



GOVERNMENT OF THE PITCAIRN ISLANDS

GIFTS POLICY

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DOCUMENT CONTROL

DOCUMENT NAME	GPI POLICY – GIFTS
DOCUMENT NUMBER	GPIP-06
PREPARED BY	ISLAND COUNCIL
LAST REVIEW	14 AUGUST 2023
NEXT REVIEW DUE	AUGUST 2024
STATUS	ACTIVE

INTRODUCTION

i. REFERENCES

- GPI Guide to Visiting Vessels
- Pitcairn Islands Council Employment Guidance Document – Code of Conduct, Disciplinary Procedures
- GPI Employment Contract
- GPI Gift Register
- Pitcairn Islands Council Gift Policy Acknowledgment Form

ii. DEFINITION OF GIFTS INCLUDE (but are not limited to)

- Food items such as chocolates, perishables and non-perishable goods;
- Drinks including alcoholic and non-alcoholic items;
- Non-corporate branded items such as alcohol, cigars, bedding;
- Corporate branded items such as umbrellas, travel bags, toiletries, t-shirts, plaques;
- Any item whatsoever gifted to a person who is acting in an official capacity

iii. PURPOSE

This document is for all people on Pitcairn who have the ability to work in an official capacity. It applies to all elected members of the Island Council, all GPI employees, all GPI Contracted Staff and the Island Magistrate. It provides guidance for those who, in the course of their work, or by reason of their position, may receive gifts.

This Policy reinforces our collective adherence to the highest ethical standards of conduct in the Island Council's and the GPI's daily business activities.

iv. PRINCIPLES

Elected members of the Island Council, GPI employees, GPI Contracted Staff and the Island Magistrate all have a part to play in upholding the integrity of their respective roles, and must not be influenced (or create the perception of being influenced) when performing their duties.

ACTIVITIES

1.0. ELECTRONIC GIFT REGISTER

- 1.1.** In the interests of transparency and accountability, all gifts must be formally recorded in the Island Council Gifts Register. The Island Secretary is responsible for recording all gift transactions and for storing all gifts received.

2.0. WHAT TO DO IF YOU AER OFFERED A GIFT WHILST REPRESENTING PITCAIRN IN ANY OFFICIAL CAPACITY

- 2.1.** If you are offered a gift whilst representing Pitcairn in any official capacity, you should carry out the following actions:

- i)** If the gift is cash, you should refuse it and record your refusal with the Island Secretary.

Otherwise:

- ii)** If the gift is for immediate consumption, e.g. a meal or drink to be consumed on a cruise ship, you may consume the gift and do not need to record it;
- iii)** If the donor's background or their relationship with your official position could raise questions of impropriety, e.g. a businessman seeking a contract which relates to your

official position, then you should refuse it and record your refusal with the Island Secretary;

- iv) If you can refuse the gift without offending or embarrassing the donor, you should refuse it and record your refusal without the Island Secretary;

Otherwise, you should accept the gift on behalf of Pitcairn and record it with the Island Secretary.

2.2. If you would like to keep the gift:

- a) If the total as-new value of gifts you want to keep from a single event (e.g. from single cruise ship visit) is under NZD \$5 you may keep the gift(s).
- b) If the total as-new value of gifts you want to keep from a single event is above NZD \$5 you may keep the gift(s) if you pay the difference between the as-new value and NZD \$5. Money paid in this way will go to the public dinner fund.

Note: The recipient of the gift will need to show the as-new value of the gift by such methods as providing an internet link to the cost of the item in the cruise ship's shop, or providing an internet link to the cost of buying the item in New Zealand and shipping it to Pitcairn. The Administrator will be the final arbiter of the as-new value of a gift.

2.3. If you do not wish to keep the gift, it will be used for the benefit of the community, e.g.:

- a) Decorative items such as plaques will be publicly mounted in a suitable location such as the Town Hall;
- b) Books intended for the school will go to the school;
- c) Items with no clear community use will be auctioned every 4 months. Proceeds will go to the public dinner fund.

3.0. POLICY BREACHES

- 3.1. Breaching this Policy will lead to disciplinary action as set out in the GPI Employment Guidance Document under the sections of Code of Conduct and Disciplinary Procedures, or under the appropriate disciplinary policies for those employed by other bodies.
- 3.2. Any employee with knowledge or suspicion of breaches of this Policy must report his/her concerns to the Mayor, appropriate Divisional Manager or the Administrator and the matter will be investigated.

ANNEX A: MANAGING HIGH VALUE GIFTS

Criteria to inform accepting or declining high-value gifts from visiting cruise ships and other organisations. Once reviewed and approved it is suggested this document is added as an Annex to the GPI Gift Policy.

Accepting or declining high-value gifts for the small Pitcairn Island community from visiting cruise ships and other organisations, requires careful consideration due to the island's limited capacity and finances. Here are some criteria to help make informed decisions:

1. **Transportation Logistics / Size and Weight:** Gifts that are excessively large or heavy may strain the island's limited infrastructure and transportation capabilities. Consider whether the item can be easily transported whether it can be adequately housed without causing structural damage.
2. **Maintenance Requirements:** High-value gifts often come with ongoing maintenance needs. Assess whether the island has the capacity to maintain the gift in good condition over the long term at no risk to potential. This includes the availability of skilled labour, tools, and materials.
3. **Space Availability:** Determine whether there is adequate space to store and/or display the gift. Ensure it doesn't overcrowd public spaces or interfere with the daily life island's residents.
4. **Financial Sustainability:** Assess whether the island can afford the ongoing costs associated with the gift's maintenance and operation. This includes not only immediate expenses but also long-term financial commitments.
5. **Relevance and Utility:** Consider whether the gift is relevant to the needs or interests of the island community. Gifts that enhance the island's infrastructure or support community initiatives may be more valuable than items with limited utility.
6. **Community Input:** Seek input from the community when in doubt, via public meetings, consultation and/or surveys. Opinions and preferences should play a meaningful role in the decision-making process.
7. **Environmental Impact:** Evaluate the environmental impact of the gift, especially if it includes items that could harm the local ecosystem. Ensure that any potential harm is mitigated or minimized.
8. **Cultural and Historical Significance:** Determine whether the gift has cultural or historical significance to the island community. Items with cultural value may be more likely to be accepted, especially if they can be integrated into local heritage.
9. **Long-Term Planning:** Think about the long-term implications of accepting the gift. How will it impact the island's development and sustainability over the years? Create a strategic plan for the gift's utilization if necessary.
10. **Legal and Regulatory Considerations:** Ensure that accepting the gift complies with the GPI Gifts Policy, local laws, regulations, and international agreements, especially those related to customs and environmental protection.
11. **Public Awareness and Education:** If the gift has educational or tourism potential, consider whether it can be used to raise awareness about Pitcairn Island and its unique attributes.
12. **Alternative Uses:** Explore whether the gift can have alternative uses that align better with the island's capacity and needs, such as selling or trading it for resources or services that benefit the community.

Ultimately, the decision to accept or decline a high-value gift from cruise ships should be made with the well-being and sustainability of the Pitcairn Island community as the top priority. It should also involve a thorough evaluation of the island's capacity and capabilities to ensure that the gift can be effectively managed without imposing an undue burden on the community and/or the Pitcairn Public Service.

DECISION MATRIX

1. Transportation Logistics	Yes	No	
2. Maintenance Requirements	Yes	No	
3. Space Availability	Yes	No	
4. Financial Sustainability	Yes	No	
5. Relevance and Utility	Yes	No	
6. Community Input	Yes	No	
7. Environmental Impact	Yes	No	
8. Cultural and Historical Significance	Yes	No	
9. Long-Term Planning	Yes	No	
10. Legal and Regulatory Considerations	Yes	No	
11. Public Awareness and Education	Yes	No	
12. Alternative Uses	Yes	No	

"Accept" represents whether the gift should be accepted if the criteria are met.

"Decline" represents whether the gift should be declined if the criteria are not met.

Those in authority can use this matrix as a decision-making tool by evaluating each criterion for a high-value gift. If the majority of the criteria are met with a "Yes" (accept), then it may be a reasonable decision to accept the gift. Conversely, if the majority of the criteria result in a "No" (decline), it may be best to decline the gift

The well-being and sustainability of the Pitcairn Island community should be the top priority when making these decisions, as mentioned in the provided criteria.