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**GIFTS, BENEFITS & HOSPITALITY POLICY**

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## **1 PURPOSE**

This policy sets out Westernport Water's (WPW) standards and procedures for responding to gift offers. It applies to all board members and employees (i.e. senior executives and other staff, including 'in house' contractors and consultants).

The aim of this policy is to minimise gift offers made to, and accepted by, board members and employees. This helps to protect and promote public confidence in the integrity of WPW.

Gift offers are discouraged and must never be accepted unless there is clear justification, consistent with the prohibitions in this policy, to do so.

## **2 SCOPE**

This policy applies to all Directors and Employees of Westernport Water.

## **3 POLICY APPLICATION**

### **3.1 KEY PRINCIPLES AND ACCOUNTABILITIES**

The key principles are:

- **Obligations:** board members and employees act in accordance with their respective obligations and with good public sector governance practice (see item 16).
- **Public interest:** board members and employees act in the public interest, in compliance with this policy.
- **Culture of integrity:** WPW fosters a culture of integrity. Board members and employees are supported to raise any unresolved gifts issues.
- **Risk-based:** WPW risks in relation to gift offers are assessed, managed, and monitored.
- **Processes:** WPW's procedures are transparent and accountable. Processes are in place to ensure that board members and employees are aware of the requirements of this policy and how to comply with it.

#### **Consistent with DELWP model policy**

WPW's policy is consistent with the DELWP model policy on *Gifts, benefits and hospitality – responding to gift offers*, which is published by the Department of Environment, Land, Water and Planning ('DELWP'). The DELWP model policy is designed specifically for DELWP portfolio agencies. It should be used rather than the generic model policy issued by Victorian Public Sector Commission ('VPSC'). The DELWP model policy incorporates:

- the binding *Minimum accountabilities for managing gifts, benefits and hospitality* ('Minimum accountabilities'), which are located in the *Gifts, Benefits and Hospitality Framework* ('the Framework') issued by the VPSC;

- other obligations in the *Public Administration Act 2004* ('PAA'), the *Code of Conduct for Directors of Victorian Public Entities* ('Directors' Code of Conduct') and the *Code of Conduct for Victorian Public Sector Employees*; and
- good public sector governance practice.

### **Accountabilities**

Board members and employees are responsible for ensuring that their own conduct meets the required standards of integrity and that they place the public interest above their own interests when carrying out their official duties. This includes declaring all gift offers in accordance with this policy and refusing prohibited gifts (item 5). The chair, the Managing Director ('MD'), and employees with direct reports are responsible for being aware of, and monitoring, the risks inherent in their team's work and functions. They model good practice and promote awareness of this policy and related processes.

### **Responsibilities under this Policy**

**Employees** are responsible for reporting all offers of gifts, benefits and hospitality via the Gifts Declaration form shown at Appendix A.

The **Manager Strategy Performance and Governance** is responsible for ensuring that records are kept of offers of gifts, benefits and hospitality and that such records are reviewed regularly.

The **Audit & Risk Committee** is responsible for reviewing the Policy every 3 years, to review operation of the Policy and the Gifts Register quarterly and to provide a report annually to the Board. (Refer item 13 below). The format of the Gifts Register is shown at Appendix B.

The **Managing Director** is responsible for ensuring that:

- Westernport Water has a Gifts, Hospitality & Benefits Policy in place
- This Policy is consistent with the DEWLP model policy on Gifts, benefits and hospitality
- The Policy is updated as appropriate and provided to the Audit & Risk Committee for review, at least once every 3 years; and
- Providing a quarterly report to the Audit & Risk Committee. The format of the report is shown at Appendix C

## **4 KEY DEFINITIONS**

### **4.1 Gift offer**

A gift offer is anything of monetary or other value that is offered by an external source (organisation or individual) to a board member or employee as a result of their role with WPW. It includes free/discounted:

- **items or services**, for example, items such as a Christmas hamper, desk calendar, box of chocolates, bottle of wine, commemorative object, or 'door prize' at a function; services such as tree-logging or house painting.
- **benefits** such as preferential treatment, privileged access, favours or other advantages or intangibles, for example, access to a discount or loyalty program, or the promise of a new job.
- **hospitality that exceeds common courtesy**. 'Hospitality' is the friendly reception and treatment of guests. It includes offers of food, drink, travel, accommodation, events or activities (e.g. sporting, social, industry, arts, entertainment, or other events/activities). 'Common courtesy' is polite, basic and modest. It does not raise a conflict of interest.

Whether an offer exceeds common courtesy depends on the circumstances (i.e. what is offered, by whom, to whom, when and why).

Example – does not exceed common courtesy

The following offers do not exceed common courtesy. They are **not a gift offer** and do not need to be disclosed under this policy:

- o a cup of coffee at another organisation's premises;
- o a modest working lunch, such as sandwiches and pastries, at another organisation's premises;
- o a cup of coffee at a café (unless there is a conflict of interest). For example, there is a conflict of interest if it is offered by a stakeholder with an interest in a policy decision that the person is likely to make or can influence. Note that all conflicts of interest must be refused – see item 5, 'Prohibited gifts'.

Example – gift offer

The following offers exceed common courtesy. They are a **gift offer** and must be disclosed under this policy:

- o a 'fine dining and wines' working lunch at another organisation's premises;
- o an offer to pay for a working lunch at a café;
- o an offer of a free spot at an industry golf day. Note that in these examples the gift offered is inconsistent with community expectations and must be refused - see item 5, 'Prohibited gifts'.

**Direct or indirect**

A gift offer may be direct or indirect. It may be made directly to a board member or employee or indirectly via an offer to their relative or close associate, including:

- a member of their immediate family (e.g. spouse, partner, child, grandchild, parent, sibling);
- a regular member of their household (whether or not they are related); or
- another close associate (e.g. friend, business associate, other relative).

**Is the gift offer 'token' or 'reportable'?**

A gift offer that is made by an external source is either 'token' or 'reportable':

- **Token** – the gift offer is trivial and inconsequential. The **combined total** of offers to the board member or employee from that source in the last 12 months **does not exceed \$50**. Reported for internal purposes only.
- **Reportable** – the gift offer exceeds the token value OR is of cultural, historic or other significance. Reported to the board via the Gifts, Benefits and Hospitality Register and made available via WPW Website.

Example – exceeds token value

If a board member or employee is offered a \$20 bottle of wine three times by the same source in 12 months, the 3rd offer makes a cumulative total of \$60. This exceeds the \$50 threshold. The 3rd offer is therefore reportable, *even if none of the offers are accepted*. What counts is the total offered in the last 12 months.

Example – other significance

A gift offered by a visiting delegation, such as a delegation from another country, is reportable, regardless of its monetary value. Even if it is not of cultural or historic significance, it is of 'other' significance.

#### 4.2 Conflict of Interest

A 'conflict of interest' is a conflict between a board member's or employee's public duty to act in the best interests WPW and their private interests (financial or non-financial). A conflict exists whether it is:

- **real** – it currently exists;
- **potential** – it may arise, given the circumstances; or
- **perceived** – members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the person's performance of their duty to WPW, now or in the future. See WPW Conflict of Interest Policy.

#### 4.3 Bribe

A 'bribe' is an offer of money or other inducement made with the intention to corruptly influence a board member or employee in the performance of their duties. Bribery or attempted bribery of a public official is a criminal offence.

#### 4.4 Legitimate business reason

A 'legitimate business reason' is a business purpose that furthers the official business or other legitimate goals of the WPW, public sector, or State.

#### 4.5 Responsible Person

The 'responsible person' is the person whom the board member 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.

	<b>Responsible Person</b>
<b>Employee</b>	Line manager
<b>Board member or MD</b>	Chair
<b>Chair</b>	Deputy chair. Where appropriate, the chair should also seek advice from the Minister and/or DELWP.

### 5 PROHIBITED GIFTS

A board member or employee must refuse any gift offer that:

- is **money** or is similar to money (e.g. gift vouchers) or easily converted into money (e.g. shares);
- is a **conflict of interest** (real, potential or perceived) – e.g. is offered by an external source with an interest in a decision that the board member or employee is likely to make or can influence, including in relation to:
  - procurement of goods or services;
  - tender processes;
  - awarding of a grant or sponsorship;
  - setting of policy;
  - enforcement, licensing or regulation; or

- contracts;
- could in any other way create a **reasonable perception** that it is offered to influence, or could influence, the judgement of the board member or employee (i.e. how he/she acts, or fails to act, now or in the future);
- is inconsistent with **community expectations**; or
- could in any other way bring their **integrity**, or that of WPW, into disrepute. For example, if accepting the gift offer could be perceived as endorsement of a product or service.

If it is a reportable gift offer (item 9), it must also be refused unless there is a '**legitimate business reason**' to accept it.

Note that the following are not a 'legitimate business reason':

- 'It would have been impolite to refuse';
- 'Refusal would offend' (except in compelling circumstances that are in the public interest).

These almost never exist for gift offers of hospitality and rarely exist for other gift offers

- ;
- 'Networking'
- 'Maintaining stakeholder relationships'.

### 5.1 Gift Offers of Hospitality

To ensure compliance with the above requirements, board members and employees must be particularly cautious about accepting gift offers of hospitality (i.e. food, drink, travel, accommodation, events or activities).

Gift offers of hospitality are often inconsistent with community expectations. There is also a high risk of conflict of interest. In such cases, the gift offer must be refused *even if there is a legitimate business reason to accept*.

In particular, note that:

- **High risk events and activities**

Invitations to attend or participate in a sporting, social, 'industry', arts, entertainment, or other event or activity are high risk. Examples of gift offers that must be refused include:

- attend as a guest in a corporate box at the football or at a car or horse racing event;
- attend a concert or theatre event;
- attend an industry golf day or play golf at a reduced fee;
- be 'shouted' a meal at a restaurant; or
- accept complimentary or discounted tickets for a family member to attend the tennis.

- **Conference and familiarisation tours**

Gift offers in relation to conferences or familiarisation tours (e.g. sponsored attendance, participation, travel, or accommodation) must be declined unless there is:

- **clear justification**, such as where the invitation is issued by a government department, or the event is funded by DELWP, or, depending on the circumstances, the offeror is a peak body; and

- **prior written approval** that sets out clear reasons is specifically granted by the MD (for employees) or the responsible person (for the chair, board members, and MD). The signed and dated approval must be attached to the gift offer declaration form (item 10) and noted in the gifts register (item 11).

## **5.2 Recording prohibited gift offers**

To assist WPW to monitor the frequency and nature of prohibited gift offers, it is essential that all such offers are disclosed in accordance with the requirements for token (item 8) or reportable (item 9) gift offers.

## **5.3 Misuse of position**

Accepting a prohibited gift offer may constitute misuse of a board member's or employee's position, a breach of this policy and/or a breach of the relevant code of conduct, and may result in disciplinary action. In addition, if the gift was offered with the expectation of something in return, such as preferential treatment, accepting it may constitute a bribe (item 6) or other form of corruption and lead to criminal prosecution.

## **6 ATTEMPTS TO BRIBE**

A board member or employee who receives a gift offer that he/she believes is an attempted bribe must refuse the offer. He or she must:

- immediately notify the responsible person and lodge a gift offer declaration form (item 10), so that their refusal can be properly recorded; or
- report the matter to the Independent Broad-based Anti-corruption Commission (IBAC) as a protected disclosure.

A board member or employee who believes that another board member or employee may have solicited or been offered a bribe which the other person has not reported must either notify the responsible person or report the matter to IBAC as a protected disclosure.

The MD must be notified when a responsible person becomes aware of a bribery issue. The MD must notify IBAC of any matter which he/she believes on reasonable grounds may be corrupt conduct or, if appropriate, notify the police of a suspected offence.

## **7 BAN ON SOLICITING GIFTS**

Board members and employees must not solicit gifts for themselves or anyone else, in any form. To do so may constitute misuse of their position, a breach of this policy and/or a breach of the relevant code of conduct and may result in disciplinary action. It may also constitute corruption and lead to criminal prosecution.

## **8 TOKEN GIFT OFFERS**

A board member or employee who is offered a gift of **token value** (as defined in item 4.1) that is not a prohibited gift (item 5) may:

- refuse the gift offer; or
- accept the gift offer and retain the gift as their own.

### **Disclosing token gift offers**

*Regardless of whether a token gift offer is accepted, it must be disclosed as soon as practicable to the responsible person. The board member or employee who receives the*



offer must complete the Gift, Benefit & Hospitality Declaration Form and indicate the item is a token. This will assist in monitoring risks and compliance with this policy (item 13).

The gifts register does not need to be updated however a token register will be maintained as a separate tab in the document to track frequency and origin of token offers including;

the date of the offer;

- the source (organisation or individual) of the offer;
- what was offered and why;
- that it was a token offer, including an estimate of:
  - the value of the gift offered; and
  - the combined value of all gifts offered to them from that source in the last 12 months;
- whether it was a prohibited gift (item 5) and, if so, why; and
- whether the offer was accepted or refused.

#### Example – acceptance of token gift

'On 16 July 2017, I received a gift offer from Berringer and Co. of a bottle of wine. It was offered to me as a thank you for presenting at their annual education forum, which I did as part of my official duties. I estimate the value of the bottle of wine to be \$30. I estimate the combined total of gift offers I have received from this source in the last 12 months to be \$45. I consider this to be a token gift offer. It was not a prohibited gift offer. I accepted the offer.'

#### Example – refusal of token gift

'On 13 December 2017, I received a gift offer from Murks and Co. of a desk calendar. It was offered as 'a Christmas good will gift'. I estimate the value of the desk calendar to be \$20. I estimate the combined total of gift offers I have received from this source in the last 12 months to be \$45. It was a prohibited gift as it is a conflict of interest - Murks is a prospective tenderer about whom I am likely to make or can influence a decision. I refused the offer and explained why to the rep.'

The token register:

- assists the board member/employee to fulfil their responsibility to keep track of whether offers made to them by that source exceed a combined value of \$50 in the last 12 months (i.e. the reportable threshold); and
- assists the responsible person to monitor the risks inherent in their team's work and functions.

## **9 REPORTABLE GIFT OFFERS**

A board member or employee who is offered a **reportable** gift (as defined in item 4.1) must, *regardless of whether the gift is accepted*:

- verbally disclose the offer to the responsible person as soon as practicable; and
- within five working days of the offer, sign and lodge a properly completed gift offer declaration form (item 10). A gift offer must not be accepted if it is a prohibited gift (item 5).

### **9.1 Ownership of reportable gifts**

A board member or employee who accepts a reportable gift does so **on behalf of WPW**. WPW is the owner of the gift.

### **9.2 Dealing with accepted gifts**

Processes for the receipt and use or disposal of reportable gifts by WPW include:

- **Gifts of cultural, historic or other significance**

Consideration should be given to donating gifts of cultural, historic or other significance to an appropriate public institution, such as the Melbourne Museum, State Library, or National Gallery of Victoria.

- **Donating other reportable gifts**

Consideration should be given to donating other reportable gifts, or the proceeds of their sale, to a non-profit organisation or public institution.

- **'Public interest' approval for use of gift by board member or employee**

Occasionally, it will be in the **public interest** for approval to be given for a board member or employee to use a reportable gift 'as their own' at the behest of WPW.

Applications for 'public interest approval' will be determined by the board (for board members and the MD) or the MD (for employees) in accordance with the following criteria:

- approval is required to avoid the person being in breach of this policy through no fault of their own;
- prior written approval has been granted, in accordance with item 5.1 of this policy, for sponsored hospitality to be accepted in relation to a conference or familiarisation tour;

The reason(s) for any public interest approval that is granted must be well documented, attached to the gift offer declaration form, and recorded in the gifts register.

## 10 GIFT OFFER DECLARATION FORM

The gift offer declaration form is set out in Appendix A of this policy. Note that completed declaration forms must be retained in accordance with the *Public Records Act 1973*.

## 11 GIFTS REGISTER

A *Register of responses to reportable gift offers* ('gifts register') must be maintained that includes a record of:

- all **reportable** gift offers and responses (based on completed gift offer declaration forms); and
- if the gift offer was accepted, how the gift will be used or disposed of by WPW.

The gifts register template is set out in Appendix B.

The Manager Strategy Performance and Governance is responsible for ensuring that the register is up-to-date; is protected from unauthorised changes; and is published on WPW's external website (see item 11.1). The Performance and Governance Support Officer is designated to manage these functions.

In addition:

- **Employees**

The MD must ensure that employees are provided with regular reminders of the need to lodge gift offer declaration forms (see item 14.2).



### **11.1 Publishing of gifts register on external website**

A copy of the gifts register that complies with privacy obligations (see next item) must be published on WPW's external website. It should be updated at least every six months. Entries should remain on the website for at least the current and previous financial year. To assist readers, the 'de-identified' copy of the gifts register should be located with the privacy collection statement (item 12) and copy of this policy and guidance for external stakeholders (item 14.5) on the website.

## **12 PRIVACY PROTECTION**

The MD must have processes in place to ensure that WPW complies with the *Privacy and Data Protection Act 2014* when collecting, using, and disclosing personal information in relation to gift offers (token and reportable). This includes ensuring that:

- identifying information is deleted from the copy of the gifts register that is published on WPW's external website, as set out in Appendix B; and
- a *Privacy collection statement - gift offers* is published on the website that is consistent with the template statement issued by DELWP.

## **13 MONITORING COMPLIANCE**

The administration and quality control of WPW's policy and processes, including the gifts register and gift offer declaration forms, must be subject to regular scrutiny.

### **Annual report by MD to Audit committee**

The MD must provide a report at least quarterly to the Audit and Risk Committee that includes the matters set out in Appendix C in relation to:

- risk analysis;
- steps taken to improve compliance; and
- recommendations for improvement.

### **Annual report by Audit committee to board**

The Audit and Risk Committee must submit a report at least annually to the board that takes into account the MD's report and includes any other information or recommendations that the Audit and Risk Committee chooses to include.

## **14 PROMOTING AND IMPROVING COMPLIANCE**

To promote and improve compliance with this policy:

### **14.1 Business rules**

The processes outlined in this policy guide suitable business rules, processes, and record-keeping requirements for the practical implementation of this policy.

### **14.2 Induction and refresher training – board members and employees**

The chair (for board members and the MD) and the MD (for employees) must ensure that all board members and employees receive **induction training** and regular **refresher training**, including:

- information about the aim, principles, accountabilities, and requirements of this policy;
- practical guidance on how to comply with it (e.g. where to obtain gift offer declaration forms, how to refuse a gift without giving offence, etc.); and

- advice that a breach of this policy may constitute a breach of a binding code of conduct and may result in disciplinary action and, in the case of corrupt conduct, criminal prosecution.

A copy of WPW's policy and related practical guidance must be provided to each board member and employee when they commence their term of appointment/employment. Updates to the policy and related guidance must be provided as soon as practicable after they occur.

#### **Summary flow chart**

To assist employees and board members, a flowchart of how to respond to gift offers is set out in **Appendix D**.

### **14.3 Gifts hub – board members and employees**

As part of Corporation Secretary functions, the Manager Strategy, Performance and Governance manages (or acts as) a 'Gifts hub' to provide responsible persons and other board members and employees with a central point from which to obtain expert advice and guidance materials.

### **14.4 Contracts for 'in house' contractors and consultants**

All contracts for 'in house' contractors and consultants (including those engaged through an employment agency) must explicitly state that the contractor or consultant is bound by this policy and by the [Code of Conduct for Victorian Public Sector Employees](#).

This includes the contracts for all contractors or consultants who:

- supervise employees of WPW;
- undertake work similar in nature to the work undertaken by employees of WPW at a premises or location generally regarded as a workplace of WPW; and/or
- use or have access to WPW's resources or information not normally accessible or available to the public.

### **14.5 External stakeholders**

All contracts for suppliers and external contractors must ensure that the contract can be revoked (or renegotiated) by WPW if the supplier or external contractor offers a prohibited gift to a board member or employee.

External stakeholders must have ready access to information that explains the prohibitions and restrictions in this policy. This includes ensuring that:

- an up-to-date copy of this policy is published on WPW's external website; and
- suitable guidance material is:
  - included in information packages for prospective tenderers and suppliers;
  - provided directly to all suppliers and external contractors, with regular reminders thereafter; and
  - published on the WPW's website. Information to external stakeholders should, where appropriate, also make reference to any applicable whole of Victorian government supplier codes of conduct. .

#### **14.6 Remedial action**

Where patterns of frequent or prohibited gift offers are identified, where appropriate, **remedial action** is to be taken - e.g. a letter is sent to the source of the offers explaining why such offers must not be made.

### **15 CULTURE OF INTEGRITY**

It is essential that board members, employees, and external stakeholders are supported to raise queries and issues about gift offers, including queries and issues relating to their own conduct or that of others.

#### **Provision of gifts to external parties**

WPW will only provide gifts to external parties when they are approved in writing in advance by the Managing Director, or Board Chair, as appropriate.

#### **Assistance with making decisions**

A board member or employee who is uncertain how to comply with this policy should seek advice from their responsible person. They can also seek advice from the Manager Strategy Performance and Governance (item 14.3). This does not abrogate their responsibility to make the right decision.

#### **Possible breach of this policy**

A board member or employee who may have breached this policy must immediately notify the responsible person and remedy any breach.

#### **Speaking up**

A board member or employee who believes that another board member/employee may have breached this policy must:

- approach the other person, to give them the opportunity to notify the responsible person and remedy any breach; or
- notify the responsible person directly.

If the matter involves corruption or serious misconduct, the board member or employee can choose to instead report the matter to IBAC as a protected disclosure. Making a 'complaint' to IBAC under the *Protected Disclosures Act 2012* gives legal protection to the person making it that their identity will remain confidential and they will be protected from reprisals.

Decisive action, including possible disciplinary action, will be taken against any board member or employee who discriminates against or victimises a person who speaks up in good faith about a possible breach of this policy.

### **16 OBLIGATIONS AND GOOD PRACTICE**

Board members and employees must act in accordance with their respective obligations and with good public sector governance practice, including:

- the establishing Act, being Water Act 1989;
- the *Public Administration Act 2004* ('PAA');
- binding codes and accountabilities issued by the Victorian Public Sector Commission, in particular:

- [Code of Conduct for Directors of Victorian Public Entities](#) ('Directors Code of Conduct');
- [Code of Conduct for Victorian Public Sector Employees](#); and
- government policy;
- any directions, guidelines and/or statements of obligation or expectation issued by the Minister; and
- all other laws and obligations that bind WPW.

## **17 REGULAR REVIEW OF THIS POLICY**

The board will review this policy on an annual basis or more frequently, if required, to keep up-to-date with changes to laws, government policy, etc. This policy should be consistent with the most recent version of the DELWP model policy. See item 3 of this policy.

## **18 RELATED POLICIES**

- Board policies on:
  - Conflict of interest
  - Code of conduct
  - Procurement Policy

## **19 FURTHER INFORMATION**

For further information see the [Gifts, benefits and hospitality](#) support module in the [Governance guides and resources](#) section of DELWP's governance website, **On Board** ([www.delwp.vic.gov.au/onboard](http://www.delwp.vic.gov.au/onboard)). It includes the DELWP model policies and DELWP guidance notes, plus direct links to this topic on the VPSC website.

## **20 APPLICABLE LEGISLATION, REGULATION AND STANDARDS**

Westernport Water's Gifts, Hospitality and Benefits policy responds to the Corporation's governing bodies' requirements and the principles of good corporate governance.

- Public Administration Act 2004 ('PAA')
- Code of Conduct for Directors of Victorian Public Entities
- Code of Conduct for Victorian Public Sector Employees
- Financial Management Act 1994

The following WPW documents must be considered when editing this policy. Any changes made to this document are to be reflected in and aligned to:

- New Employee Induction Form INT08-00465

## APPENDIX A - Gift, Benefit & Hospitality Declaration Form

### Declaration by a board member or employee who receives a reportable gift offer

#### How to fill out this form

The information that you provide in this form will be entered into the reportable Gifts Register. A de-identified copy of the register is published on WPW's external website annually.

For assistance in filling out this form contact your line manager (for employees), chair (for board members and the MD), or deputy chair (for the chair).

For the definition of a 'reportable gift offer' and to decide whether a gift is 'prohibited' see WPW's *Gifts, Benefits and Hospitality Policy* ('the policy').

A copy of the policy and related guidance is available from TRIM. The policy is also published on WPW's website.

#### How to lodge this form

Forward a completed copy of this form to the Manager Strategy Performance and Governance (MSPG).

The MSPG enters the details of the gift, benefit or hospitality onto Westernport Water's Gifts Register as shown at Appendix B.

The MSPG ensures the Gift Register is published on the Corporation's website.

#### 1. Date of offer (insert)

#### 2. Source of offer

(i) Organisation (or individual stakeholder):

(ii) Name and title of person making offer:

(iii) Type of organisation (e.g. supplier, prospective tenderer, industry stakeholder with commercial interest, not-for-profit stakeholder, etc.):

#### 3. Description of gift offered (insert)

#### 4. Value

Do you believe that the gift offered may be of cultural, historic or other significance? Yes  No

Estimated value of gift offered: \$ ..... Is the item a Token Yes  No

Have you received any other gift offers from this source in the last 12 months? Yes  No

If yes, estimate the total value of gift offers you have received from this source in the last 12 months: \$ .....

#### 5. Prohibited?

No  Yes - Conflict of interest  OR other reasonable perception that judgement may be influenced

Inconsistent with community expectations  May bring integrity into disrepute  Money or similar

If yes, briefly describe why:

Example: "Conflict of interest - offered by tenderer about whom I am likely to make or can influence a decision."

#### 6. Accepted or declined?

The gift offer was: declined  OR accepted **on behalf of WPW**

If the gift offer was accepted, what is the 'legitimate business reason' for doing so (i.e. business purpose that furthers the official business or other legitimate goals of WPW, public sector or State)?

### 7. Public interest approval (only complete if relevant)

Occasionally, it will be in the public interest for a board member or employee to be granted approval to use a reportable gift as their own. If you are applying for this to occur, on what basis?

- To avoid being in breach of the policy through no fault of my own;
- Prior written approval has been granted under for sponsored attendance at a conference or familiarisation tour.

### 8. Comments (if any)

### 9. Signed and dated declaration

I confirm that the information I have provided is true and correct.

Name:

Title:

Signature:

Date:

### Acknowledgement by Manager Strategy, Performance & Governance

**Noted**  I have noted the contents of the above declaration.

Comments (if any)

Example: "XYZ appears to be a frequent offeror of gifts. Remedial action is recommended."

Example: "In my view, the application for 'public interest approval' is justified. My reasons are attached."

Name:

Title:

Signature:

Date:

### Office use only:

- A. Gifts register:** confirmation that the register has been updated.
- B. Remedial action:** any remedial action to be taken (e.g. letter to frequent offeror about policy requirements).
- C. Accepted gifts:** if the gift was accepted:
- (i) how WPW will use or dispose of the gift in accordance with the policy;
  - (ii) if the gift (or its proceeds) are being donated, details of the organisation receiving the donation; and
  - (iii) signature (dated) of the person(s) authorising these decisions, including their name and position title.
- D. Assets register:** confirmation that, if applicable, the assets register has been updated.



## APPENDIX B - Example of Westernport Water Gifts, Benefits and Hospitality Register

**Register of responses to reportable gift offers.** The template for the *Register of responses to reportable gift offers* is as follows. When publishing the register on the external website delete all identifying information.

A Entry no.	B Date gift offered	C Offeror	D Offeror number	E Prohibited gift? If so, why?	F Board member or employee to whom the gift was offered	G Description of gift offered	H Cultural, historic or other significance?	I Est. value of this offer	J Est. combined value	K Was the gift accepted or declined? If accepted, record the legitimate business reason (benefit).	L If the gift was accepted: (1) How is it to be used/ disposed of? (2) Who authorised this decision?	M Any relevant: (1) Comments (2) Remedial action.
#/year		Include: (i) Name of offeror (organisation offering gift). (ii) Name and title of person making offer on behalf of offeror. (iii) Type (e.g. supplier; prospective tenderer; industry stakeholder with commercial interest; 'not for profit' stakeholder; etc.).  <b>When publishing on website delete all information in this column EXCEPT do not delete (iii) 'type of organisation'.</b>	The 'offeror number': is assigned to an organisation the first time that an offer it makes is recorded in the register remains the same for every reportable offer made by that organisation enables gift patterns to be identified when the register is published on the internet.	Reasons include: Money or similar Conflict of interest ('COI'). Note reason why. Could otherwise reasonably be perceived as influencing judgement. Inconsistent with community expectations Could bring integrity into disrepute No legitimate business reason  <b>When publishing on website delete any identifying information.</b>	Include: (i) name (ii) title/position no. (iii) type – i.e. board member, executive, or employee  <i>[Other data can also be required e.g. 'division']</i>  <b>When publishing on website delete all information in this column EXCEPT do not delete (iii) board member, executive, or employee.</b>	<b>When publishing on website delete any identifying information.</b>  Note that: All gifts of cultural, historic, or other significance are reportable, regardless of their monetary value.  Any gift from a visiting delegation or any other official gift is of 'significance'.  <b>When publishing on website delete any identifying information.</b>		Est. \$ value of this gift offer.  Est. total \$ value of all gift offers from this source to the board member or employee in last 12 months.	<b>When publishing on website delete any identifying information.</b>	(1) For example: 'entered into Assets Register'; 'donated to Melbourne Museum'. (2) Note name and title/position no. of person who authorised how the gift is to be used or disposed of by WPW.  <b>When publishing on website delete all information in (2).</b>	(1) Note any relevant comments, including by whom made. (2) Note any remedial action that has been or will be taken additional to that noted in comments.  <b>When publishing on website delete any identifying information, for example, substitute: offeror number for offeror's name 'board member' for name and details of chair or board member 'executive' for name and details of MD or other executive 'employee' for name and details of employee.</b>	

## **APPENDIX C – Quarterly report to Audit committee**

The MD's annual report to the Audit committee (item 13) must, at a minimum, include the following information:

### **A. Risk analysis**

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

Reportable 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 WPW and which positions (chair, board member, MD, other employee positions) were subject to high value and/or frequent offers; and
  - patterns in areas identified by the Audit committee 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 WPW used or disposed of the gifts it received.
- (v) *Bribes*: any reports of suspected bribery attempts.

Token gifts: to the extent, if any, that the Audit committee requires, an analysis of token gift offers - e.g. some or all of (i) to (iii) above - in particular, prohibited token gift offers.

### **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 WPW.
- (ii) Based on research conducted (e.g. surveys and focus groups with board members and employees; random and targeted spot checks with current/recent suppliers and external contractors, etc.), the estimated level of failure to:
  - disclose reportable gifts by lodging a gift offer declaration form;
  - disclose token gifts by lodging a gift offer declaration form with token option selected
  - refuse prohibited gifts.

### **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) substantive changes to business rules, processes and record-keeping requirements;
- (ii) activities to promote awareness of, and improve compliance with, this policy, noting who the activities were directed to (i.e. board members, employees and/or external stakeholders);
- (iii) remedial action taken to address patterns of frequent or prohibited gift offers (e.g. letters to offerors); and
- (iv) progress in implementing any recommendations made to, and accepted by, the Audit committee and/or board.

### **C. Recommendations (future improvements)**

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 D – Gifts Benefits and Hospitality Flowchart

