



Gifts and Benefits Policy

1. Objective

The objective of this policy is to provide the State Planning Commission (the Commission) with a clear understanding of expectations and responsibilities in the public sector regarding the giving and receiving of gifts or benefits.

2. Definitions

Gifts include anything of value offered to a Commission member above their normal remuneration or entitlements and which exceeds common courtesy. They may be enduring or consumable and may range in value from nominal to significant and may be given for different reasons. Examples of gifts include items such as cash, shares, entertainment, travel and accommodation, acceptance of fees, bottles of wine, prizes, personal items, clothing, books, and other tangible goods.

Benefits include the giving of preferential treatment, privileged access, discounts, favours or other advantages. While the value of benefits may be difficult to quantify in dollars, they may be highly valued by the intended recipient and therefore used to influence future behaviour. Examples of benefits include accruing value or points for loyalty schemes (such as frequent flyer schemes), car hire or other discounts, meals, hospitality and travel upgrades.

3. Guidelines

Members of the Commission should familiarise themselves with the following documents, guidelines and provisions:

- Guideline of the Commissioner for Public Sector Employment – Gifts and Benefits (August 2020)
- Commissioner for Public Sector Employment, Code of Ethics for the South Australian Public Sector (August 2019)
- Section 5(6) of the *Public Sector Act 2009* - Ethical Behaviour and Professional Integrity
- Independent Commissioner Against Corruption: Directions and Guidelines for Public Officers (January 2021)
- Attorney General's Department - Frequently Asked Questions – Gifts and Benefits

Commission members as public sector employees have a duty to act honestly and contravention of that duty is a criminal offence under section 27 of the *Public Sector (Honesty and Accountability) Act 1995*.

These guidelines set out expectations to ensure that the giving or acceptance of gifts for benefits does not expose Commission members to being improperly influenced in the performance of their duties. It is also important that Commission members consider all ethical implications including public perception, both real and perceived, in relation to giving or acceptance of gifts or benefits.

4. Responsibilities

To ensure transparency and accountability, Commission members should report all offers of gifts or benefits (whether accepted or not) in line with the guidelines.

Offers should be reported to the Governance Team or other appropriate Department staff member for inclusion in the Gifts and Benefits Register.

5. Review

The Commission will review this Gifts and Benefits Policy annually and update it as necessary.

6. Register

A Gifts and Benefits Register is maintained by the Department on behalf of the Commission and is available for inspection by a member of the public on request.

Version	Produced By	Endorsed By	Approved by	Review Due
1.0	R Bolingbroke 18 July 2017	A Allen 10 August 2017	Commission 17 August 2017	August 2018
1.1	Chelsea Lucas 13 April 2021	S Smith 6 May 2021	Commission 13 May 2021	April 2022