



# **Gifts, Benefits and Hospitality Policy**

**QDOC/32**

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| <b>Title</b>            | Gifts, Benefits and Hospitality Policy |
| <b>System</b>           | Goulburn Valley Water                  |
| <b>Reference Number</b> | QDOC/32                                |
| <b>Approved By</b>      | Board Directors                        |
| <b>Next review date</b> | 21 September 2025                      |

**Note:** With each edit to this document, the following must be completed. Also if a document is being reviewed and there are no changes, it should be noted that the review was undertaken and the next review date updated.

**Details of Review/Changes**

| <b>Date</b>       | <b>Description</b>  | <b>Modified By</b>                               | <b>Approved By</b> |
|-------------------|---|--|--------------------|
| January 2019      | DELWP review into the model gifts, benefits and hospitality policy  | DELWP  |                    |
| 24 June 2019      | DELWP circulated new policy to be implemented by 1 November 2019  | DELWP  | Minister for Water |
| August 2019       | EM-Governance updated policy to reflect changes to existing GB& H policy  | Danny  |                    |
| 23 October 2019   | Board approved updated version of GVW's GB&H Policy   | Executive Manager - Governance                   | GVW Board          |
| 21 September 2022 | Board approved updated version of GVW's GB&H Policy   | Executive Manager - Governance & Quality Systems | GVW Board          |
| 15 February 2023  | Board approved changes to assign responsibilities on the retirement of the Executive Manager - Governance and Quality Systems - minor review of title changes | Manager - Compliance                             | GVW Board          |
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# Gifts, Benefits and Hospitality Policy

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## 1.0 Purpose

This policy states Goulburn Valley Water's position on:

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

This policy is intended to support individuals and Goulburn Valley Water to avoid conflicts of interest and maintain high levels of integrity and public trust.

Goulburn Valley Water has issued this policy to support behaviour consistent with the Code of Conduct for Victorian Public Sector Employees, and/or 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.

### Application

This policy applies to all workplace participants. For the purpose of this policy, this includes: executives, board members, employees, contractors, consultants and any individuals or groups undertaking activity for or on behalf of Goulburn Valley Water.

## 2.0 Policy Principles

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.

Goulburn Valley Water 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.

**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: Goulburn Valley Water, 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.

### 3.0 Minimum Accountabilities

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. These can be found at Schedule A.

### 4.0 Definitions

#### 4.1 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.

#### 4.2 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.

#### 4.3 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 public sector organisation, irrespective of value, and should be accepted by individuals on behalf of the public sector organisation. The receipt of ceremonial gifts should be recorded on the register but does not need to be published online.

#### 4.4 Conflict of Interest

A conflict of interest is where a Director or employee has private interests that could improperly influence, or be seen to influence, their decision or actions in the performance of their public duties.

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.

## 4.7 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.

## 4.8 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.

## 4.9 Internal Event

An event facilitated by Goulburn Valley Water where attendees are invited by Goulburn Valley Water for the purposes of furthering public sector business outcomes, celebrate achievements or enhancing community engagement. Having non-employees, external guests or stakeholders at an event does not necessarily mean it is not an internal event.

## 4.10 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 public sector organisation, the public sector or the State.

## 4.11 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.

## 4.12 Public register

A public register is a record, preferably digital, of a subset of the information contained in a register, for publication as required by the minimum accountabilities. Guidance regarding the information that should be published is provided in the [Victorian Public Sector Commission Policy Guide](#).

## 4.13 Register

A register is a record, preferably digital, of all declarable gifts, benefits and hospitality. Guidance regarding the information that should be recorded is provided in the Policy Guide.

## 4.14 Responsible Person

The 'responsible person' is the person whom the Board Director or employee notifies of any non-token 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       |
| Board Director or MD | Chair              |

|       |   |
|-------|---|
| Chair | Deputy Chair [ <i>or if none exists: 'Board Director appointed by the Board'</i> ].<br><br>Where appropriate, the Chair should also seek advice from the Minister and/or DELWP. |
|-------|---|

**4.15 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.

**4.16 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 on the GVW gift, benefit and hospitality register.

**5.0 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 Managing Director.

**5.1 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.

|          |                  |   |
|----------|------------------|---|
| <b>G</b> | <b>Giver</b>     | <p><b>Who is offering the gift, benefit or hospitality and what is their relationship to me?</b></p> <p>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>   |
| <b>I</b> | <b>Influence</b> | <p><b>Are they seeking to gain an advantage or influence my decisions or actions?</b></p> <p>Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or valuable non-token offer? Does its timing coincide with a decision I am about to make or my endorsement of a product or service?</p> |
| <b>F</b> | <b>Favour</b>    | <p><b>Are they seeking a favour in return for the gift, benefit or hospitality?</b></p> <p>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>  |
| <b>T</b> | <b>Trust</b>     | <p><b>Would accepting the gift, benefit or hospitality diminish public trust?</b></p> <p>How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?</p>  |

## 5.2 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. 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, Goulburn Valley Water 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 supplier;
  - made during a procurement or tender process by a person or organisation involved in the process;

- 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 organisation 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 Managing Director or Manager - Compliance or delegate (who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission).

### 5.3 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 during a meeting.

The minimum accountabilities state that token offers cannot be worth more than \$50.

Individuals may generally accept token offers without approval or declaring the offer on Goulburn Valley Water's register, as long as the offer does not create a conflict of interest or lead to reputational damage.

### 5.4 Non-Token Offers

Individuals can only accept non-token offers if they have a legitimate business benefit. All accepted non-token offers must be approved in writing by the individual's manager or organisational delegate, recorded in the gifts, benefits and hospitality register and 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, Goulburn Valley Water 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 Goulburn Valley Water, public sector or the State.

Individuals may be offered a gift or hospitality where there is no opportunity to seek written approval from their manager 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 written approval from their manager within five business days.

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

There may be some instances where conference organisers offer to pay the costs for a staff member to present at a conference in their area of expertise including flights, accommodation, meals and conference admission. Acceptance of these offers will be at the discretion of the Managing Director. Offers that may give rise to a bias or a conflict of interest will not be accepted.

## **5.5 Recording non-token offers of gifts, benefits and hospitality**

All non-token offers, whether accepted or declined, must be recorded in Goulburn Valley Water's gifts, benefits and hospitality register. The business reason for accepting the non-token offer must be recorded in the register with sufficient detail to link the acceptance to the individual's work functions and benefit to Goulburn Valley Water, public sector or State.

Individuals should consider the following examples of acceptable and unacceptable levels of detail to be included in Goulburn Valley Water's register when recording the business reason:

### **Unacceptable**

- "Networking"
- "Maintaining stakeholder relationships"

### **Acceptable**

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

Access to the register is restricted to relevant persons within Goulburn Valley Water.

Goulburn Valley Water's Audit and Risk Committee 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 Goulburn Valley Water'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 public register will contain a subset of the information detailed in Goulburn Valley Water's internal register.

GVW does not require staff to record token offers or sustenance (light food and drink with business meetings, such as juice and sandwiches).

## 5.6 Gift Offer Declaration Form

The gift offer declaration form (Example) is set out in **Appendix 1** of this policy.

For GVW employees, lodgement and processing is available via the Intranet via Formstack (The completed version will be auto-registered to FOL/4576).

## 5.7 Ownership of gifts offered to individuals

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 Goulburn Valley Water into disrepute, and where the Managing Director has provided written approval. Employees must transfer to Goulburn Valley Water official gifts or any gift of cultural significance or significant value.

Gifts such as food hampers shall be auctioned to staff with the proceeds donated to charity.

Goulburn Valley Water encourages enhanced performance and skills development and at times our industry associations run competitions with the incentive of a prize. Where a staff member is successful the prize can be retained by the staff member with the approval of the Managing Director. The staff member is required to declare the prize.

It is recognised that sometimes attendance at a conference/event comes with an entry ticket into a prize draw. Should a staff member win such a prize they must declare it as a gift. The ownership of the item will be determined at the discretion of the Managing Director.

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

Whilst repeated token gifts are not required to be declared, an individual who does receive repeated offers from a person or organisation should raise this with the Manager - Compliance so that a process can be put in place to stop these from continuing.

## 5.9 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 Goulburn Valley Water.

The receipt of ceremonial gifts should be recorded on Goulburn Valley Water's register but this information does not need to be published online.

## 5.10 Hospitality provided by Victorian public sector organisations and industry associations

Victorian public sector organisations and industry associations may provide hospitality to stakeholders, as part of their functions. When offered hospitality by a Victorian public sector organisation or industry association, individuals should consider the requirements of the minimum accountabilities.

Accepted hospitality offered by a Victorian public sector organisation or industry association as part of official business does not need to be declared or reported, where the reason for the individual's attendance is consistent with Goulburn Valley Water's functions and objectives and with the individual's role.

## 6.0 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

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

### 6.1 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.

## 6.2 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/or 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 organisation 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?
- What policies are in place regarding recording and reporting requirements on the provision of gifts, benefits and hospitality in accordance with their requirements under the *Financial Management Act 1994*?

## 6.3 Reward and Recognition Programs

Modest gifts may be provided to employees in circumstances that align with Goulburn Valley Water's reward and recognition programs. Financial gifts to employees such as vouchers or gift cards are limited to recognition of outstanding performance and length of service (beyond ten years) and are at the discretion and authorisation of the Managing Director.

A report on the provision of vouchers or gift cards to employees shall be provided annually to the Audit & Risk Committee.

## 6.4 Providing Catering and Alcohol for External Events

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

- there is a real benefit to the corporation,
- 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.

Alcohol may be purchased with Corporation funds to serve at functions at the discretion of the Managing Director in accordance with the GVW Alcohol and Other Drugs/Fit for Work Policy and associated Procedure.

## 6.5 Providing Alcohol at Internal Events

Unless otherwise approved by the Managing Director, Goulburn Valley Water does not purchase alcohol with public funds for internal events. Internal events where alcohol is provided under specific approval of the Managing Director typically is limited to the annual staff Christmas function for a time limited duration and undertaken in accordance with the GVW Alcohol and Other Drugs/Fit for Work Policy and associated Procedure.

## 6.6 Providing Catering at Internal Events

Catering for GVW internal events must be undertaken in accordance with the requirements of the GVW Catering Policy (QDOC/26).

## 6.7 Related Policy, Legislation and Other Documents

- Minimum accountabilities for the management of gifts, benefits and hospitality (see Instructions supporting the Standing Directions of the Minister for Finance)
- Goulburn Valley Water's Conflict of Interest Policy
- 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
- Victorian Public Sector Commission's Gifts, Benefits and Hospitality Policy Guide
- GVW Catering Policy (QDOC/26)
- GVW Fraud, Corruption and Other Losses Policy (QDOC/31)
- GVW Fraud & Corruption Control Framework (QDOC/1165)

## 7.0 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 Goulburn Valley Water'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/or 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 Manager – Office of Managing Director.

Goulburn Valley Water 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.



## 8.0 Speak up

Individuals who consider that gifts, benefits and hospitality or conflict of interest within Goulburn Valley Water may not have been declared or is not being appropriately managed should speak up and notify their manager or the Manager – Compliance or delegate. 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).

Goulburn Valley Water will take decisive action, including possible disciplinary action, against individuals who discriminate against or victimise those who speak up in good faith.

## 9.0 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 or the Manager – Office of Managing Director for advice.

This policy was approved by the Goulburn Valley Water Board on 15 February 2023.

This policy is scheduled to be reviewed no later than September 2025



Daniel Hughes  
ACTING MANAGING DIRECTOR



## Schedule A – Minimum accountabilities

### 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 more) 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.
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.

# Appendix 1 – Gifts, Benefits and Hospitality Declaration Form

# Gifts, Benefits and Hospitality Declaration Form (example)

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 reportable gift, benefit or hospitality offer within 14 days of the offer being made and sent to your 'responsible person' as outlined in the Policy. For GVW employees, lodgement and processing is to be undertaken in accordance with the Kapish Word Template Document Gift Offer Declaration Form requirements and filed to FOL/4576.

**Important note** – fields shaded in:

- light grey will be published on the GVW 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 unit or division (e.g. Climate Change)   | [your unit or division]                            |
| <b>Details of the gift, benefit or hospitality</b>  |  |
| 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 agency?<br><b>If yes</b> , describe the relationship between them and the organisation.<br><b>If no</b> , describe the relationship between you and the person or organisation making the offer (e.g. friendship). | <b>Select yes or no from this list.</b>            |
|   | [relationship between the department and offeror]  |
|   | [relationship between you and the offeror]         |
| Would accepting the offer create an actual, potential or perceived <b>conflict of interest</b> ?<br><b>If yes</b> , then the offer must be declined.  | <b>Select yes or no from this list.</b>            |
| Would accepting the offer bring you, the agency or the public sector into disrepute?<br><b>If yes</b> , then the offer must be declined.  | <b>Select yes or no from this list.</b>            |
| Is there a legitimate business benefit to the department or public sector for accepting the offer?<br><i>For example:</i>   | <b>Select yes or no from this list.</b>            |
|   | [details of the legitimate business benefit]       |

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Was it offered during your official duties?</li> <li>• Does it relate to your official responsibilities?</li> <li>• Does accepting bring any benefit to the agency, public sector or State?</li> </ul> <p>If no, then the offer must be declined.<br/>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.                |
| If yes, please provide details.   | [details of the official or ceremonial purpose] |
| 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:   |
| <b>Your manager or organisational delegate to complete</b>  |   |
| 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]          |
| <b>Complete if the declarant declined the offer</b>   |   |
| I have reviewed this declaration form and submitted it for inclusion on our Gifts, Benefits & Hospitality Register.   | Signature:                                      |
|   | Date:   |
| <b>Complete if the declarant accepted the offer</b>   |   |
| What decision was made about the ownership and disposal of the gift?<br>(e.g. was it kept by the declarant, transferred to the agency, 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"> <li>• does not raise an actual, potential or perceived conflict of interest for the individual or myself; <b>and</b></li> <li>• will not bring the individual, myself, the agency or the public sector into disrepute; <b>and</b></li> <li>• will provide a clear and legitimate business benefit to the agency, the public sector or the State.</li> </ul> | Signature:                                      |
|   | Date:   |

Completed form will be automatically sent to the Executive Assistant, Executive Management Team  
JoanneC@gwater.vic.gov.au via Formstack