



GIFTS POLICY

**DOCUMENT NO:
A4754365**

1.1 Objective:

The objective of this policy is to define occasions when it is appropriate for Council to present a gift to a visiting dignitary or official representative, on behalf of Ipswich City Council.

1.2 Regulatory Authority:

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Advance Ipswich Community Plan
- Ipswich City Council Corporate Plan 2017-2022

1.3 Policy Statement:

This policy has been developed to ensure transparency and that the principles of good governance and accountability are in practice when ordering gifts to present.

1.4 Scope:

In hosting and/or meeting with visitors or business contacts, either formally or informally, the Mayor, Deputy Mayor, Councillors and Executive Management, may present a gift where appropriate.

The presentation of a gift may be warranted when undertaking Council business. For example, a reciprocal gift can be presented to an official visitor to Ipswich or to an official host when travelling internationally.

When determining the protocol of selecting a gift, it is necessary to have regard to the appropriateness of the gift as an expensive gift will not always be necessary.

1.5 Roles and Responsibilities:

This Policy applies to gift requests made by Councillors, Executive Management and Council Officers.

Gifts presented by the Mayor and Councillors are funded from a finite allocation made to the Mayor and each Councillor from the annual budget of the Economic Development and Marketing Department. Unspent funds at the end of a financial year can be carried over, for one financial year only per Councillor.

Gifts presented by Council officers are to be met by the budget of the respective department.

Gifts are selected from the iProcurement Stores catalogue in stock at the time of the

request. The stock is maintained by the Marketing Services Branch.

1.6 Policy Author:

Corporate Governance Branch is responsible for reviewing this policy.

Date of Council Resolution: 27 March 2018

Committee Reference and Date: Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018

No. of Resolution: 2

Date to be Reviewed: 27 March 2020