

Token Gift Policy

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Responsible Service Unit	- Strategic Governance
Authorised by	- Executive Management Team (EMT)
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PURPOSE

The purpose of this policy is to supplement the Employee Code of Conduct by providing additional guidance with regard to the receipt of token gifts offered to employees.

POLICY STATEMENT

1. Gifts of a token value may be accepted and retained by employees provided that the gift does not create a real or perceived sense of obligation in the receiver that will influence, or appear to influence, the exercise of their official duties.
2. Employees must disclose the receipt of all token gifts to their immediate supervisor as soon as practicable. This will enable employees and supervisors to determine the appropriateness of the gift (eg; should the gift be retained by an individual or shared amongst the team) and track the receipt of gifts in accordance with the token gift threshold.
3. Where the gift is to be retained, the employee must complete a Token Gift Declaration Form which must be forwarded to the Strategic Governance team for inclusion in the Token Gift Register.
4. The following should be used as a guide to employees in determining whether to accept token gifts.
 - 4.1 such a gift is offered in an open or public forum and refusal would be obviously discourteous;
 - 4.2 acceptance would not cause a potential perceived or actual compromise or conflict of interest;
 - 4.3 the gift does not have a significant monetary value (see clause 3 above); and
 - 4.4 the gift is not offered on a regular basis.
5. Token gifts include, but are not limited to:
 - 5.1 trinkets (ties, scarves, glasses, coasters);
 - 5.2 flowers;
 - 5.3 single bottles of wine; and
 - 5.4 food such as chocolate or cake.

6. Employees should not actively encourage or seek gifts, benefits or hospitality (directly or indirectly) from any person, organisation or body.
7. Gifts and hospitality that exceed the token gift disclosure threshold should be politely declined in accordance with the provisions of the Employee Code of Conduct.
8. Where a gift exceeds the token gift disclosure threshold and cannot be politely declined or returned, the gift must be forwarded to the Strategic Governance team where it will be placed on the gift register. Gifts from the gift register may be donated to a charitable organisation supporting the Manningham community.
9. If you feel uncertain about accepting a gift or hospitality, token or otherwise, you should speak to your manager or a member of the Strategic Governance team.

SCOPE OF POLICY

This policy applies to all Manningham Council employees and should be read in conjunction with the Employee Code of Conduct.

RESPONSIBILITY

Manningham Council Employees

DEFINITIONS

Term	Definition
Token Gift	<p>A gift, benefit or hospitality that is offered as a courtesy or is of inconsequential or trivial value to both the person making the offer and the individual.</p> <p>The token gift does not create a sense of obligation in the receiver that it will influence or appear to influence the exercise of their official duties.</p> <p>In the event that a gift might reasonably be perceived to influence, or appear to influence the recipient, it cannot be defined as a token gift.</p>

Term	Definition
Token Gift Disclosure Threshold	The combined value of token gifts to an employee from the same source in the preceding 12 months must not exceed \$50.

RELATED POLICIES

Manningham Council Employee Code of Conduct

SUPPORTING PROCEDURES

Nil

ACTION PLANS

Nil

GUIDELINES

Nil

RELATED LEGISLATION

Local Government Act 1989

SUPPORTING RESEARCH AND ANALYSIS

Victorian Public Sector Commission Gifts, Benefits and Hospitality Framework
October 2016

DOCUMENT HISTORY

Policy Title:	Token Gift Policy
Responsible Officer:	Senior Governance Advisor
Next Review Date:	6 December 2020
To be included on website?	No

Policy Register Token Gift Policy

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°