

1. Purpose

To ensure that the policy and processes of Sunraysia Institute of TAFE (the Institute), in relation to gifts, benefits and hospitality, are consistent with the minimum requirements for all public officials.

2. Scope

This policy applies to the Board and its Directors and all staff of Sunraysia Institute of TAFE; and all gifts, benefits and hospitality both locally and internationally.

3. Policy

3.1. Receipt of Gifts, Benefits and/or Hospitality

- 3.1.1. Directors of the Institute Board and employees of the Institute shall not solicit gifts, benefits or hospitality.
- 3.1.2. The Board, individual Directors of the Board and employees shall refuse all offers of gifts, benefits or hospitality that could be reasonably perceived as undermining the integrity and impartiality of the Institute or themselves
- 3.1.3. The Board, individual Directors of the Board and employees of the Institute shall refuse all gifts, benefits or hospitality from people or organisations about whom they are likely to make decisions involving:
 - Tender processes
 - Procurement
 - Enforcement
 - Licensing or regulation
- 3.1.4. The Board, individual Directors of the Board and employees of the Institute shall:
 - Refuse all offers of money or items easily converted to money such as shares;
 - Refuse all bribes and report bribery attempts to the Institute CEO or their manager and to Victoria Police; and
 - If unsure of how to respond to an offer of a gift, benefit or hospitality, seek advice (in the case of a Board Director), from the Chair, or (in the case of an employee), from their manager.
- 3.1.5. The Board, individual Directors of the Board and employees of the Institute shall when accepting gifts deemed appropriate will ensure:
 - That any costs are proportionate to the benefits obtained for the Institute and would be considered reasonable in terms of community expectations.
 - That all gifts received are recorded in the Gift Register administered by the Board secretary, with an approximate value noted.

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- 3.1.6.** The Board, individual Directors of the Board and employees of the Institute shall ensure:
- When receiving hospitality, to take care to not be influenced, or perceived to be influenced, in a manner which would compromise impartiality or create a conflict of interest.
 - Any hospitality received should be appropriate to the occasion and in accordance with the normal business practices of the host organisation. This includes hospitality outside of work related hours but which arises as a result of Institute business.
- 3.1.7.** For work purposes, modest hospitality such as finger food and other light refreshment provided at meetings or events such as conferences or seminars is acceptable without being reported. More substantial meals and refreshment provided at annual or periodic formal functions when attending as an official Institute representative is acceptable but must be reported.
- 3.1.8.** Hospitality provided on a regular basis, particularly from the same individual or organisation, either internal or external to the Institute, should only be accepted for valid business purposes and the hospitality and reasons must be reported.
- 3.1.9.** When representing the Institute at an event Board Directors and staff must conduct themselves in a responsible, professional and courteous manner.

3.2. Giving – Gifts, Benefits and/or Hospitality

- 3.2.1.** Any gift, benefit or hospitality provided by the Institute, a Board Member or Staff is solely for business purposes; in that it furthers the conduct of official business or other legitimate organisational goals, or promotes government policy objectives and priorities.
- 3.2.2.** When hospitality is provided, individuals must demonstrate professionalism in their conduct and uphold their obligation to extend duty of care to other participants.

3.3. Accountability of CEO

- 3.3.1.** The CEO shall adhere to the six minimum accountabilities listed in Minimum Accountabilities for the management of gifts benefits and hospitality under the title of – Heads of public sector organisations
- Implement and review organisational policies and processes for the effective management of gifts, benefits and hospitality.
 - Maintain a register for gifts, benefits and hospitality offered to public officials.
 - Communicate and make clear within the organisation that a breach of the gifts, benefits and hospitality policy or processes may constitute a breach of binding codes of conduct and may constitute criminal or corrupt conduct, and may result in disciplinary action.
 - Communicate a clear policy position to business associates on offering of gifts, benefits and hospitality to employees, including possible consequences for a business associate acting contrary to the organisations policy position.

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- Report annually to the audit committee on the administration and quality control of its gifts benefits and hospitality policy, processes and register. This must include analysis of the organisation's gifts, benefits and hospitality risks, risk mitigation measures and any proposed improvements.
- Publish the Gifts, Benefits and Hospitality Policy and Register on the Institute's website. The published register will cover the current and previous financial year.

4. Definitions

Acronym/Term	Definition
CEO	Chief Executive Officer
The Board	The Board of Sunraysia Institute of TAFE.
Benefits	Preferential treatment, privileged access, favours or any other advantages offered.
Business Associate	An external individual or entity which the organisation has, or plans to establish, some form of business relationship or who may seek commercial or other advantage by offering gifts, benefits or hospitality.
Gifts	Free or heavily discounted items, intangible benefits or hospitality exceeding common courtesy that are offered to employees in association with their work.
Hospitality	The friendly reception and treatment of guests, ranging from offers of light refreshment at a business meeting, to restaurant meals and sponsored travel and accommodation
Bribes	Bribes are money or other inducements given or promised to employees to corrupt or influence the performance of their role. Bribery of a public servant is punishable by up to ten years imprisonment.
Token Offer	<p>is an offer of a gift, benefit or hospitality that is offered as a courtesy or is of inconsequential or trivial value to both the person making the offer and the individual.</p> <p>Whilst the primary determinant of a token offer is that it would not be reasonably perceived within or outside the organisation as influencing an individual or raising an actual, potential or perceived conflict of interest, it cannot be worth more than \$50 (including cumulative offers from the same source over a 12 month period). This does not apply to a person employed under the <i>Education and Training Reform Act 2006</i> in a Victorian Government school, who receives an offer from or on behalf of a parent, guardian, carer or student intended to express appreciation of the person's contribution to the education of a student or students, in which case it cannot be worth more than \$100.</p>

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Approved by: Board

Endorsed by: Audit Committee Maintained by: General Manager, Corporate Services

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Non-Token Offer	Is an offer or 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 a gifts benefits and hospitality register.
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5. Legislative Context

- Gifts, Benefits and Hospitality Policy Framework Victorian Public Sector - Revised October 2016
- Department of Education and Training Gifts, Benefits and Hospitality Policy – Revised February 2015
- Minimum Accountabilities for Management of Gifts, Benefits and Hospitality 2016
- Code of Conduct for Victorian Public Sector Employees.

6. Associated documents

6.1. Associated Policies

- Code of Conduct Policy
- Conflict of Interest Policy
- Fraud and Corruption Control Policy
- Sponsorship Policy
- Motel Usage Policy
- Goods and Services Tax Policy.

6.2. Associated Procedures

- Nil.

6.3. Associated Forms

- Gifts Benefits and Hospitality Declaration Form.

6.4. Other associated documents

- Board Governance Statement
- Gifts Register.

7. Responsibility

The General Manager, Corporate Services is responsible for ensuring compliance with this policy, and its associated procedures and systems.

8. Review Frequency

This policy is to be reviewed annually, and remains in force as amended from time to time, until rescinded.

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