



City Administrative Centre
Bridge Road (PO Box 42), Nowra NSW Australia 2541 - DX 5323 Nowra
Phone: (02) 4429 3111 - Fax: (02) 4422 1816

Southern District Office
Deering Street, Ulladulla - Phone: (02) 4429 8999 – Fax: (02) 4429 8939

Email: council@shoalhaven.nsw.gov.au

Website: www.shoalhaven.nsw.gov.au

For more information contact the Assistant General Manager's Group

International Gifts (Giving and Receiving) Policy

Policy Number: POL11/128 • **Adopted:** 28/02/2012 • **Minute Number:** MIN12.197 • **File:** 8282E • **Produced By:** Assistant General Manager's Group • **Review Date:** 28/02/2015

1. PURPOSE

To define the practice for the giving and receiving of gifts by Shoalhaven City Council, Councillors and Staff, as part of Council's international relations activities and programs.

2. STATEMENT

2.1. Background

Council has several Sister City and Friendship agreements around the world, including Cities in Asia and North America. It is customary as part of these relationships for gifts to be presented both to and by the City and City representatives. Often these include artworks or items of cultural significance, together with more personal memorabilia of a token nature.

Council also hosts international business delegations, typically at their request, which may involve customary gift exchange as part of the hosting practice.

2.2. Scope

This policy applies to the giving and receiving of gifts to the City as a result of international interactions by Councillors or staff. Any personal gifts, being gifts not identified as gifts to the City, are covered by Council's Code of Conduct Section 8 "Personal Benefit".

2.3. Definitions

City Gifts (giving): Are gifts presented by Council representative/s on formal occasions where the giving of a gift is expected. These include hosting Sister City (or potential Sister City) representatives. These will generally exceed token value and relate to or represent the Shoalhaven, and can include books, locally made items, local produce (including wine) and local craft artworks. These items are usually purchased using Council funds.

City Gifts (receiving): Are gifts received on formal occasions where the receipt of a gift is expected. These include gifts from visiting Sister City representative/s. These gifts fall under two categories;

Artwork or Gifts of Significant Value: Examples include traditional artworks or gifts that exceed token value. These are to be registered on the International City Gift Register and then placed in the City Art Collection.

Perishable Gifts or Gifts of Token Value: Examples of these gifts are wine, local produce or promotional items. These gifts must be surrendered to Council in accordance with Code of Conduct (8.4).

Personal Gifts: Are gifts presented to individuals from an international delegation or a member of a delegation. These are to be considered and dealt with under the Code of Conduct Section 8 “Personal Benefit” by the individuals receiving the gift.

3. PROVISIONS

3.1. International Gift Register

A register is to be created and maintained by the Mayor’s Office, this will ensure that all *City Gifts* giving and received are recorded.

3.2. City Gifts

Gifts from the City are to be presented by the Mayor (or representative) to the representative from the international delegation.

Gifts to the City are to be presented and acknowledged by the Mayor (or representative) when received from the representative of the international delegation. All City Gifts are to be placed on the *International Gift Register* and either placed in the City Art Collection or surrendered to the Public Officer.

3.3. Delegation Gifts

Often international delegations will present gifts of nominal value to the host delegation. These gifts are defined as Personal Gifts in recognition for hospitality and Section 8 of the Code of Conduct should be followed by any recipient.

The Mayor (or representative) may choose to present a member of the international delegation with a similar nominal gift (e.g. City Pin) as recognition of the delegation.

3.4. Perception and Intention

The giving and receiving of gifts is an established and traditional part of international civic relationship to

- Convey welcome greetings between host and visiting parties;
- Reaffirm the civic and/or business relationship between parties;
- Express the gratitude of the visiting party to the host party

All City Gifts are to be acknowledged as being given/received from/to the City and not the individual.

3.5. Associated Policies and Procedures

This Policy should be read in conjunction with the following Policies and Procedures

- Code of Conduct
- Art Collection – Shoalhaven City Council Regional Gallery Collection Policy POL09/32
- Art Collection – Shoalhaven City Council City Collection Policy POL09/33

4. IMPLEMENTATION

This Policy shall be administered by the Assistant General Manager in association with the Mayor's Office.

5. REVIEW

This Policy shall be reviewed every three years or earlier.

6. APPLICATION OF ESD PRINCIPLES

This Policy will be available in electronic format on Council's website.

Gifts considered to have no further use or benefit to the City, shall be disposed of thoughtfully, being mindful of the intent and manner in which it was given/received. Suitable alternative uses should always be considered.