

1. Purpose and Scope

This Procedure sets out Development Victoria's procedures for:

- responding to offers of gifts, benefits and hospitality; and
- providing gifts, benefits and hospitality.

This Procedure is intended to support individuals and Development Victoria to avoid conflicts of interest and maintain high levels of integrity and public trust.

Development Victoria has issued this Procedure to support behaviour consistent with the Code of Conduct for Victorian Public-Sector Employees (the Code). All employees are required under Clause 1.2 of the Code to comply with Development Victoria's Gifts, Benefits and Hospitality Policy and Procedure.

This Procedure applies to all Board members (Directors) and employees (including internal contractors).

2. Responsibilities

2.1. Board

- Ensuring that Board members are aware of the Gifts, Benefits and Hospitality Policy and Procedure (Policy and Procedure); and
- approving the Policy and Procedure.

2.2. Audit and Risk Committee

- Reviewing the Policy and Procedure on an annual basis, or more frequently if required;
- reviewing new entries in the Gifts Register on a quarterly basis; and
- ensuring that the Policy and Procedure are included in the Internal Audit Plan.

2.3. CEO

- Ensuring that employees are aware of the Policy and Procedure;
- promoting awareness of and compliance with the Policy and Procedure;
- ensuring that the Policy and Procedure are:
 - consistent with the minimum accountabilities set out under the Gifts, Benefits and Hospitality Framework issued by the Victorian Public Sector Commission;
 - communicated to Board members and employees;
 - regularly reviewed, and certifies this on an annual basis;
- communicating and making clear that a breach of the Policy and Procedure may constitute a breach of binding Codes of Conduct, may constitute criminal or corrupt conduct, and may result in disciplinary action.

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2.4. General Counsel

- Advising Board members and employees on their obligations under the Policy and Procedure;
- receiving Declaration Forms and updating and maintaining the Gifts Register;
- reporting quarterly to the Audit and Risk Committee on new entries in the Gifts Register; and
- publishing the Policy and Procedure and the Public Register on Development Victoria's corporate website.

2.5. Manager Audit, Control and Compliance

- Undertaking a quarterly review of the organisation's compliance with the Policy and Procedure; and
- reporting to the Audit and Risk Committee on the outcome of the quarterly compliance review.

2.6. Board Members and Employees

- Comply with the Policy and Procedure; and
- contribute to a culture of integrity and deal with offers of Gifts, Benefits and Hospitality by placing the public interest above their private interests.

3. Policy Principles

- The Gifts, Benefits and Hospitality Policy and Procedure have been developed in accordance with requirements outlined in the minimum accountabilities for the management of gifts, benefits and hospitality issued by the Victorian Public Sector Commission (see section 4 below).
- Development Victoria is committed to and will uphold the following principles in applying the Policy and Procedure:
 - **Public Interest** - Board members and employees have a duty to place the public interest above their private interests when carrying out their official functions. Individuals will not accept gifts, benefits or hospitality that could raise a reasonable perception of, or actual, bias or preferential treatment. Individuals will not accept offers from those about whom they are likely to make business decisions.
 - **Transparency and Accountability** – Processes are in place to ensure that Board members and employees are aware of the requirements of the Policy and this Procedure and how to comply with it in practice. Board members and employees are accountable for:
 - declaring all non-token offers of gifts, benefits and hospitality;
 - declining non-token offers of gifts, benefits and hospitality, or where an exception applies under the Policy or Procedure, seeking approval to accept the offer; and
 - the responsible provision of gifts, benefits and hospitality.

Individuals with direct reports are accountable for overseeing management of their direct reports' acceptance or refusal of non-token gifts, benefits and hospitality, modelling good practice and promoting awareness of gifts, benefits and hospitality policies and processes.

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- **Culture of Integrity** - Board members and employees strive to earn and sustain public trust through providing or responding to offers of gifts, benefits and hospitality in a manner that is consistent with community expectations. Individuals will refuse any offer that may lead to an actual, perceived or potential conflict of interest.
- **Risk-based approach** - Development Victoria, through its policies, processes and the Audit and Risk Committee, will ensure the risks associated with gifts, benefits and hospitality are appropriately assessed and managed. Individuals with direct reports will ensure they are aware of the risks inherent in their team's work and functions and monitor the risks to which their direct reports are exposed.

4. Minimum Accountability

- Under the *Instructions supporting the Standing Directions of the Minister for Finance 2016*, the Victorian Public Sector Commission has set binding minimum accountabilities for the appropriate management of Gifts, Benefits and Hospitality.
- The minimum accountabilities can be found at Schedule A.

5. Definitions

| | |
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| Benefits | Benefits are preferential treatment, privileged access, favours or other advantage offered. They include invitations to sporting, cultural or social events, access to discounts and loyalty programs and promises of a new job. The value of benefits may be difficult to define in dollars, but as they are valued by the individual, they may be used to influence the individual's behaviour. |
| Business associate | Business associate means an external individual or entity that the organisation has, or plans to establish, some form of business relationship with, or who may seek commercial or other advantage by offering gifts, benefits and hospitality. |
| Ceremonial gifts | Ceremonial gifts are official gifts provided as part of the culture and practices of communities and government, within Australia or internationally. Ceremonial gifts are usually provided when conducting business with official delegates or representatives from another organisation, community or foreign government. |
| Conflict of interest | Conflicts of interest may be: <i>Actual:</i> There is a <u>real conflict</u> between an employee's public duties and private interests. <i>Potential:</i> An employee has private interests that <u>could conflict</u> with their public duties. This refers to circumstances where it is foreseeable that a conflict may arise in future and steps should be taken now to mitigate that future risk. <i>Perceived:</i> The public or a third party could reasonably <u>form the view</u> that an employee's private interests could improperly influence their decisions or actions, now or in the future. |
| Declaration Form | The gifts, benefits and hospitality declaration form used to record accepted or declined non-token offers. |
| Direct or indirect | A gift may be offered directly or indirectly. It may be offered directly to a Board member or employee or offered indirectly via an offer to his/her relative or close associate, including: <ul style="list-style-type: none"> • a member of his/her immediate family (e.g. spouse, partner, parent, sibling, child); • a regular member of his/her household; or • another close associate (e.g. friend, relative, business partner). |

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| Gifts | Gifts are free or discounted items and any item or service that would generally be seen by the public as a gift. These include items of high value (e.g. artwork, jewelry, or expensive pens), low value (e.g. small bunch of flowers) and consumables (e.g. chocolates). Fundraising by public sector organisations that is consistent with relevant legislation and any government policy is not prohibited under the minimum accountabilities. | | | | | | | | | | | | |
|---------------------------------------|---|---------------------------|--|----------|--|------------|-----|-----|-------------|--------------|-------------|-------------|--------------------|
| Gifts Register | The Gifts Register is Development Victoria's internal register of all declarable gifts, benefits and hospitality. | | | | | | | | | | | | |
| Hospitality | Hospitality is the friendly reception and entertainment of guests. Hospitality may range from light refreshments at a business meeting to expensive restaurant meals and sponsored travel and accommodation. | | | | | | | | | | | | |
| Legitimate business benefit | Legitimate business benefits are gifts, benefits or hospitality accepted or provided that furthers the conduct of official business or other legitimate goals of Development Victoria, the public sector or the State. | | | | | | | | | | | | |
| Non-reportable training offers | Non-reportable training offers are offers to attend seminars, conferences, workshops or that provide other training opportunities, where the primary purpose of attending is for learning and development. | | | | | | | | | | | | |
| Non-token offer | A non-token offer is a gift, benefit and hospitality that is, or may be perceived by the recipient, the person making the offer or by the wider community, to be of more than inconsequential value. All offers worth more than \$50 are non-token offers and must be declared and recorded on the Gifts Register. | | | | | | | | | | | | |
| Public official | Public official has the same meaning as section 4 of the <i>Public Administration Act 2004</i> and includes public sector employees, statutory office holders and directors of public entities. | | | | | | | | | | | | |
| Public Register | The Public Register is a modified version of the Gifts Register for publication on Development Victoria's corporate website as required by the minimum accountabilities. | | | | | | | | | | | | |
| Responsible person | <p>The Responsible Person is the relevant person set out in the table below, who the Board member or employee:</p> <ul style="list-style-type: none"> notifies of gift offers, provides Declaration Forms and seeks approval for the acceptance of offers; and seeks advice from in relation to offers of gifts, benefits and hospitality and incurring related expenses. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2" style="text-align: center;">Responsible Person</th> </tr> </thead> <tbody> <tr> <td>Employee</td> <td>Relevant Group Head If the value of the offer is over \$150 approval must also be obtained from the CEO</td> </tr> <tr> <td>Group Head</td> <td>CEO</td> </tr> <tr> <td>CEO</td> <td>Chairperson</td> </tr> <tr> <td>Board member</td> <td>Chairperson</td> </tr> <tr> <td>Chairperson</td> <td>Deputy Chairperson</td> </tr> </tbody> </table> | Responsible Person | | Employee | Relevant Group Head If the value of the offer is over \$150 approval must also be obtained from the CEO | Group Head | CEO | CEO | Chairperson | Board member | Chairperson | Chairperson | Deputy Chairperson |
| Responsible Person | | | | | | | | | | | | | |
| Employee | Relevant Group Head If the value of the offer is over \$150 approval must also be obtained from the CEO | | | | | | | | | | | | |
| Group Head | CEO | | | | | | | | | | | | |
| CEO | Chairperson | | | | | | | | | | | | |
| Board member | Chairperson | | | | | | | | | | | | |
| Chairperson | Deputy Chairperson | | | | | | | | | | | | |
| Token offer | A token offer is a Gift, Benefit or Hospitality that is of inconsequential or trivial value to both the person making the offer and the recipient (such as basic courtesy). Token offers are not worth more than \$50. | | | | | | | | | | | | |

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6. Management of Offers of Gifts, Benefits and Hospitality

- This section sets out the process for accepting, declining and recording offers of gifts, benefits and hospitality. Any exceptions to this process must have the prior written approval of:
 - the CEO in the case of offers of gifts, benefits and hospitality to employees;
 - the Chairperson in the case of offers of gifts, benefits and hospitality to Board members or the CEO.
- All approved exceptions will be reported to the Audit and Risk Committee.

6.1. Conflict of Interest and Reputational Risk

- When deciding whether to accept an offer, Board members and employees should first consider if the offer could be perceived as influencing them in performing their duties or lead to reputational damage. The more valuable the offer, the more likely that a conflict of interest or reputational risk exists.

6.2. When a Gift Offer Must be Refused

- Board members and employees should consider the GIFT test at Figure 1 and the requirements below to help decide whether to refuse an offer. Offers must be refused where:
 - the offer is likely to influence the individual, or be perceived to influence them, in the course of their duties;
 - the offer gives rise to an actual, potential or perceived conflict of interest;
 - there is no legitimate business benefit;
 - the offer could adversely affect the individual's standing as a public official or could bring Development Victoria or the public sector into disrepute;
 - the offer is made by a person or organisation about which they will likely make or influence a decision;
 - the offer is:
 - made by a current or prospective supplier; or
 - made during an actual or likely procurement or tender process by a person or organisation involved in the process;
 - the offer is likely to be a bribe or inducement to make a decision or act in a particular way;
 - the offer extends to the individual's relatives or friends;
 - the offer is money, or used in a similar way to money (such as a gift certificate), or something easily converted to money (such as shares);
 - in relation to hospitality and events, Development Victoria will already be sufficiently represented to meet its business needs;
 - acceptance could be perceived as endorsement of a product or service, or acceptance would unfairly advantage the sponsor in future procurement decisions;

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- the offer is made by a person or organisation with a primary purpose to lobby or influence Development Victoria;
- the offer is made in secret; or
- the offer could otherwise reasonably be perceived as undermining the integrity and impartiality of the individual or Development Victoria.

Figure 1. GIFT Test

| | | |
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| G | Giver | Who is providing the gift, benefit or hospitality and what is their relationship to me? Does my role require me to select suppliers, award grants, regulate industries or determine government policies? Could the person or organisation benefit from a decision I make? |
| I | Influence | Are they seeking to gain an advantage or influence my decisions or actions? Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or a valuable non-token offer? Does its timing coincide with a decision I am about to make? |
| F | Favour | Are they seeking a favour in return for the gift, benefit or hospitality? Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months? Would accepting it create an obligation to return a favour? |
| T | Trust | Would accepting the gift, benefit or hospitality diminish public trust? How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think? |

6.3. Token Offers

- A token offer is an offer of a gift, benefit or hospitality that is of inconsequential or trivial value to both the person making the offer and the individual. It may include promotional items such as pens and note pads, and modest hospitality that would be considered a basic courtesy, such as light refreshments offered during a meeting.
- A token offer is not worth more than \$50.
- Token offers can be accepted by a Board member or employee provided their acceptance does not create a conflict of interest or lead to reputational damage. Individuals may accept token offers without approval or declaring the offer on the Gifts Register.

6.4. Non-Token Offers (reportable gift offers)

- A non-token offer is an offer of a gift, benefit or hospitality that is not a token offer (i.e. is worth more than \$50) and is an offer that is, or may be perceived to be by the recipient, the person making the offer or by the wider community, of more than inconsequential value.
- Non-token offers must be reported in accordance with the process described below.

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- A Board member or employee can only accept non-token offers if:
 - Acceptance of the offer is not precluded under section 6.2 above (when a gift offer must be refused); and
 - The Responsible Person approves the acceptance of the offer in writing by signing the Declaration Form.
- Due consideration should be given to the GIFT test in Figure 1 above.
- A Board member or employee may be offered a gift or hospitality where there is no opportunity to seek written approval from the Responsible Person prior to accepting. For example, they may be offered a wrapped gift that they later identify as being a non-token gift. In these cases, the individual must seek approval from the Responsible Person within 5 business days of receipt of the non-token offer.
- Where the gift would likely bring the individual or Development Victoria into disrepute, the organisation should return the gift. If it represents a conflict of interest for the individual, the organisation should either return the gift or transfer ownership to the organisation to mitigate this risk.

6.5. Requirement to Record all Non-Token Offers (both accepted and declined)

- Other than non-reportable training offers, all non-token offers, *whether accepted or declined*, must be reported. All Board members and employees who are offered a gift, benefit or hospitality with a value of \$50 or more must complete the Declaration Form and deliver it to Legal.
- If the Board member or employee intends to accept the offer, the Responsible Person must approve the acceptance by signing the relevant section of the Declaration Form.
- The legitimate business reason for accepting the non-token offer must also be recorded on the Declaration Form and contain sufficient detail to link the acceptance to the individual's work functions and legitimate business benefit to Development Victoria.
- Board member and employees should consider the following examples of acceptable and unacceptable levels of detail to be included the Gifts Register when recording the business reason:

Unacceptable "Networking"

"Maintaining stakeholder relationships"

Acceptable

"Individual is responsible for evaluating and reporting on the outcomes of Development Victoria's sponsorship of Event A. Individual attended Event A in an official capacity and reported back to Development Victoria on the event."

"Individual presented to a visiting international delegation. The delegation presented the individual with a cultural item worth an estimated \$200. Declining the gift would have caused offence. The gift was accepted by the individual on behalf of Development Victoria, with written approval subsequently obtained."

- Networking and stakeholder relationship management are valuable ways to make relevant business connections and maintain business relationship. However 'networking' and 'maintaining stakeholder relationships' are not the benefits to be recorded on the Declaration Form. What should be recorded is how the event has a legitimate business benefit in its relevance to the individual's official duties or responsibilities and/or furthers the conduct of official business or other legitimate goals of Development

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Victoria, the public sector or the State.

- Legal maintains the Gifts Register and enters the relevant details from the Declaration Form onto the Gifts Register. The Public Register will contain a subset of the information detailed in the internal Gifts Register. The Public Register is in the form that aligns with the Victorian Public Sector Commission's model public gifts register, which includes de-identification of personal information.

6.6. Ownership of Gifts Offered to Individuals

- A Board member or employee who accepts a non-token gift is doing so on behalf of Development Victoria. Ownership of the gift remains with Development Victoria until the Responsible Person approves the retention of the gift.
- A Board member or employee must transfer to Development Victoria official gifts or any gift of cultural significance or significant value.
- If a gift is of cultural, historic or other significance it will be offered to an appropriate public institution, such as the Melbourne Museum or the National Gallery of Victoria. Consideration will be given to donating other reportable gifts, or the proceeds from their sale, to a non-profit organisation.

6.7. Repeat Offers

- Receiving multiple offers (token or non-token) from the same person or organisation can generate a stronger perception that the person or organisation could influence you. Board members and employees should refuse repeat offers from the same source if they create a conflict of interest or may lead to reputational damage.

6.8. Ceremonial Gifts

- Ceremonial gifts are official gifts provided as part of the culture and practices of communities and government, within Australia or internationally. Ceremonial gifts are the property of the organisation, irrespective of value, and should be accepted by individuals on behalf of Development Victoria. The receipt of ceremonial gifts should be recorded on the Gifts Register but does not need to be published on the Public Register.

6.9. Hospitality Provided by Victorian Public Sector Organisations

- Victorian public sector organisations may provide hospitality to stakeholders, as part of their functions. When hospitality is offered to a Board member or employee by another Victorian public sector organisation, the individual should consider the requirements of the minimum accountabilities.
- Accepted hospitality offered by a Victorian public sector organisation as part of official business does not need to be declared or reported on the Gifts Register, where the reason for the individual's attendance is consistent with Development Victoria's functions and objectives and with the individual's role.

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6.10. Reporting attempts to Bribe

- A Board member or employee who is offered a gift that he/she believes is, or may be, an attempted bribe or inducement will:
 - refuse the offer;
 - report the offer immediately to the CEO or General Counsel; and
 - complete a Declaration Form so that the refusal can be recorded in the Gifts Register.
- The CEO or person offered the bribe will report any criminal or corrupt conduct to the Victorian Police and/or the Independent Broad-based Anti-Corruption Commission.

7. Management of the Provision of Gifts, Benefits and Hospitality

- This section sets out the requirements for providing gifts, benefits and hospitality.

7.1. Requirements of Providing Gifts, Benefits and Hospitality

- Gifts, benefits and hospitality may be provided when welcoming guests, to facilitate the development of business relationships, further public-sector business outcomes and to celebrate achievements.
- When deciding whether to provide gifts, benefits or hospitality or the type of gift, benefit or hospitality to provide, Board members and employees must ensure:
 - any gift, benefit or hospitality is provided for a business reason that furthers the conduct of official business or other legitimate organisational goals, or promotes and supports government policy objectives and priorities;
 - that any costs are proportionate to the benefits obtained for Development Victoria, and would be considered reasonable in terms of community expectations - (the 'HOST' test at Figure 2 is a good reminder of what to think about in making this assessment); and
 - it does not raise an actual, potential or perceived conflict of interest.

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Figure 2. HOST Test

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| H | Hospitality | To whom is the gift or hospitality being provided? Will recipients be external business associates, or individuals of the host organisation? |
| O | Objectives | For what purpose will hospitality be provided? Is the hospitality being provided to further the conduct of official business? Will it promote and support government policy objectives and priorities? Will it contribute to staff wellbeing and workplace satisfaction? |
| S | Spend | Will public funds be spent? What type of hospitality will be provided? Will it be modest or expensive, and will alcohol be provided as a courtesy or an indulgence? Will the costs incurred be proportionate to the benefits obtained? |
| T | Trust | Will public trust be enhanced or diminished? Could you publicly explain the rationale for providing the gift or hospitality? Will the event be conducted in a manner which upholds the reputation of the public sector? Have records in relation to the gift or hospitality been kept in accordance with reporting and recording procedures? |

7.2. Containing Costs

- Board members and employees should contain costs involved with providing gifts, benefits and hospitality wherever possible. The following questions may be useful to assist individuals to decide on the type of gift, benefit or hospitality to provide:
 - Will the cost of providing the gift, benefit or hospitality be proportionate to the potential benefits?
 - Is an external venue necessary or does Development Victoria have facilities to host the event?
 - Is the proposed catering or hospitality proportionate to the number of attendees?
 - Does the size of the event and number of attendees align with intended outcomes?
 - Is the gift symbolic, rather than financial, in value?
 - Will providing the gift, benefit or hospitality be viewed by the public as excessive?
- Gifts to Board members or employees (e.g. to recognise significant work achievements or service milestones) will be token. Personal celebrations or condolences (e.g. birthdays, marriages, birth of a child, bereavement cards or flowers) will not be funded using public monies.
- Alcohol must not be provided at an event unless this has been approved by the CEO.

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8. Breaches

- Disciplinary action consistent with the relevant industrial instrument and legislation, including dismissal, may be taken where an individual fails to adhere to the Policy and this Procedure. This includes where an individual fails to avoid wherever possible or identify, declare and manage a conflict of interest related to gifts, benefits and hospitality in accordance with Development Victoria's Conflict of Interest Policy.
- Actions inconsistent with this Procedure may constitute misconduct under the *Public Administration Act 2004*, which includes:
 - breaches of the binding *Code of Conduct for Victorian Public Sector Employees* such as sections of the Code covering conflict of interest, public trust and gifts and benefits; and
 - individuals making improper use of their position.
- For further information on managing breaches of the Gifts, Benefits and Hospitality Policy and Procedure, please contact the General Counsel.
- Development Victoria will communicate its policy on the offering and provision of gifts, benefits and hospitality to contractors, consultants and other business associates. Those identified as acting inconsistently with the Policy and this Procedure may be subject to contract re-negotiation, including termination.

9. Speak Up

- Individuals who consider that gifts, benefits and hospitality or conflict of interest within Development Victoria may not have been declared or is not being appropriately managed should speak up and notify their manager or the General Counsel.
- Development Victoria will take decisive action, including possible disciplinary action, against individuals who discriminate against or victimise those who speak up in good faith.

10. Contacts for Further Information

- A conflict of interest resulting from the acceptance of a gift, benefit or hospitality is not always clear to those who have them. Individuals who are unsure about accepting a gift, benefit or hospitality, or the application of the Policy or this Procedure, should ask their manager or the General Counsel for advice.

11. Governance and Review

- The Gifts Register is reviewed quarterly by the Audit and Risk Committee and is regularly audited.
- The Manager Audit, Control and Compliance will report quarterly to the Audit and Risk Committee on the administration and quality control of the Gifts, Benefits and Hospitality Policy and Procedure and Gifts Register. The report will include analysis of Development Victoria's gifts, benefits and hospitality risks (including multiple offers from the same source and offers from business associates), risk mitigation measures and any proposed improvements.
- The Gifts, Benefits and Hospitality Policy and Procedure are approved by the Board.
- The Audit and Risk Committee will review the Policy and this Procedure on an annual basis or more frequently if required.

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12. Related Documentation

Policies

- A04 – Gifts, Benefits and Hospitality Policy
- A05 - Conflicts of Interest Policy for Employees and Internal Contractors
- A05.1 - Conflict of Interest Policy for Directors

Procedures

- B03 – Catering and Hospitality Procedure

Resource Documents

- A04.1b – Gifts, Benefits and Hospitality Guideline
- A04.1a – Gifts, Benefits and Hospitality Declaration Form
- Gifts, Benefits and Hospitality Policy Framework, Victorian Public Sector Commission
(<http://vpssc.vic.gov.au/resources/gifts-benefits-and-hospitality-policy-framework/>)
- Public Administration Act 2004
- Code of Conduct for Victorian Public Sector Employees
- Code of Conduct for Victorian Public Sector Employees of Special Bodes
- Code of Conduct for Directors of Victorian Public Entities
- Under the *Instructions supporting the Standing Directions of the Minister for Finance 2016*, the minimum accountabilities for the appropriate management of gifts, benefits and hospitality

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13. Schedule A: Minimum Requirements

Public officials offered gifts, benefits and hospitality:

1. Do not, for themselves or others, seek or solicit gifts, benefits and hospitality.
2. Refuse all offers of gifts, benefits and hospitality that:
 - are money, items used in a similar way to money, or items easily converted to money;
 - give rise to an actual, potential or perceived conflict of interest;
 - may adversely affect their standing as a public official or which may bring their public sector employer or the public sector into disrepute; or
 - are non-token offers without a legitimate business benefit.
3. Declare all non-token offers (valued at \$50 or more¹) of gifts, benefits and hospitality (whether accepted or declined) on their organisation's register and seek written approval from their manager or organisational delegate to accept any non-token offer.
4. Refuse bribes or inducements and report inducements and bribery attempts to the head of the public sector organisation or their delegate (who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission).

Public officials providing gifts, benefits and hospitality:

5. Ensure that any gift, benefit and hospitality is provided for a business purpose in that it furthers the conduct of official business or other legitimate organisational goals or promotes and supports government policy objectives and priorities.
6. Ensure that any costs are proportionate to the benefits obtained for the State and would be considered reasonable in terms of community expectations.
7. Ensure that when hospitality is provided, individuals demonstrate professionalism in their conduct, and uphold their obligation to extend a duty of care to other participants.

Heads of public sector organisations:

8. Establish, implement and review organisational policies and processes for the effective management of gifts, benefits and hospitality that comprehensively address these minimum accountabilities.
9. Establish and maintain a register for gifts, benefits and hospitality offered to public officials that, at a minimum, records sufficient information to effectively monitor, assess and report on these minimum accountabilities.
10. Communicate and make clear within the organisation that a breach of the gifts, benefits and hospitality policies or processes may constitute a breach of binding codes of conduct and may constitute criminal or corrupt conduct and may result in disciplinary action.

¹ Except where a person employed under the *Education and Training Reform Act 2006* in a Victorian Government school receives an offer from or on behalf of a parent, guardian, carer or student intended to express appreciation of the person's contribution to the education of a student or students, in which case non-token includes any offer worth more than \$100.

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11. Establish and communicate a clear policy position to business associates on the offering of gifts, benefits and hospitality to employees, including possible consequences for a business associate acting contrary to the organisation's policy position. This must take into consideration any whole of Victorian Government supplier codes of conduct.
12. Report at least annually to the organisation's audit committee on the administration and quality control of its gifts, benefits and hospitality policy, processes and register. This report must include analysis of the organisation's gifts, benefits and hospitality risks (including repeat offers from the same source and offers from business associates), risk mitigation measures and any proposed improvements.
13. Publish the organisation's gifts, benefits and hospitality policy and register on the organisation's public website (applies only to organisations with an established website). The published register should cover the current and the previous financial year.

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