



Gifts and Benefits Policy

INTEGRITY AND RISK

V4.0 | November 2025

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1. PURPOSE

This Policy and the related Procedure set out the ethical considerations and procedures involved in the giving and receiving of gifts or benefits by Queensland Building and Construction Commission (QBCC) officers¹, including gifts or benefits offered to QBCC officers on behalf of the QBCC or the State of Queensland during the course of their official duties.

This Policy must be read in conjunction with the Gifts and Benefits Procedure.

2. SCOPE

This Policy and the related Procedure apply to:

- the Commissioner/Chief Executive Officer (Commissioner), Statutory Office Holders, Senior Executive Service (SES) or equivalent officers, and employees of the Queensland Building and Construction Employing Office (QBCEO) who undertake work for the QBCC
- individuals who are engaged as contractors to the QBCC
- members of the Queensland Building and Construction (QBC) Board and the Committees
- members of the Service Trades Council (STC) and its panels, the Service Trades Licensing Advisory Panel (STLAP) and the Notifiable Work Panel (NWP).

All of the above individuals are collectively referred to as “QBCC officers” in this Policy.

The following types of gifts or benefits are outside the scope of this Policy:

- gifts or benefits given or received under an appropriately approved employee health and wellbeing program or an appropriately approved reward and recognition program
- benefits negotiated due to the QBCC sponsoring a service, product, or activity on its own or with another government agency, as may occur under the [Queensland Government Sponsorship Policy](#).

3. AUTHORITY

This Policy and the related Procedure addresses relevant requirements of:

- Public Service Commission (PSC) [Gifts and Benefits \(Directive 22/09\)](#) (the Directive) which outlines the ethical considerations and procedures involved in the giving and receiving of gifts and benefits by the employees and agencies of the Queensland Public Sector
- The [Public Sector Ethics Act 1994](#) which sets out the Queensland Public Sector ethics values
- The [Code of Conduct for the Queensland Public Service](#) (Code of Conduct), we are required to:
 - ensure our decision-making is ethical
 - disclose a personal interest that could, now or in the future, be perceived as influencing the performance of our duties, in accordance with established policies and procedures
 - actively participate in developing and implementing resolution strategies for any conflict of interest
 - ensure that any conflict of interest is resolved in a manner that upholds the public interest
 - adhere to the policies, organisational values, and official documents of our employing agency
 - comply with all reasonable and lawful instructions, whether or not we personally agree with a given policy
 - manage gifts, benefits, or hospitality in accordance with established policies.

¹ Refer to section 2 of this Policy.

This policy is compatible with the human rights protected by the [Human Rights Act 2019](#) and any limitation on the QBCC officer's human rights is reasonable and justified because of the broader public interest in ensuring that public officers conduct themselves in an accountable and transparent manner, in line with legislated requirements.

4. POLICY STATEMENT AND PRINCIPLES

4.1 Policy statement

Receiving gifts

If offered a gift or benefit in the course of their official duties, a QBCC officer's first consideration must always be whether the gift or benefit is appropriate to accept. Issues to consider include:

- why the offer was made
- the public perception of a QBCC officer's acceptance of the gift or benefit.

Any gift or benefit accepted, regardless of monetary value, implies or may imply a relationship which may interfere with objectivity and independence.

A QBCC officer must not ask for or encourage the giving of any form of gift or benefit in connection with the performance of their official duties. This includes entering any discretionary competitions which involve a prize and where their position as a QBCC officer is known or evident.

Any gifts or benefits (including hospitality), other than a token or memento must not be accepted unless it can be shown to be of benefit to the QBCC, the State of Queensland and/or the public generally.

Offers of cash or items which are readily converted into cash must be refused. Accepting money in any form will breach a number of public sector policies and legislative requirements and may be seen as an attempt at bribery.

Gifts or benefits accepted by a QBCC officer remain the property of the QBCC unless the delegate determines it is appropriate for the recipient to retain the gift or benefit.

Gifts or benefits for more than \$20 must be declared in line with the Procedure.

Gifts and benefits that have a retail value of more than \$150 must be published in the QBCC's public Gifts and Benefits Register².

Giving gifts

The practice of giving gifts should not be common or frequent in occurrence. The appropriateness of gift giving must be considered. Appropriate approval must be obtained from the Delegate, and the same declaration requirements.

4.2 Principles

This Policy supports the Code of Conduct, Directives and legislative obligations imposed upon QBCC officers acting in accordance with the ethics principles of integrity and impartiality, promoting the public good, commitment to the system of government, and accountability and transparency, and their overriding obligation to maintain and enhance public confidence in the integrity of public administration.

5. CONTACT

To seek advice or report suspected misconduct, please contact the Ethics, Standards and Complaints unit at integrity@qbcc.qld.gov.au.

² For details, refer to [PSC Directive 22/09 Gifts and Benefits](#).

6. DOCUMENT INFORMATION

INFORMATION CATEGORY	DESCRIPTION
Title	Gift and Benefits Policy
Purpose	This Policy outlines the responsibilities, ethical considerations, and processes for the QBCC officers when giving or receiving gifts or benefits during the course of their official duties
Document Type	Policy
Category	Governance
Sub-category	Ethics, Standards and Complaints
Approver	QBC Board
Author	Manager - Ethics Standards and Complaints
Owner	General Manager - Integrity and Risk
Steward	Executive Director - Governance Risk Ethics and Assurance
Version	4.0
Effective date	27 November 2025
Review date	27 November 2028 <i>(NOTE: Review the policy instrument at least every two years after publication, and every three years thereafter, unless circumstances require an earlier review.)</i>
Supporting policy documents	Gifts and Benefits Procedure

7. VERSION HISTORY

VERSION	DATE	AMENDMENT DETAILS
1.0	December 2017	Reviewed
2.0	April 2020	Reviewed
3.0	August 2023	Reviewed to align with PSC Guideline
4.0	27 November 2025	Biennial Review. Minor update, including separating the Policy and Procedure (i.e., creating two documents).