

Gifts, Benefits and Bequests (GBB) Policy and Procedure

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1 Purpose

The Department of Communities and Justice (DCJ) is committed to achieving the highest standards of integrity and ethical conduct. DCJ employees must conduct themselves with the highest possible level of integrity and accountability, which includes the appropriate management of gifts, benefits and bequests (GBB).

This policy and procedure provides guidance on the requirement to declare GBB to ensure all attempts are made to prevent any unethical or corrupt conduct.

2 Definitions

| Term | Definition |
|----------------------------|--|
| bequest | Something left to a person in a Will. For the purposes of this policy, the term bequest applies to gifts incurred as a result of the working relationship between the employee and those providing the bequest, such as a client, supported person or their families. It does not apply to bequests between family members of DCJ employees who are also clients of the department. |
| conflict of interest (COI) | A conflict of interest exists when a reasonable person might perceive that an employee's personal interests could be favoured over their public duties. |
| corrupt conduct | <p>Corrupt conduct as defined in the <i>Independent Commission Against Corruption Act 1988</i> ('the ICAC Act') is deliberate or intentional wrongdoing, not negligence or a mistake. It has to involve or affect a NSW public official or public sector organisation. While it takes many forms, corrupt conduct occurs when:</p> <ul style="list-style-type: none"> • a public official improperly uses, or tries to improperly use, the knowledge, power or resources of their position for personal gain or the advantage of others • a public official dishonestly exercises his or her official functions, or improperly exercises his or her official functions in a partial manner, breaches public trust or misuses information or material acquired during the course of his or her official functions • a member of the public influences, or tries to influence, a public official to use his or her position in a way that affects the probity of the public official's exercise of functions • a member of the public engages in conduct that could involve one of the matters set out in section 8(2A) of the ICAC Act where such conduct impairs, or could impair, public confidence in public administration. Some examples of this are: <ul style="list-style-type: none"> (a) collusive tendering, (b) fraud in relation to applications for licences, permits or other authorities under legislation designed to protect health and |

| Term | Definition |
|---------------------|---|
| | <p>safety or the environment or designed to facilitate the management and commercial exploitation of resources,</p> <p>(c) dishonestly obtaining or assisting in obtaining, or dishonestly benefiting from, the payment or application of public funds for private advantage or the disposition of public assets for private advantage,</p> <p>(d) defrauding the public revenue,</p> <p>(e) fraudulently obtaining or retaining employment or appointment as a public official.</p> |
| delegated officer | <p>A delegated officer is a senior executive (director level and above) who is responsible for the business area the employee is employed in. This includes employees acting in a director's position.</p> <p><u>Note:</u> The delegated officer must always hold a more senior position to that of the declarant. If the declarant is a director, the delegated officer must be an executive director etc.</p> |
| disciplinary action | <p>May include one or more of the following:</p> <p>(a) Terminate the employment of the employee (without giving the employee an opportunity to resign).</p> <p>(b) Terminate the employment of the employee (after giving the employee an opportunity to resign).</p> <p>(c) Impose a fine on the employee (which may be deducted from the remuneration payable to the employee).</p> <p>(d) Reduce the remuneration payable to the employee.</p> <p>(e) Reduce the classification or grade of the employee.</p> <p>(f) Assign the employee to a different role.</p> <p>(g) Caution or reprimand the employee.</p> |
| employee | <p>DCJ staff as follows:</p> <ul style="list-style-type: none"> • ongoing, temporary full-time, part-time or casual • senior executives • staff seconded/on loan (seconded) to DCJ from other government agencies or regulatory bodies irrespective of the duration of the secondment • interns and graduates • members of councils or committees managed by DCJ • persons on work experience • students over 18 years of age • volunteers |
| gift, benefit | <p>Any item, service, prize, hospitality or travel, provided by a customer, client, applicant, supplier, potential supplier or external organisation,</p> |

| Term | Definition |
|---------------------------------------|--|
| | which has a value to the recipient, member of their family, relation, friend or associate. |
| gifts, benefits and bequests register | The DCJ online platform for declaring and recording all gifts, benefits and bequests offered to employees or business areas. The register also records the decisions about how these are managed. |
| hospitality | DCJ considers hospitality in two very broad categories – low risk and high risk hospitality. For more information in how to deal with hospitality see Section 4.5 Hospitality. |
| senior executive | All DCJ Public Service Senior Executives (PSSE) and includes any non-senior executive staff acting in a senior executive position (irrespective of how long they will be acting in the position) and any contingent labour staff employed in (or who are acting in) a senior executive position. |

3 Scope

This policy and procedure applies to all DCJ employees.

4 Policy statement

GBB are often genuine tokens of appreciation, however, any GBB regardless of its value, which is accepted by an employee could imply that a relationship exists where integrity and objectivity is being compromised.

This policy and procedure is designed to educate employees on the potential risks that GBB can create. These potential risks can have a detrimental effect on the great work DCJ does in our vulnerable communities. This policy and procedure serves to guide employees in dealing with situations where they will be offered GBB and to assist supervisors and delegated officers with strategies on how to deal with GBB offered to their staff.

An employee must not seek personal benefit or reward for the work they undertake, or make improper use of their work, role, delegation and/or authority to gain personal benefit.

If an employee is offered or receives GBB, this must be managed in accordance with this policy and procedure.

Soliciting GBB is corrupt conduct. The consequences for any employee who solicits GBB will result in disciplinary action and may result in criminal charges, convictions and imprisonment.

There are significant risks for an employee accepting GBB from third-parties such as suppliers (including funded non-government organisations – NGOs), recipients of services, or individuals, families and carers.

4.1 Conflicts of interest (COI)

The Conflicts of Interest Policy and Procedure provides guidance for employees to identify and appropriately deal with conflicts of interest (COI). A COI, whether potential, perceived or real exists where a reasonable person might observe that an employee's personal interests could be favoured over their public duties. For example, where it appears that an employee is acting in an impartial manner due to accepting a gift rather than following correct procedures or fulfilling their public duties.

COI that exist within DCJ can impede or discredit the work DCJ does in the community. Even worse, in some cases COI can be corrupt conduct and may be considered a criminal offence.

It is critical for DCJ and its employees to effectively manage any COI. This requires DCJ employees to strive to the best extent possible to avoid COI and to ensure that they always act in a manner that upholds the core values of the NSW Public Service.

Where a COI exists, the offer of GBB must **always be declined and declared** on the online [GBB Declaration form](#) within **five** business days of the day of the offer.

An employee must never accept GBBs that are intended, or likely to, influence the way they carry out their official duties, or which could be perceived to have that effect. This includes offers to attend a function or conference, offers of meals from third party providers or any other offer that may influence, or be perceived to influence the relationship between an employee and the person offering the GBB.

4.2 What DCJ expects of all employees

Generally, the default action for all offers of GBB, is to politely refuse irrespective of the value.

All DCJ employees **must not**:

- solicit GBB
- accept GBB as an inducement to act in a certain way
- accept GBB where there could be a perception that it has been offered as an inducement to act in a certain way
- accept cash, cheques, money orders, gift vouchers, gift cards and other types of or money-like gifts
- accept GBB where it is to be provided to a family member, relation, friend or associate
- accept GBB where you currently, or may in the future, exercise discretion in the making of a decision affecting the giver
- accept GBB if you are unsure whether you should.

All DCJ employees **must**:

- read, understand and comply with this GBB Policy and Procedure.

- politely decline GBB when it is offered.
- where required, declare all GBB using the online [GBB declaration form](#) within five business days irrespective of whether the GBB was declined, accepted, returned or disposed of.

4.3 GBB Approvals

All GBB declarations must be approved by a delegated officer and recorded irrespective of whether the GBB was accepted, declined, returned or disposed of. This includes strategies for the return or disposal of GBB.

Employees making a declaration must nominate a delegated officer within their **current reporting line**.

Where an employee is acting in a Temporary Acting Assignment (TAA), they should nominate the relevant delegated officer for their TAA role.

A delegated officer must always hold a higher grade to the declarant.

4.4 Breaches of the GBB Policy

Failure to declare GBB will be considered a breach under the DCJ's Code of Ethical Conduct (Code). The consequences of breaching the Code include remedial or formal disciplinary action, ranging from counselling to termination of employment.

Matters relating to suspected or actual fraud or corrupt conduct will be referred to the relevant regulatory bodies, such as the Independent Commission Against Corruption (ICAC). The consequences for employees found to have engaged in fraud and/or corrupt conduct include criminal penalties such as fines and/or imprisonment.

Examples of serious breaches of this policy and procedure include, but are not limited to, those listed below.

- Overlooking poor contract performance or increasing project funding in return for a benefit such as travel tickets from an organisation.
- Allocating emergency response respite to a particular client, to the detriment of other respite clients, in return for being placed in the client's Will.
- Accepting expensive jewellery from the family of a client in return for providing additional services.
- Selecting a particular organisation/supplier to provide home maintenance to clients in return for the organisation/supplier giving a job to a member of the employee's family.
- Providing services to a client who is no longer eligible, in return for a car, computer, etc.
- Attending an all-expenses paid lunch, conference, etc. from a contracting organisation, whether before, during or after a tender process involving that organisation.

- Accepting a Christmas hamper from an external party/person.
- Accepting a reward, finder's fee, employment or any other form of recompense for favouring a particular tenderer.

4.5 Hospitality

Hospitality can be viewed as either **low risk** or **high risk**. Irrespective of whether the hospitality is **low** or **high risk**, the following question should be considered when deciding to accept or decline any form of hospitality:

“Would a reasonable person think that the hospitality was intended to influence the recipient to act in the interests of the giver, either now or in the future?”

If the answer to that question is “**yes**”, the hospitality **must be declined**.

Low risk hospitality

Generally, low risk hospitality does not need to be declared. However, it is essential that employees always consider whether the low risk hospitality may result in or be perceived as an actual, potential or perceived conflict of interest. That is, what would a reasonable person think about me accepting this?

For example, could this hospitality be perceived as an incentive for me to make particular decisions that might favour the person offering this to me either now or in the future? If the answer to this question is “**yes**”, the hospitality should be declined and declared using the online [GBB declaration form](#) within five business days.

If employees are unsure about whether or not they should accept a low risk hospitality, they should seek advice from their delegated officer or the Business Ethics and Compliance Unit (BECU).

Examples of **low risk** hospitality include:

- functions where an employee attends as a representative of DCJ.
- hospitality provided as part of a conference package or training package, where the Department has paid a fee for the employee to attend (this may include restaurant meals).
- catered briefings, roundtables, launches, conferences etc., where invitees from a range of external organisations are present.
- occasional working lunches or training sessions, where the hospitality is incidental and of low value e.g. sandwiches and coffee.

High risk hospitality

High risk hospitality as a general rule should not be accepted and any offers should be declared using the online [GBB declaration form](#) within five business days.

Examples of **high risk** hospitality include:

- restaurant meals (unless the restaurant meal is part of a conference, training or meeting which has been paid for by the Department – see low risk hospitality above)
- invitations to corporate boxes at or marquees
- invitations to lunches, dinners or other events to “seal the deal”, or to “celebrate” finalisation of a procurement process or the signing of a contract/agreement
- invitations to functions held in private homes
- invitations which extend to family members, relations, friends and associates.

Where an employee is unsure if the hospitality offered is high risk or inappropriate, they should ask themselves the following question:

“Could I, as a public official, have my supervisor approve the use of public money to provide this person with the same type of hospitality they are offering me?”

If the answer to this question is “**no**”, the hospitality should definitely be declined and declared.

There may be occasions where an employee is offered what could be high risk hospitality for example, an invitation from third-party provider/consultants to celebrate the successful launch of a program etc. While an employee should not accept these offers, there is nothing wrong with the employee attending and paying for themselves. Even if an employee pays for their own meal and entertainment, it is still crucial that this is declared using the online [GBB declaration form](#) within five business days. This protects employees from any allegations of impropriety. It also assists senior management in identifying any conflict of interest that need to be managed with our business partners and third-party providers (e.g. suppliers, consultants) etc.

If hospitality is accepted in good faith, but a third party attempts to use the occasion to raise a materially significant matter relating to their business or private affairs and DCJ, it is critical that the employee declines to discuss the matter.

4.6 Sporting, entertainment & cultural events

All invitations and/or tickets to attend sporting, entertainment or cultural events (events) that are received from external parties who interact in some way with DCJ must be treated as GBB.

However, where a DCJ employee’s attendance at an event of this nature is for the purpose of carrying out their function/duty as a public servant, for example advising the government on policy, or administering a program etc., this would not constitute GBB and would not need to be declared.

If a DCJ employee’s attendance at an event of this nature at the request of an external party who interacts with DCJ would constitute GBB and must be declined, but in any event it must be declared.

4.7 Travel and accommodation

Employees must not seek or solicit an upgrade from a travel or accommodation provider in relation to official travel.

Where a travel or accommodation provider seeks to upgrade an employee for operational reasons, at no charge to the employee or the Department (for example, where an airline upgrades a traveller to business class because it has overbooked its economy class for that flight), the employee may accept the upgrade, but must declare this receipt of the upgrade via the [GBB declaration form](#).

4.8 Competitive scholarships and awards

Employees may accept professional scholarships (such as Executive Master of Public Administration scholarship) won as a result of an open and competitive application process. However, the recipients of any scholarship (awarded to them as a result of their position as a DCJ employee or representative) must obtain approval from a delegated officer **and** must declare this via the online [GBB declaration form](#). However, scholarships and awards that employees are awarded which are unrelated to their role within DCJ do not need to be declared. For example, an employee in Finance who wins the Fields Medal would not be expected to seek DCJ approval and could accept this award together with any cash prize.

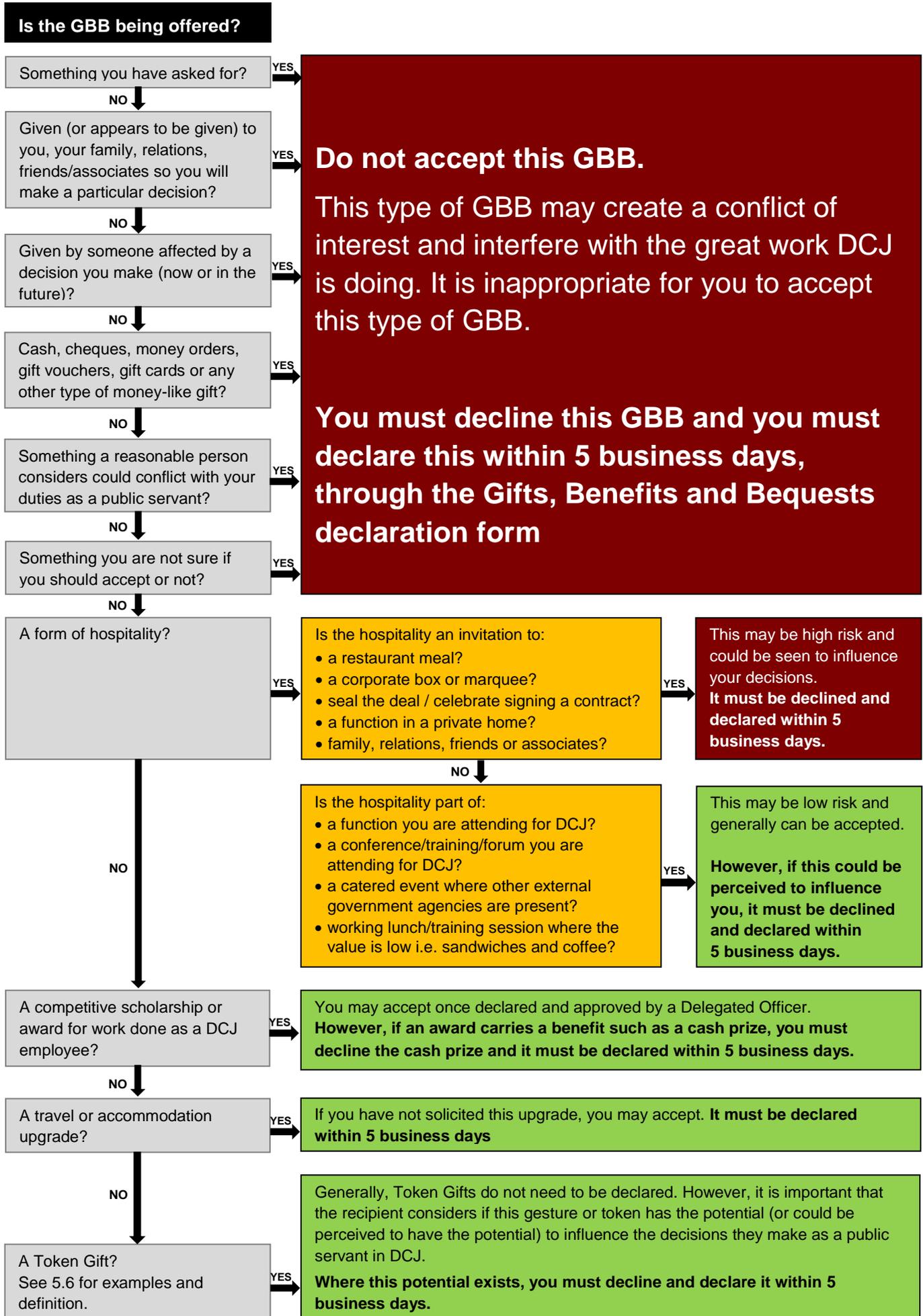
Additionally, employees may accept awards such as NSW Premier's Awards etc. given to recognise their work and efforts. However where an award carries an additional benefit such as a cash prize, and since this award directly relates to an employee's role as a public servant, it is inappropriate for employees to accept this. Employees should decline the additional benefit or request and that the additional benefit be donated. In either event, the additional benefit must be declared via the [GBB declaration form](#).

5 Procedure

The [GBB declaration form](#) provides employees, supervisors and delegated officers with step by step guidance on how to complete, review and approve a declaration. All employees **must** declare all offers of GBB, (whether accepted or declined) within five business days via the online [GBB declaration form](#).

When a gift (which cannot be refused or returned) is received, it is important when deciding what to do with the gift, that it should not benefit or advantage an individual employee. Examples of appropriate methods of management or disposal include, but are not limited to, donating the gift to a local charity or organisation, or keeping the gift at work for the general benefit of the public if the gift is useful to DCJ's work.

The method of management or disposal must be recorded on the online [GBB declaration form](#) and approved by the delegated officer in the employee's current reporting line. Below is a decision flow chart to assist in determining how employees should treat GBB offered to them.



5.1 For non-senior executive employees

All GBB must be approved by a delegated officer.

Any non-senior executive employees declaring GBB must discuss their declaration with their supervisor **prior** to submitting their GBB.

Where a management plan is required, the employee must ensure that the strategy agreed upon with their supervisor is recorded in their declaration prior to submitting to a delegated officer for review and approval.

Once a determination has been made about the GBB, the delegated officer must ensure that any agreed management plan is implemented.

5.2 For senior executives

All GBB declarations must be submitted to and approved by their supervisor who will also be a delegated officer.

Once a determination has been made about the GBB the delegated officer must ensure that any agreed management plan is implemented.

5.3 Deciding what to do with GBB

If an employee receives a gift from a work colleague, the recipient must consider the reason for the gift. While not restricting gestures of goodwill or appreciation, it is important to remember that refusing the gift may be appropriate if there is a possibility the gift is offered in an attempt to improperly influence the recipient, or if it may be perceived as such. For example, if a supervisor is a member of a selection panel where an employee will apply for a promotion, the supervisor must not accept gifts, hospitality or other benefits from that employee, as this could create a sense of obligation and lead to a perceived COI.

When determining what to do with GBB, a delegated officer is required to consider a range of issues to ascertain whether it should be refused, returned and disposed of, or accepted and retained. The delegated officer should also consider appropriate methods of disposal and record reasons for the decision when approving the declaration.

5.4 Disposal of gifts, benefits and bequests

The online [GBB declaration form](#) has step-by-step instructions for employees, supervisors and delegated officers about how to record the disposal of a gift or benefit.

An employee has 15 business days to comply with the disposal instructions of the delegated officer from the date the delegated officer makes a determination to dispose of a gift, benefit or bequest.

5.5 Limited circumstances where gifts or benefits may be accepted

Although an employee's default position must be to refuse GBB, accepting a gift or benefit may be appropriate in the following circumstances:

- When a gift is given to you in a public forum in appreciation for the work, assistance or involvement of DCJ and refusal to accept the gift would cause embarrassment.
- If refusing a gift or benefit will cause considerable offence, for example, due to cultural sensitivities.

In these (rare) cases the employee should advise the person giving the gift or benefit that they accept it on behalf of DCJ and are obliged to declare and register it.

The employee should use this situation as an opportunity to promote the expectations that NSW public officials will decline to accept gifts and explain that how accepting gifts may pose a conflict of interest for the employee and may negatively impact on DCJ's reputation.

Modest hospitality is acceptable, such as refreshments during or after a meeting, which could be viewed as common courtesy (token gift).

5.6 Token gifts & gifts between employees

Token gifts are usually given as genuine gestures of appreciation or celebration of a special occasion.

Some examples of token gifts which can be accepted and do not generally need to be declared are:

- Low risk hospitality (see Section 4.5 above) e.g. coffee, tea and/or sandwiches at a meeting or function or hospitality paid for by the Department etc.
- Mementos or small tokens of appreciation (e.g. flowers etc.) presented to a speaker at a conference.
- Gifts such as mass produced pens, stress balls, notepads (gifts generally provided to attendees at a meeting or seminar).

Gifts between employees are often given to celebrate the special occasions in our colleagues' lives. Some examples are:

- birthday presents
- wedding presents
- gifts for pregnant colleagues
- gifts to farewell colleagues who leave the department or who are moving to another area within DCJ.

While token gifts and gifts between employees do not generally need to be declared, the person receiving the gift must consider if this gesture or token of appreciation **has the potential** to influence the decisions they make.

The recipient must also consider if a person observing this exchange of gifts (i.e. a member of the public, a DCJ colleague or client, a supplier etc.) would consider that the gift has the potential to influence the decisions of the recipient.

If the acceptance of the gift could influence the way the recipient performs public duties, or could be perceived to do so, the gift must be declined and then reported using the online [GBB declaration form](#).

Where there is **any** doubt or uncertainty, the gift must be declared.

5.7 Bequests

This does not apply to bequests made between family members who are also clients of the department.

All other bequests must be declared via the online [GBB declaration form](#).

Any notification of or receipt of an actual bequest to a DCJ employee must be declared via the online [GBB declaration form](#) and will be dealt with by DCJ.

5.8 Gifts, Benefits and Bequests Register

Declarations made by employees are recorded in a register maintained by the BECU.

The register is the central repository of information about GBB declarations made by employees and how they are managed. The register will be used to audit and monitor the management of GBB, to ensure transparency, accountability and integrity in the decision making process.

6 Responsibilities

6.1 The Secretary and the DCJ Board

The Secretary and DCJ Board will demonstrate leadership, promote a culture of probity and ethical conduct and model DCJ values in relation to the declaration and management of GBB.

6.2 Employees

DCJ employees must:

- Read, understand and comply with this policy and procedure.
- Complete mandatory training requirements (as part of their induction and ongoing employment).
- Report any corrupt conduct to the relevant professional standards branch.

- Politely decline any GBB in accordance with this policy and procedure.
- Declare any offer or acceptance of GBB within five business days via the online [GBB declaration form](#) even if the offer has been declined and regardless of the value.
- For staff who are mandated to comply with the Senior Executive Private Interest Declaration (SEPID) Program, certify compliance with this policy and procedure during the annual SEPID Program rollout.

DCJ employees **must not**:

- solicit GBB
- accept GBB as an inducement to act in a certain way
- accept GBB where there could be a perception that it has been offered as an inducement to act in a certain way
- accept cash, cheques, money orders, gift vouchers, gift cards and other types of money-like gifts
- accept GBB where it is to be provided to a family member, relation, friend or associate
- accept GBB where you currently, or may in the future, exercise discretion in the making of a decision affecting the giver
- accept GBB if you are unsure whether you should.

6.3 Supervisors

Supervisors must:

- Provide advice, guidance and information to employees regarding policies, procedures and expectations regarding ethical behaviour and GBB.
- Guide employees on appropriate actions that will be proposed for the delegated officer's review and approval.
- Assist delegated officers to make prudent decisions in respect of a declared GBB.

6.4 Delegated Officers

Delegated officers must:

- Provide advice, guidance and information to employees and their supervisors regarding policies, procedures and expectations regarding ethical behaviour and GBB.
- Make decisions in relation to declared GBB that benefit the needs and objectives of DCJ and its clients rather than the personal interests of DCJ employees within five business days of receiving a declaration from an employee via the online workflow system.

- Ensure that where an applicant has indicated that they also need to complete a COI declaration, that a declaration is submitted by the declarant prior to the supervisor reviewing and approving the declarant's GBB declaration.
- Process employee GBB declarations in accordance with this policy and procedure.
- Require and support compliance with this policy and procedure by their direct subordinates. This includes ensuring employees dispose of GBB in accordance with the directions given to the employee.
- Refer serious breaches or non-compliance to the relevant professional standards branch in accordance with Managing Misconduct Procedure.

6.5 Business Ethics and Compliance Unit (BECU)

Manage and administer the GBB program by:

- Providing the Department's business areas with training and advice on managing GBB declarations and COI.
- Maintaining appropriate security and confidentiality of GBB declarations.
- Preparing reports to the Secretary on compliance with this policy and procedure as required.
- Preparing relevant reports for the Executive Board, and the Audit and Risk Committee/s as required.
- Providing reports as required by senior executives for their business area/division only.
- Maintaining up-to-date register/s of GBB declarations.
- Maintaining and updating the GBB program (including the policy and procedure, guide, forms, etc.).
- Providing reports, as required, to the Deputy Secretary Corporate Services on non-compliance matters.
- Providing information as required by Professional Standards Units, Internal Audit and external bodies such as the ICAC, the NSW Audit Office, etc.
- Providing employees, supervisors and delegated officers with a PDF copy of a declaration where this has been misplaced.
- Monitoring the system negotiated with the Records Team for placing a notation of the declaration on the employee's P-File.
- Publish agreed information from the GBB register on the DCJ internet webpage.

6.6 Records

Place a notation of the outcome of a GBB application on the employee's P-File.

6.7 DCJ Internal Audit

DCJ Internal Audit will conduct an audit on the GBB program after one year of its endorsement and then on a three yearly cycle to help identify gaps in the program and areas that require refinement.

7 Security of Information

The BECU is responsible for maintaining appropriate security and confidentiality over information it receives in relation to GBB. Declarations made via the online web-based [GBB declaration form](#) will be encrypted and will only be available to the following:

- secretary and his nominated staff
- BECU Employees who manage the program
- nominated IDS staff who assist with the maintenance of and any trouble-shooting issues with the online [GBB declaration form](#)
- deputy secretaries (for their divisions only)
- Professional Standards Units, the DCJ Internal Audit Unit or external agencies (e.g. ICAC, the NSW Audit Office, etc.) or an independent investigator.

In rare circumstances where it is only possible for a hardcopy (paper) application to be submitted, the hardcopy information received by the BECU will be scanned and stored in a confidential electronic data records management system and the paper hard copy will be destroyed in line with the Department's privacy policy. Information from any hard copy declarations will be recorded in GBB register maintained by the BECU.

8 Related legislation and documents

- Behaving Ethically: A Guide for NSW Public Sector Employees
- Conflicts of Interest (COI) Policy and Procedure
- *Crimes Act 1900 (NSW)*
- Code of Ethical Conduct
- *Government Sector Employment Act 2013 (NSW)*
- *Independent Commission Against Corruption Act 1988 (NSW)*
- ICAC's Operation Tilga, September 2013
- ICAC's Operation Jarek, October 2012
- ICAC'S Managing Conflicts of Interest in the NSW Public Sector 2019
- Model Code of Conduct for Local Councils in NSW
- NSW Audit Office Gifts, Benefits and Hospitality Policy (July 2018)
- NSW Ombudsman's Gifts and Benefits Fact Sheet
- NSW Public Service Commission's Minimum Standards for Behaving Ethically

- *Privacy and Personal Information Protection Act 1998 (NSW)*
- *Public Interest Disclosures Act 1994 (NSW)*
- Public Service Commissioner Direction No. 1 of 2014: Managing Gifts and Benefits
- The Code of Ethics and Conduct for NSW Government Sector Employees

9 Document information

| | |
|--------------------|--|
| Document name | Gifts, Benefits and Bequests Policy and Procedure |
| Applies to | All employees |
| Replaces | Family & Community Services Gifts, Benefits and Bequests Policy Family & Community Services Procedures for Managing Gifts, Benefits and Bequests Department of Justice Managing Gifts and Benefits Department of Justice Managing Gifts and Benefits Policy and Procedure |
| Document reference | TRIM |
| Approval | Deputy Secretary, Corporate Services (1 February 2021) |
| Version | 1.0 |
| Commenced | 13 May 2021 |
| Due for review | 12 May 2024 |
| Policy owner | Business Ethics and Compliance Unit (BECU) |

10 Support and advice

You can get advice and support about this policy and procedure from the BECU which has responsibility for this document.

| | |
|---------------|--|
| Business unit | Business Ethics and Compliance Unit (BECU) Audit, Risk and Compliance Corporate Services |
| Email | GiftsBenefitsBequests@facns.nsw.gov.au |

This policy and procedure is subject to change. The latest published version of the policy and procedure is available on the DCJ intranet.