

# 268 Benefits and Gifts

## General Policy



### PURPOSE

The North Burnett Regional Council Benefits and Gifts Policy (“the policy”) prescribes how Council employees are to manage the offering of gifts and/or benefits.

### SCOPE

This policy:

1. applies to all benefits, gifts or services offered to or received by employees as a consequence of employment with Council;
2. encompasses financial and non-financial benefits, gifts or services that are received or consumed during work and non-work activities;
3. encompasses gifts, benefits or services offered to friends or acquaintances of an employee; and
4. encompasses products and services purchased by the employee at a discount not otherwise available to the public that is the result of the relationship between the employee and vendor.

### POLICY STATEMENT

#### PROVISIONS

Benefits, gifts, products and services (gifts) can be defined as follows:

- Property, advantage or service;
- Money, hospitality, gifts, gratuities, remuneration, allowances, fees;
- Subsidies, considerations, incentives, discounts, entry fees, memberships or loans provided under special conditions; and
- Any other item (tangible or intangible) from which an employee either directly or indirectly derives some gain.

#### EXCEPTIONS

A Council employee, their friends and acquaintances, MAY NOT encourage, solicit or accept any gift (as defined above) from a party external to Council where that gift would not have been given had the employee not been employed by Council.

In the following circumstances it is acceptable to participate in activities that may otherwise be deemed to be the receipt of a gift, benefit, product or service.

1. A gift may be accepted where it is given to Council\* and is used for a common and ideally public purpose. For example:
  - Biscuits given to an employee as a thank you shared amongst the office; or
  - A gift given to Council later donated or raffled off for fundraising purposes.
2. A gift that can be consumed\*\* and is given to Council for a specific event. For example:
  - Beer given to Council for its annual Christmas party; or
  - Biscuits brought into a Council-hosted meeting by an external party.
3. A gift that is consumed during a specific event intended to support the growth of appropriate relationships but may be employee-specific. For example:
  - Social events sponsored by suppliers intended to build a relationship with Council (but if there is any chance of an appearance of favouritism, this exception does not apply);
  - Invitations to a supplier’s Christmas party at the conclusion of works;
  - Travel and accommodation paid for by a supplier so that a specific employee might attend a workshop for which they may or may not be a presenter
4. An employee may keep a low value gift threshold \$ 50.00 as long the item is recorded in the recorded in the Benefits and Gifts Register and the gift is to be recorded by the recipient using Council’s Conflict of Interest Form with the ‘Benefit or Gift’ box ticked

\* For the purpose of the above section ‘Council’ means that the gift is not intended for a specific person.

\*\* Consumed refers to a product or service, food or beverage, that cannot be taken away and consumed at a later point in time.

## EXCEPTIONS ADMINISTRATION

The gift, benefit, product or service received under the above policy exceptions MUST be appropriately recorded and managed.

Where a gift, benefit, product or service (the gift) is received under the policy exceptions, the following procedure is mandatory:

1. The gift is to be recorded in the Benefits and Gifts Register (prior to the acceptance of the gift wherever possible);
2. The gift is to be recorded by the recipient using Council's Conflict of Interest Form with the 'Benefit or Gift' box ticked;
3. The recipient is to detail how the gift could comprise an actual or perceived conflict of interest and the steps taken to mitigate the conflict. For example:
  - Tickets and drinks are brought for an employee to an event in the pursuit of better relationships between Council and the supplier.
  - The recipient must complete the conflict of interest form and ensure that a plan is put into place to ensure that any orders placed with the supplier are reviewed by a party who did not receive the gift; and
4. An appropriate supervisor is to review and sign off on the Conflict of Interest Form, ensuring the actual or perceived conflict of interest will be managed properly.

## FREQUENT FLYERS, REWARDS OR POINTS

Employees should not accept any offer of frequent flyer points, shopping points, or any other points/rewards in their role as an NBRC employee. This includes, but is not limited to:

- Booking corporate travel and receiving personal frequent flyer points
- Making purchases on a corporate credit card and receiving shopping points, rewards, docketts, discount petrol or school vouchers

This policy is to remain in force until otherwise determined by council.

## RELEVANT LAW

*Local Government Act 2009*

*Local Government Regulation 2012*

*Crime and Corruption Act 2001*

## RELATED POLICIES AND PROCEDURES

Council's Code of Conduct

Council's Procedure and Form for declaring a Conflict of Interest

## RELATED FORMS

Conflict of Interest Form

Part of policy

## DEFINITIONS

Nil

## APPROVAL

Council approved this policy on 27 June 2018.

## REVIEW

This policy will be reviewed every two years by Chief Executive Officer, Office of the Chief Executive Officer and is due for review in July 2020.

## REVISION HISTORY

<b>Version</b>	<b>Meeting</b>	<b>Date</b>	<b>History</b>
1	General Meeting	15 June 2016	New Policy
2	General Meeting	27 June 2018	Review

# Conflict of interest form



Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

**Name of Employee:**

## Section 1 – Details of Conflict

**Full description of conflict and related parties**

## Section 2 – Management Plan

**Details of plan to be implemented that will resolve or manage the conflict of interest.**

## Section 3 – Approvals

**Signed Employee declaration and signed approval of management plan (by General Manager).**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of General Manager: \_\_\_\_\_

General Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Gift and benefit Box -

## Section 4 – Procedure

1. Send to General Manager for approval
2. Forward to Human Resources to register into MagiQ Documents and task to CEO Workflow for updating of Gift Register and/or COI Register

**North Burnett Regional Council Conflict of Interest Register**

<b>Staff Member</b>		<b>Conflict and Related Parties</b>		<b>Details of Conflict</b>	<b>Management of Conflict</b>
<i>Name</i>	<i>Date</i>	<i>Name</i>	<i>Company/ Relationship</i>	<i>Description</i>	<i>Description</i>