

Title	Corporate Gifts
Council Resolution	Item 10 (1 August 2016) as per Council Minutes
Responsible Directorate	Corporate Governance
Due for Review	Four (4) years from Council Resolution Date
Strategic Plan Reference	<i>4.1 Govern in an open and responsible manner in the best interests of the community.</i>
ECM	Council Policies

PURPOSE

This policy provides direction as to how, when and to whom Council will distribute gifts, including promotional or informational material bearing Council's logo.

SCOPE

This policy applies to the presentation of corporate gifts presented by Council to Aldermen, VIP guests, citizens of Glenorchy, and external organisations.

It does not apply to the presentation of corporate gifts to Council employees for service milestones or on other occasions.

STATUTORY REQUIREMENTS

Not applicable

DEFINITIONS

Corporate gifts	Means items given by or on behalf of Council as a gesture of gratitude, goodwill or recognition, and includes: <ul style="list-style-type: none"> • promotional material (such as t-shirts, umbrellas, drink bottles etc.) bearing Council's logo: and • any other items purchased by Council as gifts to be given in accordance with this policy.
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POLICY STATEMENT

Corporate Gift Supply

- Council will maintain a supply of a range of corporate gifts in the form of promotional material bearing Council's logo, or other corporate gifts as deemed appropriate by the General Manager.
- The supply of corporate gifts may be replenished as considered necessary to comply with the requirements of this policy
- In addition to the supply maintained by Council, Council may purchase other corporate gifts for distribution to persons in the circumstances outlined in this policy
- The purchase of any corporate gifts for distribution under this policy is to be within the annual budget allocated by Council.

Eligibility for Corporate Gifts

Corporate gifts may be provided in the following circumstances:

- to retiring Aldermen or Aldermen who are not re-elected
- to VIP guests of the Mayor or the General Manager or their delegates
- for distribution by Aldermen or Council employees representing Council and the City while on officially approved Council business interstate or overseas
- to sponsors of official Council activities or events

- to attendees at Council sponsored community events
- to members of schools or community groups during visits of Council facilities organised by Council staff
- to community volunteers who have played a significant role in assisting with a Council controlled or sponsored community event or have played a significant role as a volunteer in Glenorchy
- to citizens of Glenorchy to recognise special events or milestones (e.g. major birthdays, anniversaries, deaths).

Value of Corporate Gifts

The following table outlines the value (excluding GST) of corporate gifts that is considered appropriate for each of the categories described above.

Category/Recipient	Type of Gift	Maximum value/Cost
Retiring Aldermen or Aldermen who are not re-elected	A corporate plaque and any item from the range of available corporate gifts maintained by Council or another gift purchased specifically for this occasion as considered appropriate by the Mayor in consultation with the General Manager.	A corporate plaque and: a) Mayor or former Mayor – up to \$1000 b) Alderman who has served more than one full term – up to \$500 c) Alderman who has served one term or less – up to \$250
VIP guests of the Mayor or the General Manager or their delegates	Any item from the range of available corporate gifts maintained by Council or another gift purchased specifically for the occasion as considered appropriate by the Mayor in consultation with the General Manager. A corporate plaque may also be presented.	Up to \$50 each recipient and/or a corporate plaque.
For distribution by Aldermen or staff representing Council and the City while on official business interstate or overseas	Any item(s) from the range of available corporate gifts maintained by Council.	Up to total value of \$100 each trip
Sponsors of Council activities	Any item(s) from the range of available corporate gifts maintained by Council. A corporate plaque may also be presented.	Up to \$20 each recipient and/or a corporate plaque.
Council sponsored community events	Any item(s) from the range of available corporate gifts maintained by Council.	Up to total value of \$100 per event
Members of schools or community groups during visits of Council facilities organised by Council staff	Any item(s) from the range of available corporate gifts maintained by Council.	Package of items to a value not exceeding \$5 for each visitor

Category/Recipient	Type of Gift	Maximum value/Cost
Community volunteers who have played a significant role in assisting with a Council run community event or have played a significant role as a volunteer in Glenorchy	Any item(s) from the range of available corporate gifts maintained by Council as considered appropriate by the General Manager.	Up to \$50 each recipient
Citizens of Glenorchy to recognise special events or milestones (e.g. major birthdays, anniversaries, deaths).	A bouquet/wreath of flowers or other acknowledgement as considered appropriate by the Mayor in consultation with the General Manager	Up to \$100

BACKGROUND

In its role as the leader and governing body of the Glenorchy municipality, Council regularly engages with a range of stakeholders, including business and community leaders, prominent public figures, community organisations, schools and other citizens of the community.

As part of Council's role, there are numerous occasions on which it is appropriate for Council to provide gifts to persons or organisations as a gesture of goodwill, gratitude or recognition of achievement.

As a responsible and accountable local government, Council must ensure that it provides corporate gifts in a consistent and equitable manner, and that gifts given are appropriate having regard to the reason for their provision, their value for money and their promotional value to Council.