council the nominal value is \$50.00 and therefore any gift or benefit valued at less than \$50.00 is considered to be of nominal value in accordance with this policy. The intent of the gift giver however, must be taken into account when deciding whether the gift or benefit is of nominal value.</p>	<p>as queue jumping), access to confidential information, free access to services (which are normally charged at a fee), or access to a private spectator box at a sporting or entertainment venue.</p> <p><b>Bribes</b> are gifts or benefits given specifically for the purpose of winning favours to influence the decision or behaviour of a council official to benefit someone or something.</p> <p><b>Cash-Like</b> may include a gift voucher or card (eg iTunes, Spotify, Bunnings or similar) credit card, debit card with credit on it, prepayment such as phone or internet credit, membership or an entitlement to discounted or free services.</p> <p><b>Council official</b> means Councillors, Council Staff, Council Committee or Reference Group members, volunteers or delegated persons as defined in the <i>Local Government Act 1993</i>.</p> <p><b>Donor</b> may be an individual or an organisation.</p> <p><b>Gifts</b> may include, but not limited to, items such as cash, or cash-like gift, alcohol, clothes, products or tickets to a sporting or entertainment event.</p> <p><b>Hospitality</b> means the provision of meals, refreshments and other forms of entertainment.</p>	
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		<p><b>Non-Civic Function or Event</b> means a function or event where the Council official does not have any formal role at the function or event to represent Council and the Council official is invited to attend at no cost or a discounted cost to Council. Examples include: sporting events; Christmas parties; conferences; or openings.</p> <p><b>One Year period</b> means the financial year from 1 July of one year to 30 June of the next.</p> <p><b>Register</b> means the Gifts and Benefits Register.</p> <p><b>Token Value</b> means the monetary limit of acceptable gifts that can be received or given. For Wollondilly Shire Council the nominal value is \$50.00 and therefore any gift or benefit valued at less than \$50.00 is considered to be of token value in accordance with this policy. The intent of the gift giver however, must be taken into account when deciding whether the gift or benefit is of nominal value.</p>	
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**1. POLICY OBJECTIVES**

- 1.1 To ensure that Council officials are made aware of their obligations and responsibilities concerning the offer or acceptance of any gift or benefit.
- 1.2 To provide guidance to Council officials in identifying, assessing and managing offers of gifts or benefits to ensure that they do not constitute or are perceived to constitute corrupt conduct.

**2. BACKGROUND**

- 2.1 This policy has been developed in order to recognise that the conduct of Council business may give rise to gifts or benefits of appreciation being offered to Council officials and that in appropriate circumstances it is acceptable for such gifts or benefits to be accepted.
- 2.2 Given the potential for acceptance of gifts and benefits to be misinterpreted and to cause reputational damage to Council and Council officials involved, it is necessary for Council officials to conduct themselves in accordance with a recognised and appropriate set of acceptable procedures.
- 2.3 It is important to consider the intentions of the gift giver when deciding if it is appropriate to accept a gift. Often the intended recipient may not know the intentions or the intentions may be different from the public perception of the situation.
- 2.4 If the likely perception of the gift-giving relationship is that the gift could influence the intended recipient's performance of his or her official function, then the gift should not be accepted. This is despite the fact that such perceptions alone may not indicate an actual inappropriate influence.
- 2.5 It is important to manage gifts and benefits effectively as there can be a range of negative consequences for both individual Council officials and the Council.

The consequences for individual Council officials may include:

- Embarrassment
- Disciplinary action
- Being the subject of an internal or external inquiry
- Loss of employment
- Criminal prosecution

The consequences for a Council may include:

- Embarrassment for the organisation
- Loss of public trust
- Being the subject of an external inquiry
- Legal action

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- 2.6** Some Council officials have a role in regulatory activities such as inspections and certification. In conducting these functions, they have the power to impact on the livelihoods of private individuals or companies. Because of the significance of such decisions, there may be motivation on the part of applicants to influence the outcome of the approval process. This can place Council officials in a position to exploit or manipulate the situation for personal gain. Council officials need to exercise special care with such offers as there is a greater likelihood that it may appear to have been offered in order to achieve a particular outcome, even if this is not the intention of the person who offered it.
- 2.7** Offering or accepting a bribe is a special case in relation to gifts and benefits that has particularly serious and negative consequences.
- 2.8** The General Manager has an obligation under the ICAC Act to inform the Commission about any matter that he or she suspects on reasonable grounds that may concern corrupt conduct, including bribery.
- 2.9** The risks associated with gifts and benefits may be considerable in partnership arrangements between the public and private sector agencies entering into contractual relationships with the private sector to produce an asset or deliver a service.
- 2.10** Council officials can be exposed to offers of gifts and benefits that may not be considered appropriate. In some cases, it may be that private firms are simply not familiar with public sector ethics and a gift or benefit is offered in good faith.
- 2.11** Public authorities have a responsibility to determine under what circumstances gifts and benefits may be accepted or declined and they should convey this information to any private sector partners.

**3. ELIGIBILITY**

- 3.1 This Policy applies to all Council officials.

**4. GUIDELINES**

- 4.1 Any gift or benefit offered to any Council Official irrespective of whether or not the gift may be kept or returned or if the gift is of a token value as defined by this policy, shall be declared immediately by the intended recipient via Council's Gifts and Benefits Declaration Procedure. Any kind of bribe or attempted bribe must not be accepted and must be reported to the General Manager or Mayor immediately.

*Part 1 - (Personal Benefit)*

- 4.2 Council Officials shall not solicit gifts and benefits or accept gifts of money and shall always consider the value and the purpose of a gift or benefit before making any decisions about accepting it.
- 4.3 A reference to a gift or benefit does not include a political donation or contribution to an election fund that is subject to the provisions of the relevant election funding legislation, as outlined in Council's Code of Conduct.
- 4.4 Council Officials shall not seek or accept any payment, gift or benefit intended or likely to influence, or that could be reasonably perceived by an impartial observer as intended or likely to influence you to:

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- 4.4.1 Act in a particular way (including making a particular decision).
- 4.4.2 Fail to act in a particular circumstance.
- 4.4.3 Otherwise deviate from the proper exercise of your official duties.
- 4.5 Council Officials shall take all reasonable steps to ensure that their immediate family members are also not the recipients of offers of gifts or benefits that could be perceived to be an attempt to influence the behaviour of the Council Official. .  
The Gifts and Benefits Register must be used to declare and manage offers to family members that could be perceived as being offers associated with the Council Officials role.

4.5.1 Immediate family members ordinarily include:

Current spouse, domestic partner, parent/step parent, children (includes biological, adopted, foster or other legally placed children), siblings (includes biological, step or half) grandparent, grandchild, in-laws, corresponding immediate family members of any employees spouse or domestic partner members or other organisations for which you may act as a representative.

- 4.6 Soliciting personal gifts or benefits are strictly prohibited under all circumstances. If a Council official becomes aware of another Council official soliciting gifts or benefits, he or she shall report it immediately to the supervisor of the Council official soliciting gifts or benefits. The Supervisor shall inform the General Manager who shall inform the ICAC through a Section 11 report.

**Part 2 - (Bribes and Gifts of Money)**

- 4.7 Council officials shall not seek or accept a bribe or other improper inducement. If a Council official is offered a gift of money or other gift or benefit, which he or she believes is meant to be a bribe, the officer shall immediately reject the offer and notify his or her Supervisor. The Supervisor shall inform the General Manager who shall inform the ICAC through a Section 11 report.
- 4.8 Council officials shall not accept an offer of money, regardless of the amount. Accepting gifts of money is strictly prohibited in all cases. This includes offers of money to cover expenses for trips to view samples of work, or to expedite the work of the Council. If an officer is offered a gift of money, it should be refused and the incident reported immediately to the officer's supervisor. If a gift of money is received in the mail it should be declared immediately and every effort made to return it.
- 4.9 Council officials shall avoid situations in which the appearance may be created that any person or body, through the provision of hospitality or benefits of any kind, is securing or attempting to influence or secure a favour from you or the Council.

**Part 3 - (Token Gifts and Benefits)**

- 4.10 Council officials may accept gifts or benefits of a nominal or token value (up to the value of \$50.00) and that do not create a sense of obligation on their part. Generally speaking, token gifts and benefits may include:

4.10.1 Gifts of two (2) bottles of wine or one (1) bottle of spirits to individual Council officials at end of year functions, public occasions or in recognition of work

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done (such as providing a lecture/training session/address). Anything over this will be distributed as per your supervisor's instructions.

- 4.10.2 Free or subsidised meals of a modest nature and/or beverages provided infrequently (and/or reciprocally) that have been arranged primarily for, or in connection with, the discussion of official business.
- 4.10.3 Free meals of a modest nature and/or beverages provided to Council officials who formally represent their Council at work related events such as training, education sessions, workshops and/or Christmas functions.
- 4.10.4 Refreshments of a modest nature provided at conferences.
- 4.10.5 Ties, scarves, coasters, tie pins, diaries, chocolates and flowers.
- 4.10.6 Invitations to appropriate out of hours "cocktail parties" or social functions organised by groups, such as Council committees and community organisations.
- 4.11 Council officials shall not by virtue of their position acquire a personal profit or advantage, which has a monetary value, other than one of a token value.
- 4.12 In the event that a gift or benefit is required to be returned it is recommended that the return be made in the presence of a witness.

**Part 4 - (Gifts of Value)**

- 4.13 Council officials shall not accept gifts and benefits that have more than a nominal or token value (as outlined in Part 3). These include tickets to major sporting events, corporate hospitality at a corporate facility or a sporting venue, jewellery, works of art, discounted products for personal use, the frequent use of facilities, such as gyms, use of holiday homes, free or discounted travel and free training excursions. The only exceptions to this are detailed in Parts 5, 6, 7 & 8 of this policy.
- 4.14 If a Council official receives a gift of more than token value in circumstances where it cannot reasonably be refused or returned, they should accept the gift and disclose this promptly to their Supervisor or Manager. The Governance staff shall ensure that any gifts received are recorded in the Gifts Register.
- 4.15 Gifts that may not be outright bribes but are nevertheless suspected of being offered for the purposes of influencing a Council official's behaviour in his or her official capacity shall always be declined. In such circumstances the supervisor shall be notified of the incident and the General Manager should consider whether to make a Section 11 report to the ICAC.
- 4.16 A series of gifts or benefits, each of which is of minimal value, may have an aggregate value that exceeds the Council's stipulated nominal value. Under such circumstances, accepting these gifts may pose the same risks of real or apparent compromise as accepting one gift or benefit which alone exceeds the nominal value. Council officials shall monitor attempts to compromise them through such serial gift giving. Council officials must by law disclose a description of any gift or gifts totalling a value exceeding \$500 made by the same person during a period of 12 months or less (required to be included in the disclosure of interests returns - Section 449 of the Local Government Act 1993).

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***Part 5 – (Attendance at Conferences and Training Seminars)***

4.17 Council officials shall not accept free or discounted travel, free training excursions or accommodation except in limited circumstances as authorised by the General Manager. In some cases attendance by the Council official at a Conference or Training Seminar would be appropriate if Council as a whole would benefit from the Council officials attendance. Acceptance of travel expenses to help cover the cost of attending as a presenter would need to be approved. The request for attendance must be directed to the General Manager not an individual and/or the General Manager must decide which officer should attend. In addition, the employee attending must not be in a position to make decisions regarding the host entity.

***Part 6 – (Providing Services)***

4.18 Council officials that provide services directly to the public may be offered gifts from people who have received such services to show their appreciation to Council officials who have assisted them. If the gift is not an attempt to influence the Council official/s and it is unlikely to be perceived as such, the relationship between the Council official and the gift giver is over and the gift does not exceed Council's guidelines for gifts of a token value, then it would be acceptable for the Council official to accept the gift.

4.19 Gifts of influence may be offered in an effort to receive preferential treatment from Council officials. Gifts of this nature even if they do not exceed Council's guidelines for gifts of a token value, shall be refused. Should the gift be unreturnable, the Council official shall follow the guidelines under Part 9 of this policy.

***Part 7 – (Cultural Considerations)***

4.20 In certain circumstances there may be occasions where the giving or exchange of gifts and hospitality plays an important role in business and professional life and may be part of established business protocols elsewhere. Business and Government delegations from other countries like Japan, Korea and China customarily offer gifts to public officials however culture or tradition should never be used as an excuse to accept inappropriate gifts and benefits. Gifts and benefits of this nature that are deemed to be inappropriate under the guidelines of this policy shall be dealt with accordingly.

***Part 8 – (Lucky Door Prizes, Raffles and Purchase Incentives)***

4.21 Gifts received as part of purchase incentives or marketing strategies from Council suppliers **if accepted** in accordance with this policy regardless of the value will become the property of Council and be disposed of in accordance with Part 10 of this policy.

4.22 Prizes received in the form of lucky door prizes or raffles for attendance at Council paid conferences or whilst engaging in official duties above a token value will be assessed on a case-by case basis. The nature of the relationship with the prize giver will be taken into account to ensure acceptance of the prize does not lead to the perception of improper influence. If deemed inappropriate for the individual to retain the prize the prize will become property of Council and disposed of in accordance with Part 10 of this policy.

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***Part 9 – (Gifts that Cannot be Returned)***

4.23 There may be circumstances where a gift or benefit is unacceptable under the Council's policy and is inadvertently accepted by a Council official or may not be easily returned. The gift shall become the property of the Council, rather than the individual who received it. Once it is the property of the Council, it becomes the responsibility of the Council and in this instance its use or disposal shall be at the discretion of the General Manager. Examples include:

- 4.23.1 A wrapped gift that the recipient does not open in the presence of the gift giver.
- 4.23.2 Gifts accepted for cultural, protocol or other reasons, where returning it would be inappropriate.
- 4.23.3 Anonymous gifts received through the mail or left for the official without a return address.
- 4.23.4 A gift received in a public forum where attempts to refuse or return it would cause significant embarrassment.

***Part 10 – (Disposal of Gifts)***

4.24 If a gift is received that is above the stipulated token value or that for some other reason cannot be retained by the individual, then it must be disposed of. The General Manager must approve the disposal of such gifts. Some options for disposal could include:

- 4.24.1 Sharing the gift among all staff (for example; a computer printer that could be networked).
- 4.24.2 Holding a fundraiser with the gifts as prizes.
- 4.24.3 Donating the gift to an appropriate charity.
- 4.24.4 Holding an auction with the proceeds going to charity.

***Part 11 - (Improper and Undue Diligence)***

4.25 You must not take advantage of your position to improperly influence other Council officials in the performance of their public or professional duties to secure a private benefit for yourself or for somebody else.

4.26 You must not take advantage (or seek to take advantage) of your status, position with, or the functions performed by you for Council in order to obtain unauthorised or unfair benefit for yourself or for any other person or body.

***Part 12 – (Giving Gifts to other Agencies or Officials)***

4.27 There may be occasions when it is appropriate for Council officials to give gifts or benefits to individuals from other public or private agencies. For example, it may be appropriate for a Council official to offer a modest lunch to a delegation visiting its workplace as part of the work-related activities or to give a token of appreciation to an individual who has given a presentation to staff.

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4.28 Council shall exercise particular caution when the proposed recipient or organisation has a continuing business relationship with the Council.

**5. RESPONSIBILITY/ACCOUNTABILITY**

- 5.1 The Governance Department maintains a Gifts and Benefits Register, which is publicly available. The Gifts and Benefits Register will be analysed on a quarterly basis to identify trends or emerging issues in relation to the receipt of gifts and benefits. Emerging issues are identified and addressed in an appropriate manner.
- 5.2 All Council officials must declare all gifts and benefits no matter what the item is.
- 5.3 All supervisors must ensure appropriate lodgement documentation is completed and authorised.
- 5.4 The General Manager must ensure that reports are made to ICAC in any necessary situations.

**6. RELATED POLICIES**

- 6.1 Code of Conduct
- 6.2 Internal Reporting

**7. RELATED PROCEDURES**

- 7.1 Gifts and Benefits Register Procedure

**8. RELATED LEGISLATION**

- 8.1 Independent Commission Against Corruption Act 1988
- 8.2 Local Government Act 1993
- 8.3 Local Government (General) Regulation 2005
- 8.4 Public Sector Employment and Management Act 2002
- 8.5 Section 449 of the Local Government Act 1993

**9. ATTACHMENTS**

- 9.1 Definitions
- 9.2 Staff – Gifts and Benefits Management Flow Chart
- 9.3 Councillor – Gifts and Benefits Management Flow Chart

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**10. RESOURCES**

- 10.1 ICAC Managing Gifts and Benefits in the Public Sector Tool Kit
- 10.2 Model Code of Conduct for Local Councils in NSW

**11. IMPLEMENTATION STATEMENT**

- 11.1 To ensure this policy is implemented effectively, Council will employ a variety of strategies involving awareness and education so that this policy will be effectively used in the manner for which it was created.
- 11.2 Regular awareness power points and email reminders.
- 11.3 Policy included in induction program for new employees and council officials.
- 11.4 Placed on website.
- 11.5 Regular review of Policy.

**12. POLICY HISTORY**

- 12.1 Date First Adopted 15 October 2007
- 12.2 Most Recent Adoption 18 March 2013
- 12.3 Next Review Date June 2015
- 12.4 Responsible Officer Manager Governance

Wollondilly Shire Council  
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Tel: 02 4677 1100 Fax: 02 4677 2339 DX: 26052 Picton  
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Rural Living [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au)

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**ATTACHMENT 9.1**

**DEFINITIONS**

The following definitions apply to this policy:

- Benefits** may include, but are not limited to, **hospitality**, preferential treatment (such as queue jumping), access to confidential information, free access to services (which are normally charged at a fee), or access to a private spectator box at a sporting **or entertainment** venue.
- Bribes** are gifts or benefits given specifically for the purpose of winning favours to influence the decision or behaviour of a council official to benefit someone or something.
- Cash-Like** may include a gift voucher or card (eg iTunes, Spotify, Bunnings or similar) credit card, debit card with credit on it, prepayment such as phone or internet credit, membership or an entitlement to discounted or free services.
- Council official** means Councillors, Council Staff, Council Committee or Reference Group members, volunteers or delegated persons as defined in the *Local Government Act 1993*.
- Donor** may be an individual or an organisation.
- Gifts** may include, but not limited to, **items such as cash, or cash-like gift**, alcohol, clothes, products or tickets to a sporting **or entertainment** event.
- Hospitality** means the provision of meals, refreshments and other forms of entertainment.
- Non-Civic Function or Event** means a function or event where the Council official does not have any formal role at the function or event to represent Council and the Council official is invited to attend at no cost or a discounted cost to Council. Examples include: sporting events; Christmas parties; conferences; or openings.
- One Year** period means the financial year from 1 July of one year to 30 June of the next.
- Register** means the Gifts and Benefits Register.
- Token Value** means the monetary limit of acceptable gifts that can be received or given. For Wollondilly Shire Council the nominal value is \$50.00 and therefore any gift or benefit valued at less than \$50.00 is considered to be of token value in accordance with this policy. The intent of the gift giver however, must be taken into account when deciding whether the gift or benefit is of nominal value.

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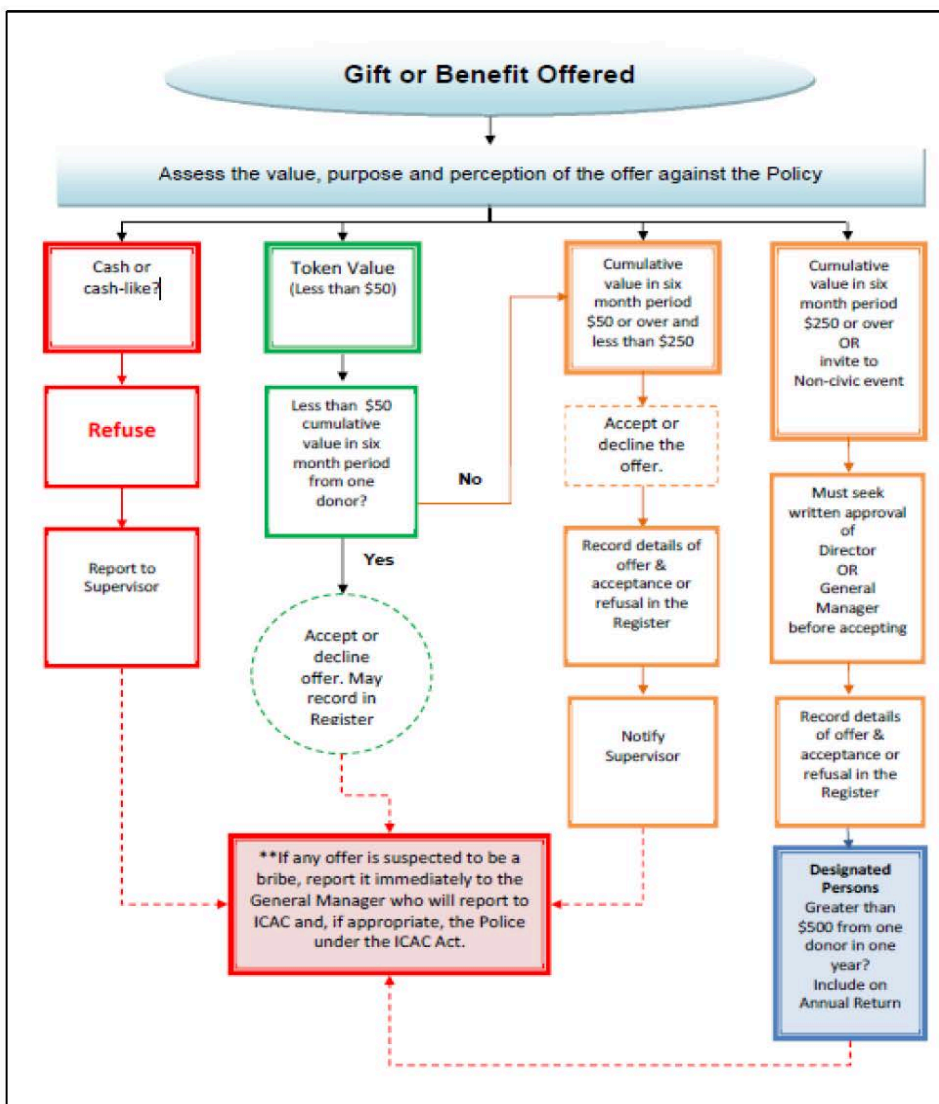
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**ATTACHMENT 9.2**

**Staff – Gifts and Benefits Management Flow Chart**



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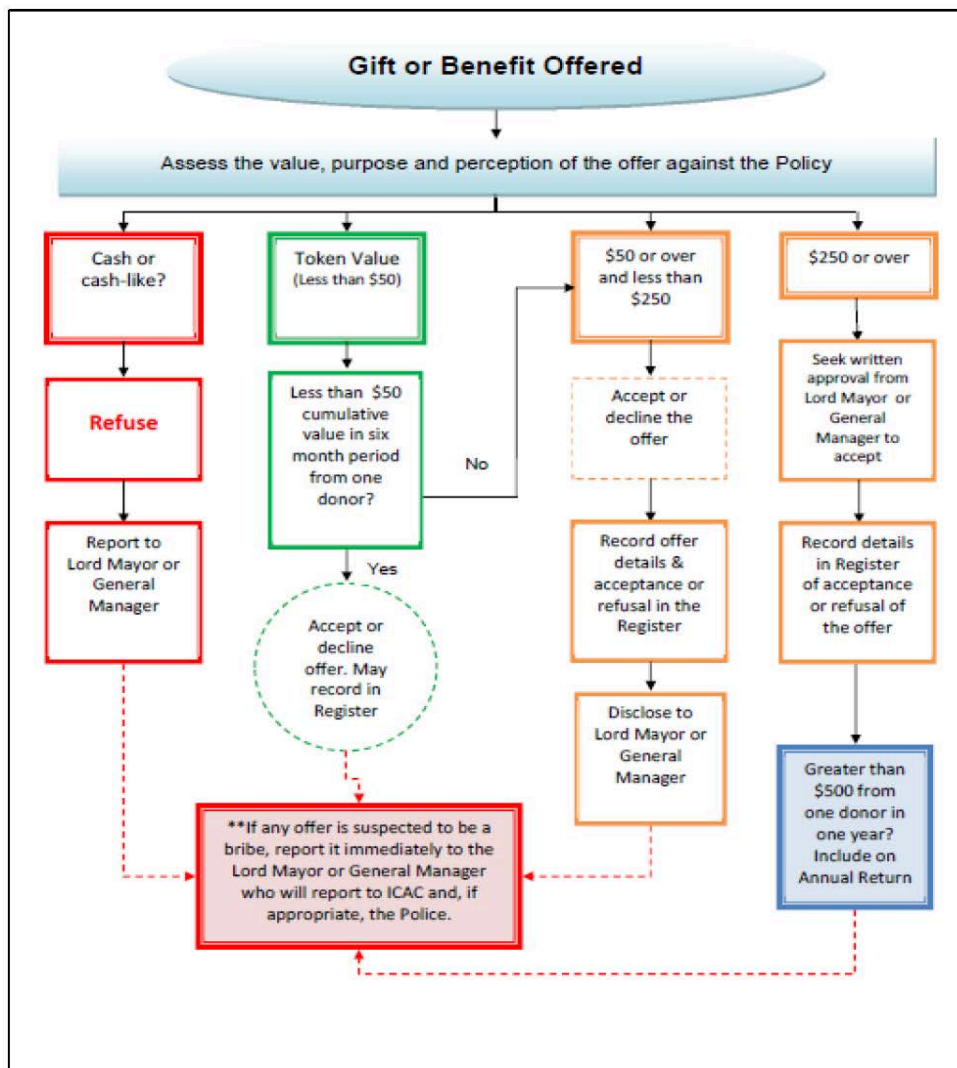
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**ATTACHMENT 9.3**

**Councillor – Gifts and Benefits Management Flow Chart**



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