

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

1. Reason for new/updated policy or procedure <i>(select all that apply)</i>		
<input type="checkbox"/> Change of policy/procedure requirements	<input type="checkbox"/> Audit/review recommendation	
<input type="checkbox"/> Change to legislation/delegations	<input type="checkbox"/> Due for review	<input checked="" type="checkbox"/> Other
<p>The updated procedure makes the gifts and benefits process more suitable for future implementation of an automated solution declaring gifts and benefits. These changes will also reduce the administrative burden on schools and central office to declare their gifts and benefits received or given.</p>		
2. Summary of changes		
<p>From the beginning of Term 3, 2023, authority to approve gifts and benefits will be delegated to employees</p> <ul style="list-style-type: none"> with at least tier 5 financial delegation, and who are the supervisor, or have a higher tier of financial delegation, than the gift recipient or gift giver. <p>In addition, after Term 2, 2023, schools will no longer be required to submit approved declarations via a quarterly gifts and benefits survey. Under the new procedure, the gifts and benefits approver must immediately submit declaration forms that they approve by email to: GiftsBenefitsReporting.Finance@qed.qld.gov.au.</p>		
3. Impacts to roles and responsibilities		
Does the new/updated content change staff roles/responsibilities <i>in any way?</i>		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, select the type of change: (select all that apply)</i>		
<input type="checkbox"/> Revised responsibilities	<input checked="" type="checkbox"/> New/additional responsibilities	<input checked="" type="checkbox"/> Removed responsibilities
Position title	Summary of change	Page #
Gifts and benefits approver (tier 5 or above finance delegates)	<p>The updated procedure will create the position of Gifts and benefits approver. Gifts and benefits approvers are employees with a tier 5 financial delegation, and who are the supervisor or has higher financial delegation than the gift recipient or gift giver.</p> <p>They are responsible for approving or rejecting retention of gifts or benefits received/given, and sending by email all approved gifts and benefits declaration forms to GiftsBenefitsReporting.Finance@qed.qld.gov.au</p>	3,4,5,6 and 8
Assistant Director-General / Regional Directors	The updated procedure will remove the requirement for Assistant Directors-General or Regional Directors to approve declarations of gifts and benefits given or received for items valued between \$150 and \$350 for employees under their area of responsibility.	3, 5 and 6

	Note: Assistant Directors-General / Regional Directors may still be the gifts and benefits approver as defined above.	
Deputy Directors-General	The updated procedure will remove the requirement for Deputy Directors-General to approve declarations of gifts and benefits given or received for items valued at greater than \$350 for employees under their area of responsibility. Note: Deputy Directors-General may still be the gifts and benefits approver as defined above.	3, 5 and 6
School employee / Principal	The update procedure will remove the requirement for schools to submit their approved gifts and benefits declarations via a quarterly gifts and benefits survey.	6

4. Communication and support for implementation

The changes will be communicated to schools and employees by:

- an email to all Business Managers and principals immediately after the Term 2, 2023 gifts and benefits survey closes;
- ConnectED articles targeting school business managers and principals; and
- FPDF to notify relevant professional associations in advance of the change.

For further assistance, please contact:

Financial Business Policy

GiftsBenefitsReporting.Finance@qed.qld.gov.au