Gifts Policy

Why do we have a policy on gifts?

Sometimes the Commissioner or his staff receive or are offered gifts. We may also sometimes give gifts to children as part of competitions (prizes) or to thank them for participation in events and groups. Our gift policy ensures that gifts cannot be used or given improperly.

What are our rules around gifts?

- The Tasmanian community expects high standards of integrity, impartiality, transparency and the responsible use of resources from all who are State Service employees and from those appointed to independent statutory positions.

- The Commissioner's staff are State Service employees and are therefore bound by the Tasmanian Government's Gifts, Benefits and Hospitality policy, November 2016, which can be found on the Department of Premier and Cabinet website http://www.dpac.tas.gov.au/__data/assets/pdf_file/0008/309437/WCAG_FINAL_Whole-of-Government_Gifts_Benefits_and_Hospitality_Policy.pdf

- Although the Commissioner is not a State Service employee he has made it clear that he will be guided by and comply with the Tasmanian Government's Gifts, Benefits and Hospitality policy, November 2016.

- The acceptance of gifts, benefits or hospitality by the Commissioner or a member of staff may lead to a conflict of interest between an employee or officer's personal interests and public duty, and may call into question a decision that is made or advice that is given by the Commissioner.

- The Commissioner and staff do not expect to receive gifts, benefits or hospitality for doing a job we are paid to do. In most situations, 'thanks' is enough.

  If we are offered a token memento or modest refreshment we may consider accepting it if it is not regularly occurring. We are not required to declare the

receipt of a token memento or modest refreshment if it is not regularly occurring.

However, if the item is not a token memento or modest refreshment, but instead a higher-valued gift, benefit or hospitality we may need to decline it or return it. If this is not appropriate, we must declare it and seek approval from the Secretary to accept it or otherwise dispose of a gift, benefit or hospitality.

- Neither the Commissioner nor any staff members may accept monetary gifts.

Children and young people involved with the Commissioner's office may also receive gifts e.g. competition prizes, gifts to thank children and young people for participation.

- Children are not to be given monetary gifts (gift vouchers are acceptable though).
- No staff member may give gifts to children or young people outside of agreed processes i.e. gifts are only to be given as part of an event or competition, to thank a young person for participating or as prizes.
- Gifts are not to be given to children or young people by individual staff members.

A gift, benefit or hospitality does NOT INCLUDE:

a) a token memento meaning an item of little intrinsic value, such as a greeting card, confectionery, calendar, diary, magnet, pen, plaque/certificate or trophy which is solely for presentation, a scarf or tie, badges, souvenirs, craft, remembrances or other tokens bestowed at an official function, marks of courtesy (e.g. a bottle of moderately priced wine acknowledging appreciation for a speaking engagement), or of a seasonal nature of a minor value. Although it may be difficult to value a particular item that is received or offered, if a comparable item is commercially valued at $50 or higher, the item is not a token memento and is considered to be a gift, benefit or hospitality;
b) a modest refreshment meaning food or refreshment which generally is not in conjunction with a sit-down meal, such as coffee, biscuits, sandwiches, cake, hors d'oeuvres, fruit, or any other snack; ·
c) a publicly available discount; ·
d) a randomly drawn prize given in a contest which is open to the public or to a broadly defined class of government employees.

For more information:

If you have any questions about this policy please contact:

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