

# International Gifts (Giving and Receiving) Policy

<b>Adoption Date:</b>	28/02/2012
<b>Amendment Date:</b>	15/09/2020, 19/12/2023
<b>Minute Number:</b>	MIN12.197
<b>Review Date:</b>	19/12/2026
<b>Directorate:</b>	Office of the CEO
<b>Record Number:</b>	POL23/27

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## 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 Part 6 "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*:

In accordance with Code of Conduct (6.8) you may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$50.

They include, but are not limited to:

- a) invitations to and attendance at local social, cultural or sporting events
- b) with a ticket value that does not exceed \$50
- c) gifts of alcohol that do not exceed a value of \$50
- d) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like prizes or awards that do not exceed \$50 in value.

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 Part 6 “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 Part 6 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
- Shoalhaven City Council Art Collection - Acquisition and Collection Management

#### **4. Implementation**

This Policy shall be administered by the Chief Executive Officer 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.