

Gifts, Benefits and Hospitality

Finance and Corporate Governance — Corporate Services



Have you received an offer of a gift, benefit or hospitality (GBH) (including official gifts) because of your employment?

Scenario 1

The GBH offered is estimated to be above \$50.00

Is the GBH offer more than \$50?
OR
Do several GBH offers received from the same source add up to more than \$50?

YES

Is the GBH being offered for a legitimate business reason i.e. is there is a clear business benefit to the organisation?

NO

You need to decline the offer and complete a GBH Declaration form (manager approval is not required).

Submit your completed GBH Declaration Form to
DPC - gifts@dpc.vic.gov.au
DGS - GBH@dgs.vic.gov.au

YES

Is the GBH offer received from another Victorian government department or administrative office?

(see page 9 of the GBH policy re: offers from Victorian public entities & sectors which must be declared).

NO

YES

You can accept or decline the GBH offer subject to your manager's approval and to certain **Conditions**.
See Integrity Test across.

Complete a GBH Declaration form whether you accept or decline the GBH offer.
Submit the form to:
the DPC or DGS **GBH inbox**

You can accept the GBH offer.
There is no need to declare on the Gift Register.

Scenario 2

The GBH offered is estimated to be below \$50.00

Is the GBH a one-off/token offer?
(refer to page 3 of the GBH Policy for the definition of a token offer)

YES

You can accept the GBH offer subject to certain **Conditions**.
See below.
There is no need to declare on the Gift Register.

*Conditions - Integrity test

(see page 7 of the GBH Policy for the full list).

With the exception of beverages or sandwiches over a lunchtime contract management meeting or invitations to free seminars on legitimate business topics, individuals must refuse all other GBH offers:

- made by a current or prospective supplier regardless of the monetary value
- made during a procurement or tender process by a person or organisation involved in the process
- made by a person or organisation that may be seeking or receiving a State government grant
- made by a person or organisation involved in government recruitment
- of money, or used in a similar way to money, or easily converted to money
- that are bribes or inducements
- that give rise to a conflict of interest (actual, potential or perceived)
- that compromise public trust or do not align with community expectations
- **NOTE: all accepted official gifts (\$50 and above) are to be declared. Declined official gifts, regardless of the monetary value, are not required to be declared.**

The Gifts Register will be published on the Department's website each financial year as required by the minimum accountabilities under the Assistant Treasurer Standing Directions (2018).

For further information, refer to the GBH Policy on the intranet, or contact the Compliance Officer in your Department.