



GIFT POLICY


Version control

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Responsible Manager : **Chief Financial Officer**

Recommended : 
Chief Financial Officer **31 March 2021**
Date

Approved by the Head of Department:



Head of Department

31 March 2021

Date

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1. Policy Aim

This policy outlines the granting of gifts in cash and in kind in the Department of Transport, Safety and Liaison according to the requirements of the PFMA, Treasury Regulations.

2. Legislative Framework

- Public Service Act, 1994 (as amended)
- Public Service Regulations of 2016
- Promotion of Access to Information Act, 2000
- Public Service Anti-Corruption Strategy, 2002
- Prevention and Combating of Corrupt Activities Act 12 of 2004
- Code of Conduct for the Public Services

3. Policy Scope

This Policy applies to all Department of Transport, Safety and Liaison (DTSL) employees, structures, bodies and organisations that operate within the parameters of the DTSL.

4. Policy Statement

It is the policy of the Department of Transport, Safety and Liaison:

- 4.1. That resources made available are utilised efficiently, effectively, economically and for authorised official purposes.
- 4.2. That the Department's resources are utilised in compliance with the Public Finance Management Act, the Treasury Regulations and the other relevant legislation.
- 4.3. **The following categories of gifts are applicable:**
 - 4.3.1. Corporate gifts include gifts granted during overseas visits by the department e.g., Items portraying the province.
 - 4.3.2. Gifts for the Member of the Executive Council include gifts for officials on Father's Day/Mother's Day and when officials are in hospital etc.

- 4.3.3. Social responsibility refers to gifts/donations to institutions on Mandela days (18 July), during arrive alive events and bursaries to students.
- 4.3.4. Discretionary funds where the Executive authority grants gifts/donations to institutions/individuals utilising the discretionary fund allocated to the department, as per limitations mentioned in Executive Council Resolution (Quote the number and date of the EXCO Resolutions).
- 4.3.5. Gifts for employees at DTSL refer to a reasonable and affordable amount utilised to buy gifts for officials employed in DTSL on their celebratory days. But in exceptional cases, in the event of the amount exceeding the above-mentioned amount, a detailed motivation must be submitted to the Accounting Officer.
- 4.4. The department must grant gifts through normal supply chain management procedures.
- 4.5. Such gifts must be disclosed in the annual financial statements for that particular year.
- 4.6. For gifts to members of Seniors Management Services, such gifts must be disclosed in the disclosure of interest form if it exceeds the amount of R350.00 as per the SMS handbook.
- 4.7. For gifts granted to members of the Provincial Legislatures or National Parliament, it is the responsibility of the member to disclose such a gift in the gift register kept by that respective institution.
- 4.8. The office discloses the budget for gifts in the annual budget submission sent to Provincial Treasury for its approval. Furthermore, line items relating to gifts are shown on the In-year monitoring (IYM), forwarded to Provincial Treasury for monitoring.
- 4.9. Gifts granted must be authorized by the Accounting Officer in advance on the relevant gift certificate.
- 4.10. Normal Supply Chain Management processes will be followed in the procurement of all gifts except those donated in cash.
- 4.11. For gifts to be procured for celebratory days of staff members, as mentioned above, the Employee Health and Wellness Unit will be delegated to coordinate the procurement thereof. Such approvals can be authorized by officials delegated by the Accounting

Officer.

5. Roles and Responsibilities

- 5.1. The Accounting Officer may use his/her discretion in terms of monetary limits for categories mentioned supra. The amount should be reasonable and not excessive and excludes those categories with specific limits.
- 5.2. In granting gifts the Accounting Officer must ensure compliance with Section 21 of the Treasury Regulations.

6. Review and Distribution

- 6.1. The Chief Financial Officer is responsible for this policy and for ensuring that it is reviewed and updated.
- 6.2. This Policy will be reviewed after 18 months but before 3 years of the last publication date. If necessary, an updated version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy (identifying a revised publication date).
- 6.3. The senior manager for Policy & Planning will distribute updated versions to:
 - Member of the Executive Council
 - Head of Department
 - All senior managers who will in turn distribute to their staff as appropriate.

