



# Guidance for Agency Heads

## Gifts and Benefits – Fact Sheet

All agency heads (including departmental secretaries) must exercise careful judgment when deciding whether to accept any gifts and benefits.

Agency heads must not accept gifts and benefits which might reasonably be seen to compromise their integrity.

If gifts and benefits are accepted, they must be publicly disclosed. This process promotes transparency and ensures that agency heads are being open with Australians about exactly what gifts and benefits agency heads are accepting.

Agency heads must publish a register of gifts and benefits they accept on their departmental or agency website. Agency heads will collect and store the relevant information, and manage their register, in accordance with their agency's procedures.

### **Expectations of Agency Heads:**

When gifts and benefits are accepted by agency heads there must be a transparent process of recording and reporting what the gift or benefit was, and who it came from.

Agency heads must maintain a central, up-to-date record of gifts and benefits accepted over the value of \$AUD100.00 (excluding GST). This register must be updated within 28 days of receipt of a gift or benefit, and published quarterly. Agency heads should publish their register using the template provided by the Australian Public Service Commissioner.

There is a strong expectation that agency heads will also publish gifts and benefits received by staff in their agency that exceed the threshold of \$AUD100.00 (excluding GST).

To ensure consistency and transparency across the Commonwealth, statutory office holders and heads of Commonwealth entities and companies are strongly encouraged to adopt this guidance, and mirror these arrangements, as best practice.

### **Further information:**

Further guidance can be obtained by contacting Ms Callie Zorzi, Group Manager, Integrity, Performance and Employment Policy, APSC, on 02 6202 3845, or email [gifts@apsc.gov.au](mailto:gifts@apsc.gov.au).