



Policy No 2013-04

Gift and Acceptance Policy

Responsible Officers: General Manager

For Review By: General Manager

Due Date: 31/12/2015

Signed by: /...../.....

Mayor

Date

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General Manager

...../...../.....

Date

Adopted at Council Meeting:

20/09/2013

Councillors and staff should perform their duties to achieve the best outcome for the community of the Central Highlands. On all occasions, the actions of Councillors and staff shall be undertaken with the highest ethical standards.

For the purposes of this policy, a reference to Councillors or Staff includes a Councillor or staff member's partner and family living at home.

This policy relates to Councillors or staff whilst acting in their capacity as an elected member or employee of Council.

1. Gifts or Benefits

1.1 Councillors or staff must not:

- Seek or accept a bribe or other improper inducement
- by virtue of their position acquire a personal profit or advantage which has a monetary value, other than one of a token value.

1.2 Councillors or staff must 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:

- Act in a particular way (including making a particular decision);
- Fail to act in a particular circumstance;
- Otherwise deviate from the proper exercise of your official duties.

1.3 Councillors or Staff may accept gifts or benefits of a nominal or token value that do not create a sense of obligation on your part.

2. **Token Gifts and Benefits**

2.1 Generally speaking, token gifts and benefits may include:

- Gifts of a single bottle of reasonably priced alcohol to individual council officials at end of year functions, public occasions or in recognition of work done (such as providing an address, training session etc.)
- 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;
- Ties, scarves, coasters, tie pins, diaries, chocolates, flowers, pens, and small amounts of beverages;
- Refreshments of a modest nature, provided at conferences where you are a speaker;
- Invitations to appropriate out of hours “cocktail parties’ or social functions organised by groups, such as Council committees, community organisations, local or state government bodies.

3. **Gifts of Value**

3.1 Councillors and staff must never accept an offer of money, regardless of the amount.

- 3.2 Councillors and Staff must not accept gifts and benefits that have more than a nominal or token value. These include tickets to major sporting events, corporate hospitality at a sporting venue, 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.

If the gift could be seen by someone else as being significant, it should be reported at the next "in committee" session of Council. Council may determine that the gift can be accepted, but it becomes the property of Council.

- 3.3 Councillors and Staff must avoid situations in which the appearances 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.

- 3.4 Councillors and Staff must take all reasonable steps to ensure that their immediate family members do not receive gifts or benefits that could appear to an impartial observer to be an attempt to influence or secure a favour in relation to the Central Highlands Council. Immediate family members ordinarily include parents, spouse or partner, children and siblings living at home.