



Gifts, Benefits & Hospitality Policy

Issuing Office	Finance	
Aim	To state TAC's overall intentions and direction in relation to acceptance and provision of gifts, benefits and hospitality across the organisation.	
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1. Background

The Public Administration Act 2004, Code of conduct for Directors of Victorian public entities 2024 and the Code of Conduct for Victorian Public Sector Employees 2015 provide the legislative and policy framework for the acceptance and provision of gifts, benefits and hospitality by Victorian public sector directors and employees.

The codes of conduct provide information on key values that public sector directors and employees should demonstrate in their relationships with the government, the community, clients and other employees, and describes behaviours public sector employees should demonstrate for each value when performing their duties.



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The Victorian Public Sector Commission (VPSC) most recently updated their guidance and model policy on Gifts, Benefits & Hospitality in May 2024. This also included a revision to the minimum accountabilities relating to the management of gifts, benefits and hospitality by a public sector entity.

TAC's policy adopts the VPSC guidance a minimum requirements and is based on the 'integrity' and 'impartiality' values contained in the Code of Conduct for Victorian Public Sector Employees. It is also encompasses TAC's underlying responsibility to the Victorian community in ensuring the appropriate management and use of public monies in providing offers of gifts, benefits and hospitality.

2. Minimum requirements and accountabilities

TAC employees must comply with this Policy when accepting, providing, declaring and recording offers of gifts, benefits and hospitality. It is predicated on the assumption that TAC staff and management will exercise reasonable discretion and prudent judgement in each circumstance where a gift, benefit or hospitality is accepted or provided.

Minimum requirements for all TAC staff – Receiving offers of gifts, benefits and hospitality

1. Do not, for themselves or others, seek or solicit gifts, benefits or hospitality, if the offer could reasonably be seen as connected to your employment.
2. Refuse all offers of gifts, benefits or 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. This means refusing an offer if it could influence, or reasonably be seen to influence, how you perform your public duties;
 - compromise the public's trust that you will perform your public duties in an impartial manner or the public's trust in the impartiality of your organisation or the public sector;
 - are not consistent with community expectations;
 - are a bribe or inducement, or could be reasonably be seen as such. These need to be reported to the Senior Governance Manager, (who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission);
 - are non-token offers without a legitimate business benefit. The offer must further the conduct of official business or other legitimate goals of the TAC, Victorian Public Sector or the State.
3. Declare all non-token offers (valued at \$50 or more) of gifts, benefits and hospitality (whether accepted or declined), and seek sign-off from the appropriate authoriser (outlined in section 3) and submit to Finance for inclusion on TAC's Register.

An offer should always be refused unless it complies with minimum accountability #2 above, and where accepting is in line with the outcome arrived using the Decision Tree (see Attachment 4).

If unsure about how to respond to an offer of a gift, benefit or hospitality you should seek advice from your manager, the Senior Taxation and Compliance Accountant or Finance Manager.



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Minimum requirements for all TAC Staff - Providing gifts, benefits and hospitality

4. Ensure that any gift or hospitality (token or non-token) 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.
5. Ensure that any costs in providing a gift, benefit or hospitality are:
 - proportionate to the benefits obtained for the organisation and/or State; and
 - would be considered reasonable in terms of community expectations.
6. Ensure that a gift, benefit or hospitality is not provided unless:
 - no conflict of interest exists (actual, potential or perceived), or
 - you declare a conflict and your organisation develops a management plan that explicitly allows you to provide it.
7. Ensure that when hospitality is provided, participants:
 - demonstrate professionalism in their conduct; and
 - uphold their obligation to extend a duty of care to other participants.

If you are a participant who is accepting hospitality, you must also comply with these standards.

Accountabilities for CEO and Executives

In addition to the minimum accountabilities above, the CEO and Executives must also comply with the following requirements:

8. Model good practice and foster a culture of integrity;
9. Establish, implement and review organisational policies and processes for the effective management of gifts, benefits and hospitality, which at least address the minimum accountabilities.

When an employee speaks up in good faith, TAC must ensure there are policies and procedures which

- actively support and protect employees who speak up in good faith about a possible breach of the policy;
 - take decisive action, including possible disciplinary action, against anyone who discriminates against or victimises an employee who speaks up in good faith;
 - respond in a constructive manner to the information provided.
10. Communicate TAC's Gifts, Benefits and Hospitality Policy and related processes effectively to employees. This includes communicating that a breach of the policy or processes may constitute a breach of binding codes of conduct and, where appropriate, may result in disciplinary action. In some circumstances, a breach may constitute criminal or corrupt conduct.
 11. Establish and communicate a clear policy position to business associates on the offering of gifts, benefits and hospitality to employees, including the possible repercussions for a business associate acting contrary to the TAC's policy position.

The information provided to current, and prospective suppliers and stakeholders should include:

 - what constitutes a gift, benefit or hospitality;
 - the organisation's policy;
 - that the organisation discourages the making of offers;
 - any whole of Victorian Government supplier codes of conduct.
 12. Report at least annually to the TAC's Audit Committee on the administration and quality control of its gifts, benefits and hospitality policy, processes and register. This report must include a copy of the internal register, analysis of TAC'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.



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13. Establish and maintain an official internal register of non-token gifts, benefits and hospitality offered to employees.

At a minimum, this internal register will record sufficient information to:

- to effectively monitor, assess and report on the minimum accountabilities; and
- meet the information requirements of the public register.

14. Ensure the following documents are available to the public:

- TAC's gifts, benefit and hospitality policy
- TAC's public register of reportable gift offers received.

The public register should cover the previous financial year and be published within four months of each new financial year. The minimum information reported in the public register includes:

- all non-token offers, whether they were accepted or not;
- the date each non-token offer was made;
- the position of the recipient;
- the position and organisation of the person making each offer;
- where possible, whether the offeror is a business associate of the organisation;
- a description of each offer and its value;
- whether the offer was accepted or declined; and
- if accepted, the business reason for doing so.

3. Responding to offers of gifts, benefits & hospitality

Accepting/Providing

Directors

Directors should refuse all offers of gifts, benefits or hospitality which may be perceived as impeding their independent judgement.

Procurement Branch

Due to the perceived higher risk, all staff within the centralised procurement branch must refuse all offers of gifts, benefits or hospitality from all people or organisations.

TAC Staff

TAC staff should proactively engage with their external business stakeholders, and communicate information in relation to TAC's position on Gifts, Benefits & Hospitality, as outlined in minimum accountability #11. External stakeholders should be asked to refrain from offering Gifts, Benefits & Hospitality, particularly where there is no legitimate business reason for the offer.

No offer of gifts, benefits or hospitality equal to, or greater than, the nominal value of \$50 is to be accepted or provided by TAC staff without (where practicable) the prior approval of a GM, EGM, CEO or Chair.

Token Offers

Token offers are of inconsequential or trivial value to both you and the person making the offer and can generally be accepted. They may include mementos, small gifts of appreciation such as pens, pads that staff may receive in performing their duties, attending seminars etc. and cannot be worth more than \$50. Repeat offers should be monitored. Where the cumulative value of repeat offers increases, there is higher risk of potential or actual conflict of interest requiring token offers to be declined.

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Non-token offers

Non-token offers are offers of a gift, benefit or hospitality that would be considered, either by the recipient, offeror or wider community, as being more than inconsequential in value. All offers worth more than \$50 are non-token and must be recorded on the TAC's gifts, benefits and hospitality register.

At a minimum, you must decline non-token offers that, if accepted, would:

- be perceived as, or is an actual bribe or inducement; or
- give rise to an actual, potential or perceived conflict of interest; or
- have no legitimate business benefit to the organisation.

A legitimate business benefit is one that furthers the conduct of official business or other legitimate goals of the TAC, public sector or State.

Only in exceptional circumstances, such as for ceremonial gifts where declining could cause offence and embarrassment, should a non-token offer be accepted on behalf of the TAC. Any such gift should then be delivered to your GM or EGM along with a completed Gift Declaration form. The EGM/GM will manage the gift in the appropriate manner, which may involve donating it to charity or putting it on display in TAC's premises.

If in doubt about gifts, benefits and hospitality offered, ask your manager or refer the matter to your General Manager or Executive General Manager.

Examples of responding to offers of gifts, benefits and hospitality

Scenario 1: Free attendance at public speaking engagement

Aaron, a TAC Clients Manager, is invited to speak at a conference in relation to claims and injury management. In lieu of speaking, his conference fee of \$500 is waived by the event organisers.

In this situation, there is no conflict of interest and there is a legitimate business reason for attending this event. As such, Aaron can accept this offer. Being a non-token offer, Aaron should complete a Declaration Form and have this signed by his General Manager. Once authorised, Aaron should submit this form to the Senior Taxation and Compliance Accountant for inclusion on the Register.

Scenario 2: Supplier functions

Betty, a TAC IT manager, is invited by TAC's external IT contractor to a networking session. It will be hosted at a sporting event where food and alcohol will be provided at an estimated cost of \$150 per head.

Generally, 'networking' in isolation is not a sufficiently legitimate business reason for attending an event. Given the absence of any other purpose, the estimated cost, and the presence of alcohol, Betty should decline this invitation. Betty should still complete a Declaration form noting this, and have it signed by her Executive General Manager. Once authorised, Betty should submit this form to the Senior Taxation and Compliance Accountant for inclusion on the Register.

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 the TAC. The receipt of ceremonial gifts should be recorded on TAC's internal register, however this information does not need to be published online.

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Prizes

Employees are not to enter any “free” competitions at events attended in a working or official capacity, so as to avoid the difficulty that may arise where a prize is won. An example might include a business card draw at a conference, where the employee has not personally paid to enter the competition.

By contrast however, if a raffle ticket is purchased by the employee and a prize is won, this does not constitute a gift, being that it was not free. It does not need to be included on the register.

GIFT and HOST Tests

‘GIFT’ and ‘HOST’ tests provide a concise and easy to use summary of all guiding principles in the policy guide and remind employees of what to think about when deciding whether to accept or decline a gift, benefit or hospitality, or provide gifts or hospitality. Employees are encouraged to use the GIFT and HOST tests and, if in doubt, ask their manager. Copies of the tests are provided in Attachment 1 – GIFT and HOST Tests.

Declaring

The decision of whether to accept or decline an offer should at all times be perceived to be free of any potential conflict of interest and must be defensible in relation to potential requests for information under Freedom of Information or the media.

In respect of most non-token offers (\$50 or more) of Gifts, Benefits and Hospitality received by a TAC employee, a declaration form must be completed, regardless of whether the offer was accepted or declined. An editable version of this declaration form is available on inTAC, with a reference copy provided in Attachment 2 of this policy.

The business reason for accepting a non-token offer must be recorded on this form at label 8 and must contain sufficient detail to link the acceptance of an offer to the individual’s work functions and/or benefit to the TAC, public sector or State.

The following is an example of the level of detail required at label 8 of the declaration form for accepted offers:

Scenario 3: Attendance at TAC’s Partnership Event

“I was responsible for evaluating and reporting outcomes of the TAC’s Partnership funding of Event A. I accepted an invitation from the TAC partner, and attended Event A in an official capacity to report back to the TAC on the event and activation outcomes.”

In circumstances where an offer of hospitality is part of a generic, bulk event invitation that is declined, it does not need to be declared or recorded on a gift, benefit and hospitality register. For example, ‘spam’ email offers. Otherwise, for all other non-token offers, the declaration should be completed by the employee in a timely manner, ideally within **21 days of the offer**.

Approval and submission

Once an employee recipient has declared an offer using the declaration form, it should then be forwarded to the relevant approver of the employee, as outlined in the table below:

Gift recipient	Authorised Approvers
Board Chair	Audit Committee Chair
CEO and Other Board Directors	Board Chair
Executive General Manager	CEO
General Manager	Executive General Manager
TAC Employees – Clients Division	General Manager
All Other TAC Employees	Executive General Manager



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Once signed by the relevant approver, the declaration must be submitted to the Senior Taxation and Compliance Accountant for population onto the Register.

Recording

Gifts, benefits and hospitality equal to or greater than \$50 require the retention of relevant documentation (including the declaration forms) and the Gifts, Benefits and Hospitality Register to assist in the monitoring and review process. Record keeping will also include recording any escalations and breaches and the resolution action taken.

Access to the internal register is restricted to the Finance Team. The Senior Taxation and Compliance Accountant is responsible for the population and maintenance of this. A copy of the register will be issued at least twice a year to GMs/EGMs to attest to completeness and accuracy of the details provided.

The public register will contain a subset of the information detailed in TAC's internal register in accordance with the VPSC minimum requirement #14.

4. Corporate hospitality

This section of the Policy provides guidance to TAC employees in relation to corporate hospitality and refers to the act or practice of being hospitable and entertainment of clients.

In all cases, hospitality should be modest and prudent, properly balancing the public interest in an efficient and professional public service with the responsible use of public funds. In summary, hospitality can take a number of forms, but in the context of TAC, can be classified into two categories:

- External – an activity to help foster the conduct of public business with persons outside of the TAC. These persons may include clients, business partners, suppliers and contractors.
- Internal – an activity funded by the TAC for the health and wellbeing of the TAC staff.

External hospitality

External hospitality may involve, but is not limited to, hospitality provided during activities, events and meetings hosted by the CEO, EGMs, GMs or a direct report of an EGM/GM.

The primary purpose of these activities is to foster the strategic and operational goals of the TAC. It may include people from the business, government and academic sectors as well as those who have provided services to the agency either at no charge or at token cost to show appreciation for their time and effort.

Such hospitality may occur in the workplace, at seminars, conferences or in restaurants and other venues, and are characterised by the provision of meals and/or beverages. The provision must also be at a cost and in a form and manner that is appropriate to the nature of that interest and business purpose.

External hospitality is prohibited where it involves only TAC employees who are not the CEO, EGM, GM, or a direct report of a GM/EGM. However, external hospitality may be permitted for these employees if appropriate pre-approval is obtained from the CEO, EGM or GM.

Internal hospitality

Internal hospitality may occur in the workplace or at function venues and may include, but is not limited to, meals and/or beverages for training sessions/conferences, retreats, agency forums, functions to recognise and reward staff and working lunches held at the TAC premises.

The provision of internal hospitality must also be at a cost and in a form and manner that is appropriate to the nature of the activity. It should also abide by the principle that it be modest and prudent, and properly balance the public interest in an efficient and professional public service with the responsible use of public funds.

Internal hospitality is prohibited where it involves only TAC employees who are not the CEO, EGM, GM, or a direct report of a GM/EGM. However, internal hospitality may be permitted for these employees if appropriate pre-approval is obtained from the CEO, EGM or GM.

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Scenario 4: Onsite Training Workshop

TAC Finance staff are taking part in a full day workshop onsite for an update on Accounting Standards. This occurs annually. Morning tea, a light sandwich lunch and refreshments are provided. In this situation, it is appropriate for TAC to fund this since the cost is modest, frequency is irregular and is in connection with a work related workshop (CPD event).

Modest and prudent expenditure

The level of hospitality and the cost incurred must be relative to the level of importance of the participants or potential benefits accrued to the TAC. This means ensuring that hospitality costs are kept to a minimum and catering/entertainment arrangements are appropriate for the nature of the event.

Responsible serving of alcohol

The default position of TAC is that alcohol expenditure should not be incurred. However in the extremely rare and limited occasion where alcohol may be provided, the TAC event organiser(s) must be aware of the associated requirements regarding the responsible serving of alcohol. Please refer to the following for current advice:

- Occupational Health and Safety Act 2004
- The Australian Alcohol Guidelines (National Health and Medical Research Council)
- Liquor Laws of Victoria

Pre-approval requirements

Supply of alcohol

- The default position is that TAC should not incur any expenditure for alcohol. The CEO may however consider the provision of alcohol on a case by case basis, and must pre-approve any alcohol expenditure before it is incurred.

As the type of function requiring the supply of alcohol may vary, so will the quantity, quality and expenditure on purchases. Appropriate guidance must be obtained from the relevant EGM, GM or CEO.

Incurring hospitality

- All hospitality needs to be pre-approved in accordance with the guidance earlier in this policy on internal or external hospitality.

Partners

- Hospitality should not be funded and provided by TAC for partners, spouses or other family members of employees, unless approved by the CEO.

Tipping

Domestic:

- Tipping is explicitly prohibited.

Overseas:

- Tipping is permitted where it would normally be appropriate, such as a cultural setting where tipping is a customary practice. Tips should not exceed an amount or rate that is customary in the international location being visited, and should be confirmed with Finance prior to travel.

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Auditable records

All decisions regarding hospitality spend are recorded in TAC's financial management systems and are made readily available for scrutiny by both internal and external auditors. In addition, corporate hospitality documentation, receipts and invoices are routinely sought under Freedom of Information.

5. Gifts to staff

This section of the Policy provides a guide in relation to TAC-funded gifts to staff.

Staff Gift limitations

Celebrations of events such as birthdays, marriages or the birth of a child should not be funded by the TAC. The following may however be funded:

Category	Type of gift	Cost	Purchasing
Death of an employee's immediate family member (<i>as defined in TAC's Enterprise Agreement</i>)	Flowers, hamper, donation to charity as per family's request	Up to \$100 plus delivery	Either by vendor invoice or employee expense reimbursement, submitted to Finance.

The CEO has the discretion to increase the above gift limit where appropriate.

Rewards and recognition

Gifts may be provided to employees as a reward and recognition. For example, for each 5 year service milestone, an employee is eligible to receive a Service Award. [The Reward and Recognition Guidelines](#) issued by People, Culture and Engagement should be referred to in determining the appropriateness and amount of employee gifts provided to employees for rewards and recognition.

6. Gifts, benefits and hospitality review and approval

The Gifts, Benefits and Hospitality Policy will be reviewed on an annual basis by the Senior Taxation and Compliance Accountant, and will be submitted to the Audit Committee and Board for review and endorsement.

7. Access and communication of the policy

The Policy, declaration form and associated training modules will be communicated and made available to each employee and contractor of the TAC through the TAC intranet and internal newsletters.

In accordance with minimum requirement #11, employees should, where appropriate, communicate TAC's policy position to business stakeholders with respect to their offering of Gifts, Benefits and Hospitality. This includes requesting business stakeholders to refrain from making offers that create an actual or perceived conflict of interest, or which provide no legitimate business benefit.

8. Compliance

In accordance with minimum requirement #12, the administration and quality control of TAC's gifts, benefits and hospitality policy, processes and register will be reported annually to the Audit Committee. This will include an analysis of the gifts, benefits and hospitality risks (including repeat offers from the same source and offers from business associates), risk mitigation measures and any proposed improvements.

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9. Breaches

A breach of the gifts, benefits and hospitality policy or process may constitute a breach of binding codes of conduct, may constitute criminal or corrupt conducts, and may result in disciplinary action, which could include termination of employment.

For any alleged breaches reported by an employee, TAC will always:

- actively support and protect employees who speak up in good faith
- take decisive action, including possible disciplinary action, against anyone who discriminates against or victimises an employee who speaks up in good faith; and
- respond in a constructive manner to the information provided.

10. Supporting materials

The following documents and relevant legislation support and are to be used in conjunction with this policy:

TAC policies, procedures, and guidelines

[Code of Conduct for Victorian Public Sector Employees \(2015\)](#)

[Code of Conduct for Directors of Victorian public entities 2024](#)

[Victorian Government Purchasing Board Policies](#)

[TAC Procurement Policy and Guides](#)

[TAC Reward and Recognition Guidelines](#)

[TAC Invoice Processing Policy](#)

[TAC Reimbursement Policy](#)

[TAC International Travel Policy](#)

Relevant legislation

Public Administration Act 2004

Public Records Act 1973

Financial Management Act 1994

Freedom of Information Act 1982

Liquor Control Reform Act 1998

Attachments

GIFT/HOST Tests

Gifts, Benefits and Hospitality Declaration Form

Gifts, Benefits and Hospitality Register

Gifts, Benefits and Hospitality Decision Tree



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Review information

Date issued	August 2024	Next review date	March 2025
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Attachment 1 – GIFTS and HOST Tests

The GIFT test is a good reminder of what to think about when deciding whether to accept or decline a gift, benefit or hospitality.

G	Giver	<p>Who is providing the gift, benefit or hospitality and what is their relationship to me? Does my role require me to select contractors, award grants, regulate industries or determine government policies? Could the person or organisation benefit from a decision I make?</p>
I	Influence	<p>Are they seeking to influence my decisions or actions? Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy, a token of appreciation or valuable non-token offer? Does its timing coincide with a decision I am about to make?</p>
F	Favour	<p>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?</p>
T	Trust	<p>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?</p>

The HOST test is a good reminder of what to think about when deciding whether to provide hospitality or gifts to staff or stakeholders.

H	Hospitality	<p>To whom is the gift or hospitality being provided? Will recipients be external business partners, or individuals of the host organisation?</p>
O	Objectives	<p>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?</p>
S	Spend	<p>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?</p>
T	Trust	<p>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?</p>

When in doubt, ask your direct manager, General Manager or Executive General Manager

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Attachment 2 – Gifts, Benefits and Hospitality Declaration

Transport Accident Commission Gifts, Benefits and Hospitality Declaration

This declaration form supports the TAC's Gifts, Benefits and Hospitality Policy. Employees must declare all qualifying non-token offers of gifts, benefits and hospitality (whether accepted or declined). This declaration must be signed by the relevant approver in accordance with the Policy. For most employees, this will be your General Manager or Executive General Manager.

Individual to complete	
1. Declaration date	
2. Name: Role: Division:	
Details of the gift, benefit or hospitality	
3. Date offered	
<i>If offer declared outside of 21 day timeframe, provide reason for delay</i>	
4. Describe the gift, benefit or hospitality offered	
5. Estimated or actual value	
6. Offered by:- Name: Role: Organisation: Business Associate (Y/N):	
Reason for making the offer (sufficient detail required): (eg. "Kelly is responsible for evaluating and reporting outcomes of the TAC's sponsorship of Event A. Kelly attended Event A in an official capacity and reported back to the TAC on the event." Is the offer a ceremonial gift? Provide details if so.	
7. Would accepting the offer: a) create an actual potential or perceived conflict of interest exist (Y/N); or b) bring you, the organisation or the public sector into disrepute (Y/N)? (If the answer to either of the above is "YES", then the offer MUST be declined in accordance with the minimum accountabilities) <i>Note: Consider your current decision making responsibilities with the stakeholder. You should answer "YES" if accepting the offer has an actual or perceived influence on your decisions, for example with an active procurement activity.</i>	<i>Detail of conflict of interest:</i> a) b)

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<p>8. Is there a legitimate business benefit to the TAC, public sector or State for accepting the offer.</p> <p>(If NO then offer must be declined, and if YES then the business benefit must be detailed, in accordance with the minimum accountabilities. Even if a legitimate business benefit, consider whether it is necessary to accept the offer, or if "thanks is enough")</p>	<p><i>Sufficient detail of business benefit:</i></p>
<p>9. <i>Decision regarding offer:</i></p> <p><input type="checkbox"/> Declined or <input type="checkbox"/> Retained or <input type="checkbox"/> Transferred to TAC's ownership</p> <p>Comments:</p> <hr/> <p>Signature of recipient: _____ Date: _____</p>	
<p>Relevant approver in accordance with the Gifts, Benefits and Hospitality Policy to complete (for most employees, this will be your General Manager or Executive General Manager)</p>	
<p>1. Name: Role: Division:</p>	
<p>Complete if individual <u>accepted</u> offer</p>	
<p>2. I have reviewed this declaration form and confirm that, to my knowledge, accepting this offer:</p> <ul style="list-style-type: none"> a) does not raise an actual, potential or perceived conflict of interest for the individual or myself; and b) will not bring the individual, myself, the organisation or the public sector into disrepute; and c) will provide a clear business benefit to the organisation, the public sector or the State. 	<p>Signature: _____</p> <p>Date: _____</p>
<p>Complete if individual <u>declined</u> offer</p>	
<p>3. I have reviewed this declaration form and submitted it for inclusion on the TAC's gifts, benefits and hospitality register.</p>	<p>Signature: _____</p> <p>Date: _____</p>
<p><i>Completed form to be submitted for inclusion on the organisation's gifts, benefits and hospitality register.</i></p>	

<p>Gifts, benefits and hospitality register updated</p>	
<p>Name: Role: Division:</p>	<p>Signature: _____</p> <p>Date: _____</p>



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Attachment 3 – Gifts, Benefits and Hospitality Register

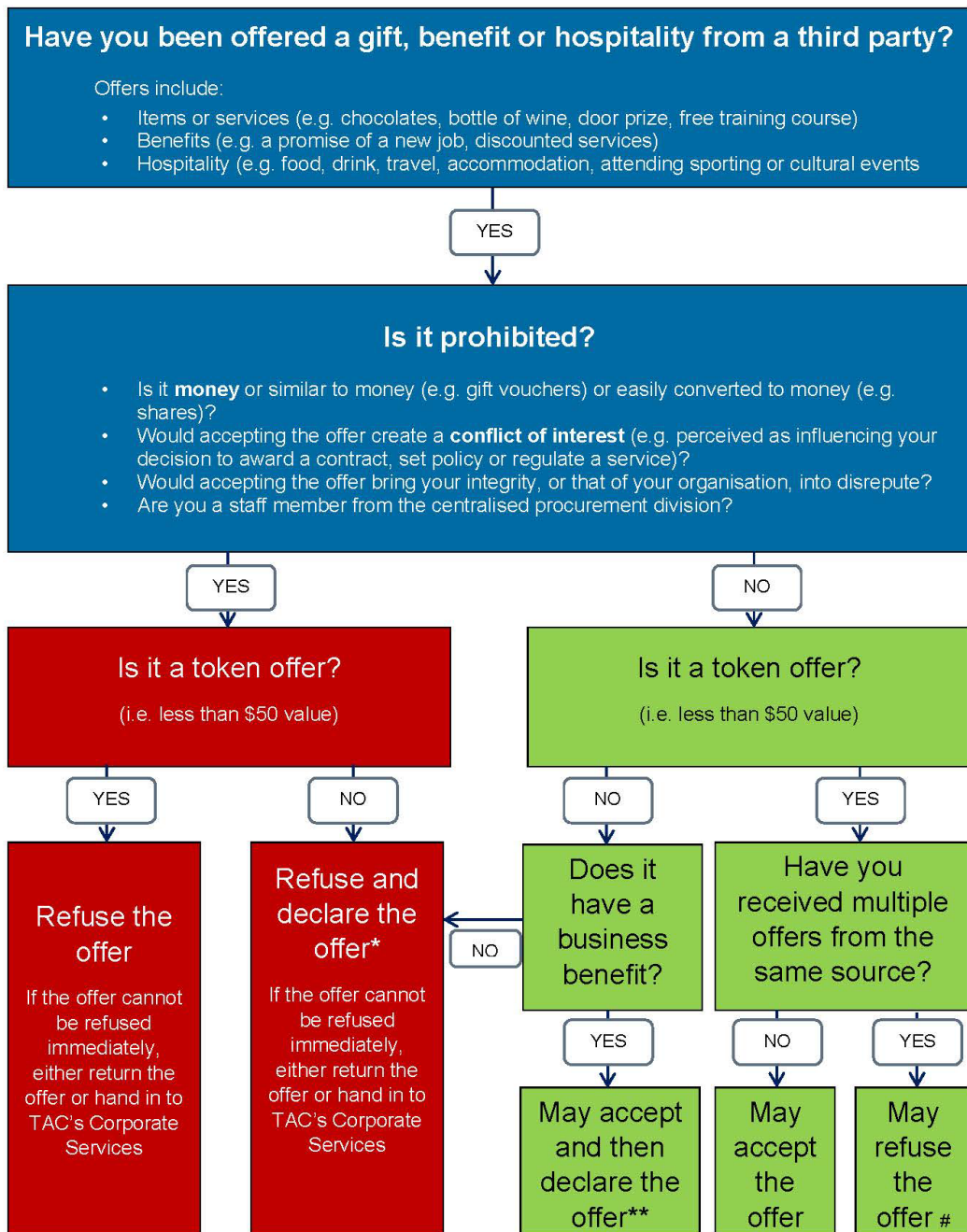
Transport Accident Commission - Gifts, Benefits and Hospitality Public Register

Date offered	Offered to: Position Description Division	Description of the gift, benefit or hospitality	Estimated or actual value	Offered by: Position Description Organisation Name	Is the person or organisation making the offer a business associate of the organisation? (Y/N) (consider whether their offer is consistent with the organisation's policy)	Is there a legitimate business benefit to the organisation, public sector or State for accepting the offer, i.e. does it meet the following: a) it was offered during the course of the individual's official duties; and b) it relates to the individual's official responsibilities; and c) it has a benefit to the organisation, public sector or State (If NO then offer must be declined, and if YES then the business benefit must be detailed, in accordance with the minimum accountabilities).	Decision regarding the offer: a) declined or accepted (state which) b) ownership (e.g. state whether individual retained; was transferred to organisation's ownership; returned to offeror etc.)



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Attachment 4 – Gifts, Benefits and Hospitality Decision Tree



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

** Hospitality from Victorian public sector organisations provided as part of official business does not need to be declared

Consider potential conflict of interest before accepting multiple token offers from the one source.