

Gifts, Benefits and Bequests (GBB) Quick Reference Guide

Summary: Generally, the default action for all offers of GBB, is to politely refuse/decline irrespective of the value. All employees must declare all offers of GBB, whether accepted or declined within seven business days via the online GBB declaration form.

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Gifts, Benefits and Bequests (GBB) Quick Reference Guide Overview

Employees declaring GBB **MUST** discuss their declaration with their supervisor prior to submitting their declaration.

All declarations **MUST** be made via the [Gifts, Benefits and Bequests declaration online form](#).

PART 1: For Declarants

1.1 Completing and submitting a GBB

Step	Action																				
1	To start your GBB declaration, click on the link to the Gifts, Benefits and Bequests declaration online form . The GBB online form is available both on the DCJ internet and intranet websites.																				
2	<p>Please read the ‘Guidelines’ in the yellow box and tick the box to confirm that you have read the information.</p> <p>Then click ‘Continue’ to start your declaration.</p> <div data-bbox="411 954 1152 1494" style="border: 1px solid black; padding: 10px; background-color: #ffffcc;"> <p style="text-align: center;">GUIDELINES</p> <p>As a general rule, all offers of gifts, benefits or bequests are to be declined and must be registered except for:</p> <ul style="list-style-type: none"> a) Tokens of appreciation (e.g. flowers, chocolates, small gift for speaking at an event, etc.) b) Small items of Supplier promotional materials (e.g. pens, other paraphernalia with a logo, etc.) c) Celebration gift/benefit from work colleagues (e.g. birthday, wedding, birth of a child etc.) d) Common courtesy gift/benefit (e.g. working lunch, meals or refreshments at a conference/forum/seminar event) <p>If a) and b) above are more frequent and are not 'one-off' in nature and are from the same individual or organisation, then they must be registered and managed.</p> <p>Offers of money in any form e.g. cash, gift card, voucher etc. must not be accepted (but must still be registered and managed).</p> <p>Staff must not keep any gift, benefit or bequest without prior approval from a delegated officer.</p> <p>A key consideration in deciding how to manage gifts, benefits and bequests is whether accepting this could be perceived by a reasonable, impartial observer as influencing or biasing a public official in the exercise of their official duties or functions.</p> <p>Registering a gift, benefit or bequest shows integrity and transparency. Failure to register a gift, benefit or bequest may become a disciplinary matter.</p> <p>Refer to the Gifts, Benefits and Bequests Policy and Procedure</p> <p style="text-align: center;"><input checked="" type="checkbox"/> have read the above guidelines</p> <p style="text-align: center;"><input type="button" value="CONTINUE"/></p> </div>																				
3	<p>You will be required to enter your details: Employee ID/Serial number, Full Name, Email Address, Substantive Role Title, Contact number, Entity, Division, District/Directorate, Branch, Employment Status.</p> <div data-bbox="373 1641 1294 1944" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">GIFTS, BENEFITS & BEQUESTS DECLARATION</p> <p>Declarant's Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Employee ID/Serial #:</td> <td><input type="text" value="900123456"/></td> </tr> <tr> <td>Full Name:</td> <td><input type="text" value="John Smith"/></td> </tr> <tr> <td>Email Address:</td> <td><input type="text" value="john.smith@dcj.nsw.gov.au"/></td> </tr> <tr> <td>Substantive Role Title:</td> <td><input type="text" value="Client Service Officer"/></td> </tr> <tr> <td>Contact Number:</td> <td><input type="text" value="0123456789"/></td> </tr> <tr> <td>Entity:</td> <td><input type="text" value="Department of Communities & Justice (DCJ)"/></td> </tr> <tr> <td>Division:</td> <td><input type="text" value="Corporate Services"/></td> </tr> <tr> <td>District/Directorate:</td> <td><input type="text" value="People"/></td> </tr> <tr> <td>Branch (optional):</td> <td><input type="text" value="Payroll"/></td> </tr> <tr> <td>Employment Status:</td> <td><input type="text" value="Public Service Employee (ongoing, temporary/termed)"/></td> </tr> </table> </div> <div data-bbox="118 1912 181 1984" style="border: 1px solid black; padding: 2px; margin-top: 10px;"> <p>NOTE</p> </div> <p>Employee ID/Serial # can be located in MWZ under “Employee Self Services - Work Events – Temporary Assignment Allowance Request” or on the top right-hand side of your payslip).</p>	Employee ID/Serial #:	<input type="text" value="900123456"/>	Full Name:	<input type="text" value="John Smith"/>	Email Address:	<input type="text" value="john.smith@dcj.nsw.gov.au"/>	Substantive Role Title:	<input type="text" value="Client Service Officer"/>	Contact Number:	<input type="text" value="0123456789"/>	Entity:	<input type="text" value="Department of Communities & Justice (DCJ)"/>	Division:	<input type="text" value="Corporate Services"/>	District/Directorate:	<input type="text" value="People"/>	Branch (optional):	<input type="text" value="Payroll"/>	Employment Status:	<input type="text" value="Public Service Employee (ongoing, temporary/termed)"/>
Employee ID/Serial #:	<input type="text" value="900123456"/>																				
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District/Directorate:	<input type="text" value="People"/>																				
Branch (optional):	<input type="text" value="Payroll"/>																				
Employment Status:	<input type="text" value="Public Service Employee (ongoing, temporary/termed)"/>																				

4

Please read all the statements in the “I declare the following” section as indicated in the screenshot below:

You **MUST** tick all five (5) boxes next to each statement to indicate that you acknowledge and understand the requirements of the GBB.

I declare the following:-

- I have read and understand my responsibilities under the [Gifts, Benefits & Bequests \(GBB\) Policy & Procedure](#), including the obligation to immediately declare all GBB offered/ accepted/declined.
- I will complete a conflicts of interest declaration where the GBB may create an actual, perceived or potential conflicts of interest as required by the [Conflicts of Interest Policy](#).
- I will comply with the directions of the delegated officer to deal with and/or manage GBB.
- I acknowledge that the information provided in this declaration is to assist in the appropriate visibility, oversight and management of GBB offered/accepted/declined.
- I understand that personal and health information collected, managed and disclosed on this form will comply with the requirements of the NSW Privacy Laws as outlined in the Department's Privacy Management Plan.



Note* if you do not tick all the boxes, you will not be able to submit the declaration. However, you can still save it as a DRAFT and come back to it later.

5

You must nominate a ‘Delegated Officer’ to review and confirm the declaration.

To nominate a delegated officer; type their details in the *Delegated Officer* section.

(Must be Director level or above in the same reporting line) Full name, Role title, Email address and Contact number.

Delegated Officer (Director level or above)

Delegated Officer's Name:	Mary Jones
Delegated Officer's Role Title:	Director - People
Delegated Officer's Email Address:	mary.jones@dcj.nsw.gov.au
Delegated Officer's Contact Number:	02 123456



Note: *Delegated Officer* **MUST be Director level or above** in your business area/reporting line and **MUST** be a higher level than you e.g. A Director cannot submit to another Director, it must be to an Executive Director or higher.

6

In the ‘Gifts, Benefits and Bequest Details’ section, **you MUST** answer **ALL** the questions.

Gifts, Benefits & Bequests details

Date Offered:

Estimated Value: \$ round to nearest dollar amount (do not enter cents).

Nature of gift, benefit or bequest:

Offered By: Please provide the name and organisation (where applicable) who offered the gift, benefit or bequest

Relationship to the person who offered the gift, benefit or bequest: Relationship to the person who offered the gift, benefit or bequest

Description of gift, benefit or bequest: Type the description of the gift, benefit or bequest here.

Description of the context in which the gift or benefit was offered and/or received: Type the description of the context in which the gift or benefit was offered and/or received here.

Action Taken:

Reason for action taken Please outline the reasons why you have taken this action.



The icon indicates a mandatory field.

7

If the **Action Taken** from the drop-down list is “Dispose/donation” you must complete the Donation/Disposal details

Action Taken:	Disposal/donation
Reason for action taken	Select one... Declined/Returned Will be declined/returned Unable to decline/return Accepted Disposal/donation Other

Donation/Disposal details

Company Name:

Contact Number:

Received By:

Date disposed/donated:



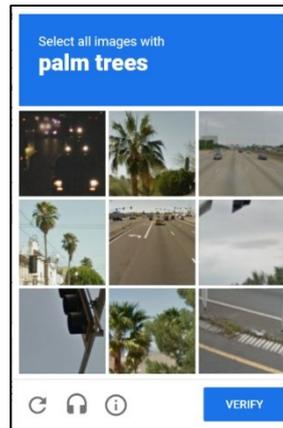
An employee has seven (7) business days to comply with the disposal instructions of the delegated officer, from the date the delegated officer makes a determination to dispose or return the gift, benefit or bequest.

8

Once all the sections in the form are completed, tick the box to indicate you are not a robot, Once prompted select the correct “Captcha” square image and then “**Submit Declaration**”.

I'm not a robot

reCAPTCHA
Privacy - Terms



Option: You can also choose to “**SAVE DRAFT**” to complete your declaration later. Or “**SUBMIT DECLARATION**” to the Delegated Officer for review and confirmation. After you submit your declaration, you can no longer make any changes.

9 a)

GBB declaration saved as **DRAFT**.
You will receive an email notification advising that your GBB declaration was saved as a draft.

GBB declaration saved as DRAFT

GIFTS, BENEFITS & BEQUESTS DECLARATION

Declaration saved as draft.

You will receive a confirmation email via the address you provided.
If you do not receive the confirmation email, please contact the giftsbenefitsbequests@dcj.nsw.gov.au.

You can now close this window/tab.

9 b)

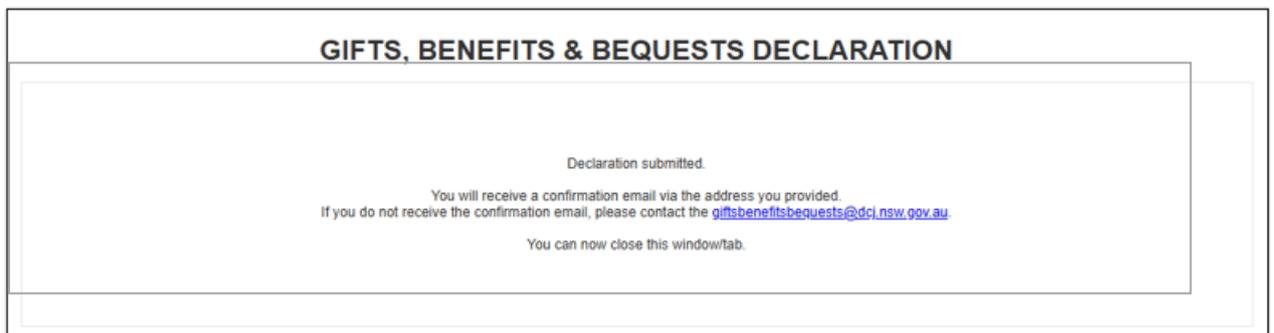
Follow the instructions in the body of the email to complete your draft GBB declaration.
The email body will contain a link to go back into your declaration, along with your email address and the BECU Dashboard form password.



10 a)

GBB declaration submitted **SUCCESSFULLY**.

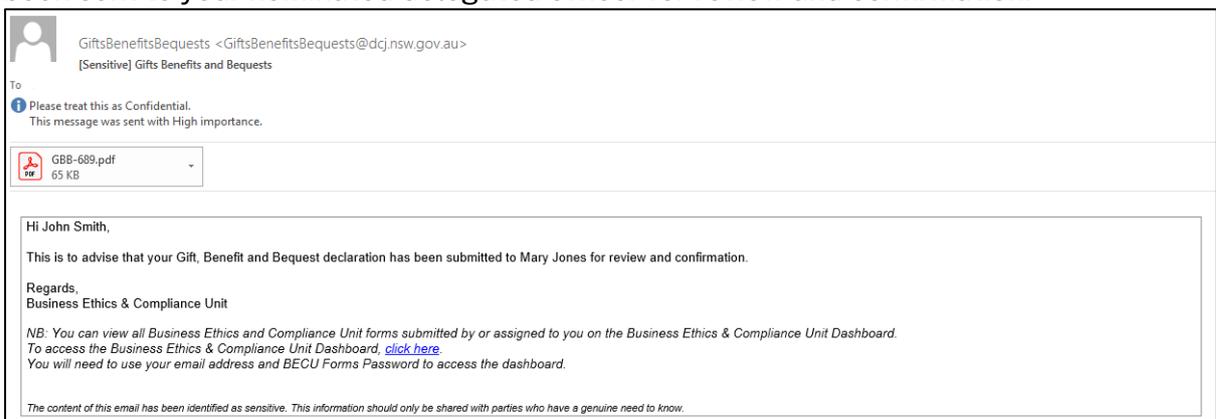
A confirmation will be sent to your email address advising that your GBB declaration has been sent to your nominated delegated officer for review and confirmation.



You can now close your window/tab.

10 b)

You will receive an email confirmation with a PDF copy confirming your GBB declaration has been sent to your nominated delegated officer for review and confirmation.



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You will also receive an email confirmation after the delegated officer has confirmed your GBB declaration.

 GBB-689.pdf
66 KB

Hi John Smith,

This is to advise that your Gift, Benefit & Bequest declaration has been confirmed by Mary Jones.

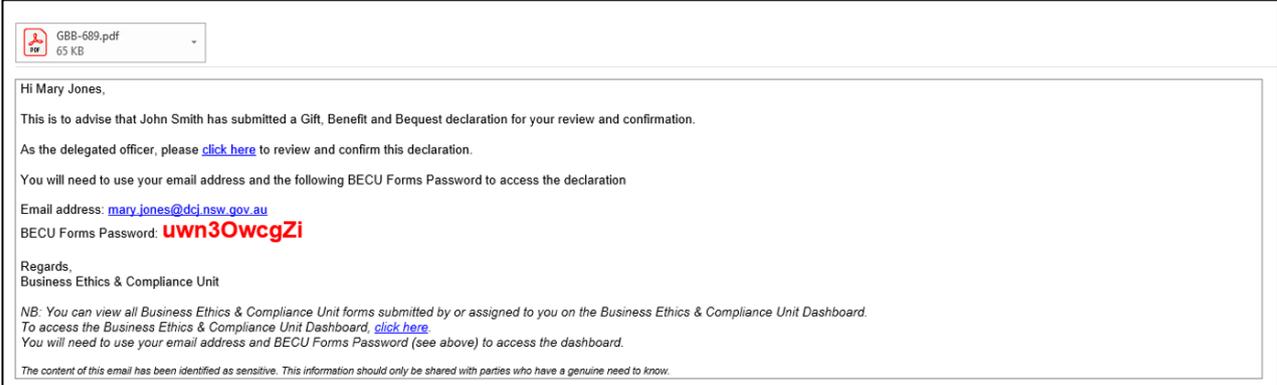
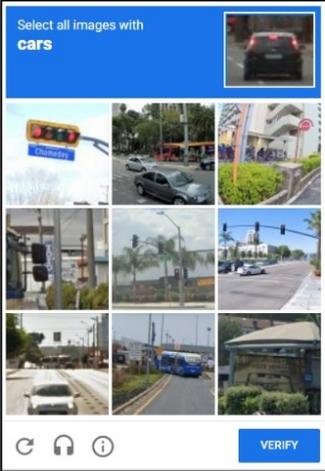
Regards,
Business Ethics & Compliance Unit

NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, [click here](#). You will need to use your email address and BECU Forms Password to access the dashboard.

The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.

PART 2: For Delegated Officers

2.1 Reviewing and confirming a GBB declaration

Step	Action
1	<p>You will receive the following email once an employee nominates you as a delegated officer for the review and confirmation of their GBB declaration.</p> <p>The email will contain a PDF declaration with a link to the employee’s online GBB declaration.</p> <div data-bbox="240 528 1517 913" style="border: 1px solid black; padding: 10px;">  <p>Hi Mary Jones,</p> <p>This is to advise that John Smith has submitted a Gift, Benefit and Bequest declaration for your review and confirmation.</p> <p>As the delegated officer, please click here to review and confirm this declaration.</p> <p>You will need to use your email address and the following BECU Forms Password to access the declaration</p> <p>Email address: mary.jones@dcj.nsw.gov.au</p> <p>BECU Forms Password: uwn3OwcgZI</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><small>NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, click here. You will need to use your email address and BECU Forms Password (see above) to access the dashboard.</small></p> <p><small>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</small></p> </div>
2	<p>Please copy and paste the email address and password as indicated in the email - please make sure there are no commas, spaces or any other characters before and after, then tick the box to indicate you are not a robot, select the correct “Captcha” square image.</p> <div data-bbox="240 1128 1410 1599" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;">GIFTS, BENEFITS & BEQUESTS DECLARATION</p> <p>Password required</p> <p>Email: <input type="text" value="mary.jones@dcj.nsw.gov.au"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input type="checkbox"/> I'm not a robot </p> <p><input type="button" value="ENTER PASSWORD"/> <input type="button" value="FORGOT PASSWORD"/></p> </div> <div style="width: 35%;"> <p>Select all images with cars</p>  <p style="text-align: right;"><input type="button" value="VERIFY"/></p> </div> </div> </div>
3	<p>Then, click on “Enter Password” to review the GBB declaration.</p> <div data-bbox="240 1700 1114 1957" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">GIFTS, BENEFITS & BEQUESTS DECLARATION</p> <p>Password required</p> <p>Email: <input type="text" value="mary.jones@dcj.nsw.gov.au"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> I'm not a robot </p> <p><input style="border: 2px solid red;" type="button" value="ENTER PASSWORD"/> <input type="button" value="FORGOT PASSWORD"/></p> </div>

4

You will see the details of the GBB declaration. (Sample below)

GIFTS, BENEFITS & BEQUESTS DECLARATION

Declarant's Details

Employee ID/Serial #:	900012345
Full Name:	John Smith
Email Address:	john.smith@facs.nsw.gov.au
Substantive Role Title:	Client Service Officer
Contact Number:	0123456789
Entity:	Department of Communities & Justice (DCJ)
Division:	Corporate Services
District/Directorate:	People
Branch (optional):	Payroll
Employment Status:	Public Service Employee (ongoing, temporary/termed)
Date submitted:	Wednesday, 5 July 2023

Delegated Officer (Director level or above)

Delegated Officer's Name:	Mary Jones
Delegated Officer's Role Title:	Director - People
Delegated Officer's Email Address:	mary.jones@dcj.nsw.gov.au
Delegated Officer's Contact Number:	02 12345678

Gifts, Benefits & Bequests details

Date Offered:	4/07/2023
Estimated Value:	\$ 100 rounded to nearest dollar amount.
Nature of gift, benefit or bequest:	Gift
Offered By:	James Smith - PricewaterhouseCoopers (PWC) Senior Associate
Relationship to the person who offered the gift, benefit or bequest:	Consultant that did some work for the Department of Communities & Justice (DCJ)
Description of gift, benefit or bequest:	2 Tickets to the theatre.
Description of the context in which the gift or benefit was offered and/or received:	James offered me 2 tickets to the theatre after he completed the assignment that he did for DCJ.
Action Taken:	Declined/Returned
Reason for action taken:	This can be seen as a bribe or a conflict of interest.

Delegated Officer's Comments

Comments

I certify the following:-

- I have considered the declaration as submitted by the declarant.
- I am satisfied that the GBB declared by the declarant has been reported in accordance with the GBB Policy and Procedure.
- Where applicable, I am satisfied that any actual, perceived or potential conflicts of interest have been addressed via the declarant's conflict of interest declaration.
- I understand that the declaration by both the declarant and myself will be accessed for auditing purposes.

CONFIRM DECLARATION

B5

Please scroll down to the “**Delegated Officer’s Comments**” section and then:

- Add comment/s
- Read the statement below “I certify the following” and then **tick all 4 boxes** next to those statements, and
- Finally click on “**Confirm Declaration**”.

Delegated Officer's Comments

Comments

I certify the following:-

- I have considered the declaration as submitted by the declarant.
- I am satisfied that the GBB declared by the declarant has been reported in accordance with the GBB Policy and Procedure.
- Where applicable, I am satisfied that any actual, perceived or potential conflicts of interest have been addressed via the declarant's conflict of interest declaration.
- I understand that the declaration by both the declarant and myself will be accessed for auditing purposes.

CONFIRM DECLARATION

B6 GBB declaration reviewed and confirmed **SUCCESSFULLY**.
You can now close your window/tab.

GIFTS, BENEFITS & BEQUESTS DECLARATION

Thanks.
You can now close this window/tab.

B7 You will receive an email notification advising that you have confirmed the *Gifts, Benefits & Bequest declaration* of the employee.

 GBB-689.pdf
66 KB

Hi Mary Jones,

This is to advise that you have confirmed the Gift, Benefit & Bequest declaration submitted by John Smith.

Regards,
Business Ethics & Compliance Unit

NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, [click here](#). You will need to use your email address and BECU Forms Password to access the dashboard.

The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.

If you have any questions about the GBB Program, please visit the [Gifts, Benefits & Bequests intranet page](#).

If you experience any problems or issues in approving the employee’s declaration, please email the giftsbenefitsbequests@dcj.nsw.gov.au mailbox