

## PC 002 Gifts and Inducement Policy

Adopted: April 2019

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### 1. Objective

To provide appropriate gift values, acknowledgements, obligations and responsibilities for council staff when they are offered, given or receive gifts.

### 2. Scope

This policy applies to all current council staff members including contractors, consultants, elected members and volunteers. This policy does not apply to the exchange of gifts given on a personal basis between staff. The appropriate department Executive Assistant or staff member shall be responsible for co-ordinating function arrangements.

This policy will not be applicable in the event of an employee being dismissed.

This policy also sets out the conditions for receiving gifts.

### 3. Policy Statement/s

The policy sets out appropriate amounts for staff gifting aligning to their years of Council service.

- When deciding to gift the budget holder is to ensure the appropriate funds are available.
- The department Executive Assistant or staff member shall provide a tax invoice for direct payment towards gifts or provide receipt for reimbursement up to the recommended value.
- Payments will be charged to the employee's department cost centre.
- All payments made on behalf of Council for gifting purposes must be approved by the department Manager
- Please see **Gifting Schedule** for recommended gift value, or values are at the discretionary of the Department Manager.

*Accepting gifts from members of the public:*

The following is relating to gifts from members of the public.

- Staff must not abuse their position for personal gain. They must not solicit or accept gifts, rewards or benefits which might compromise, or be seen to compromise, their integrity and the integrity of their department and the Council.
- As a general rule, a staff member should not accept a gift (whatever its nature or value) if the gift could be seen by others as an inducement or a reward which might place the person under an obligation to a third party.

- There will be certain occasions (e.g. at a Hui) where the differing cultural traditions of the Council staff or clients require an exchange of gifts. The Council is committed to meeting the needs of different cultures so if a gift is to be offered in these circumstances it should be accepted. Each such situation needs to be judged on its own merits and with sensitivity for the cultural aspects involved. If in doubt the staff member should discuss the matter with their manager.
- Where gifts are offered or received or inducements are made they should be reported by the staff member to their manager.
- In order to ensure that members of the staff maintain appropriate standards of conduct and to protect them from charges of misusing their position, any person who receives any gift, whether unsolicited or otherwise, from a member of the public in the course of their duties, shall advise their manager and complete the Gift Register form under guidelines.
- Notification should be made by staff members to their Manager or Team Leader prior to gifting, or the intention to provide a gift.
- Notification of receiving a gift is supported by the Gift Register form and should be provided to your Manager or Team Leader upon completion.
- Staff can only receive one (1) gift per annum.

#### 4. Relevant Legislation, Policies and Procedures

**Legislation**                      [Local Government Act 2002](#)

**Council Policies and Procedures**      PROMAPP gift register

| Gifting Schedule                                      |   |             |               |               |               |
|---|---|-------------|---------------|---------------|---------------|
| YEARS OF SERVICE                                      | Less than 5 years   | 5 – 9 years | 10 – 12 years | 13 – 19 years | 20 years plus |
| Staff Long Service                                    | Up to the value of \$200.00 and at the discretion of the department Manager |             |               |               |               |
| Staff Farewells                                       |   |             |               |               |               |
| Staff Retirement                                      |   |             |               |               |               |
| Staff Resignation                                     |   |             |               |               |               |
| Bereavement   |   |             |               |               |               |
| Other (i.e. birth of a child, wedding of an employee) | At the discretion and approval of department Manager                        |             |               |               |               |
| Volunteers  | At the discretion and approval of department Manager                        |             |               |               |               |

| Gifting Schedule   |   |             |               |               |               |
|--|---|-------------|---------------|---------------|---------------|
| YEARS OF SERVICE   | Less than 5 years                           | 5 – 9 years | 10 – 12 years | 13 – 19 years | 20 years plus |
| Elected Members  | At the discretion and approval of the Mayor |             |               |               |               |
| Community Board  | At the discretion and approval of the Mayor |             |               |               |               |
| Acknowledgement certificate/card, purchase of gift items and catering (optional) should be arranged by department staff members to the appropriate value and where necessary approved by Management. |   |             |               |               |               |

## 5. Definitions (if applicable)

| Term               | Definition   |
|--------------------|--|
| Department Manager | The department Manager is a Tier 3 Manager who reports directly to a Tier 2 Manager. |
| Team Leader        | The Team Leader is usually a Tier 4 Leader who reports directly to a Tier 3 Manager  |