

Policy and Procedure Register updates – Summary of upcoming changes to: Gifts and benefits procedure

1. Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations Audit/review recommendation Due for review
 Change of policy/procedure requirements Other

Following the department's Integrity and Governance Reforms 90 Day Plan, the revised Gifts and benefits procedure has been amended to provide greater guidance to employees regarding their obligations to manage ethically and transparently the giving and receiving of gifts and benefits by employees, as required under the Public Service Commission's *Gifts and Benefits Directive 22/09*.

2. Summary of changes

Key changes to the procedure are the inclusion of Regional Directors as approvers for gift declarations and details on giving a gift. As well, the procedure provides greater clarity, with the removal of ambiguity, and provides detailed process steps for employees. The declaration of gifts received form has been amended to include more details on when and when not a gift needs to be declared, to assist employees. There is also a gifts given declaration form, including similar detailed information. Employees will also be referred to supporting information and frequently asked questions, held on the departmental intranet.

1. Impacts to roles and responsibilities

1.1 Does the new/updated content change staff roles/responsibilities *in any way*? Yes No

1.2 If yes, select the type of change (select all that apply):

- Revised responsibilities New/additional responsibilities Removed responsibilities

Position title	Summary of change	Page #
Regional Directors	Ability to approve gift declarations, not just endorse	3 (of the Procedure)
Other employees	No changes to responsibilities	Procedure and supporting documentation provide clarity around the process steps

2. Communication and support for implementation

Ongoing communication on requirements has been provided to staff since the implementation of the Integrity and Governance Reforms 90 Day Plan through, training, Financial Advisory Services newsletters, updated intranet pages and responses to individual requests for information. These activities are ongoing. Updated information on the topic has also been included in the annual mandatory training, and Gifts and benefits will continue to be a focus for assistance through newsletters, roadshows and conferences.

For further assistance, please contact:

- Policy/procedure contact: financialpolicy.finance@qed.qld.gov.au