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Australian Government

Department of Foreign Affairs and Trade

EMPLOYEE USER GUIDE – DFAT GIFTS AND BENEFITS REGISTER

GIFTS AND BENEFITS REGISTER

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INTRODUCTION

This Gifts and Benefits Register User Guide provides staff with information on how to access the Gifts and Benefits Register, links to relevant policy and as well as step by step guidance on how to request and provide approval via the system.

Departmental policy for accepting gifts, benefits, sponsored travel, and hospitality:

All employees must exercise good judgement and caution regarding gifts, benefits, sponsored travel or hospitality offered in connection with their official duties or because of their position in the department.

The policy for accepting gifts and benefits is in [Chapter 6 of the Ethics, Integrity, and Professional Standards Policy Manual](#). The policy also provides guidance for approvers, including a [Schedule of Designated Approvers](#).

Employees with questions regarding the policy should contact the Ethics, Integrity, and Professional Standards Section (EES) at giftsandbenefits@dfat.gov.au.

What is the Gifts and Benefits Register:

PPD has developed the [Gifts and Benefits Register](#) which is a vital tool to ensure that all gifts, benefits, and hospitality offered to government employees are managed in accordance with the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and *Public Service Act 1999* (PS Act)

The [Gifts and Benefits Register](#) provides a centralised and consistent approach to the management and approval of all gifts, benefits, sponsored travel and hospitality. The Gifts and Benefits Register replaces all former processes for approving gifts and benefits, including Form C.

All **reportable gifts, benefits, sponsored travel and hospitality** must be entered into the department's Gifts and Benefits Register within 14 days of receipt. Where an individual does not have access to the Gifts and Benefits Register (e.g attached agency LES and spouses/family at post) an employee may enter the gift or benefit into the Register on their behalf.

A reportable gift or benefit may include, but is not limited to:

- alcohol (including wine)
- clothing
- benefits under loyalty schemes (including the Qantas Chairmans Club, Virgin Airlines ‘The Club’ and premier hotel chain offers)
- discounts on commercial items
- hospitality in the form of tickets to events and sports games
- luxury items (jewellery, handbags)
- artwork (including models, sculptures, figurines, and vases)
- offers of cash or shares
- sponsored travel
- invitations to hosted events with the provision of meals or other hospitality
- discounts on goods, services or other assets which are not available to the public
- prizes won in open competition at work-related social events with an estimated value of more than AUD100
- promotional offers, free travel or discounts offered in connection with officially-funded travel – these will remain property of the Commonwealth
- honorary club memberships (these may be accepted where they have a demonstrated representational value, but must be reported), and
- personalised gifts with an estimated value above AUD100. While there may be a perception that personalisation makes the gift of little value to others, the gift is still considered reportable if the value is above AUD100. E.g. an engraved pen.

If you have any questions or issues relating to the Gifts and Benefits Register, please contact EES at giftsandbenefits@dfat.gov.au

Entering a gift, benefit, sponsored travel or hospitality into the Gifts and Benefits Register:

This guidance has been developed to assist all staff in declaring and sending approval requests for gifts, benefits, hospitality, and sponsored travel.

Step	Procedure
What do I need to report?	<p>Reportable and Non-Reportable Gifts and Benefits</p> <p>Staff may retain certain gifts and benefits received in connection with their official duties. These items must have an estimated value of less than AUD100 and not give rise to or create the appearance of a conflict of interest. These are called ‘non-reportable’ gifts and benefits and may include, but are not limited to:</p> <ul style="list-style-type: none"> • perishable items such as flowers or chocolates, • promotional items such as calendars, pens, bookmarks or notepads • items that may have local cultural significance but are of limited commercial value in Australia, such as souvenir items • Prizes won in open competitions at work-related social events with an estimated value below AUD100; and

	<ul style="list-style-type: none"> discounts on goods or services which are generally available to members of the public or the diplomatic community. <p>All other gifts and benefits accepted in connection with official duties are considered 'reportable' and must be entered into the departments online Gifts and Benefits Register referring to the steps below for guidance.</p>
<p>Procedure</p>	<ol style="list-style-type: none"> Access the Gift and Benefits Register online form Click 'report a gift' to access the form Register. Complete the 'recipient details' section of the request form. The recipient is the person who received the gift and will be retaining it. Complete 'reportable item type' which includes a gift, benefit, hospitality of sponsored travel. If you are unsure of what constitutes a gift, benefit or sponsored travel, please see the Chapter 6 of the Ethics, Integrity and Professional Standards Policy Manual. <p><i>TIP – Prior to starting the form please review the list of Designated Approvers to ensure you are requesting approval from the appropriate delegate: Forms and schedules Australian Government Department of Foreign Affairs and Trade (dfat.gov.au)</i></p> <ol style="list-style-type: none"> Complete 'government or entity received from' this is the entity that gave the gift e.g. Eurobodalla University. Complete 'Sponsor name' and 'sponsor position' this is the name and position of the individual who gifted the item e.g. John Doe. CEO of Eurobodalla University. Select whether the gift giver is government or private source. Provide a 'Brief description of the gifts, benefit, hospitality or sponsored travel received or offered' e.g. I attended a formal function at Eurobodalla University where the CEO presented me with a framed photograph of Eurobodalla University. Provide a 'Description of circumstances under which the gift, benefit, hospitality or sponsored travel was received or offered (including the reason why it cannot be refused)'. E.g. 'This gift was given as a token of appreciation for the department and Australia's ongoing support of Eurobodalla University. It would cause offence if I were to decline to accept the gift'. Complete the 'assessed value of gift, benefit, hospitality or sponsored travel (Local Currency)' – this is the value you believe to be an approximate cost in local currency. A list of valuation options is included in 6.1.16 of the EES Manual. Complete the 'assessed value of gift, benefit, hospitality or sponsored travel (AUD)' – this means the same value as provided in Q11 but converted into Australian currency. The time/date of conversion does not have to be the date the gift was given. Complete the 'cost of independent valuation (AUD)' – if you were required to pay for an independent valuation, otherwise you may leave it blank.

	<p>13. Selected the ‘proposed action’ – this is confirming what you intend to do the with the gift, benefit, hospitality, or sponsored travel e.g. retain for official use.</p> <p><i>TIP: If you select to decline the gift, benefit, hospitality or sponsored travel, please see Section 6.1.24 of the EES Manual – Declining, Storage or Disposal of Gifts and Benefits to ensure the appropriate disposal methods are followed.</i></p> <p>14. Complete ‘nominate a delegate’ – this is the individual who has the designated authority to approve the gift. If you are unsure who the approver is, please refer to the Schedule of Designated Approvers.</p> <p>15. You may now select ‘review’ and check all the details of your request</p> <p>16. Finally, you may now submit your request for approval. An email will now be sent to the selected approver where they may access your request and either approve or decline. If necessary, they may also request additional information.</p>
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Approvers - How to manage approval requests via the Gifts and Benefits Register:

This guidance has been developed to assist designated approvers where they have received a request to accept or decline a gift, benefit, hospitality or sponsored travel.

Step	Procedure
What are my responsibilities	All reportable gifts, benefits, sponsored travel or hospitality must be entered into the department online Gifts and Benefits Register and approved by the relevant designated approver. Designated approvers have a responsibility to ensure that requests and reviewed and finalised in a timely manner and that the appropriate policy and procedures are followed.
Procedure	<ol style="list-style-type: none"> 1. When you have been selected as the designated approver you will receive an email from ‘svc-PowerAutomate’ which will confirm that you have been selected by Joe Bloggs as the delegate to approve a request to decline or retain a gift, benefit, hospitality, or sponsored travel. 2. To review the request, select the link provided in the email. 3. Once you have clicked the link you will be directed to the Gifts and Benefits Register where you can review the request. 4. One you get to the ‘proposed action and recommendation’ page you have a range of options to consider. The proposed action confirms what the employee would like to do with the gift, benefit, hospitality, or sponsored travel. 5. The ‘recommended action’ is what you as the designated approver are saying should be done. This includes reassigning to an alternate designated approver if you are not the appropriate approver. 6. If reassigning to another designated approver, please update their email in the nominated delegate section at the bottom of the page.

	<ol style="list-style-type: none">7. If selecting more information required, you should include in the comments what information you are seeking so you may appropriately review the request. Once you hit complete an email will then be sent to the requestee who will then be able to amend their request and re-send to you as the delegate for approval.8. Once you have decided on a recommended action you can select complete.9. The requester will then receive an email confirming your decision which will be recorded in data collected through the Gifts and Benefits Register10. If you have any questions or concerns, please contact EES via giftsandbenefits@dfat.gov.au
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ADDITIONAL RESOURCES:

- [Ethics, Integrity, and Professional Standards Policy Manual](#)
- [Security and scanning gifts – guide to receiving official gifts](#)
- [Financial Framework, policy and delegations](#)
- [Secretary instructions – Chapter 6: Managing Property](#)