

Real life examples

Department of Justice staff should not expect to receive gifts, benefits or hospitality for doing a job they are paid by the public to do. In most situations, 'thanks' is enough.

Flying worst class?

Situation

John needs to attend training on new record-keeping standards. The trainer offers to fly John to Melbourne for a presentation next week because the training is highly interactive and better in person.

Can John accept the free flight?

Resolution

John must advise his Output Manager that the travel has been offered. If John shares the knowledge from the training in writing to relevant co-workers after returning, the Output Manager may choose to approve the flight. If accepted, the Agency should explain in writing why they are not covering the cost. The flight must also be declared and reported publicly if it exceeds \$100.

There's no accounting for taste

Situation

Justine is evaluating new accounting software. One of the potential software providers offers to meet Justine for lunch to discuss his proposal.

Can Justine meet the provider for lunch?

Resolution

Justine can meet the provider for lunch to discuss the software, but must make it clear that she will pay for herself. Under no circumstances can Justine allow the provider to pay for lunch.

Frequent Flyer

Situation

Misha stops by the same takeaway every Wednesday for a minimum chips to break up the work week. The shop has a 'frequent buyer' card that gives Misha every tenth minimum chips free.

Can Misha accept the free chips?

Resolution

If the promotion is for all customers, the free chips are acceptable and not considered a gift or declarable.

Do you want the good news or bad news first?

Situation

Carlos works in communications and receives a \$45 gift basket from a new reporter at a local paper.

Does Carlos have to declare the basket?

Resolution

Regardless of value, accepting this gift might create a potential or perceived conflict of interest, so Carlos must decline and immediately return the basket. Provided he returns it, Carlos doesn't have to declare it.

A sweet gesture

Situation

Mei has been a speaker at a conference organised by the same group multiple times in a year and received a bottle of wine each time

Does Mei have to declare the bottle of wine each time?

Resolution

Per the policy, regularly occurring modest refreshments or token mementos that add up to at least \$100 in a year must be declared. Once the \$100 threshold is reached, or after the third time it is offered, Mei must seek acceptance of the bottle of wine and declare the gift each time.

Did you know? There's no need to declare gifts received from co-workers as long as they don't create a conflict of interest. For more information, see the Department's Gifts, Benefits and Hospitality Policy at intra.justice.tas.gov.au/policies