

# WAIS Gifts, Benefits and Hospitality Policy

**Owner:** Finance and Operations  
Manager

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**Version:** 1.2

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**Approved by:** WAIS Board

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WESTERN AUSTRALIAN INSTITUTE *of* SPORT

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## 1. PURPOSE

To define the controls in relation to receiving and giving gifts, benefits and hospitality.

## 2. POLICY STATEMENT

WAIS provides opportunities for talented Western Australian Athletes to achieve excellence in elite sport with support from their home environment. To maintain integrity in this role it is important that WAIS is and is regarded as being ethical in all aspects of its operation and that its reputation is not impacted by corrupt events.

## 3. SCOPE

This policy applies to all Directors, employees and contracted personnel in relation to their work with/for/in representation of WAIS. For the purpose of this policy, WAIS Directors, employees and contracted personnel are referred to as 'WAIS Officers'.

This Policy conforms with standards established by WA Government 'Integrity Coordinating Group' which is responsible for promoting and strengthening integrity in WA public bodies. This Policy is to be read in conjunction with the 'WAIS Fraud and Corruption Prevention and Detection Policy'.

## 4. STANDARDS

- 4.1 WAIS has a zero-tolerance attitude towards fraud and corruption.
- 4.2 Organisational culture is the basis for prevention of fraud and corruption at WAIS.
- 4.3 Tangible and intangible gifts or benefits received or given by WAIS Officers with a value of more than \$30 are considered to be reportable gifts. WAIS Officers receiving or giving reportable gifts are to inform the WAIS Human Resources & Administration Manager so as to ensure appropriate reporting in the gift register.
- 4.4 Tangible and intangible gifts or benefits received or given by WAIS Officers with a value of less than \$30 per financial year are considered to be nominal gifts. WAIS Officers giving or receiving nominal gifts do not need to inform the WAIS Human Resources & Administration Manager for reporting in the gift register.
- 4.5 Recipients or providers of reportable gifts are to inform in writing the WAIS Human Resources & Administration Manager so as to ensure appropriate reporting in the gift register.
- 4.6 WAIS will maintain a register of gifts receivable or given by WAIS Officers with a value exceeding \$30 and report these to the Board on a semi-annual basis.
- 4.7 WAIS Officers must never solicit gifts, benefits or hospitality by virtue of their public role.
- 4.8 WAIS Officers must refuse all offers of cash or items easily converted to cash, for example, shares.
- 4.9 WAIS Officers must ensure their family members or associates do not accept a gift, benefit or hospitality on their behalf.
- 4.10 WAIS Officers with discretionary decision making powers, purchasing and contract management powers, regulatory oversight and oversight are entitled to apply a higher standard and report gifts with a value of less than \$30 if such WAIS Officers consider the gift in question as pertaining a high risk of being interpreted as a gift attempting to influence decisions or actions.

- 4.11** Prizes given by WAIS to WAIS Officers are not to be considered as gifts.
- 4.12** Unacceptable gifts are to be returned to the provider.
- 4.13** Offers of bribes and continual offers or pressure to accept gifts, benefits or hospitality from a person or organisation are to be reported to the Chief Executive Officer.
- 4.14** Hospitality, for example, invites to Annual Dinners and Awards Nights received by WAIS Board Members, WAIS Chief Executive Officer and WAIS Managers are not to be considered as gifts as long as such hospitality is provided to the position and not the person, and is in relation to hospitality hosted by current or prospective WAIS stakeholders or partners. Although such hospitality is not considered to be reportable gifts, the gift register has a separate category for position related hospitality and the recipient is to declare the hospitality activities attended.
- 4.15** WAIS Officers are to apply the GIFT test (refer to Appendix 1) when deciding whether to accept or decline a gift, benefit or hospitality. Gifts accepted and provided should be permitted by law, for a legitimate business purpose, appropriate to the occasion and within the acceptable standards of this policy.
- 4.16** WAIS Officers are to apply the HOST test (refer to Appendix 2) when deciding whether to accept or provide or hospitality. Hospitality accepted and provided should be permitted by law, for a legitimate business purpose, appropriate to the occasion and within the acceptable standards of this policy.

## **5. RESPONSIBILITIES**

A gift register will be maintained by the WAIS Human Resources & Administration Manager to ensure reporting of reportable gifts. Gifts received or given by the WAIS Human Resources & Administration Manager are to be reported to the WAIS Finance and Operations Manager. Gifts received or given by the WAIS Finance and Operations Manager are to be reported to the WAIS Chief Executive Officer. Gifts received or given by the WAIS Chief Executive Officer are to be reported to the WAIS Chair. Gifts received or given by the WAIS Chief Executive Officer, WAIS Finance and Operations Manager and WAIS Human Resources & Administration Manager are still to be recorded in the gift register.

The gift register will provide comfort to WAIS that the receipt and provision of reportable gifts by employees will not potentially give rise to conflicts of interest. The gift register is to be reviewed on a quarterly basis by the WAIS Finance & Operations Manager and a summary is to be provided to the WAIS Board and WAIS Audit and Risk Committee at least semi-annually. The WAIS Finance & Operations Manager is responsible for communicating to WAIS Officers the reporting requirements in relation to gifts on an annual basis.

## 6. DEFINITIONS

Terms used in this Policy are:

### **Gifts**

For the purpose of this policy, gifts means the transfer of property or other benefit and includes tangible items of lasting value and intangible items of no lasting value. For the purpose of this policy, gifts relate to transfer of property or benefit between WAIS Officers and external parties or between WAIS and WA Officers. It does not include any gifts or benefits given or received under an appropriately approved employee health and well-being program.

### **Tangible gift or benefit**

A tangible gift or benefit is one having a significant or lasting real value. Examples include but are not limited to:

- 6.1 Ornaments or works of art;
- 6.2 Vouchers; and
- 6.3 Computers, iPads or iPhones.

### **Intangible gift or benefit**

An intangible gift or benefit is one which has no lasting value and which cannot be dealt with as property of WAIS. Examples include but are not limited to:

- 6.4 Entertainment and hospitality;
- 6.5 Tickets to theatre, cultural or sporting events; and
- 6.6 Corporate offers or transportation, accommodation, meals and functions.

### **Hospitality**

For the purpose of this policy, hospitality refers to an experience whereby the recipient is treated as a guest.

### **Reportable gift**

Reportable gifts means any gift or benefit with a value of more than \$30; or a series of such gifts received from a single donor or made to a single recipient within a financial year, where the total value is more than \$30.

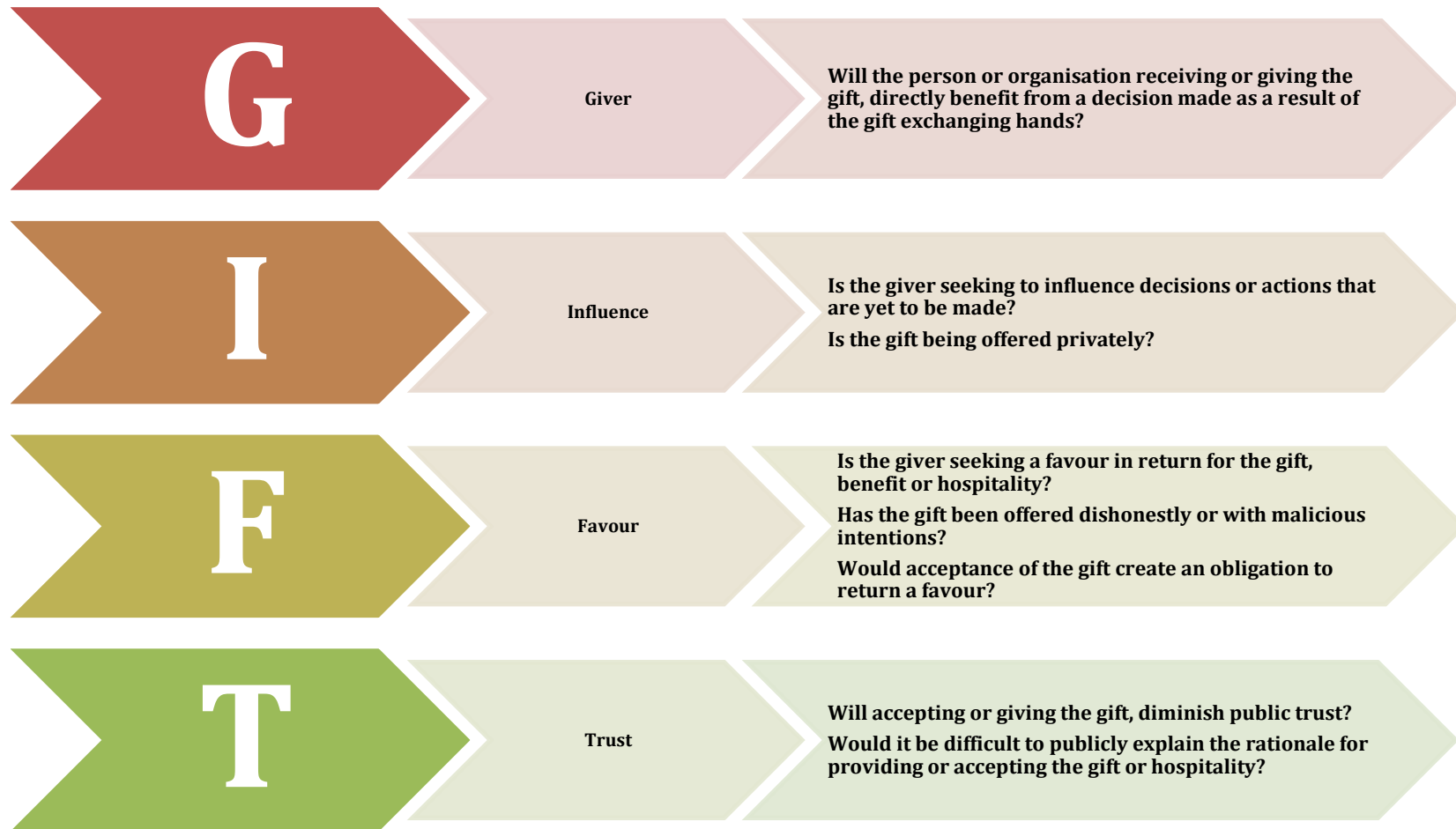
### **Nominal gift**

A nominal gift means any gift or benefit with a value of less than and up to \$30.

**Procedures for gifts, benefits and hospitality acceptance/provision and reporting**



## Appendix 1 – GIFT Test



Acceptance and/or provision of gifts by a WAIS Officer should not occur if any of the above questions is answered 'Yes'.

Taken and modified from the WA Government 'Integrity Coordinating Group' 'Gifts, benefits and hospitality – Information for public officers', page 2.

## Appendix 2 – HOST Test



Acceptance and/or provision of hospitality by a WAIS Officer should not occur if any of the above questions is answered 'Yes'.

Taken and modified from the WA Government 'Integrity Coordinating Group' 'Gifts, benefits and hospitality – Information for public officers', page 3.