

	<h1>Staff Register of Gifts & Benefits</h1>	Synergy Ref:	12.62.4.1
		Version No:	V1.0
		Adopted:	01/04/2018
		Updated:	05/11/2021
		Next Review:	01/01/2022
		Responsibility:	CEO

A new Code of Conduct for Council Employees was made and commenced on 2 April 2018.

The new Code deals solely and exclusively with gifts and benefits. In summary —

- There is no exception to the gifts and benefits rule for hospitality provided in the context of performing duties (so any hospitality valued over \$50 must be recorded on the gifts and benefits register)
- A council employee must provide details of any gift or benefit (now including any hospitality) of an amount greater than \$50 (being the amount determined by the Minister by notice in the Gazette on 13 February 2018)
- A gift or benefit received by a person related to a council employee (as defined in Schedule 3 to the Local Government Act) is to be treated as a gift or benefit received by the employee
- A council employee may not seek or receive a gift or benefit that is, or could reasonably be taken to be, intended or likely to create a sense of obligation on part of the employee to a person or influence the employee in the performance or discharge of their functions or duties
- The CEO must maintain a register of gifts and benefits received by employees. The register is a public document available for inspection and must be published on a website determined by the CEO
- A complaint alleging that a council employee has not complied with the code must be dealt with in accordance with a policy prepared and maintained by the council relating to complaints against employees. The policy must nominate a person or persons to whom complaints are to be given. In the case of the CEO, the policy must provide that complaints are to be given to the principal member of council.

The LGA will update the current model complaints handling policy made under section 270 of the Act to accommodate the complaint handling requirements of the new code.

A copy of the new code can be found via the South Australian Government Gazette – 13th February 2018 – pages 782 - 784.

The LGA wrote to the Minister for Local Government to request an opportunity to consult with our member councils before a new Code of Conduct for Council Employees was finalised. The LGA raised concerns over the broad meaning of 'benefits' and how employees can calculate the value of hospitality to determine if it meets the \$50 reporting threshold. The opportunity to consult was not provided.

Name of Staff Member	Date Given or Received	Name of Donor	Description of Gift or Benefit	Value > \$50	Reason for Offer and Acceptance	Gift retained by member
James & Emma Noble	23.06.2018	Council	Gift Voucher (purchased from local post office)	\$100	Purchased Locally for event held once a year	Yes
John Haysman	23.06.2018	Council	Gift Voucher (purchased from local post office)	\$50	Purchased Locally for event held once a year	Yes
Damian Quinn	23.06.2018	Council	Gift Voucher (purchased from local post office)	\$50	Purchased Locally for event held once a year	Yes
David J. Stevenson	04.07.2018	Criterion Conferences	Complimentary Guest Passes to Optimising Building Performance in Local Government	\$798	Declined	No
David J. Stevenson	01.10.2018	Burra Country Music Events	2 x Tickets to Burra AGL Country Music Festival	\$120	Declined	No
Shyleigh Cullen	11.11.2018	Burra Country Music Events	2 x Tickets to Burra AGL Country Music Festival	\$120	Offered as a gift to CEO. <i>At request of event organiser tickets were offered to staff members and not wanted</i>	Yes
David J. Stevenson	01.12.2018	Slate Restaurant	Official Opening	\$48	Networking	Yes
Council	23.10.2019	St John SA	First aid kit for eye injuries, first aid kit for bites and stings, two	Unknown	Marketing	Yes

Name of Staff Member	Date Given or Received	Name of Donor	Description of Gift or Benefit	Value > \$50	Reason for Offer and Acceptance	Gift retained by member
			CPR face shields, key rings and a pen			
Emily Moore	24.10.2019	NEOEN	2 x bottles of wine	\$40	Thank you for assistance	Yes
David J. Stevenson	18.09.2019	Eudunda & Districts Agricultural & Horticultural Society	4 x tickets to 122 nd Eudunda Show 4 x drink tickets 4 x luncheon tickets	Approx. \$120	Opportunity to attend event with 3 guests <i>At request of event organiser, tickets were offered to staff members.</i>	No
Natasha Handke	18.09.2019	Eudunda & Districts Agricultural & Horticultural Society	2 x tickets to 122 nd Eudunda show 2 x drinks tickets 2 x luncheon tickets	Approx. \$60	Eudunda resident attending event	Yes
Barb Button	18.09.2019	Eudunda & Districts Agricultural & Horticultural Society	2 x tickets to 122 nd Eudunda show 2 x drinks tickets 2 x luncheon tickets	Approx. \$60	Community Engagement Officer attending event	Yes
David Stevenson	27.02.2020	LGA Procurement	Dinner	Approx. \$75	After LGA CEO Forum	No
Barb Button	06.03.2020	BankSA	Charlesworth Nuts Package	Approx. \$25	Promotion	Yes
Thea Koroï	06.03.2020	BankSA	Charlesworth Nuts Package	Approx. \$40	Promotion	Yes
Fiona Cunningham	06.03.2020	BankSA	Haighes Chocolates	Approx. \$30	Promotion	Yes

Name of Staff Member	Date Given or Received	Name of Donor	Description of Gift or Benefit	Value > \$50	Reason for Offer and Acceptance	Gift retained by member
Barb Button	26.06.2020	Terowie Citizens Assoc.	Flowers and chocolate	< \$50	Appreciation	Yes
Burra & Goyder Visitor Information Staff	21.10.2021	Blyth Breakout Rooms	4 x Complimentary Tickets	\$152	To learn about the experience	Yes
Griff Campbell	15.12.2021	Max Hotel	Laptop bag, champagne, chocolate & cheese board <i>To be used for Council purposes and provided as part of Kris Kringle 2021</i>	\$100	Christmas Gift	Yes