

GFTS, BENEFITS AND HOSPITALITY DECLARATIONS - STAFF - 2021

Date of Declaration	Name & Position of Recipient	Business Unit	Division	Date Gift Offered or Received	Description of gift, benefit or hospitality	Estimated or actual retail value	Gift Offered By (Inc, Name & Position)	Organisation (if applicable)	Reason the Gift was Offered or Given	Would accepting the offer create a conflict of interest?	Gift Accepted or Refused	Reason gift was accepted (if applicable).	Action taken for refused gifts (if applicable); eg: returned	Comments	Authorising Officer
4/01/2021	Jennie Adams, Early Childhood Educator - Cert 3	Childrens Services	Shire Services	4/01/2021	Sew n sew treat pack, personalised keyring, chocolates	\$17	Customer	N/A	Christmas and end of year thank you gift	No	Accepted	Christmas and thank you gift			Catherine Daniels, Acting Manager Childrens Services
4/01/2021	Jennie Adams, Early Childhood Educator - Cert 3	Childrens Services	Shire Services	4/01/2021	Boned gyalim chocolates	\$16	Customer	N/A	Christmas and end of year thank you gift	No	Accepted	Christmas and thank you gift			Catherine Daniels, Acting Manager Childrens Services
4/01/2021	Jennie Adams, Early Childhood Educator - Cert 3	Childrens Services	Shire Services	4/01/2021	Mini gingerbread house	\$3	Customer	N/A	Christmas and end of year thank you gift	No	Accepted	Christmas and thank you gift			Catherine Daniels, Acting Manager Childrens Services
4/01/2021	Jennie Adams, Early Childhood Educator - Cert 3	Childrens Services	Shire Services	4/01/2021	Novelty chocolates	\$5	Customer	N/A	Christmas and end of year thank you gift	No	Accepted	Christmas and thank you gift			Catherine Daniels, Acting Manager Childrens Services
4/01/2021	Jennie Adams, Early Childhood Educator - Cert 3	Childrens Services	Shire Services	4/01/2021	Novelty cookie	\$5	Customer	N/A	Christmas and end of year thank you gift	No	Accepted	Christmas and thank you gift			Catherine Daniels, Acting Manager Childrens Services
4/01/2021	Jennie Adams, Early Childhood Educator - Cert 3	Childrens Services	Shire Services	4/01/2021	Avanti personalised insulated champagne tumbler	\$20	Customer	N/A	Christmas and end of year thank you gift	No	Accepted	Christmas and thank you gift			Catherine Daniels, Acting Manager Childrens Services
4/01/2021	Jennie Adams, Early Childhood Educator - Cert 3	Childrens Services	Shire Services	4/01/2021	Watermelon glow moisturiser	\$34	Customer	N/A	Christmas and end of year thank you gift	No	Accepted	Christmas and thank you gift			Catherine Daniels, Acting Manager Childrens Services
4/01/2021	Jennie Adams, Early Childhood Educator - Cert 3	Childrens Services	Shire Services	4/01/2021	Soap	\$10	Customer	N/A	Christmas and end of year thank you gift	No	Accepted	Christmas and thank you gift			Catherine Daniels, Acting Manager Childrens Services
4/01/2021	Jennie Adams, Early Childhood Educator - Cert 3	Childrens Services	Shire Services	18/12/2020	Christmas themed tea towel	\$7	Customer	N/A	Christmas thank you gift	No	Accepted	Christmas and thank you gift			Catherine Daniels, Acting Manager Childrens Services
11/01/2021	Kristen Johnson, Home Library Assistant	Library Services	Shire Services	11/01/2021	250g Ferrero Rocher chocolates	\$10	Customer	N/A	Christmas gift to home library team	No	Accepted	Would offend patron if refused			Deborah Best, Manager Library Services
12/01/2021	Kristen Johnson, Home Library Assistant	Library Services	Shire Services	12/02/2021	Darrell las rockies road	\$10	Customer	N/A	Christmas gift to home library team	No	Accepted	Would offend patron if refused			Deborah Best, Manager Library Services
15/02/2021	Uisa Shipley, Customer Services Officer	Childrens Services	Shire Services	15/02/2021	Store bought cake	\$15	Customer	Sutherland Family Day Care	Thanking the customer service team for assistance	No	Accepted	Showing 'customer respect' to educator or accepting gift of food to share with department. Educator is of Greek heritage and the cake is a Greek sweet			Reneae Giles, Manager Childrens Services
23/03/2021	Kyle MacIsaac, Lifeguard	Leisure Centres	Shire Services	22/03/2021	Box of Favourites chocolates	\$10	Customer	N/A	Thankyou for helping her child who had an incident and required first aid	No	Accepted	Left on desk and found on next shift.			Greg Crawford, Manager Leisure Centres
30/03/2021	Charal Milken, Paul Simpson, Neil Cole, Neillet, Greg Parkins, Grant Jullus, Geoff Edlaway, Greg Sables (Parks & Civil Operations Staff)	Parks & Civil Operations	Shire Infrastructure	18/03/2021	2 cartons of beer	\$100 (approx \$12.50 per person)	Customer	N/A	Taken gift of appreciation for the 8 staff working on the greenwaste chipping/disposal service on a hot and humid day.	No	Accepted	Gift was initially refused and was proposed to be surrendered to Governance as staff felt uncomfortable receiving gift. Governance advised the gift was for 8 people it was considered a token gift of value approximately \$12.50 per person ie: 6 beers per person.			Manjeet Grewal, Chief Executive Officer
31/03/2021	Nicole Radonic, Library Assistant	Library Services	Shire Services	31/03/2021	3 x Lindt bunnies	\$15	Customer	N/A	Easter gift	No	Accepted	Refusal would offend. Did not know the items were in bag until returning to the library.			Deborah Best, Manager Library Services
1/04/2021	Nicole Radonic, Library Assistant	Library Services	Shire Services	1/04/2021	Cadbury Favourites box	\$10	Customer	N/A	Easter gift	No	Accepted	Refusal would offend.			Deborah Best, Manager Library Services
16/04/2021	Sandra Breen, Learning & Development Advisor	People & Culture	Corporate Support	16/04/2021	Small vanilla sponge cake sample size	\$8-10	Customer Service representative	Engadine Bakehouse	To sample their cake. Bakery people were very adamant to try it so we could see that they made a very good cake with fresh eggs used.	No	Accepted	Very nice and no one person was very adamant and would have been seen as offensive not to. It was to be used as a small sample to try. I brought it into work and gave it to the staff who were interested.			Amanda Edwards, Manager People and Culture
7/04/2021	Stephanie Bailey, Readers & Research Library Officer	Library Services	Shire Services	6/04/2021	Thankyou card in envelope with \$30	\$30	Customer	Bosco Friendship Society	I conducted an outreach talk for the library at Bosco Friendship Society. Gift was a 'thankyou'	No	Refused	Returned	Returned		Jacinta Coome, Team Leader Readers & Research
12/04/2021	Adam Tasker, Technical Officer	Building Operations	Shire Infrastructure	12/04/2021	Bottle of champagne, bottle of wine and six pack of beer	\$80	Customer	N/A	A member of the public had a damaged pram and offered to drop the pram back to the persons home as it was on the way to the next destination.	No	Refused	Declined based on value and for what I thought did not need a gift from the member of the public.	Returned to the giver	Advice noted re gift declined	Aaron Leahy, Manager Building Operations
6/05/2021	Stephanie Bailey, Readers & Research Library Officer	Library Services	Shire Services	5/05/2021	250g box of Goyfyn chocolates	\$10	Customer	Engadine Central Probud Society	I conducted a local history outreach talk for this Probud society. Chocolates were a 'thankyou' gift.	No	Accepted	Refusal would have caused embarrassment to the lady who gave the chocolates on behalf of the group. Chocolates will be shared with library colleagues.			Deborah Best, Manager Library Services
24/05/2021	Neil Campbell, Operations Supervisor to be passed on to labour hire staff from Heco labour hire	Waste Services	Shire Infrastructure	24/05/2021	Box of Celebrations chocolates	\$8	Member of the public	N/A	Credit card was found by a labour hire staffer engaged by SSC	No	Accepted	Gift to be passed on to labour hire staff from Heco labour hire for returning her credit card found in Jennali			Grant Willoughby, Manager Waste Services
26/05/2021	Leanne Avery, Traffic Technician	Traffic and Public Domain Services	Shire Planning	25/5/2021	Box of roses	\$35	Customer	N/A	Helped her husband by issuing a temporary parking permit while his vehicle was being repaired	No	Accepted	Flowers were accepted by Reception staff who contacted me after the event to advise me a gift had been left.	Leanne was unable to refuse the gift because it was left at the counter for her. Gift was not capable of being resused or returned and under minimum value for automatic refusal.		Phillip Mansfield, Manager Traffic and Public Domain Services
1/06/2021	Stephanie Bailey, Readers & Research Library Officer	Library Services	Shire Services	1/06/2021	Box of Cadbury Favourites chocolates	\$20	Customer	Haarchoke VIEW Club	I conducted an outreach talk to this group for the library	No	Accepted	Refusal would have caused embarrassment to the person offering. Chocolates will be shared with colleagues.			Deborah Best, Manager Library Services
11/06/2021	Billie Melitz, Lifeguard	Leisure Centres	Shire Services	11/06/2021	Earrings	\$15	Customer	N/A	For helping the customer's child in the pool	No	Accepted	Gift was left on the desk and found on the next shift.			Greg Crawford, Manager Leisure Centres
8/07/2021	Jack Robertson, John Wilkin and other Cronulla Lifeguards	Public Safety & Lifeguards	Shire Services	8/07/2021	Case of Cooper's Pale Ale	\$49.95	Customer	N/A	Lifeguards performed a rescue and first aid on customer's son the week prior. Customer wanted to show gratitude.	No	Accepted	Gift was initially refused then guidance provided by Governance that gift was of token value as per clause 6.8 of the Code of Conduct and can be accepted. The gift to be shared amongst the team.			Brett Richardson, Manager Public Safety & Lifeguards
1/09/2021	Soldiers Road Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Donuts	\$50	Customer	N/A	Appreciation for Educators Day	No	Accepted	Gesture of Appreciation to Educators			Reneae Giles, Manager Childrens Services
1/09/2021	Soldiers Road Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Box of Biscuits	\$20	Customer	N/A	Appreciation for Educators Day	No	Accepted	Gesture of Appreciation to Educators			Reneae Giles, Manager Childrens Services
1/09/2021	Soldiers Road Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Small Food Tray	\$50	Customer	N/A	Appreciation for Educators Day	No	Accepted	Gesture of Appreciation to Educators			Reneae Giles, Manager Childrens Services
1/09/2021	Soldiers Road Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Home made cloth masks and hand sanitisers	\$25	Customer	N/A	Appreciation for Educators Day	Yes	Accepted	Gesture of Appreciation to Educators			Reneae Giles, Manager Childrens Services
1/09/2021	Soldiers Road Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Hampers Box	\$50	Customer	N/A	Appreciation for Educators Day	No	Accepted	Gesture of Appreciation to Educators			Reneae Giles, Manager Childrens Services
1/09/2021	Soldiers Road Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Food Tray	\$100	Customer	N/A	Appreciation for Educators Day	No	Accepted	Gesture of Appreciation to Educators			Reneae Giles, Manager Childrens Services
8/09/2021	Fauna Place Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Box of Chocolates	\$10	Customer	N/A	Appreciation for Educators Day	No	Accepted	Gesture of Appreciation to Educators			Reneae Giles, Manager Childrens Services
8/09/2021	Fauna Place Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Bee Sting Cake	\$20	Customer	N/A	Appreciation for Educators Day	No	Accepted	Gesture of Appreciation to Educators			Reneae Giles, Manager Childrens Services
1/09/2021	Allison Crescent Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	2 x tea buns from Bakers Delight	\$10	Customer	N/A	Appreciation for Educators Day	No	Accepted	Gesture of Appreciation to Educators			Reneae Giles, Manager Childrens Services
1/09/2021	Allison Crescent Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Cupcakes and packets of Smarties	\$20	Customer	N/A	Appreciation for Educators Day	No	Accepted	Gesture of Appreciation to Educators			Reneae Giles, Manager Childrens Services
14/09/2021	Moore Street Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Chocolates	\$15	Customer	N/A	Appreciation for Educators Day	No	Accepted	To celebrate educator appreciation day			Reneae Giles, Manager Childrens Services
14/09/2021	Moore Street Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Home made cupcakes	\$15	Customer	N/A	Appreciation for Educators Day	No	Accepted	To celebrate educator appreciation day			Reneae Giles, Manager Childrens Services
14/09/2021	Moore Street Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Chocolates	\$15	Customer	N/A	Appreciation for Educators Day	No	Accepted	To celebrate educator appreciation day			Reneae Giles, Manager Childrens Services
14/09/2021	Moore Street Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Chocolates	\$15	Customer	N/A	Appreciation for Educators Day	No	Accepted	To celebrate educator appreciation day			Reneae Giles, Manager Childrens Services
14/09/2021	Moore Street Child Care Centre Educators	Childrens Services	Shire Services	1/09/2021	Fruit basket	\$20	Customer	N/A	Appreciation for Educators Day	No	Accepted	To celebrate educator appreciation day			Reneae Giles, Manager Childrens Services

GIFTS, BENEFITS AND HOSPITALITY DECLARATIONS - STAFF - 2020

Date of Declaration	Name & Position of Recipient	Business Unit	Division	Date Gift Offered or Received	Description of gift, benefit or hospitality	Estimated or actual retail value	Gift Offered By (Incl. Name & Position)	Organisation (if applicable)	Reason the Gift was Offered or Given	Would accepting the offer create a conflict of interest?	Gift Accepted or Refused	Reason gift was accepted (if applicable).	Action taken for refused gifts (if applicable). Eg: returned	Comments	Authorising Officer
9/01/2020	Stephaine Watters, Branch Librarian	Library Services	Shire Services	7/01/2020	Small bunch of flowers and card	\$15	Elderly patrons son	N/A	Showed kindness while helping an elderly mother with a library issue.	No	Accepted	Flowers were left on the counter			Deborah Best, Manager Library Services
13/02/2020	Simone Smith, Development Advisor	Corporate Services	People & Culture	12/02/2020	'Swag bag' of branded items - Reusable shopping bag, reusable coffee cup, ruler, pen, stubby holder, drink bottle and hat	\$20	Brad Walker, Account Manager	Coates Hire	Introductory meeting - Brad is new in the role and making rounds meeting people.	No	Accepted	Not given with expectation of anything in return			Amanda Edwards, Manager People & Culture
19/02/2020	Deborah Hill, Branch Librarian	Library Services	Shire Services	18/02/2020	Biscuits	\$6	Customer	N/A	Member of the public gave them to us for afternoon tea after an iPad class	No	Accepted	Would have caused offence to refuse. Are being shared with the team			Deborah Best, Manager Library Services
19/02/2020	Deborah Hill, Branch Librarian	Library Services	Shire Services	19/02/2020	Biscuits	\$6	Customer	N/A	Customer very thankful for the help she received on the PC this morning	No	Accepted	Would have been offensive to refuse	Biscuits to be shared in staff work / tea room	Deborah Best, Manager Library Services	
19/02/2020	Karen Hamilton, Property Officer	Community Property	Shire Services	14/02/2020	Box of Chocolates	\$10	Customer	Christian Outreach Centre	Thankful for the continued great service by our team	No	Accepted	Left as thank you to be shared - rude and ungrateful to refuse			Lani Richardson, Manager Property Services
20/03/2020	Justin Wedge-Casey, Public Domain Engineer	Public Domain Services	Shire Infrastructure	20/03/2020	Canadian Club can 375ml pack of 6	\$28	Buckley Concreteing	Buckley Concreteing	Belated Christmas Gift	No	Accepted	Gifts under \$50 are token gifts and so can be accepted			David Kelly, Team Leader Public Domain Assets
2/04/2020	Stephen Peacock, Home Library, Senior Assistant	Library Services	Shire Services	1/04/2020	1 box Surfbreak chocolate flavoured cream wafers	\$5	Husband of Home Library patron	N/A	Patrons husband usually collects selection of items from library in person, but due to Library closure, items were delivered to home. Was grateful for continuing service whilst they are otherwise self isolating at home	No	Accepted	Explained our policy re gifts, but patron was insistent. On top of explaining we were limiting/declining ALL physical contact between staff and customers, patron insisted on including item in bag of returns			Deborah Best, Manager Library Services
10/03/2020	Michael Ryan, Ian Drinnan & Chris Brady	Environment Health & Building	Shire Planning	10/03/2020	Books 3 x copies of "Too Dark to See - Commemorating the Serviceman and Women of Aboriginal Heritage. 2 x copies of "Annual Yarramundi Lecture 21 years" 1 x copy of Voices of our Community - Gandangara Annual NAIDOC Lecture 2019"	\$25 each total \$75	Melissa Williams, CEO	Gandangara Aboriginal Land Council	For the education of people pertaining to Aboriginal culture.	No	Accepted	Advised Ms Williams that the gifts would be accepted on the basis that they are not retained by the officers but one could go in the Mayors waiting lounge and the others to the library for the benefit of the community	Gifts to be surrendered to the Governance Unit for distribution to Library & Mayor's office.	2 x books sent to Mayor's office 21/5/20 4 x books sent to Central Library 21/5/20	Peter Barber, Director Shire Planning
24/04/2020	Raphael Bongomin, Integration Specialist	Information Management	Corporate Services	16/04/2020	A \$30 food voucher by deliveroo and redeemable using a mobile app	\$30	Mulesoft	Mulesoft	I attended an online webinar on eplanning portal integration with mulesoft.	No	Refused		Returned the gift to the giver		Simona Dimovski, Manager Information Management
27/04/2020	Kim Thomas, Senior Inspector Public Safety	Public Safety and Lifeguards	Shire Services	27/04/2020	Phone repair for free, minimal repair required, one button (home button)	up to \$50	Gymea Smart Phones	Gymea Smart Phones	Phone required only minimal repair (home button)		Accepted				Mark Portlock, Team Leader Public Safety
2/07/2020	Cameron Pyett, Duty Operations Officer Education and Training – Ocean Safety and Lifeguards	Public Safety and Lifeguards	Shire Services	1/07/2020	\$50 Coffee Voucher	\$50	Customer	N/A	For savings customer's life. He suffered a massive head wound and has just woken from a coma. First Aid was applied which helped preserve life.	No	Accepted	The voucher was on my desk when I returned from lunch, I had no opportunity to refuse.	Surrendered the gift voucher to manager		Brett Richardson, Manager Public Safety and Lifeguards
14/07/2020	Peter Loomes, Building Surveyor	Development Assessment and Certification	Shire Planning	2/07/2020	Bottle of red wine	\$25	Home Owner	N/A	Home owner advised it was a thankyou for being pleasant to deal with and efficient at my job	No	Accepted	I refused several times in our conversation when the gift was offered however it was becoming an issue and my refusal was starting to appear awkward or rude so I decided it was a better idea to accept and be thankful for her thought. Surrendered to Peter Barber after advising Simone Plummer what occurred.	Gift was surrendered to the Director of Shire Planning		Simone Plummer, Manager Development Assessment & Certification
31/08/2020	Susan Forshaw, Librarian Programs Children	Library Services	Shire Services	31/08/2020	Cupcakes	\$12	Customer	N/A	A thank you to the helpful and friendly library staff. A token of her appreciation for the wonderful service provided	No	Accepted	Because the lady was keen to show her thanks and it seemed unkind and unappreciative to send her away with a tray of 24 mini cupcakes. The cakes were shared with all staff.			Deborah Best, Manager Library Services
4/09/2020	Ruth Ivery, Librarian Discovery & Research		Shire Services	4/09/2020	Box of Favourites chocolates	\$20	Customer	N/A	A thank you for help with downloading and using ebooks on an ereader.	No	Accepted	Older couple who were very grateful for the times I spent on the phone with them. I feel to refuse would have made them feel like they had inconvenienced me.	Shared amongst all staff		Deborah Best, Manager Library Services
23/09/2020	Deborah Hill, Librarian - Futures & E Learning	Library Services	Shire Services	23/09/2020	Flowers	\$50	Customer	N/A	As a thank you for the tech help I have given her and well wishes in my new role.	No	Accepted	They were delivered so impossible to refuse. Also would have caused upset for the giver	Flowers on display for all staff to appreciate	Amber Johnson, Acting Manager Library Services	
8/10/2020	Debbie Armstrong, Senior Library Officer	Library Services	Shire Services	3/10/2020	Box of Chocolates	\$5	Customer	N/A	For Caringbah Library staffs' kindness to her mother over the years as her mum had just passed away.	No	Accepted	Daughter was quite emotional and staff believed they were distressing her further by trying to refuse.			Deborah Best, Manager Library Services
15/10/2020	Debbie Armstrong, Senior Library Officer	Library Services	Shire Services	13/10/2020	2 packs of biscuits and one soft drink bottle	\$7.35	Caringbah Library Contract Cleaner	N/A	We think the customer is just being nice but we have never met him. He just leaves the gifts with a note.	No	Accepted	It was not made in person; it was just left in our staffroom so we had no opportunity to refuse.	The biscuits were shared amongst all staff		Deborah Best, Manager Library Services
20/10/2020	Sonia Glanville, Lifeguard	Leisure Centres	Shire Services	20/10/2020	Small box of favourites chocolates	\$5	Customer	N/A	Lifeguard retrieved earring from utility pool last week by diving in.	No	Accepted	Made the lady feel better.			Gregory Crawford, Manager Leisure Centres
4/11/2020	Monique Akauola, Reader Services Librarian	Library Services	Shire Services	22/10/2020	Advance copy of a fiction book	\$22	Penguin Random House, Publicist	Penguin Random House	I was asked to be an interlocutor for an author talk in conversation event at the library. This requires reading of the book before it is available for sale and is an essential part of the preparation to discuss and ask questions about the content of forthcoming book with the author.	No	Accepted	I accepted the book as I am required to read this and create questions to ask the author relating to the content of the book. Reading the book is a requirement of the publisher for events where you are an interlocutor for an in conversation event. As the book is under embargo until the launch, I was sent an advance copy to read and plan questions based on the content. It is unavailable for loan from the library or for purchase in time to read and prepare questions for the event.			Deborah Best, Manager Library Services
19/11/2020	Justin Sokolowski, Business and Tourism Advisor	Business Sport and Community Services	Shire Services	3/11/2020	We won a door prize for an Economic Development Practitioners conference for Council officers across the country. It was a small package of local food from Liverpool Council (the host of the conference). Tomato sauce, pasta, coffee beans and olive oil.	\$30	Liverpool Council Economic Development Team	Liverpool Council	It was a lucky door prize for attending the conference.	No	Accepted	Its value was under \$50 with no conflict of interest.			Rebecca Wood, Manager Business Sport & Community Services

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Date of Declaration	Name & Position of Recipient	Business Unit	Description of Gift, Benefit or Hospitality	Estimated Retail Value	Date Gift Offered or Received	Gift Offered By (Incl. Name & Position)	Organisation	Reason the Gift was Offered or Given	Gift Accepted or Refused	For gifts of value (over \$50) which are accepted: Why could the gift or benefit not be reasonably refused or returned?	What is the intended use for the gift, benefit or hospitality?	Authorising Officer
20/12/2018	Rachelle McGrath	Customer Service Officer	Pastries	\$45	20/12/2018	Customer	Member of the public	Given as thanks for help by Customer Service & DEO staff	Accepted		To be shared for consumption by staff.	David MacNiven, Acting Director Corporate Support
18/12/2018	Chris McAdams	Library Assistant - Home Library	Small number of gold coins	Between \$4-\$10	18/12/2018	Customer	Member of the public	Gift offered as thankyou for assisting the customer with her DVD player while on home library delivery.	Refused		Gift refused	Deborah Best, Manager Library Services
17/12/2018	Etsuko Ueda	Cart 3 Educator - Childrens Services	\$50 Westfield Gift Card	\$50	17/12/2018	Customer	Member of the public	Christmas 'thankyou' gift	Refused		Gift refused	Renaes Giles, Manager Childrens Services
13/12/2018	Amy Pyett	Digital Marketing Advisor	Bottle of wine and several desk calendars	\$20-\$30	13/12/2018	Cliff Lewis Printing	Cliff Lewis Printing	Christmas gift from supplier	Refused		Gift refused and returned to company on 14/12/18	
13/12/2018	Jane Dyson	Media & Communications Officer	Bottle of wine and several desk calendars	\$20-\$30	13/12/2018	Cliff Lewis Printing	Cliff Lewis Printing	Christmas gift from supplier	Refused		Gift refused and returned to company on 14/12/18	
12/12/2018	Bruce Renneberg	Team Leader, Legal & Procurement	Food Hamper	\$80	12/12/2018	Kristy, Account Manager	Total Image Group	Acknowledgement / appreciation of challenges faced throughout the year putting together SSC uniform requirements	Refused		N/A	Anton Usher, Manager Governance Risk and Compliance
2/11/2018	Suhail Quadri	Shire Infrastructure	Invite for Annual Client Event Held by Douglas Partners (Geotech Engineers)	\$20	11/10/2018	Business Administrator	Douglas Partners	Industry Event	Refused			Veri Erners, Manager Project Services
15/10/2018	Melissa Deavin & Childrens Services Team	Childrens Services	Bunch of flowers	\$30-\$50	15/10/2018	Customer	Member of the public	Thankyou for assistance in placing their child in childcare	Accepted		Bouquet of flowers placed in office where all team members can see them	Renaes Giles, Manager Childrens Services
19/09/2018	Melissa Daley, Team Leader, Business Intelligence	Corporate Services	Scratch lottery with card	\$2.00	19/09/2018	Aycan	Sanders Real Estate	For efficient provisions of maps (which they paid for)	Refused		N/A	David MacNiven, Group Manager/Chief Information Officer
12/09/2018	Tanya Powys, Customer Service Officer	Corporate Services	Box of Chocolates	\$4	12/09/2018	Customer	Member of the public	To express gratitude for Tanya's help and going above and beyond to resolve her issue	Accepted		Will be shared among the Customer Service team	David MacNiven, Group Manager/Chief Information Officer
1/06/2018	Ashleigh James	Shire Services	Gift box of hand cream etc	\$15	29/05/2018	Customer	Member of the public	Thank you for 5 week iPad classes	Accepted		Gift for personal use	Deborah Best, Manager Library Services
31/05/2018	Deborah Hill	Shire Services	Gift box of hand cream etc	\$15	29/05/2018	Customer	Member of the public	As a 'thank you' for attending the 5 week iPad Basics course at Caringbah Library	Accepted		Gift	Deborah Best, Manager Library Services
28/05/2018	Mark Wood - Group Manager - Operational services	Shire Infrastructure	Pen and Key ring LED torch	\$10	28/05/2018	Rob Niccol, Sales & Marketing Manager	Australian Native Landscapes	Arrived in post with Correspondence on Technical competence for processing of Food and Organics waste.	Accepted		To be gifted to staff member as part of staff recognition awards.	Peter Hazeldine, Director Shire Infrastructure
23/05/2018	Parks Operations	Parks Operations	Two boxes of Krispy Kreme Doughnuts (12 per box)	\$30.00	23/05/2018	Mark Pearce, Supervisor	Snippers	Brought them in to depot when meeting with the coordinator of west region for a onsite meeting/inspection	Accepted		Hospitality	Mark Wood, Group Manager Operational Services
16/05/2018	Amie Lindsell & Rebecca Dalton	Strategy & Engagement	Food hamper with 3 x bottles of wine and jar of olive tapenade	\$70.00	8/05/2018	Meltwater media monitors	Meltwater media monitors	Welcome gift for signing up to services	Refused		Consumption	
12/04/2018	Matt Harding, branch librarian	Library	Jen Compton printed tea towel	\$5.00	12/04/2018	Jen Compton	Self-published Author	Thank you gift for organising event to promote and sell her book.	Accepted		Towel to remain in staff kitchen area	Deborah Best, Manager Library Services
12/04/2018	Chris McAdams, Library Assistant	Library	5 pack of Carmans Nut Bars	\$5.00	12/04/2018	Unknown Elderly Patron	Member of the public	Chris assisted the patron with the printing of an air ticket	Accepted		To be eaten	Deborah Best, Manager Library Services
20/03/2018	Suanne Dixon, Senior Reapitioner	Information Management & Technology	33 x McDonalds VIP Cards 2018	\$5 each	20/03/2018	Diane	McDonalds Kirrawee	To hand out to staff	Refused		To hand out to staff	Ben Richardson, Customer Experience Team Leader
2/03/2018	Melanie Stevens & Stephen Nelson	Information Management & Technology	2 bottles of red wine	\$40.00	2/03/2018	Data #3	Data #3	As a replacement for not being invited to their Christmas party	Accepted		Will do raffle within IM&T and give to the winners - boost morale	Steven Heapy, Manager Info and Customer Service Management
30/01/2018	Margo Richardson-Mann	Enterprise Risk & Improvement	20gm bag of jelly beans	\$5.00	30/01/2018	Customer	Resident	Thank you regarding claims handling	Accepted		Shared with team	Bradley Sutton, Acting Manager Enterprise Risk & Improvement
25/01/2018	Kai Wang, Cook at Dianella Street CCC	Shire Services	Flybuys points when making purchases for the Child Care Centre	\$17.50	25/01/2018	N/A	N/A	N/A	Unable to Reverse		Honest mistake	Renaes Giles, Manager Childrens Services
9/01/2018	James Wilkins, Customer Service Officer	Corporate Services	\$100 voucher for restaurant	\$100.00	9/01/2018	Rami	Fioris Restaurant	Good Service	Destroyed	Customer was insistent and would not allow us to refuse the gift. It was left on the counter, the voucher was destroyed.		David MacNiven, Group Manager/Chief Information Officer
3/01/2018	Deborah Hill, Branch Librarian	Library	A floral arrangement	\$15.00	3/01/2018	Customer	Member of the public	Thank you gift for helping with a passport application.	Accepted		Display	Deborah Best, Manager Library Services

GIFTS, BENEFITS AND HOSPITALITY DECLARATIONS - STAFF

Date of Declaration	Name & Position of Recipient	Business Unit	Description of Gift, Benefit or Hospitality	Estimated Retail Value	Date Gift Offered or Received	Gift Offered By (Incl. Name & Position)	Organisation	Reason the Gift was Offered or Given	Gift Accepted or Refused	For gifts of value (over \$50) which are accepted: Why could the gift or benefit not be reasonably refused or returned?	What is the intended use for the gift, benefit or hospitality?	Authorising Officer
23/12/2017	Matt Harding, branch librarian	Library	Bottle of wine	\$15 - \$20	23/12/2017	Unknown	Contract Cleaner	Christmas Gift	Accepted		Share by staff	Deborah Best, Manager Library Services
20/12/2017	Amanda Edwards	Strategy & Engagement	Cupcakes	\$40.00	20/12/2017	Alex Battle	LinkedIn	Christmas Gift	Accepted		To be eaten	Therese Manns, Director Corporate Support
19/12/2017	Elizabeth Tahiri	Strategy & Engagement	Sparkling Wine Gift Set	\$44.90	19/12/2017	Louise Gault	Lewis Creative Group	Christmas Gift	Accepted		Christmas	Amanda Edwards, Manager People and Culture
19/12/2017	Sue Sturgess	Library Services	Chocolates and Standard size bottle of alcohol (Scotch Whiskey)	\$50.00	19/12/2017	Customer	Member of the public	First aid and assistance provided when customer fell outside of the Miranda Branch Library. Sue treated injuries.	Refused			Deborah Best, Manager Library Services
15/12/2017	Building Operations Unit	Building Operations	Food Gift box	\$85.00	15/12/2017	Joe Hammam	CityShien	Christmas Gift	Accepted	The gift was left with reception, unable to refuse as I did not speak to the person making the delivery.	This will be shared between the Building operations Unit for afternoon tea.	Aaron Leahy, Manager, Building Operations
14/12/2017	Rebecca Dalton / David Ackroyd	Divisional Support	Box of Donuts	\$20.00	14/12/2017	Consultant	Ruby Cha Cha	Christmas Gift	Accepted		Christmas - share amongst staff	Amanda Edwards, Manager People and Culture
10/12/2017	Kirsten Spry	Strategy and Engagement	Sparkling Wine Gift Set	\$44.90	10/12/2017	Louise Gault	Lewis Creative Group	Christmas Gift	Accepted		Christmas	Amanda Edwards, Manager People and Culture
6/12/2017	Belinda Hanrahan and team	Events and Performing Arts	One case of pale ale, two bottles of red wine and one bottle of sparkling wine.	\$120.00	6/12/2017	John Godwin, Managing Director	Enta	Christmas Gift	Refused		The centre could use for a raffle at Christmas time with families.	Belinda Hanrahan, Manager Arts & Culture
23/11/2017	Michael Cable, Governance Resource Coordinator	Governance & Procurement	WINC - Thank you pack note book, diary, pen	\$20.00	23/11/2017	WINC Australia Pty Ltd	WINC Australia Pty Ltd	Gift was given as a token of appreciation in regards to Staples Pty Ltd changing names to WINC Australia PTY LTD. Gift was sent back to supplier with a copy of Sutherland Shire Council's Business Ethics.	Gift Refused			Anton Usher, Acting Governance & Customer Service Manager
22/11/2017	Zvonka Mandic, Aide	Children's Services	Endota Spa Gift Card	\$75.00	22/09/2017	Parent of child who attended the centre	Family member of the centre	Thank you and farewell gift as the family was moving overseas	Accepted	Card was given to the educator and parent told her not to open it until she got home as she would cry. This gift was provided by a family who has now left the centre & moved overseas so is unable to be returned. Unlike other customers, this is an example where a gift is provided to a staff member purely as a token of appreciation & does not / can not lead to any benefit to the customer involved.		
13/09/2017	Mark Wood, Group Manager - Engineering Operations	Engineering Operations	Invitation to attend Kookaburra Kids Gala Ball - supporting kids with mental illness	\$295.00	13/09/2017	Geoff Gerard, NSW Manager Recycling and Recovery SUEZ	SUEZ	Networking and personal interest in mental health.	Accepted	The invitation will provide me the opportunity to meet and network with the executive team from SUEZ who Council partners with the planning agreement with the Lucas Heights resource recovery park.	It is a networking opportunity. I understand if you don't recommend I attend.	Peter Hazeldine, Director Shire Infrastructure
7/09/2017	Mark Mills, Manager Fleet	Fleet & Workshops	Offer for Council officer to attend the Australasian Fleet Managers Association Annual Awards Dinner function	Excess of \$50	7/09/2017	Hannu Matikainen	AFMA Relationship Manager	Networking with like colleagues sharing innovative fleet initiatives of SSC	Accepted	Offer has been extended in recognition of SSC standing in the fleet community as being innovative and leading in Local Government terms.	Hospitality - Awards Dinner Function	Mark Wood, Group Manager Engineering Operations
6/09/2017	Deborah Hill, Branch Librarian	Library Assistants	Small box of chocolates	\$5.00	6/09/2017	Customer	Member of the public	As a thank you for following up that her items that had been lost were returned to her.	Accepted		Shared among the Staff	Deborah Best, Manager Library Services
1/09/2017	Courtney Brien, Library Assistant and Christopher MCAdams, Library Assistant	Library Assistants	Box of Cadbury favourites	\$10.00	1/09/2017	Alyce and Bec (Teachers)	Our Lady of Fatima School Caringbah	A thank you gift for being helpful.	Accepted		Shared between the team	Deborah Best, Manager Library Services
29/08/2017	Glenn Carson, Facilities Manager	Leisure Centres	Bottle of Red Wine	\$50.00	29/08/2017	William from C & KK Cleaning	C & KK Cleaning	C & KK finished their contract term with LC and Council. Token of their appreciation	Refused & Returned			Greg Crawford, Manager Business Unit Sutherland Leisure Centre
23/06/2017	Carrie Kibbler, Curator	Hazelhurst	Small ceramic vessel. Token object, produced in large quantities by artists for the purpose of thanks	\$20.00	1/11/2016	Artists of the APY Lands	APY Art Centre Hub	Thank you. These same vessels are gifted to visiting artists, curators, MPs, organisations who travel to the APY Lands.	Accepted	It would have caused offence to the artists and been detrimental to the long term relationship with the artists and art centres.	Decorative	Belinda Hanrahan, Manager Hazelhurst Retreat
23/06/2017	Carrie Kibbler, Curator	Hazelhurst	Small Dinosaur Designs bowl	\$20.00	31/05/2017	Louise Olsen and Stephen Ormandy, Artist	Dinosaur Designs	A thank you	Accepted			Belinda Hanrahan, Manager Hazelhurst Retreat
16/06/2017	Greg Richards, Principal Building & Fire Safety Officer	Environment Health and Building	Tub of hair gel	\$10.00	14/06/2017	Barber	Elite Salon for Men	Thanking appreciation for helping him with some advice.	Accepted	The token gift was refused by put onto my person, and would have created a 'scene' and offended the giver.	Hair gel	Michael Ryan, Manager Environment, Health and Building
13/06/2017	Belinda Hanrahan, Manager Hazelhurst	Hazelhurst	Bowl	\$20.00	19/04/2017	Louise Olsen and Stephen Ormandy, CEO	Dinosaur Designs	I thank you for working together on exhibition.	Accepted	Token thank you gift, impolite to refuse	Sit on desk	Manjeet Grewal, Director Shire Services
7/06/2017	Katie Denoon, Tree Management Officer	Environment Health and Building	\$20 Bunnings Gift Card	\$20.00	6/06/2017	Phil Smith, Director	Environment Centre	Judging the Arts sections of the Speaking 4 the Planet school event.	Returned			Michael Ryan, Manager Environment, Health and Building Note: Gift voucher was returned
21/04/2017	Sally Dousa, Child Care Assistant	Children's Services	Gift voucher for Adore day spa at Sutherland	\$100.00	21/04/2017	3 Families	Members of the public	Sally is a long time staff member of the centre and is leaving to take a position at another centre. The families wanted to show their appreciation and each put in \$33 towards the voucher.	Returned	Sally felt uncomfortable to refuse the gift at the time but declared it to the director immediately and asked if she should return it or if she could keep it as long as it was declared to council.		Renae Giles, Manager Childrens Services Note: Gift voucher was returned to the families involved.
18/04/2017	Rebecca Nelson, Events and Activations Coordinator	Economic Development	Bunch of flowers	\$15.00	18/04/2017	Leigh Achis	BD Productions	As a thank you for support to lead up to Easter Show event at Cronulla	Accepted			Rebecca Wood, Manager Economic and Community Development
23/02/2017	Todd Hopwood, Manager Governance and Customer Service	Governance and Customer Service	Council pin featuring city insignia, bottle of wine engraved with a welcome/thank you message, umbrella featuring city insignia. Guest at Yountville Community Recognition dinner.	Pin and umbrella - \$25, bottle of wine \$40, Dinner - no ticketed cost but estimate at \$35	15/02/2017	Steve Rogers, City Manager	City of Yountville, California, USA	Welcome gifts offered when undertaking a study tour of City of Yountville	Accepted	I was a guest of the City and it would have been inappropriate to refuse the gift as I was an international visitor.	No obvious use of items with Council insignia, accepted so as not to cause offence.	Therese Manns, Director Corporate Support
23/02/2017	Todd Hopwood, Manager Governance and Customer Service	Governance and Customer Service	Pens, pins, glass and folder featuring the city insignia	\$30.00	14/02/2017	Tom Lorenz, Director Communications and Community Relations	Glendale City Council, Los Angeles, California, USA	Welcome gifts offered when undertaking a study tour of Glendale City	Accepted	I was a guest of the City and it would have been inappropriate to refuse the gift as I was an international visitor.	Work use.	Therese Manns, Director Corporate Support
23/02/2017	Todd Hopwood, Manager Governance and Customer Service	Governance and Customer Service	Pens, Council Pins, Coffee Mug all featuring the Council insignia. Guest of the Director Planning and City Development at Lunch	Pens, pins, mug - \$20 Lunch - \$20	14/02/2017	David Reyes, Director Planning and Community Development	City of Pasadena, Los Angeles, California	Welcome gifts offered when undertaking a study tour of Pasadena City	Accepted	I was a guest of the City and it would have been inappropriate to refuse the gift as I was an international visitor.	Work use.	Therese Manns, Director Corporate Support
23/02/2017	Todd Hopwood, Manager Governance and Customer Service	Governance and Customer Service	Pens and Council badges featuring Arcadia City insignia	\$20.00	13/02/2017	Dominic Lazzaretto, City Manager	Arcadia City Council, Los Angeles, California, USA	Welcome gifts offered when undertaking a study tour of Arcadia City	Accepted	I was a guest of the City and it would have been inappropriate to refuse the gift as I was an international visitor.	Work use.	Therese Manns, Director Corporate Support
27/01/2017	All educators at Fauna Place Early Education Centre	Children's Services	\$200 Harvey Norman Gift Voucher	\$200.00	27/01/201	Parent	Member of the public	We were given the gift as a thank you because their eldest child is leaving to go to school this year.	Refused			Renae Giles, Manager Childrens Services
25/01/2017	Greg Hayes, Manager Finance	Financial Services	Coffe Mugs (Marketing/Promotional)	\$15.00	24/01/2017		SAP (Software Provider)	Marketing/Promotional	Refused			Therese Manns, Director Corporate Support
24/01/2017	Katie Bryce, Animal Shelter Officer and Lisa Wray, Team Leader - Shelter Operations	Animal Shelter	10 x pack of Smirnoff Ice (alcohol)	\$80.00	23/01/2017	Customer	Member of the public	Customer wanted to give shelter staff a gift for caring for their dog long term. Shelter staff repeatedly refused the gift and advised we were unable to accept it, but the customer left the gift on the counter when he left.	Returned	Shelter staff repeatedly refused the gift and advised we were unable to accept it, but the customer left the gift on the counter when he left.	N/A	Brett Richardson, Manager Public Safety & Lifeguards Note: Letter written to customer advising of Council's Code of Conduct and gift was returned with advisory letter.
18/01/2017	Steven Heapy, Manager Information & Customer Service Management	Information Management & Technology	Utility pocket knife	\$15-20	18/01/2017	Brett Winkler, Business Development Manager	Konect	Gift was mailed with introduction letter. Had label on the gift "Unsubscribed gift of incidental value with no expectations".	Accepted	Token value	Leave pocket knife in IM&T and can be used by anyone.	David MacNiven, Group Manager/Chief Information Officer
3/01/2017	Suzanne Kennedy, Film Liaison Officer	Governance and Customer Service	Two Complimentary Passes to Exhibition	Unknown	3/01/2017	Kate Brunner, Project Officer, Curatorial and Exhibitions	Sydney Living Museums	As a thank you for my assistance in issuing a Film Permit.	Refused			Todd Hopwood, Manager Governance and Customer Service