

What must I **declare** to my agency...



Any accepted gifts or benefits valued over A\$100 (GST exclusive), regardless of my role, classification or position.



Any gift or benefit accepted by an immediate family member in connection with my public or official role or duties.



Any other gift or benefit required by my agency policy to be declared — including those under the agency's declaration threshold. Some agencies may have a lower declaration threshold than A\$100 (GST exclusive), or may require all accepted gifts and benefits to be declared, regardless of value.



Any gifts and benefits accepted after an appropriate consideration of possible corruption, conflict of interest or other integrity risk. Gifts valued under the declaration threshold are not automatically low risk.



Declarations must be made to my supervisor and relevant corporate team.



Declarations must include documented reasons for acceptance including risk considerations.

My agency must **publicly report**...



All gifts and benefits valued **over** A\$100 (GST exclusive) that have been accepted by:

- Agency Head
- SES employees
- Statutory Officer Holders



Or a member of their immediate family in connection with the individual's public or official duties.

This includes all invitation-only airline lounge memberships that have been accepted (these must be reported annually).



Public reporting by all APS officials in these positions (including in an acting capacity) is mandatory. Agencies may choose to publicly report gifts and benefits accepted by all staff, depending on the agency's risk profile. They may also lower the public reporting threshold, or remove it (i.e report all accepted gifts and benefits regardless of value).



Agencies may also publicly report **declined** offers of gifts and benefits made to senior officials and those undertaking high-risk activities, to increase transparency, avoid perceptions of improper influence and deter future improper offers.

What's a high-risk activity?

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| ☒ Procurement | ☒ Setting policy for or consulting on policy with external entities |
| ☒ Recruitment | ☒ Regulatory Activity |
| ☒ Grant Allocation | ☒ Investigations, inquiries or reviews |
| ☒ Contract Management | ☒ Making binding decisions for or about people and business, including issuing permits, licenses, charges and penalties |
| ☒ Governance | |