



Policy Objectives

- To provide clear guidelines to Council members and employees in respect of receiving gifts or donations.
- To ensure that the Hurunui District Council conducts its business in a manner that is understandable and open to the public.
- To ensure that the acceptance of gifts, entertainment, favours, personal discounts and invitations does not influence or raise doubts as to the impartiality of the staff member or the elected member or damage the reputation of the Council.

Principles

- The Council recognises that there are times during the year when Council members and employees, in the course of their duties, may receive unsolicited gifts or invitations from contacts external to the Council. Council's position within the community requires its employees to retain their integrity and any transactions to be open to public scrutiny.
- Whether it is wise to accept gifts depends not so much on the nature of the gift, as on the circumstances of the giving. For example:
 1. Where the gifter expects a Council member or staff member to take, or refrain from taking, any action that would tend to favour an interest, acceptance is illegal and deemed a criminal offence.
 2. Where it may cause unnecessary offence to decline a presentation from a visiting overseas delegation.
 3. A gift or a presentation is usually given to a Council member or employee because of their official position. For this reason, the gift belongs to Council, and its disposal is at the final discretion of the Chief Executive Officer. This applies even if the gift is presented to the Councillor or employee by name.

Policy

These guidelines are to be followed by any Council member or employee who receives gifts or prizes in the course of their work:

- Council members or employees who receive gifts or prizes valued at less than \$50.00 are entitled to keep them for their personal use (e.g. tickets to sporting events, meals, chocolates, bottles of wine, pens, caps, t-shirts etc).
- Gifts or prizes over \$50.00 in value (e.g. international rugby match tickets), are to be approved by the employee's Manager or in the case of Council members, the Mayor. If the Mayor or Manager does not consider it appropriate for the Council member or employee to keep the gift/prize then it may be raffled by the Staff Social Club or given to a charitable organisation of the Council member's or employee's choice if appropriate to do so.
- Gifts and invitations to events or functions that are offered to Council members or employees by an organisation or individual who may be involved in the process of negotiation or tendering for the supply of goods or services to Council are to be respectfully declined.

- Staff may not give gifts or favours to any person external to Council who has a relationship with, or is a client of the Council unless approval is obtained from their Manager. In the case of Council members the approval rests with the Mayor.
- All gifts or favours with an estimated value equal to and greater than \$20 must be recorded in the 'Gifts and Favours Register' held by the Manager of Human Resources and Community Policy. The register must be signed by the staff person receiving or giving the gift or favour and the employee's Manager. In respect of Council members the Councillor and Mayor are required to sign the register. The register is available for public scrutiny unless there is a legal reason preventing the release of such information.

Exclusion

Please note that this policy does not apply to light meals and/or drinks associated with seasonal or promotional functions where numbers of clients and customers are invited. Nor does this policy apply to seasonal promotion items such as pens and calendars.

Gift Register Location

The electronic gift register is managed through Laserfiche Forms on the Intranet and requires managers approval.

[Register a Gift - Electronic register](#)