

Overview

University staff should both be AND appear to be free of any interest (financial or otherwise) which might be regarded as being in conflict or incompatible with their integrity and objectivity. Accordingly, they should recognise and if possible, avoid any situations which may affect their integrity and objectivity by being cautious of undue benefits or preferential treatment received in the course of their employment (see **17.01 Code of Conduct**).

This policy sets out the conditions under which staff members can or should receive gifts from individuals or organisations from inside or outside the University.

This policy does not cover income received from work performed outside of the University as permissible under the **11.10 Paid Outside Work** policy.

Policy

17.03.01 A staff member may accept a gift provided that:

in the case of normal entertainment, hospitality and minor gifts of less than \$100 in value, the staff member should inform their supervisor of the gift/benefit and the circumstances under which they receive it. The supervisor will make a decision on the appropriateness or otherwise of accepting the gift/benefit.

17.03.02 Where the value of a gift/benefit exceeds \$100, acceptance must be approved by the Dean/Director and a report must be logged in the University's *Register of Reportable Gifts*.

17.03.03 A staff member should not give or receive a gift or benefit that may, or may be perceived to:

compromise his or her judgement;

damage relationships with other persons or organisations; or

indicate favouritism towards a person or a group of people.

17.03.04 Where a gift/benefit is thought to have been given in an attempt to so influence a staff member, the staff member must immediately report the incident to their supervisor.

17.03.05 A staff member will not, in connection with their official duties:

solicit for private purposes any benefit; or

accept any benefit which could create a conflict of interest or be seen to create such conflict.

17.03.06 Monetary gifts must not be accepted under any circumstances.

- 17.03.07** There will be some areas of the University, considered to be at high risk of compromise, that are not permitted to receive a gift/benefit under any circumstances. Those areas will be determined and advised outside of this policy.
- 17.03.08** University staff who are offered a gift or benefit, or who are given a gift or benefit against their will, should report the incident in writing to their supervisor.
- 17.03.09** 'Reportable gifts' received by a member of the University must be declared within 14 days and will be accounted for as University property.
- 17.03.10** Only a member of the University Executive or a Dean/Director can approve the acceptance of a 'reportable gift'.
- 17.03.11** How the gift/benefit is to be dealt with depends on the value and reasoning behind the giving of the gift/benefit. Options include:
- allowing the staff member to retain the gift/benefit;
 - the gift/benefit being shared by a team of staff; or
 - the gift/benefit becoming University property.

Register of Reportable Gifts/Benefits

- 17.03.12** The *Register of Reportable Gifts/Benefits* (maintained by the Records Management Office), is used to record the following information in respect of each gift or benefit of over \$100 value.
- 17.03.13** The following details regarding 'reportable gifts' received are to be recorded in the central Register:
- a description of the gift/benefit and its value;
 - the name of the recipient;
 - the name of the person who offered the gift/benefit and their organisation;
 - the decision taken by the Dean/Director in relation to the gift/benefit;
 - the present location of the gift or how the proceeds of the gift/benefit were applied; and
 - the signature of the recipient's supervisor or appropriate senior officer with details of the approval given.

Procedures

- 17.03.14** Where a gift or benefit has been offered or given it must be formally disclosed to the University.

- 17.03.15** For items of less than \$100 value, the supervisor will keep a record within the Cost Centre of the gift/benefit, and make an appropriate determination on the acceptance or otherwise of the gift/benefit.
- 17.03.16** When a staff member discloses a 'reportable gift' or benefit to their supervisor, the supervisor will ensure that any such gift or benefit is fully documented on Form **17.03a Reportable Gift/Benefit Declaration** and sent to the relevant executive member/Dean/Director for determination.
- 17.03.17** The executive member/Dean/Director will determine the appropriate action as set out in **17.03.10**.
- 17.03.18** The Form is then sent to the Records Management Office for filing in the *Register of Reportable Gifts*. Records should include any action taken in relation to the disposal of the Gift/Benefit.

Definitions

'Reportable Gifts' – include, but are not necessarily limited to, any gift of property (including ornate and precision display items, clocks, furniture, figurines, works of art, jewellery, computers, Personal Digital Assistants ('PDA's), equipment, or any benefit having significant or lasting value), travel, entertainment or hospitality with a current market value greater than \$100.

N.B. *The monetary limit applies to cumulative gifts from any one source. Accordingly, if a member of the University receives additional gifts from the same giver, within one year of the first gift, and the current market value of all gifts exceeds \$100, then they are all to be treated as being 'reportable gifts'.*

Further Information

Director, Human Resource Services ext. 2100
Internal Auditor ext. 3497

References

17.01 Code of Conduct

"GIFTS, BENEFITS OR JUST PLAIN BRIBES?" - Guidelines for Public Sector Agencies and Officials. – NSW Independent Commission Against Corruption
http://www.icac.nsw.gov.au/pub/public/pub2_37cp.cfm

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