

Gifts, benefits and hospitality policy

1. Purpose

This policy states Greater Western 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 Greater Western Water (GWW) to avoid conflicts of interest and maintain high levels of integrity and public trust.

GWW has issued this policy to support behaviour consistent with the Code of Conduct for Victorian Public Sector Employees, the Code of Conduct for Directors of Victorian Public Entities, and the GWW Code of Conduct. All employees are required under these respective Codes to comply with this policy.

2. Policy summary

This policy is to be read in full and individuals who are unsure about the acceptance of a gift, benefit or hospitality, or the application of this policy, should ask the responsible person for advice.

In summary the policy provides for:

- A ban on soliciting offers;
- Acceptance of token offers of gifts, benefits and hospitality without approval or declaring the offer on the GWW register (token offers may include promotional items and modest hospitality, but cannot exceed \$50 in value);
- Refusal of all reportable offers except for hospitality and gifts that do not raise a conflict of interest, and for which there is a legitimate business reason for acceptance; and
- All reportable offers of \$50 or more in value, whether accepted or declined, must be approved and declared in the register regardless.

3. Application

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

4. 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.

GWW 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 reportable offers of gifts, benefits and hospitality;
- Declining reportable 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 reportable 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: GWW 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.

5. 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.

6. Definitions

Business associate

An individual or body that GWW 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.

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.

Bribes

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

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 GWW, irrespective of value, and should be accepted by an individual on behalf of GWW. The receipt of ceremonial gifts should be recorded on the register but does not need to be published online.

Conflict of interest

Conflicts may be:

Actual: There is a real conflict between an individual's public duties and private interests.

Potential: An individual 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 individual's private interests could improperly influence their decisions or actions, now or in the future.

Gifts

Gifts are free or discounted items or services and any item or service that would generally be seen by the public as a gift. These include items of high value (e.g. artwork, jewellery, or expensive pens), low value (e.g. small bunch of flowers), consumables (e.g. chocolates) and services (e.g. painting and repairs). Fundraising by public sector organisations that is consistent with relevant legislation and any government policy is not prohibited under the minimum accountabilities.

Hospitality

Hospitality is the friendly reception and entertainment of guests. Hospitality may range from light refreshments at a business meeting to expensive restaurant meals and sponsored travel and accommodation.

Legitimate business benefit

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

Public official

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

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 \(Policy Guide\)](#).

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.

Responsible person

The 'responsible person' is the person whom the individual:

- Notifies of any gift offers they receive; and
- Seeks advice from about this policy, and how to comply with it.

	Responsible person
Individual	Line manager
Board member or MD	Chair

Chair	Deputy Chair
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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.

Reportable offer

A reportable 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 or is of cultural, historic or other significance. Without limiting this, all offers worth more than \$50 are reportable offers and must be recorded on the gift, benefit and hospitality register.

7. 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 responsible person.

Conflict of interest and reputational risks

When deciding whether to accept an offer, Individuals should first consider if the offer could be perceived as influencing them in performing their duties, or lead to reputational damage. The more valuable the offer, the more likely that a conflict of interest or reputational risk exists.

Figure 1. GIFT test

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

G	Giver	Who is offering 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?
I	Influence	Are they seeking to gain an advantage or influence my decisions or actions? Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or valuable reportable offer? Does its timing coincide with a

		decision I am about to make or my endorsement of a product or service?
F	Favour	Are they seeking a favour in return for the gift, benefit or hospitality? Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months? Would accepting it create an obligation to return a favour?
T	Trust	Would accepting the gift, benefit or hospitality diminish public trust? How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?

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 must 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, GWW 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; or
 - Likely to be a bribe or inducement to make a decision or act in a particular way;
- That extend to their relatives or friends;
- Of money, or used in a similar way to money, or something easily converted to money;
- Where, in relation to hospitality and events, the organisation will already be sufficiently represented to meet its business needs. The number of individuals attending an event will be limited in accordance with consultation with the responsible person under this policy;
- 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 Chief Financial Officer (who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission).

Token offers

A token offer 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 GWW's register, as long as the offer does not create a conflict of interest or lead to reputational damage.

Reportable offers

Individuals can only accept reportable offers if they have a legitimate business benefit. All accepted reportable offers must be approved in writing by the relevant responsible person, 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, GWW 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 GWW, the public sector or the State.

Individuals may be offered a gift or hospitality where there is no opportunity to seek written approval from the responsible person prior to accepting. For example, they may be offered a wrapped gift that they later identify as being a reportable gift. In these cases, the Individual must seek approval from the responsible person within five business days.

Where the gift would likely bring an Individual or GWW into disrepute, GWW should return the gift. If accepting the gift represents a conflict of interest for the Individual, the Individual should either return the gift or transfer ownership to GWW to mitigate this risk.

GWW allows conference organisers 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.

Recording reportable offers of gifts, benefits and hospitality

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

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

Unacceptable

- "Networking"
- "Maintaining stakeholder relationships"

Acceptable

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

Reportable Gift Offers

An individual who is offered a reportable gift 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.

A gift offer must not be accepted if it is a prohibited gift.

Ownership of gifts offered to Individuals

Reportable 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 GWW into disrepute, and where their manager has provided written approval.

Individuals must transfer to a GWW official gifts or any gift of cultural significance or significant value. An individual who accepts a reportable gift does so on behalf of GWW. GWW is the owner of the gift.

GWW encourages gifts such as food hampers to be auctioned to staff with the proceeds donated to charity.

Access to the gifts, benefits and hospitality register is restricted to relevant persons within GWW, and will be maintained by the Corporate Secretary.

GWW's Risk Management and Audit 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 GWW'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 GWW's internal register.

GWW will ensure compliance 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 GWW's external website, and
- A Privacy collection statement - gift offers will be published on GWW's website.

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

Repeat Offers of Gifts

Receiving multiple offers (token or reportable) 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. Individuals should also consider whether the cumulative value of repeat token offers (or the perception that they might influence the recipient) may result in the offers becoming reportable offers.

Hospitality provided by Victorian public sector organisations

Victorian public sector organisations may provide hospitality to stakeholders, as part of their functions. When offered hospitality by a Victorian public sector organisation, Individuals should consider the requirements of the minimum accountabilities.

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

the individual's attendance is consistent with GWW's functions and objectives and with the individual's role.

Hospitality and conference tickets provided by organisations of which GWW is a member

Hospitality and conference/function tickets may be provided by membership-based organisations (e.g. VicWater, WSAA, CEDA), for functions hosted by them to their member organisations, generally or specifically for certain attendees, eg presenters. Accepted hospitality or conference/function tickets offered by organisations of which GWW is a paid member do not need to be declared or reported, where the individual's attendance is consistent with GWW's functions and objectives, and the individual's role.

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

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

Figure 2. HOST test

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

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);
- It does not raise an actual, potential or perceived conflict of interest; and
- That when hospitality is provided, individuals demonstrate professionalism in their conduct, and uphold their obligation to extend a duty of care to other participants.

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, the Code of Conduct for Directors of Public Entities, and the GWW Code of Conduct. 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?

Reward and recognition programs

Modest gifts may be provided to Individuals in exceptional circumstances as part of the GWW Reward and Recognition program. Financial gifts to Individuals such as vouchers or gift cards are prohibited.

Maximum expenditure on unbudgeted gifts

GWW has set a nominal limit of \$150 for the maximum expenditure on gifts to others, where the expenditure has not been explicitly budgeted for. This nominal limit is a total for a discrete, unbudgeted gift. It is not per person or an annual total.

Flowers

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

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 department;
- 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 public funds to serve at functions (off-site only) for external guests based on the following:

- Provision of alcohol would be relatively uncommon and be associated with a meal;
- Any event where alcohol is served should be held at a time that minimises the risk of Individuals returning to work impaired by alcohol (e.g. if standard office hours are worked, the event should be held in the late afternoon or early evening);
- Events with alcohol service do not exceed two hours in duration;
- No more than two standard drinks per person are provided; and
- The provision of alcohol should be incidental to the overall level of hospitality provided.

Providing alcohol at internal events

GWW does not permit the purchase of alcohol with public funds for internal events. Having non-GWW staff or contractors, guests or stakeholders at an event does not necessarily mean it is not an internal event.

GWW practice for recognition events is that the business unit funds a modest meal and soft drinks. Staff must also comply with GWW's Drug and Alcohol Policy.

Providing catering at internal events

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

- The extent to which the event will contribute to organisational objectives by, for example, reinforcing particular values or motivating staff;

- Whether there have been multiple recent events that would result in perceptions of excess; or
- The need to balance the positive benefits of public recognition with community expectations in relation to modest expenditure by public officials.

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

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

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

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

9. 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)
- GWW's Code of Conduct
- GWW's Conflict of Interest Policy (Employees)
- *Public Administration Act 2004*
- Code of Conduct for Victorian Public Sector Employees
- Code of Conduct for Directors of Victorian Public Entities
- Victorian Public Sector Commission's Gifts, Benefits and Hospitality Policy Guide

10. Authorising officer and organisational delegate

This policy is issued under the authority of the Board and is subject to annual review. The organisational delegate is the Chief Financial Officer. The Chief Financial Officer has the following responsibilities in relation to this policy:

- Establish, implement and regularly review organisational policies and processes for the effective management of gifts, benefits and hospitality that comprehensively address this policy's requirements.
- 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.

- Report at least annually to GWW's Risk Management and Audit Committee on the administration and quality control of GWW's gifts, benefits and hospitality policy, processes and register. This report must include analysis of GWW'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; and
- Publish GWW's gifts, benefits and hospitality policy and register on GWW's public website. The published register should cover the current and the previous financial year.

11. 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 GWW's Code of Conduct.

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 responsible person.

GWW 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.

12. Speak up

Individuals who consider that gifts, benefits and hospitality or conflict of interest within GWW may not have been declared or are not being appropriately managed should speak up and notify the responsible person. Individuals who believe they have observed corrupt conduct in their colleagues may also make a public interest disclosure directly to the Independent Based-based Anti-corruption Commission (IBAC).

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

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 the responsible person for advice.

Schedule A – Minimum accountabilities

Individuals 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 GWW or the public sector into disrepute; or
 - Are reportable offers without a legitimate business benefit.
3. Declare all reportable offers (valued at \$50 or more) of gifts, benefits and hospitality (whether accepted or declined) on GWW's register, and seek written approval from the responsible person to accept any reportable offer.
4. Refuse bribes or inducements and report inducements and bribery attempts to the Chief Financial Officer (who should report any criminal or corrupt conduct to Victoria Police or the Independent Broad-based Anti-corruption Commission).

Individuals 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 GWW or 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 GWW 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 Individuals, including possible consequences for a business associate acting contrary to GWW's policy position. This must take into consideration any whole of Victorian Government supplier codes of conduct.
12. Report at least annually to GWW's Risk Management and Audit Committee on the administration and quality control of its gifts, benefits and hospitality policy, processes and register. This report must include analysis of GWW'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 GWW's gifts, benefits and hospitality policy and register on its public website. The published register should cover the current and the previous financial year.

Schedule B – Gifts, benefits and hospitality declaration form

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 the responsible person. This form is electronic and can be found on the Watershed. This will automatically be sent to the appropriate person.

Your name	
Your position (eg <i>Policy Officer</i>)	
Your unit or division (eg <i>Climate Change</i>)	
Details of the gift, benefit or hospitality	
Date offered	
Description of the gift, benefit or hospitality	
Estimated or actual value	
Name of the person making the offer	
Position or title of the person making the offer	
Name of the organisation making the offer	
Type of organisation (e.g. <i>conference organiser, government agency, consulting firm</i>)	
Why is the offer being made?	
Is the person or organisation making the offer a business associate of the agency? If yes , describe the relationship between them and the organisation. If no , describe the relationship between you and the person or organisation making the offer (eg <i>friendship</i>)	
Would accepting the offer create an actual, potential or perceived conflict of interest ? If yes , then the offer must be declined.	
Would accepting the invitation bring you, the agency or the public sector into disrepute? If yes , then the offer must be declined.	
Is there a legitimate business benefit to GWW or the public sector for accepting the offer? <i>For example:</i> <ul style="list-style-type: none"> • <i>Was it offered during your official duties?</i> • <i>Does it relate to your official responsibilities?</i> • <i>Does accepting bring any benefit to Greater Western Water, the public sector or the State?</i> If no , then the offer must be declined.	

If yes , then the business benefit must be detailed.	
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?	
If yes , please provide details.	
Did I accept or decline the offer?	
I declare that the details above are accurate and complete.	
	Signature
	Date
The responsible person to complete	
Your name	
Your position or title (<i>e.g. Director</i>)	
Your unit or division (<i>e.g. Climate Change</i>)	
Your relationship to the declarant (<i>e.g. line manager</i>)	
Complete if the declarant declined the offer	
I have reviewed this declaration form and submitted it for inclusion on our Gifts, Benefits & Hospitality Register.	Signature
	Date
Complete if the declarant accepted the offer	
What decision was made about the ownership and disposal of the gift? (<i>e.g. was it kept by the declarant, transferred to Greater Western Water, returned, or donated to charity</i>)	
I confirm that, to my knowledge, accepting this offer: <ul style="list-style-type: none"> • Does not raise an actual, potential or perceived conflict of interest for the individual or myself; and • Will not bring the individual, myself, Greater Western Water or the public sector into disrepute; and • Will provide a clear and legitimate business benefit to Greater Western Water, the public sector or the State. 	Signature
	Date

Schedule C – Template Gifts, Benefits and Hospitality Register

The content of blue columns should be included on the public register

Date offered	Offered to (individual's name, position, unit/division) - [Name may be de-identified when published on the organisation's website]	Description of the gift, benefit or hospitality	Estimate or actual value	Cumulative value of offers made by individual/organisation	Offered by (name of individual or organisation)	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)	Reason given by offeror for making the offer	If accepted: a) would an actual potential or perceived conflict of interest exist; or b) would it bring the individual, the organisation or the public sector into disrepute?(If either is answered YES, then the offer must be declined in accordance with the minimum accountabilities)	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.)	Approvals - if offer accepted, state who approved the offer and decision on ownership (name, position, unit/division of individual's manager or senior decision-maker who approved acceptance.)