



Department of
Education

Acceptance and Provision of Gifts Policy

Effective date: 15 March 2013

Version: 1.6

Accurate at the time of printing 29/07/2021.

Table of contents

1. Policy statement	3
2. Policy rules	3
3. Responsibility for Implementation and Compliance	4
4. Scope	4
5. Supporting Procedures	4
6. Definitions	4
7. Related documents	5
8. Contact information	5
9. History of changes	5
10. More information	7
Policy review date	7
Policy last updated	7

1. Policy statement

The Department of Education (the Department) requires all employees to observe the highest standards of integrity, ethics and probity in relation to the acceptance and provision of gifts during the course of their employment with the Department.

2. Policy rules

Employees must:

- not accept or provide any gift in contravention of the Acceptance and Provision of Gifts Procedures;
- declare and register a reportable gift when received or offered;
- obtain prior approval for reportable gifts retained for personal use; and
- obtain prior approval for the provision of gifts.

Guidance

This policy does not apply to:

- money or property or benefit awarded/donated to the Department/schools;
- donations made to charitable organisations from fundraising activities undertaken by schools;
- promotional gifts for guests for an official event;
- scholarships, grants and awards given to employees and non-employees by the Department/schools;
- scholarships, grants and awards given to employees by external sources;
- awards and prizes given to students;
- meals and entertainment provided by the Department/schools under the Expenditure on Hospitality Policy;
- Act of Grace payments; and
- minor tips given where it is a custom.

3. Responsibility for Implementation and Compliance

Senior Executive Officers, Directors of Education, Principals, and Cost Centre Managers are responsible for the implementation of the policy.

The Director Financial Services is responsible for compliance monitoring.

4. Scope

This policy applies to all Department employees.

5. Supporting Procedures

[Acceptance and Provision of Gifts Procedures](#)

6. Definitions

Reportable gift

A gift received by an employee with a value greater than \$100.

Where an employee has responsibility for statutory regulation any gift, irrespective of its monetary value, is a reportable gift.

7. Related documents

Relevant legislation or authority

[Criminal Code 1913 \(WA\)](#)

[Public Sector Commission Code of Ethics](#)

[Public Sector Commission Commissioner's Instruction 8](#)

[Public Sector Commission Conduct Guide](#)

[State Supply Commission Disposal of Goods](#)

Related Department policies

[Corruption Prevention and Detection](#)

[Expenditure on Hospitality](#)

[Staff Conduct and Discipline](#)

[Records Management](#)

8. Contact information

Policy manager:

Director Financial Services

All enquiries to be directed to:

FinancialPolicyAdvice@education.wa.edu.au

9. History of changes

Effective date	15 March 2013
Last update date Policy version no.	1.0
Notes	Policy first published

Effective date	15 March 2013
Last update date Policy version no.	1.1
Notes	v1.0 split into policy and procedures documents. New procedures and information added as per the findings highlighted in the Auditor General's Report 14 – November 2012. Endorsed by Corporate Executive 15 February 2013.

Effective date	15 March 2013
Last update date	30 January 2014
Policy version no.	1.2
Notes	Updated contact details. D14/0041911

Effective date	15 March 2013
Last update date	20 November 2015
Policy version no.	1.3
Notes	Updated links and contact information. D15/0540031

Effective date	15 March 2013
Last update date	13 September 2017
Policy version no.	1.4
Notes	Update Reportable Gifts definition. D17/0392871

Effective date	15 March 2013
Last update date	2 October 2018
Policy version no.	1.5

Notes	Minor changes to update position titles and related policies D18/0432678
Effective date	15 March 2013
Last update date	11 March 2021
Policy version no.	1.6
Notes	Minor changes to replace the Regional Executive Director position title with Director of Education D20/0647278

10. More information

Supporting content

Procedure

[Acceptance and Provision of Gifts Procedures](#)

Policy review date

30 March 2015

Policy last updated

11 March 2021