



VICTORIAN **ENVIRONMENTAL**
WATER HOLDER

Gifts, Benefits and Hospitality

BUSINESS RULE

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1. Purpose

This policy states the VEWH's position on:

- responding to offers of gifts, benefits and hospitality; and
- the appropriate provision of gifts, benefits and hospitality (GBH).

This policy is intended to support individuals and the VEWH to avoid conflicts of interest and maintain high levels of integrity and public trust. The VEWH has issued this policy to support behavior consistent with the [Code of Conduct for Victorian Public Sector Employees](#), and the [Code of Conduct for Directors of Victorian Public Entities](#) (the Code). All employees are required under clause 1.2 of the Code to comply with this policy.

This policy applies to all Commissioners, employees and workplace participants including 'in house' contractors¹, consultants and any individuals or groups undertaking activity for or on behalf of the VEWH. Definitions used in this business rule can be found in [Appendix 1](#).

2. Policy principles

Key principles:

- The default position of the VEWH is to politely decline all offers: **'thanks is enough'**.
- Offers that raise an actual, potential or perceived conflicts of interest must be refused.
- Offers of money, bribes or offers that could bring the individual, VEWH or VPS into disrepute must be refused and reported to the CEO.
- Non-token offers (over \$50 value) can only be accepted if they have a legitimate business benefit and where the responsible person or CEO has provided written approval. The VEWH is the owner of the gift.
- Individuals may generally accept token offers (under \$50 value) as long as the offer does not create a conflict of interest or lead to reputational damage.
- All offers, whether accepted or declined, **must be declared**, apart from sustenance (light food or drink with business meetings) or items such as notepads or pens.
- Modest catering can be provided at internal and external events provided it fits within the outlined criteria.
- Provision of gifts will be token and only occur in exceptional circumstances.

This policy has 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 \(VPSC\)](#) and [DEECA's Gifts, Benefits and Hospitality Policy](#).

The VEWH is committed to and will uphold the following principles in applying this policy:

Impartiality - individuals have a duty to place the public interest above their private interests when carrying out their official functions. They will not accept gifts, benefits or hospitality that could raise a reasonable perception of, or actual, bias or preferential treatment. Individuals do not accept offers from those about whom they are likely to make business decisions.

Accountability - individuals 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 this policy, 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.

¹ Note the application of clause 1.4 of the Code of conduct for Victorian public sector employees to the engagement of contractors and consultants. Contractors and consultants are only bound by the code if explicitly required by their contract for services.

Integrity: individuals 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: the VEWH, through its policies, processes and audit committee, will ensure gifts, benefits and hospitality risks 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.

3. Minimum accountabilities

Under the DEECA Portfolio Financial Management Compliance Framework (PFMCF) section 3.5.8a:

The Accountable Officer must ensure that the Agency develops policies and procedures that apply the minimum accountabilities set out in the Victorian Public Sector Commission’s Gifts, Benefits and Hospitality Policy Framework.

The gifts, benefits and hospitality minimum accountabilities can be found at [VPSC’s website](#).

4. 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.

4.1 Conflict of interest and reputational risks

When deciding whether to accept an offer, individuals 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.

Figure 1. GIFT test

This table is a useful tool when considering how to respond to a gift offer.

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?

To assist employees and the Commission, a flowchart of how to respond to gift offers is set out in [Appendix 2](#).

4.2 Requirement for refusing offers

Individuals should consider the GIFT test at Figure 1 and the requirements below to help decide whether to refuse an offer.

The default position of the VEWH is to politely decline all offers: 'thanks is enough'.

Individuals are to refuse offers:

- likely to influence them, or be perceived to influence them, in the course of their duties or that raise an actual, potential or perceived conflict of interest;
- could bring them, the VEWH or the public sector into disrepute;
- made by a person or organisation about which they will likely make or influence a decision (this also applies to processes involving grants, sponsorship, regulation, enforcement or licensing), particularly offers:
 - made by a current or prospective consultant or supplier, including offers of hampers or other gifts, in alignment with Victorian water industry practices;
 - made during a procurement or tender process by a person or organisation involved in the process; or
- likely to be a bribe or inducement to make a decision or act in a particular way;
- that extend to their relatives or friends;
- of money, or used in a similar way to money, or something easily converted to money;
- where, in relation to hospitality and events, the VEWH will already be sufficiently represented to meet its business needs;
- where acceptance could be perceived as endorsement of a product or service, or acceptance would unfairly advantage the sponsor in future procurement decisions;
- made by a person or organisation with a primary purpose to lobby Ministers, Members of Parliament or public sector organisations; or
- made in secret.

If an individual considers they have been offered a bribe or inducement, the offer must be reported to the CEO (who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission).

4.3 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 recipient (such as basic courtesy). The minimum accountabilities state that token offers cannot be worth more than \$50.

Individuals may generally accept token offers as long as the offer does not create a conflict of interest or lead to reputational damage (e.g. a token gift for giving a presentation at a seminar or conference).

Regardless of whether a token gift offer is accepted or declined, it must be declared unless it is sustenance (which is light food and drink with business meetings, like tea, coffee or sandwiches) or items such as notepads and pens.

A Commissioner or employee who is offered a **token gift** (*regardless of whether the gift is accepted*) must:

- declare the offer to the [responsible person](#) as soon as practicable; and
- within 14 calendar days of the offer, sign and lodge a completed [gift offer declaration form](#).

4.4 Non-token offers

A non-token offer is a gift, benefit or hospitality 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 (anything valued at \$50 or more).

Individuals can only accept non-token offers if they have a legitimate business benefit. All non-token offers, whether accepted or not, must be confirmed in writing by the [responsible person](#) and, if accepted, be consistent with the following requirements:

- it does not raise an actual, potential or perceived conflict of interest or have the potential to bring the individual, the VEWH or the public sector into disrepute; and
- there is a legitimate business reason for acceptance. It is offered in the course of the individual's official duties, relates to the individual's responsibilities and has a benefit to the VEWH, public sector or the State.

Where the gift would likely bring the individual or the VEWH into disrepute, the VEWH should return the gift. If it represents a conflict of interest for the individual, the VEWH should either return the gift or transfer ownership to the VEWH to mitigate this risk.

Individuals 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 as soon as it is practicable and within 14 days of receiving the offer.

A Commissioner or employee who is offered a **non-token gift** (*regardless of whether the gift is accepted*) must:

- declare the offer to the [responsible person](#) as soon as practicable; and
- within 14 calendar days of the offer, sign and lodge a completed [gift offer declaration form](#).

4.5 Recording offers of gifts, benefits and hospitality

All offers (token and non-token), whether accepted or declined, must be recorded in the VEWH's gifts register, apart from sustenance (which is light food and drink with business meetings, like tea, coffee or sandwiches) or items such as notepads and pens. The business reason for accepting non-token offers must be recorded in the register with sufficient details to link the acceptance to the individual's work functions and benefits to the VEWH, public sector or State.

Consider the following examples of acceptable and unacceptable levels of detail to be included in the VEWH's register when recording the business reason:

Unacceptable

- "Networking"
- "Maintaining stakeholder relationships"

Acceptable

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

Access to the register is restricted to relevant persons within the VEWH.

The VEWH's Risk and Audit Committee (RAC) will receive a report at least annually on the administration and quality control of the gifts, benefits and hospitality policy, processes and register. The report will include analysis of VEWH'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 report format is provided in [Appendix 4](#).

In addition:

Employees

The CEO must ensure that employees are provided with regular reminders of the need to lodge [gift offer declaration forms](#).

Commission

At the start of each Commission meeting, the chair must ask all Commissioners present to state whether their entries in the gifts register are complete and correct. If there are no changes, the minutes will note that:

'No gifts, benefits or hospitality were declared.'

If changes are declared, these will be noted in the minutes, together with the Commissioners undertaking to lodge a [gift offer declaration form](#) within 14 calendar days of the offer.

A copy of the gifts register that complies with privacy obligations (refer to next item) must be published on the VEWH's external website. The published register contains de-identified information on non-token gift offers (accepted and declined) and the provision of non-token gifts. Ceremonial gifts, token gift offers (accepted or

declined) or the provision of token gifts are not included on the published register. Entries should remain on the website for at least the current and previous financial year.²

Privacy protection

The CEO must have processes in place to ensure that the VEWH complies with the [Privacy and Data Protection Act 2014](#) when collecting, using, and disclosing personal information in relation to gift offers (token and non-token).

This includes ensuring that:

- identifying information is deleted from the copy of the gifts register that is published on the VEWH's external website, and
- a *Privacy collection statement - gift offers* is published on the website that is consistent with the [template statement](#) issued by DEECA. Refer to [Appendix 5](#) for the VEWH's *Privacy collection statement - gift offers*.

4.6 Ownership of non-token gifts offered to individuals

A Commissioner or employee who accepts a non-token gift does so **on behalf of the VEWH**. The VEWH is the owner of the gift.

Non-token gifts with a legitimate business benefit that have been accepted by an individual for their work or contribution may be retained by the individual where the gift is not likely to bring them or the VEWH into disrepute, and where the responsible person or CEO has provided written approval. Employees must transfer to the VEWH official gifts or any gift of cultural significance or significant value.

4.7 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 individuals. Individuals should refuse repeat offers from the same source if they create a conflict of interest or may lead to reputational damage.

4.8 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 VEWH, irrespective of value, and should be accepted by individuals on behalf of the VEWH.

4.9 Hospitality provided by Victorian public sector organisations

Victorian public sector organisations may provide hospitality to stakeholders, as part of their functions. When offered hospitality by a Victorian public sector organisation, individuals should consider the requirements of the [minimum accountabilities](#) and in particular #6:

Ensure that any costs are proportionate to the benefits obtained for the State, and would be considered reasonable in terms of community expectations.

Individuals should be mindful to avoid potential conflict of interest especially during evaluation of projects for provision of grants by using the [GIFT test \(figure 1\)](#) to guide decision-making.

Accepted hospitality offered by a Victorian public sector organisation as part of official business does not need to be declared or reported, where the reason for the individual's attendance is:

- consistent with the VEWH's functions and objectives and with the individual's role;
- does not raise an actual, potential or perceived conflict of interest.

The VEWH does not have a separate register for official business events. If it is not clear whether attendance at an event is part of normal business activity, the invitation should be treated as a gift offer and the process outlined in section 4 is to be followed (regardless of whether the invitation is accepted).

² To assist readers, the 'de-identified' copy of the gifts register should be located with the privacy collection statement and copy of this policy and guidance for external stakeholders on the website.

5. Management of the provision of gifts, benefits and hospitality

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

Figure 2. HOST test

H	Hospitality	<p>To whom is the gift or hospitality being provided?</p> <p>Will recipients be external business associates, or individuals of the host organisation?</p>
O	Objectives	<p>For what purpose will hospitality be provided?</p> <p>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?</p>
S	Spend	<p>Will public funds be spent?</p> <p>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?</p>
T	Trust	<p>Will public trust be enhanced or diminished?</p> <p>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?</p>

5.1 Requirements for 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, individuals 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 the State, 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.

5.2 Containing costs

Individuals should contain costs involved with providing gifts, benefits and hospitality wherever possible, and should comply with the financial probity and efficient use of resources guidance outlined in the [Code of Conduct for Victorian Public Sector Employees](#), and the [Code of Conduct for Directors of Public Entities](#). 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 the VEWV 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?

5.3 Providing catering for external events

Catering is provided at functions for external guests subject to the following criteria:

- there is a real benefit to the VEWH,
- the expenditure is modest and proportionate to the benefit,
- it is not excessive,
- it is not too frequent, and
- it is consistent with community expectations.

The VEWH does not provide alcohol for external events.

5.4 Providing catering at internal events

VEWH provides modest catering for employees for events, such as annual recognition events or marking the completion of a major project, based on the following considerations:

- the extent to which the event will contribute to organisational objectives by, for example, reinforcing particular values or motivating staff,
- whether there have been multiple recent events that would result in perceptions of excess, or
- the need to balance the positive benefits of public recognition with community expectations in relation to modest expenditure by public officials.

Celebrations of events such as birthdays, marriages or the birth of a child are not catered with public funds.

VEWH practice for recognition events is that the business unit funds a modest meal and soft drinks. Staff purchase alcohol if they choose.

VEWH practice is that meetings are scheduled to avoid conflict with meal times. Where that is not possible, a break is encouraged to enable participants to seek their own refreshments. If an event or meeting extends over meal times, modest hospitality can be provided.

As a guideline, provide refreshments when meetings exceed these times:

- 2 hours - for morning or afternoon tea
- 3 hours - for lunch
- 5 hours - for lunch and either morning or afternoon tea
- 7 hours - for lunch, morning tea and afternoon tea.

5.5 Provision of gifts

Gifts to Commissioners or employees (e.g. to recognise significant work achievements or service milestones) will be token and only occur in exceptional circumstances.

Flowers can be purchased from public funds in the event of the death of an employee or close family member. Should work colleagues choose to recognise life events such as birthdays, marriages or the birth of a child, flowers and gifts are funded through staff collections.

All provision of gifts are to be approved by the CEO, declared and recorded in the gifts register apart from catering for business events.

6. Related policy, legislation and other documents

- The establishing Act, being *the amendment to the [Water Act 1989](#)* July 2010;
- [Minimum accountabilities for the management of gifts, benefits and hospitality set out by the VPSC](#)
- [DEECA's Gifts, Benefits and Hospitality policy](#)
- [DEECA's Conflict of Interest Policy](#)
- [VEWH's Fraud and Corruption business rule](#)
- [Public Administration Act 2004](#)³
- [Code of Conduct for Victorian Public Sector Employees](#)
- [Code of Conduct for Victorian Public Sector Employees of Special Bodies](#)
- [Code of Conduct for Directors of Victorian Public Entities](#)
- [Victorian Public Sector Commission's Gifts, Benefits and Hospitality Policy Guide](#)

7. Authorising Officer and organisational delegate

This policy is issued under the authority of the Commission and is subject to annual review.
The organisational delegate is the CEO.

8. Breaches

Disciplinary action consistent with the relevant industrial instrument and legislation, including dismissal, may be taken where an individual fails to adhere to this policy. 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 the DEECA's Conflict of Interest Policy.

Actions inconsistent with this policy may constitute misconduct under the [Public Administration Act 2004](#), which includes:

- breaches of the binding [Code of Conduct for Victorian Public Sector Employees](#), and the [Code of Conduct for Directors of Public Entities](#), 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 this policy, please contact the Project Officer – Governance.

The VEWH 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 this policy 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 the VEWH may not have been declared or is not being appropriately managed should speak up and notify their responsible person or Commission Chairperson. Individuals who believe they have observed corrupt conduct in their colleagues may also make a protected disclosure directly to the Independent Based-based Anti-corruption Commission (IBAC).

The VEWH 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 this policy, should ask their manager, the Project Officer - Governance or Commission Chair for advice.

³ In particular:

1. s 7: public sector values (i.e. integrity, impartiality, accountability, respect, responsiveness, human rights, leadership);
2. s 79: 'duties of directors' (Commission);
3. s 13A: requirement to provide information to the Secretary of DEECA;
4. s 81(1)(b): duty to inform the minister and the Secretary of DEECA of major risks to VEWH;
5. s 81(1)(g): requirement to have an adequate gifts policy in place for Commission.

Appendix 1 - Definitions

Benefits - Benefits include preferential treatment, privileged access, favours or other advantage offered to an individual. They may 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 - An individual or body that the public sector organisation has, or plans to establish, some form of business relationship with, or who may seek commercial or other advantage by offering gifts, benefits or 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.

Ceremonial gifts are the property of the VEWH, irrespective of value, and should be accepted by individuals on behalf of the VEWH. The receipt of ceremonial gifts are recorded on the gifts register.

Conflict of interest - Conflicts may be:

- **Actual:** There is a real conflict between an employee's public duties and private interests.
- **Potential:** An employee has private interests that could conflict 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.
- **Perceived:** The public or a third party could reasonably form the view that an employee's private interests could improperly influence their decisions or actions, now or in the future.

Gifts- Gifts are free or discounted items or services 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, jewellery, or expensive pens), low value (e.g. small bunch of flowers), consumables (e.g. chocolates) and services (e.g. painting and repairs). Fundraising by public sector organisations that is consistent with relevant legislation and any government policy is not prohibited under the minimum accountabilities.

Gifts Register - A gifts register is a record of all declarable gifts, benefits and hospitality. The register records sufficient information for identifying trends and key risks and forms the basis of risk-based monitoring and reporting. Guidance regarding the information that should be recorded is provided in the [Policy Guide](#).

Published Register – The published register is a de-identified copy of the gifts register that is published on the VEWH's website. The published register contains de-identified information on non-token gift offers (accepted and declined) and the provision of non-token gifts. It does not contain information on ceremonial gifts, token gift offers (accepted or declined) or the provision of token gifts.

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 - A gift, benefit or hospitality may have a legitimate business benefit if it furthers the conduct of official business or other legitimate goals of the VEWH, the public sector or the State.

Public official - Public official has the same meaning as section 4 of the Public Administration Act 2004 and includes, public sector employees, statutory office holders and directors of public entities.

Responsible person - The 'responsible person' is the person whom the Commission or employee notifies of any gift offers they receive; notifies of suspected bribery attempts; and seeks advice from about this policy and how to comply.

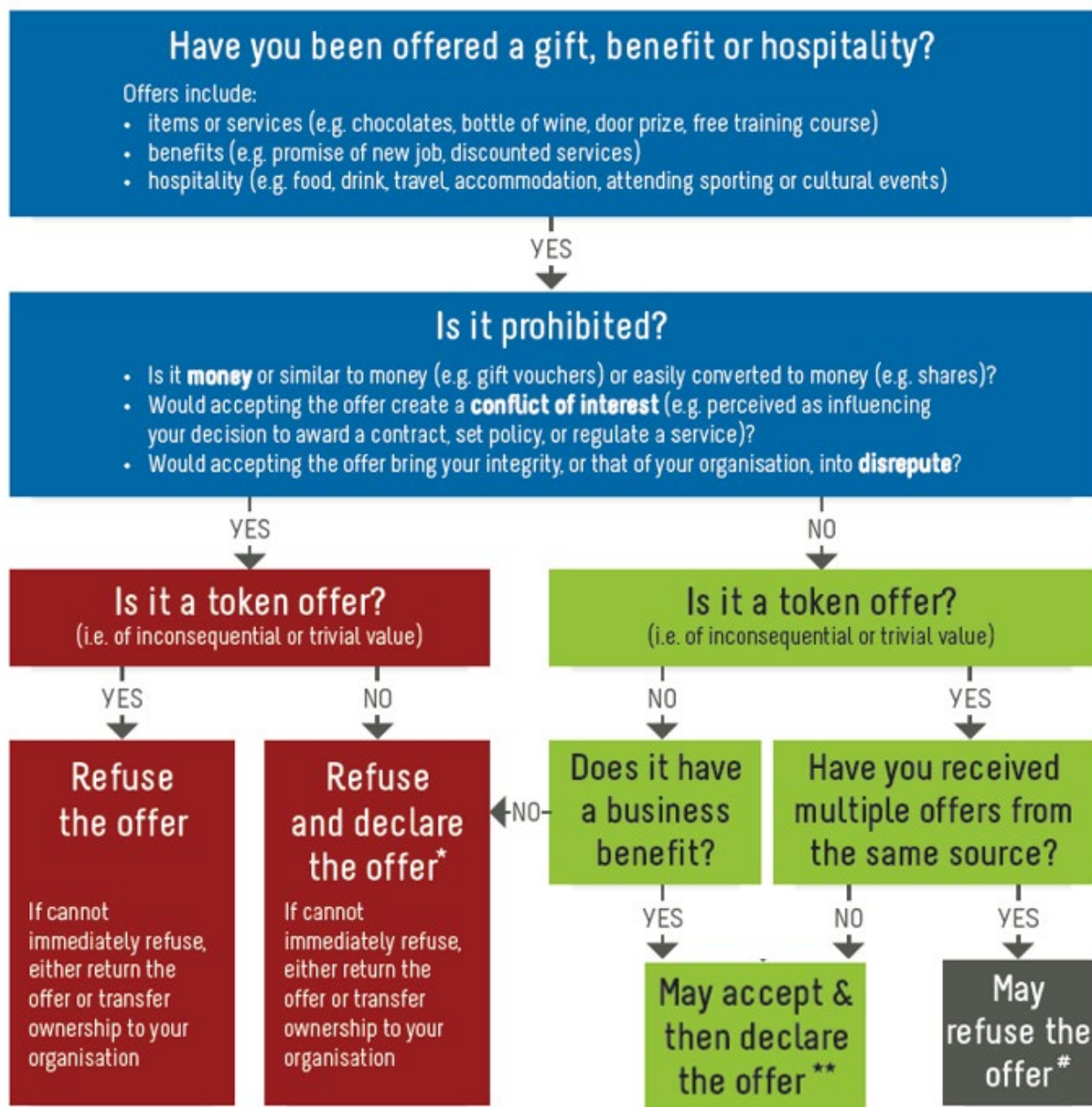
	Responsible Person
Employee	Line manager
Commissioner or CEO	Chair
Chair	Deputy chair Where appropriate, the chair should also seek advice from the Minister and/or DEECA.

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). The minimum accountabilities state that token offers cannot be worth more than \$50. All token offers must be recorded in the gifts register except for sustenance (which is light food and drink with business meetings, like tea, coffee or sandwiches) or items such as notepads and pens.

Non-token offer - A non-token offer is a gift, benefit or hospitality 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. All offers worth more than \$50 are non-token offers and must be recorded in the gifts register.

Appendix 2 - Flowchart on responding to gifts, benefits and hospitality

Public officials do not seek offers of gifts, benefits and hospitality.



* Generic, bulk event invitations that are declined (e.g. spam email offers) do not need to be declared.

** Hospitality from Victorian public sector organisations do not need to be declared. Token sustenance (which is light food and drink with business meetings, like tea, coffee or sandwiches) or items such as notepads and pens do not need to be declared.

More than one token offer may be accepted. However, care should be taken to ensure that multiple offers are not used as a device to avoid offers being recorded on the register and that the total value does not exceed \$50 over 12 months.

Appendix 3 – Gift offer declaration form

We have an obligation to protect public confidence in the integrity of our decision-making by minimising offers of gifts.

Instructions

To be completed by the recipient of the gift, benefit or hospitality offer within 14 days of the offer being made and sent to general.enquiries@vewh.vic.gov.au.

Important note for non-token offers– fields shaded in:

- light grey will be published on the VEWH’s public register on our website.
- dark grey will only be published on the public register if you accept the gift, benefit or hospitality.

You to complete	
Your name	[your name]
Your position (e.g. Policy Officer)	[your position]
Your team (e.g. Governance)	[your unit or division]
Details of the gift, benefit or hospitality	
Date offered	[date offered]
Description of the gift, benefit or hospitality	[description of the gift, benefit or hospitality]
Estimated or actual value	[estimated or actual value]
Name of the person making the offer	[name of the person making the offer]
Position or title of the person making the offer	[position or title of the person making the offer]
Name of the organisation making the offer	[name of the organisation making the offer]
Type of organisation (e.g. conference organiser, government agency, consulting firm)	[type of organisation]
Why is the offer being made?	[reason for the offer being made]
Is the person or organisation making the offer a business associate of the VEWH? If yes , describe the relationship between them and the VEWH. If no , describe the relationship between you and the person or organisation making the offer (e.g. friendship).	Select yes or no from this list. [relationship between the department and offeror] [relationship between you and the offeror]
Would accepting the offer create an actual, potential or perceived conflict of interest ? If yes , then the offer must be declined.	Select yes or no from this list.
Would accepting the offer bring you, the VEWH or the public sector into disrepute? If yes , then the offer must be declined.	Select yes or no from this list.
Is there a legitimate business benefit to the VEWH or public sector for accepting the offer? <i>For example:</i>	Select yes or no from this list. [details of the legitimate business benefit]
<ul style="list-style-type: none"> • Was it offered during your official duties? 	

<ul style="list-style-type: none"> • Does it relate to your official responsibilities? • Does accepting bring any benefit to the VEWH, public sector or State? <p>If no, then the offer must be declined. If yes, then the business benefit must be detailed.</p>	
Is the offer an official or ceremonial gift provided when conducting business with official delegates or representatives from another organisation, the community or another government?	Select yes or no from this list. [details of the official or ceremonial purpose]
If yes, please provide details.	
Did I accept or decline the offer?	Select accept or decline from this list.
I declare that the details above are accurate and complete.	Signature:
	Date:
Responsible person to complete	
Your name	[reviewer's name]
Your position or title (e.g. Director)	[reviewer's position or title]
Your unit or division (e.g. Climate Change)	[reviewer's unit or division]
Your relationship to the declarant (e.g. line manager)	[reviewer's relationship to declarant]
Complete if the declarant declined the offer	
I have reviewed this declaration form and submitted it for inclusion on our Gifts Register.	Signature:
	Date:
Complete if the declarant accepted the offer	
What decision was made about the ownership and disposal of the gift? (e.g. was it kept by the declarant, transferred to the VEWH, returned, or donated to charity)	[details on how the gift was disposed of]
I confirm that, to my knowledge, accepting this offer: <ul style="list-style-type: none"> • does not raise an actual, potential or perceived conflict of interest for the individual or myself; and • will not bring the individual, myself, the VEWH or the public sector into disrepute; and • will provide a clear and legitimate business benefit to the VEWH, the public sector or the State. 	Signature:
	Date:

Send completed form to general.enquiries@vewh.vic.gov.au

Appendix 4 – Annual report to Risk and Audit committee

The CEO's annual report to the Risk and Audit Committee (RAC) must, at a minimum, include the following information:

A. Risk analysis

Sources, type, and targeting of gift offers (patterns and anomalies)

Token and non-token gifts: an analysis of patterns and anomalies in the gifts register, including an overview of:

- (i) *Gifts offered*: the types and value range of gifts offered, in particular:
 - main sources (organisations and individuals) of high value and/or frequent offers;
 - which areas of the VEWH and which positions (chair, Commission, CEO, other employee positions) were subject to high value and/or frequent offers; and
 - patterns in areas identified by the RAC for high scrutiny (e.g. tendering and procurement).
- (ii) *Prohibited gifts*: the level, nature and sources of prohibited gifts offers.
- (iii) *Acceptance of gifts*: the total number, value, and percentage of gift offers accepted v. refused.
- (iv) *Use and disposal*: how the VEWH used or disposed of the gifts it received.
- (v) *Bribes*: any reports of suspected bribery attempts.

Level of compliance with policy

An overview of the estimated level of compliance with this policy, including:

- (i) Whether there are fewer entries in the gifts register than would reasonably be expected given the size and functions of the VEWH.

B. Steps taken to improve compliance (risk mitigation measures)

An overview of steps taken in the last year to improve compliance with this policy, including:

- (i) activities to promote awareness of, and improve compliance with, this policy, noting who the activities were directed to (i.e. Commissioner, employees and/or external stakeholders);
- (ii) remedial action taken to address patterns of frequent or prohibited gift offers (e.g. letters to offerors); and
- (iii) progress in implementing any recommendations made to, and accepted by, the RAC and/or board.

C. Recommendations

New recommendations, if any, for:

- (i) improving compliance with this policy; and/or
- (ii) updating this policy and related business rules, processes and record-keeping requirements

Appendix 5 - Privacy collection statement – gift offers

Background

This privacy collection statement is published in accordance with the Information Privacy Principles in Schedule 1 of the *Privacy and Data Protection Act 2014*.

The Victorian Environmental Water Holder (VEWH) is part of the public sector. As such, it complies with a range of laws and related obligations, including:

- the *Public Administration Act 2004*;
- the *Minimum accountabilities for the management of gifts, benefits and hospitality* issued by the Victorian Public Sector Commission; and
- the *Privacy and Data Protection Act 2014*,

Collection, retention and use of information

As part of the VEWH's compliance with its obligations and with good public sector governance practice:

1. If an individual or organisation offers a gift, benefit or hospitality to a Commissioner or employee of the VEWH as a result of that person's role with the VEWH, information about the offer and who made it will be recorded, retained, and used by the VEWH.
2. The purpose of collecting this information is to record details of gifts, benefits and hospitality in a register to ensure compliance with government policy, including to:
 - promote transparency in public sector decision making; and
 - comply with the *Minimum accountabilities* for the management of gifts, benefits and hospitality.
3. The VEWH's gifts policy is published on its external website www.vewh.vic.gov.au
4. As set out in its gifts policy, the VEWH publishes a 'de-identified' copy of its gifts register on its external website www.vewh.vic.gov.au

Viewing information

If you have offered a gift to a Commissioner or employee of the VEWH as a result of that person's role with the VEWH you can view the information that has been recorded by contacting: general.enquiries@vewh.vic.gov.au

Please note that, in accordance with the VEWH's gifts policy, whilst information on both 'non-token' and 'token' gifts (as defined in the policy) are recorded, retained and used by the VEWH:

- only information on non-token gifts is included in the published register; and
- steps have been taken to 'de-identify' personal information in the copy of the gifts register that is published on the VEWH's external website.