



Gift and Merchandise Procedure

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Endorsement	General Manager Corporate Services, 8 April 2015 Policy Review Panel, 4 May 2015
Authorisation	Council, 26 May 2015
Expiry date	1 April 2017
Responsible officer	Customer Engagement Manager
Procedure owner	Communications Coordinator

1. Purpose

To outline the process for the selection, presentation and distribution of corporate gifts and merchandise.

2. Scope

The procedure applies to all Councillors and Melton City Council employees. This procedure does not apply to gifts offered for staff reward or recognition.

3. Definitions

Word/Term	Definition
Corporate Merchandise	Generic items that are purchased in bulk to promote the image of the City at a range of forums and events.
Corporate Gift	Targeted gift(s) purchased or created to recognise valued partnerships and offered as a symbol of Council's appreciation.

4. Procedure

4.1 Identifying the need for corporate gifts or merchandise:

COUNCIL OFFICERS

When a Council officer identifies a situation where corporate gifts or merchandise are required, they should:

- a) Identify the most appropriate gift or merchandise item for the situation (sourced from a retailer or merchandise provider selected from Council's approved list of suppliers).
- b) Discuss their requirements with their manager to determine whether or not the gift or merchandise is suitable for the identified situation.
- c) Confirm that they have sufficient budget for the gift or merchandise.

COUNCILLORS

When a Councillor identifies a situation where corporate gifts or merchandise are required, they should refer enquiries to the Executive Assistant to Mayor and Councillors, who will:

- d) Identify the most appropriate gift or merchandise item for the situation (sourced from a retailer or merchandise provider selected from Council's approved list of suppliers).
- e) Discuss their requirements with the Chief Executive or General Manager Corporate Services, to determine whether or not the gift or merchandise is suitable for the identified situation.
- f) Confirm that there is sufficient budget for the gift or merchandise.

4.2 Budgeting for corporate gifts and merchandise:

- Service units must allocate funds in their recurrent budget for specifically identified gifts or merchandise needs (ie. gifts for delegations or guest speakers etc... or merchandise for events or giveaways etc...)

4.3 Acquiring or purchasing corporate gifts and merchandise:

COUNCIL OFFICERS

- To purchase corporate gifts and merchandise, the Council officer should, as per Council's Procurement Policy, obtain the appropriate number of quotes required to determine the most cost effect price for the items being ordered. Quotes should be obtained from a retailer or merchandise provider selected from Council's approved list of suppliers.
- If a service unit creates a special gift (for example a framed photo) for an event, this is also considered to be a corporate gift and the Service Unit needs to follow the same procurement and approval procedures as for regular gifts and merchandise.
- All corporate gifts and merchandise purchased must comply with Council's Corporate Style Guide and appropriate logo use.
- All artwork for gifts and merchandise must be approved by the Communications unit prior to production and distribution.
- All corporate gifts and merchandise must comply with the requirements of Council's Procurement Policy.

COUNCILLORS

- To purchase corporate gifts and merchandise, Councillors should contact the Executive Assistant to Mayor and Councillors, who will, as per Council's Procurement Policy, obtain the appropriate number of quotes required to determine the most cost effect price for the items being ordered. Quotes should be obtained from a retailer or merchandise provider selected from Council's approved list of suppliers.
- Councillors will be offered an option of selecting merchandise and gifts for an amount of \$200 twice per year to have on hand for times when they would like to reward and acknowledge certain community members that need to be recognised in the community.
- The Communications unit will keep a list of gifts and merchandise available.

- Councillors will provide a list of the community member's names, dates and reasons for gift giving to the Executive Assistant to Mayor and Councillors, who will seek approval from either the Chief Executive or General Manager Corporate Services.
- The Executive Assistant to Mayor and Councillors will keep a list of all gifts given and to whom.
- Because of special Mayoral duties, the Mayor will be offered an option of selecting merchandise and gifts for an amount of \$3000 twice a year.
- The Communications unit will keep a list of gifts and merchandise available.
- The Executive Assistant to Mayor and Councillors will keep a list of all gifts given and to whom.
- Independent of the guidelines, Councillors also have the option of purchasing any corporate merchandise and gifts at their own costs.

5. Responsibility and accountability

5.1	<p>Communications Unit</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Determining and managing the corporate budget for gifts and merchandise. • Purchasing and reordering identified generic corporate gifts and merchandise as required based on stock levels. • Following the formal request for new gifts or merchandise, Communications will ensure that the gift or merchandise complies with Council's style guide and logo use.
5.2	<p>Business Unit Managers</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Ensuring that selected gifts or merchandise is appropriate for the occasion and receiver. • Setting unit budgets for required corporate gifts or merchandise and ensuring that any new purchases are approved through Communications.
5.3	<p>General Managers</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Approving individual corporate gifts over \$100 in value.

6. References and links to legislation and other documents

Name	Location
Procurement Policy	Policy and Procedures Intranet
Code of Conduct (Councillor)	Policy and Procedures Intranet
Code of Conduct (Staff)	Policy and Procedures Intranet
Resource Support and Expenses of Councillors and Special Committee Members Policy	Policy and Procedures Intranet
Gift and Merchandise Policy	Policy and Procedures Intranet

Reward and Recognition Policy	Policy and Procedures Intranet
Reward and Recognition Procedure	Policy and Procedures Intranet
Corporate Style Guide	Policy and Procedures Intranet