# JCU_Logo_RGBAppendix 1

**Reportable Gifts Register Entry Form**

**[Reportable Gifts and Benefits Procedure Requirements](https://www.jcu.edu.au/policy/procedures/corporate-governance-procedures/reportable-gifts-and-benefits-procedure)**

1. Individuals should exercise judgement in determining whether receipt of a gift could be seen by others as an inducement which could place that staff member under an obligation to the donor or associated parties.
2. An Officer of the University must not:
3. solicit for private purposes any benefit in connection with their official function and duties;
4. accept any benefit for any official function or duties, performed or not performed, which could create a conflict of interest or be seen to create such conflict; or
5. accept any gift of money or benefit by way of loans and the like for any functions or duties, performed or not performed, which are part of the normal duties of a member of the staff of the University.
6. An Officer of the University may accept a tangible (of lasting value) or intangible (of no lasting value) gift or benefit, not referred to in (2) above, provided that where the amount of a gift or benefit exceeds $150, a reportable gift declaration is submitted to the Head of the organisational unit, who is to notify the Secretariat within fourteen days of the gift being received so that it can be recorded in the Register of Reportable Gifts.
7. Whilst complying with the provisions of the procedure, University Officers may keep gifts with a value not exceeding $150, or may give them to the University.
8. Any tangible and reportable gift (i.e. exceeding $150 in value) which is accepted by a member of the University is considered to be the property of the University, and the University Officer in receipt of the gift must either (a) give the gift to the University or (b) seek approval to retain the gift keep the gift from their supervisor.
9. An intangible gift or benefit cannot be dealt with as property of the University. Examples of intangible gifts or benefits include but are not limited to:
	1. entertainment and hospitality;
	2. tickets to the theatre, cultural events, sporting and other events;
	3. corporate offers of transportation, accommodation, tickets, meals, and functions;
	4. conference transportation, accommodation and fees.
10. A University Officer who either receives or makes a gift must keep a diary note for each gift to determine if the $150 threshold is reached.
11. Reportable Gifts must not be bestowed without prior approval. The responsibility for approving the bestowal of a reportable gift is shown in the Reportable Gifts and Benefits Procedure. Note that if the proposed recipient is one of the authorised Officers, then approval shall be sought from the authorised Officer’s supervisor. Also note that gifts do not include donations, and where a donation of plant, property, equipment or cash is involved, staff should refer to [FMPM Policy 940 – Donated Plant, Property, Equipment and Cash.](https://www.jcu.edu.au/policy/financial-management/further-applications-fmpm-900-fmpm-999/fmpm-940-donated-property-plant-equipment-and-cash)

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| --- | --- | --- |
| 1. | A description and assessed value of the gift in Australian dollars. |   |
| 2. | The method of assessing the value of the gift. |   |
| 3. | The date and authority for the gift. |   |
| 4. | The identity of the person or party receiving or making the gift. |   |
| 5. | The reason for accepting or giving the gift. |  |
| 6. | Any relevant file references. |   |
| 7. | In the case of reportable gifts given, the approval for the expenditure. |   |
| 7. | In the case of reportable gifts received, the present custodian and location of the gift or the application of the proceeds. |   |
| 8. | If an Officer of the University keeps a reportable gift, confirmation the supervisor’s approval has been sought. |   |

 \* if an question is not relevant put N/A

**[FMPM 750 Policy - Hospitality/Entertainment Requirements](https://www.jcu.edu.au/policy/financial-management/expenses-fmpm-700-fmpm799/fmpm-750-policy-hospitalityentertainment)**

When accepting hospitality/entertainment, care should be taken to avoid any possible conflict of interest. It is particularly important that such situations should not be perceived or construed as providing an incentive for any commercial transactions.

A hospitality/entertainment benefit may be accepted if it complies with all of the following principles:

* refusal would offend;
* it conforms to normal business practice or other cultural practices of the giver;
* it does not influence a member of staff in such a way as to compromise impartiality or create a conflict of interest.

|  |  |  |
| --- | --- | --- |
| 1. | Is there an actual, potential or perceived conflict of interest in receiving or making the gift? |   |
| 2. | Would receiving or making the gift compromise impartiality? |  |
| 3. | Is the individual or organisation making the gift currently being considered for a procurement process or commercial transaction as a potential supplier? |  |

\* if an question is not relevant put N/A

**[Staff Code of Conduct](https://www.jcu.edu.au/policy/corporate-governance/code-of-conduct)****[Requirements](https://www.jcu.edu.au/policy/corporate-governance/code-of-conduct)**

As a general rule, a staff member must not accept a gift or benefit if it could be viewed as intended or likely to cause that person to:

* make a decision which favours the donor;
* perform their job in a particular way, which the person would not normally do, or
* deviate from the proper or usual course of duty.

**Details of Staff Member Receiving the Gift Organisational Unit: Date:**

**or benefit:**

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**Approved by: Date:**

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**Head of organisational unit**

**Entered in Reportable Gifts Register on:** …………………………………………………...

 **Date**

Please send your Reportable Gifts Register Entry to secretariat@jcu.edu.au