

Register of Gifts Received

Note 1 Refer to TRIM record 0658431E DVA Guidelines for the Acceptance of Gifts and Benefits

Note 2 Gifts of a value in excess of \$50 need to be reported to the Deputy Commissioner or General Manager, and recorded in the Register of G fts.

Date Received	Received By	Approximate Value of Gift (see note 2)	Description of Gift	Reported to Senior Officer (name)	Additional Comments
13/12/2010	Jason	\$80	Hamper	Mike	Donated to staff Christmas Party
14/12/2010	Jean	\$80	Wine package	Mike	Donated to staff Christmas Party
14/12/2010	Ken	\$80	Wine package	Mike	Donated to staff Christmas Party
14/12/2010	Rosamaria	\$80	Wine package	Mike	Donated to staff Christmas Party
14/12/2010	Lorraine	\$90	Hamper	Mike	Donated to staff Christmas Party
16/12/2010	Debbie	\$20	Mini Hamper	Mike	Donated to staff Xmas Eve Morning Tea
14/12/2010	Lou	\$20	Men's scarf	Mike	Kept by staff member
16/12/2010	Effie	\$55	Cook Book	Letitia	Kept by staff member
20/12/2010	Sean	\$20	Mince Pies	Mike	Donated to staff Xmas Eve Morning Tea
21/12/2010	Sean	\$40	Chocolates	Mike	Donated to staff Xmas Eve Morning Tea
22/12/2010	Hugh	\$100	David Jones Christmas Gift Card	Ken	
24/02/2011	Ray	\$25	Wine package	Mike	Donated to staff social club
28/04/2011	Gail	\$50	Display box housing a small gold nugget	Mike	Kept by staff member
2/05/2011	RAP Team	\$100	Fresh cup cakes	Mike	Kept by team
9/05/2011	RAC VIC	\$100	Food and wine hamper	Mike	Used at team afternoon tea during restack
4/07/2011	Mike	\$350	Framed Jeff Hook cartoon	Shane	A gift from the Sir Edward Dunlop Medical Research Foundation Board
1/08/2011	Natalie	\$83	Invitation from Oakton to WIC Dinner & Debate	GM Corporate Narelle	Staff member to attend
18/10/2011	Wendy	\$100	Hamper	John	Donated to staff Christmas Party
14/11/2011	Natalie	\$40	Chocolate Hamper	Narelle	Thank you gift distributed between ICT Applications Development Team.
5/12/2011	Narelle	\$50	Visa Debit Card - \$50 value	John	Donated to staff Social Club Christmas Party
5/12/2011	Narelle	\$50	Visa Debit Card - \$50 value	John	Donated to staff Social Club Christmas Party
15/12/2011	Bob	\$100	Telstra Phone	John	Donated to Staff Social Committee for Raffle in 2012
20/12/2011	Debbie	\$50	Perishable food hampr	Mike	Donated to staff Xmas morning tea
19/12/2011	Lorraine	\$50	Perishable food hampr	Mike	Donated to team for staff Xmas morning tea
21/12/2011	Sean	\$100	2 x food hampers	Mike	Donated to team and Level morning tea
21/12/2011	Bit	\$30	Christmas Card with Cash	John	Donated to Income Support/Bereavement Christmas Morning Tea Brisbane office
20/12/2011	Maureen	\$150	Food and wine hamper	Judy	Donated to team Xmas Party and morning tea
21/12/2011	Bernice	\$50	Food and wine hamper	Marilyn	Donated to team members
31/03/2012	Graeme	\$150	Corporate seat at Brumby's game in Synergy box	Narelle	
11/07/2012	Shane	\$105	Macquarie Telecom Board Dinner	FAS CORP	Shane attend - Better appreciation of proposed MT Data Centre of Fairbairn for PCEHR opportunities
24/07/2012	John	\$120	Book entitled Neoclassical Architecture in Greece	Shane	Book o in the Victorian Office
24/07/2012	Leo	\$120	Book entitled Neoclassical Architecture in Greece	Shane	Book on display in the Victorian Office
13-Aug	Natalie	\$100	WIC Winter Dinner & Debate	Shane	
22-Oct	Shane	\$120	2012 Public Sector summit - Interactive roundtable & Three co FAS CORP		invitation to join an exclusive invitation-only Public Sector Summit that will explore the
18/10/2012	Jenni	\$60	Chinese silk scarf and art	FAS Rehab & Support - Sea	increasingly prevalent issue of cyber security
7/11/2012	Shane	\$50	Cordelata Christmas Celebrations Invite	FAS CORP	Retained by Jenni
7/11/2012	Natalie	\$50	Cordelata Christmas Celebrations Invite	CIO	Shane attending
8/11/2012	Marilyn	\$20	Scarf	Hadyn	Natalie attending
20-Nov	Shane	\$120	Telstra's Christmas celebrations	FAS CORP	Shane attending
25-Nov	Aison	\$120	Telstra's Christmas celebrations	CIO	Alison attending
27/11/2012	Marilyn	\$30	PVA pen & Christmas bauble	Hadyn	
20/11/2012	Michaela	\$120	Telstra's Christmas celebrations	CIO	Michaela attending
20/11/2012	Tyler	\$120	Telstra's Christmas celebrations	Michaela	Tyler attending
20/11/2012	Ashleigh	\$120	Telstra's Christmas celebrations	Michaela	Ashleigh attending
20/11/2012	Chris	\$120	Telstra's Christmas celebrations	Michaela	Chris attending
20/11/2012	Malcolm	\$120	Telstra's Christmas celebrations	Michaela	Malcolm attending
20/11/2012	Craig	\$120	Telstra's Christmas celebrations	Michaela	Craig attending
3/12/2012	Shane	\$50	Synergy Re-launch party	FAS CORP	Shane attending
3/12/2012	Alison	\$50	Synergy Re-launch party	CIO	Alison attending
14/12/2012	CLU Team	\$15	Chocolates	DC	Kept by team
5-Dec	Desktop Project team	\$80	Fuji Diaries	CIO	Kept by team
19/12/2012	DSHI Vic	\$75	Hamper		Kept by team, perishable items
20-Dec	DSHI QLD	\$400	Hamper	DC QLD	Kept by team, perishable items
21/12/2012	Andrew	\$80	Gift box of o live oils	FAS CORP	Donated to DVA Social Club
24/04/2013	CIO	\$50	Onale Spotlight Executive Lunch	FAS CORP	CIO attending
7/05/2013	Jennifer	\$10	Box of chocolates	FAS H&CS	Kept - shared with staff, perishable item
14-May	CIO	\$120	IT Leaders Roundtable	FAS CORP	CIO to attend, other Depts CIO are also in attendance.
26-Nov-13	Michelle	\$150	Gift Box from anonymous client. Includes Bottle of champagne, biscuits, dip, gourmet meat, cheese, chips etc)	Justin	Gifts shared w th Townsville Office in a morning tea.
12-Dec-13	Janice	\$46	Elumt Olive Oil gift pack	DC - NT (Leanne	Donated to Social Club, to raffle
19-Dec-13	Lance	\$15	7 sma l bottles smarties and 2014 calandar	DC -NT	Donated to staff

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28/09/2010	Ian [REDACTED]	\$100	Tea set - 8 cups and saucers, and tea pot	Shane [REDACTED]	Retained by the Ian [REDACTED]
22/04/2011	Ian [REDACTED]	\$10	Ceramic tile with Straits Commands Logo presented by [REDACTED]	Shane [REDACTED]	Placed in the Secretary's Office
27/04/2011	Ian [REDACTED]	\$40	Glass plate with historic figure - presented by A/g UnderSecretary [REDACTED]	Shane [REDACTED]	Placed in the Secretary's Office
27/04/2011	Ian [REDACTED]	\$35	Book "Colours and Masterpieces of Turkey" presented by A/g UnderSecretary [REDACTED]	Shane [REDACTED]	Placed in the Secretary's Office
27/04/2011	Ian [REDACTED]	\$40	Frame with Ottoman Tughra presented by Deputy UnderSecretary [REDACTED]	Shane [REDACTED]	Placed in the Secretary's Office
27/04/2011	Ian [REDACTED]	\$25	Book "Ottoman Tughra" presented by Deputy UnderSecretary [REDACTED]	Shane [REDACTED]	Placed in the Secretary's Office
27/04/2011	Ian [REDACTED]	\$30	3D Book about Canakkale presented by Deputy UnderSecretary [REDACTED]	Shane [REDACTED]	Placed in the Secretary's Office
2/09/2011	Ian [REDACTED]	\$35	Stone Inukshuk figure presented by [REDACTED] Deputy Minister [REDACTED]	Shane [REDACTED]	Placed in the Secretary's Office

Register of Gifts Given

<u>Date Given</u>	<u>Received By</u>	<u>Approximate Value of Gift (see note 2)</u>	<u>Description of Gift</u>	<u>Delegate & Staff (names)</u>	<u>Additional Comments</u>
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Register of Gifts Received

Note 1: Refer to TRIM record 0658431E DVA Guidelines for the Acceptance of Gifts and Benefits

Note 2: Any gift or benefit accepted must be disclosed to an EMB member. Gifts valued in excess of \$50 must be recorded in the Register of Gifts.

Date	Person	Approx Value	Description	Reported to EMB member (name)	Disposal Option	Comments
6/01/2014	Shane [REDACTED]	\$570	Ticket to PMs XI Cricket Match & DINNER on 14 Jan 2014.	Shane [REDACTED]	Accepted - Retained by employee	Approval, in an email from Mr Shane [REDACTED] A/g SEC, has been kept at the CIOs Office.
14/01/2014	Jan [REDACTED]	\$160	Centenary of ANZAC Medallions - State Government	not reported	Accepted - On display in DC Office	
20/01/2014	Georgina [REDACTED]	\$40	Lunch Invitation for Georgina EA from Nextgen.For 28/1/2014.	Narelle [REDACTED]	Accepted - Retained by employee	Approval, in an email from Ms Narelle [REDACTED] (FAS/Corporate), has been kept at the CIOs Office.
2/02/2014	Jan [REDACTED]	\$30	Cygnat RSL Annual Luncheon			
19/02/2014	Mr John [REDACTED]	\$30	Bottle of wine from West Gippsland Welfare Centre AGM Drouin RSL	Not reported	Accepted - donated to DC ESO Annual Christmas Event.	
23/02/2014	Jan [REDACTED]	\$30	Penguin RSL Annual Dinner		Accepted - Retained by employee	
19/03/2014	Jan [REDACTED]	\$30	War Widows Guild State Branch Annual Luncheon		Accepted - Retained by employee	
26/03/2014	Joe [REDACTED]	\$20	Cash received from Gaurds Association	Ruth [REDACTED] DC Vic EO	Delined - Returned to Association	
3/04/2014	Jan [REDACTED]	\$20	Veterans' and Families Garden Plot Food Garden opening		Accepted - Retained by employee	
8/04/2014	Simon [REDACTED]	\$60	Book received from Secretary equivalent of VA USA	NA	Accepted - Book to be kept in Secretary's office	
10/04/2014	Judy [REDACTED]	\$35	NZ possum merino gloves (SIF)	Secretary	Accepted - Retained by employee	
16/04/2014	Nadine [REDACTED] NSW R&C Group	\$40	Cadbury Easter Egg Baskets x 2	Jennifer [REDACTED]	Accepted - Approved for distribution through R&C Group	
23/04/2014	Jennifer [REDACTED]	\$50	Decorative Bowl, coffee and Shawl from East Timor - Leste Delegation	Not reported	Accepted - to be kept in Display cabinet in Exec Area	
23/04/2014	Jan [REDACTED]	\$35	South Arm RSL Annual Luncheon		Accepted - Retained by employee	
25/04/2014	Mr John [REDACTED]	\$20	Tie - Turkish	Not reported	Donated to DVA Museum	
25/04/2014	Jan [REDACTED]	\$30	ANZAC Day breakfast Hobart RSL		Accepted - Retained by employee	
25/04/2014	Jan [REDACTED]	\$20	ANZAC Day morning tea Hobart City Council		Accepted - Retained by employee	
4/05/2014	Shane [REDACTED]	\$50	Lunch provided by Telstra-Corlette Restaurant, Civic ACT.	Belinda [REDACTED] (FAS Corp Office)	Accepted - Retained by employee	Telstra Invitation is also in ICTSB Trim Container.
20/05/2014	Alison [REDACTED]	\$100	Invitation to RSL State AGM includes Presidents Dinner/ Lunch and AGM Dinner	Shane [REDACTED]	Accepted - Retained by Division	
24/05/2014	Jan [REDACTED]	\$30	Naval Association Archers Manor Reception		Accepted - Retained by employee	
25/05/2014	Crai [REDACTED]	\$50	Invitation to RSL SED Queensland 2014 President's Luncheon	Alison [REDACTED]	Accepted - Retained by Division	
31/05/2014	Margaret [REDACTED]		Naval Association Celebration Dinner Stanthorpe	Alison [REDACTED]	Accepted - Retained by Division	
30/06/2014	Kym [REDACTED]	\$500	Travel costs to present at the Comcare National Conference in Melbourne on 9 - 11 September 2011	Secretary FAS H&CS FAS Corporate	Accepted - Retained by employee	Approval, in Action Brief for Secretary. Action Brief filed in TRIM container 1402058

	Ms Judy [REDACTED]	\$20	Bottle of Red Wine from Liquid Learning	Not reported	Retained for Division function	
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<u>Date</u>	<u>Person</u>	<u>Approx Value</u>	<u>Description</u>	<u>Reported to EMB member (name)</u>	<u>Disposal Option</u>	<u>Comments</u>
1&2/07/2014	John [REDACTED]	\$100	Dinner 1/7/14 and lunch 2/7/14	Not reported	Accepted - Retained by employee	Meals provided as part of the Annual RSL State Congress
1&2/07/2014	Sandro [REDACTED]	\$100	Dinner 1/7/14 and lunch 2/7/15	John [REDACTED]	Accepted - Retained by employee	Meals provided as part of the Annual RSL State Congress
2/07/2014	Sandy [REDACTED]	\$50	RSL Vic Congress lunch	Not reported	Accepted - Retained by employee	Meal provided as part of the Annual RSL State Congress
6/07/2014	Jan [REDACTED]	\$20	Reserve Forces Day BBQ		Accepted - Retained by employee	
8/07/2014	Catherin [REDACTED]	\$250	1 signed Gold Coast Titans Football Jersey and 1 signed Jersey by Preston Campbell	Not reported	Accepted - donated to DVA to be raffled off during NAIDOC Week to raise money for Indigenous kids in the NT.	
10/07/2014	Peter [REDACTED]	\$35	Lunch WA Museum Creative Advisor ANZAC Centenary Arts and Culture Fund		Accepted - Retained by employee	Sir Jonathan Mills AO
11/07/2014	Jennifer [REDACTED]	\$30	Thai disabled veterans handicraft	Not reported	Accepted - Held in NSW State Office Executive	
11/07/2014	Jennifer [REDACTED]	\$50	Sydney Legacy handover luncheon	Not reported	Accepted - Retained by employee	
11/07/2014	Jennifer [REDACTED]	\$20	Morning and afternoon teas at Legacy & Korean veterans weekend functions	Not reported	Accepted - Retained by employee	
23/07/2014	Karen [REDACTED]	\$20	Bottle of Red Wine - Annes Lane Shiraz	Narelle [REDACTED]	Accepted - Retained by employee	Received for speaking at the National Women in Leadership Conference
24/07/2014	Jan [REDACTED]		Invite to War Widows Guild Annual Luncheon		Accepted - Retained by employee	
24/07/2014	Jan [REDACTED]	\$30	War Widows Guild Birthday Luncheon		Accepted - Retained by employee	
26/07/2014	Jan [REDACTED]	\$40	Invite to Clarence RSL Annual Luncheon		Accepted - Retained by employee	
26/07/2014	Jan [REDACTED]	\$40	Clarence RSL Annual Luncheon		Accepted - Retained by employee	
31/07/2014	Sandy [REDACTED]	\$80	Invitation to Dinner with Conference Keynote Speakers at 13th AIFS Conference 2014		Accepted - Retained by employee	
17/02/2015	Jan [REDACTED]	\$15	Bottle wine for speaking at Lauderdale Probus Club	Anne [REDACTED]	Accepted - in DC fridge for next staff function	
18/03/2015	David [REDACTED]	\$110	Function fee waived by organisers	John [REDACTED]	Accepted - Retained by employee	Official function (hosted by Soldier On) attended obo DC Victoria
	Craig [REDACTED]	\$40	Scarf & Coffee presented by s 33 [REDACTED]	Jill [REDACTED]	Accepted - Retained in division	
18/06/2015	Mark [REDACTED]	\$12	Lunch provided by Morwell RSL	Not reported	Accepted - Retained by employee	President Morwell RSL insisted on paying for lunch following our meeting with local ESO's.
18/06/2015	Bruce [REDACTED]	\$16	Lunch provided by Morwell RSL	Not reported	Accepted - Retained by employee	President Morwell RSL insisted on paying for lunch following our meeting with local ESO's.
18/06/2015	Phi [REDACTED]	\$12	Lunch provided by Morwell RSL	Not reported	Accepted - Retained by employee	President Morwell RSL insisted on paying for lunch following our meeting with local ESO's.

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Note 3: Ensure entries to below table are in date order

Note 4: Ensure 'Disposal Option' column is completed

Date	Person	Approx Value	Description	Reported to EMB member (name)	Disposal Option	Comments
22/07/2015	Shane § 47E(c), § 47E(d)	\$40	Australia Post luncheon. Discussion on world wide web, NBN and other WoG issues.	Narelle § 47E(c), § 47E(d)	Accepted - Retained by employee	Complimentary ticket for Shane to attend event.
27/07/2015	Ana § 47E(c), § 47E(d)	\$80	Floral Arrangement for retirement	Wayne	Accepted - Retained by employee	
30/07/2015	Shane § 47E(c), § 47E(d)	\$40	Complimentary lunch by Alfresco. Networking and WoG related.	Narelle	Accepted - Retained by employee	Complimentary ticket for Shane to attend event.
8/09/2015	Tamara § 47E(c), § 47E(d)	\$60	Baby outfit and teddy	Mark § 47E(c), § 47E(d)	Accepted - Retained by employee	Gift given at completion of counselling and departure of Tamara on § 47F Commissioner approved for gift to be retained by recipient
30/09/2015	Peter § 47E(c), § 47E(d) David § 47E(c), § 47E(d) Ruth § 47E(c), § 47E(d)	\$60	Commemorative gift wine from VLO at HRH value approx \$20 per bottle	Not reported	Accepted - Retained by employee	VLO gift following intro tour of the Hospital for A/g DC Vic and the newly appointed CEO Shrine of Remembrance
16/11/2015	Monika § 47E(c), § 47E(d)	\$2,797	Business Continuity Management course 24-26 Nov 2015	Shane § 47E(c), § 47E(d)	Accepted - Retained by employee	This prize will provide benefits to DVA as it will enable the attendee to learn the principles of best practice 'Business As Usual' Business Continuity Plan (BCP) framework, gain practical experience using interactive exercises and understand the various ways to conduct BCP/DR tests, rehearsals and exercises.
16/11/2015	Paul § 47E(c), § 47E(d)	\$50	Bottle of Moët champagne	Simon § 47E(c), § 47E(d)	Accepted - donated to RMA staff for staff xmas function	Provided by RMA website developer following completion of redesign and launch of new website.
8/12/2015	Fiona § 47E(c), § 47E(d)	\$50	bottle of wine from Australian Military bank re name change	Sandy Roger	Accepted - donated to DHOAS staff xmas function	
8/12/2015	Tos § 47E(c), § 47E(d)	\$50	bottle of wine from Australian Military bank re name change	Sandy Roger	Accepted - donated to DHOAS staff xmas function	
8/12/2015	Rick § 47E(c), § 47E(d)	\$50	bottle of wine from Australian Military bank re name change	Sandy Roger	Accepted - donated to DHOAS staff xmas function	
8/12/2015	Mary § 47E(c), § 47E(d)	\$120	Handbag, purse & gift card	Peter § 47E(c), § 47E(d)	Accepted - Retained by employee	Gift from veteran
15/12/2015	Gabby § 47E(c), § 47E(d)	\$50.00	bottle of wine from Australian Military bank re name change	Peter	Accepted - donated to DVA social club	
15/12/2015	Paul § 47E(c), § 47E(d)	\$20.00	bottle of white wine	Not reported	Accepted - Retained by employee	Received for address to RSL Queensland Branch advocate & pension officers training program, Gympie
18/12/2015	Incap Team Brisbane	\$80.00	Chocolate and sweets hamper	Jill § 47E(c), § 47E(d)	Accepted - Donated to staff xmas function	Received from MLSRA.
18/12/2015	Rehab Team Brisbane	\$150.00	Wine and Food Hamper	Jill	Accepted - Donated to Farewell function for departing staff member and to staff Xmas Function	Received from client.
24/12/2015	Eva § 47E(c), § 47E(d)	\$20	Bottle of Red Wine - Mockingbird Hill Shiraz	Graeme § 47E(c), § 47E(d)	Accepted - Retained by employee	Canberra VAN Cleaning Contractor - Christmas Wishes
24/12/2015	David § 47E(c), § 47E(d)	\$20	Promotional badged USB Power Pack	Graeme	Accepted - Retained by employee	SHAPE Constuction company - unsolicited gift
29/01/2016	Kristy § 47E(c), § 47E(d)	\$200	Bottle of Champagne - Dom Perignon	Shane § 47E(c), § 47E(d)	Accepted - Retained by employee	lucky door prize at work paid conference 'Women in Law Leadership Summit'
24/03/2016	Narelle § 47E(c), § 47E(d)	\$150	Invitation to 'The Lounge' Brumbies Leadership/networking event & game for Sat 2 April - GIO Stadium Canberra	Simon	Accepted - Retained by employee	
24/03/2016	Shane § 47E(c), § 47E(d)	\$150	Invitation to 'The Lounge' Brumbies Leadership/networking event & game for Sat 2 April - GIO Stadium Canberra	Narelle § 47E(c), § 47E(d)	Accepted - Retained by employee	
16/05/2016	Natalie § 47E(c), § 47E(d)	\$85	Ticket to Press Club Event 'Defence Debate' 16.5.16	Graeme § 47E(c), § 47E(d)	Accepted - Retained by employee	
12/07/2016	Sarah § 47E(c), § 47E(d) Nicole § 47E(c), § 47E(d) Kym § 47E(c), § 47E(d)	\$110 each	DVA's High Res website is a finalist in the QLD iAwards. DVA representatives will be attending the awards ceremony as a guest of the IT developer, SMS Management & Technology.		Accepted - Retained by employee	SMS Management & Technology has purchased a table at the iAwards and invited members of the DVA project team to attend. Entry to the awards and dinner are the only 'gifts' which will be received.
20/07/2016	Ken § 47E(c), § 47E(d) Julia	\$85 each	Invite to the luncheon at the National Press Club	Narelle § 47E(c), § 47E(d) Liz § 47E(c), § 47E(d)	Accepted - Retained by employee	Signed Action brief from the COO on file.
17/08/2016	Shane § 47E(c), § 47E(d)	\$75	Invite to Dimension Data Executive Exchange Lunch	Roger § 47E(c), § 47E(d)	Accepted - Retained by employee	Approval, in an email from Roger § 47E(c), § 47E(d) A/G FAS/Corporate).
15/12/2016	Matija	\$45	Wine and Food Hamper	Peter	Accepted - Retained by employee	Received from AMPCapital - Building Managers

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THIS REGISTER IS CLOSED, AND ALL ENTRIES FOR 2017/18 HAVE BEEN COPIED TO CM9 RECORD 17614184E

6/01/1900

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22/07/2015	Shane s 47E(c), s 47E(d)	\$40	Australia Post luncheon. Discussion on world wide web, NBN and other WoG issues.	Narelle s 47E(c), s 47E(d)	Accepted - Retained by employee	Complimentary ticket for Shane to attend event.
27/07/2015	Ana s 47E(c), s 47E(d)	\$80	Floral Arrangement for retirement	Wayne s 47E(c), s 47E(d)	Accepted - Retained by employee	
30/07/2015	Shane s 47E(c), s 47E(d)	\$40	Complimentary lunch by Alfresco. Networking and WoG related.	Narelle s 47E(c), s 47E(d)	Accepted - Retained by employee	Complimentary ticket for Shane to attend event.
8/09/2015	Tamara s 47E(c), s 47E(d)	\$60	Baby outfit and teddy	Mark s 47E(c), s 47E(d)	Accepted - Retained by employee	Gift give at completion of counselling and departure of Tamara on s 47F Commissioner approved for gift to be retained by recipient
30/09/2015	Peter s 47E(c), s 47E(d) David s 47E(c), s 47E(d) Ruth s 47E(c), s 47E(d)	\$60	Commemorative gift wine from VLO at HRH value approx \$20 per bottle	Not reported	Accepted - Retained by employee	VLO gift following intro tour of the Hospital for A/g DC Vic and the newly appointed CEO Shrine of Remembrance
16/11/2015	Monika s 47E(c), s 47E(d)	\$2,797	Business Continuity Management course 24-26 Nov 2015	Shane s 47E(c), s 47E(d)	Accepted - Retained by employee	This prize will provide benefits to DVA as it will enable the attendee to learn the principles of best practice 'Business As Usual' Business Continuity Plan (BCP) framework, gain practical experience using interactive exercises and understand the various ways to conduct BCP/DR tests, rehearsals and exercises.
21/08/2016	Leanne s 47E(c), s 47E(d)	\$80	The Vietnam War Commemorative Concert - 2 tickets	John s 47E(c), s 47E(d)	Accepted - Retained by employee	Attended on behalf of the Department
30/08/2016	Sophana s 47E(c), s 47E(d)	\$50	Flowers, chocolate and small plant	John s 47E(c), s 47E(d)	Accepted - Retained by employee and shared amongst the MRCA IL team	Gift from Veteran
31/08/2016	Louise s 47E(c), s 47E(d)	\$400	Qantas Travel Show prize - Waldorf Apartments accommodation prize 2 nights	Narelle s 47E(c), s 47E(d)	Accepted - donated to the DVA Social Club as a fundraising prize	2 nights accommodation at Woolloomooloo Waters valid 1 year
9/09/2016	David s 47E(c), s 47E(d)	\$50	Photo album (pictorial record of conference activities) and tie	John s 47E(c), s 47E(d)	Accepted - Retained by employee	Gifts received from s 33 presented during International Conference for Veterans Affairs, Seoul September 2016.
9/09/2016	Julie s 47E(c), s 47E(d)	\$50	Photo album (pictorial record of conference activities) and scarf	Lisa s 47E(c), s 47E(d)	Accepted - Retained by employee	Gifts received from s 33 presented during International Conference for Veterans Affairs, Seoul September 2016.
6/12/2016	Karen s 47E(c), s 47E(d)	\$20	Book: Suicide Tsunami	Kate s 47E(c), s 47E(d)	Accepted - Retained by employee	Gift received from member of Female Veterans and Families Forum, written by member and given as thank you for organising the event.
8/12/2016	Jo s 47E(c), s 47E(d)	\$100	Chocolate and Nuts Hamper	Jane s 47E(c), s 47E(d)	Accepted - Donated to Hutt Street Centre (Catholic Not for Profit Organisation)	Gift from VVCS SA Client
13/12/2016	Alison s 47E(c), s 47E(d)	\$30.00	box of Ferrero Rocher chocolates from Recruitment agency	reported to DC Old only	Accepted - shared amongst MRCA PI team	Gift from McArthur Recruitment.
14/12/2016	Michael s 47E(c), s 47E(d)	\$40.00	4 x boxes of Roses Chocolates	Jenine s 47E(c), s 47E(d)	Accepted and shared amongst Reviews & Recons team	Gift from MLCOA
14/12/2016	Shane s 47E(c), s 47E(d)	\$50.00	Bottle of Champagne	Narelle s 47E(c), s 47E(d)	Accepted - Retained by employee	Christmas gift received from staff member
14/12/2016	Dave s 47E(c), s 47E(d)	\$50.00	Bottle of Champagne	Narelle s 47E(c), s 47E(d)	Accepted - Retained by employee	Christmas gift received from staff member
14/12/2016	Suren s 47E(c), s 47E(d)	\$50.00	Bottle of Champagne	Narelle s 47E(c), s 47E(d)	Accepted - Retained by employee	Christmas gift received from staff member
14/12/2016	Steph s 47E(c), s 47E(d)	\$50.00	Bottle of Champagne	Narelle s 47E(c), s 47E(d)	Accepted - Retained by employee	Christmas gift received from staff member
14/12/2016	Kent s 47E(c), s 47E(d)	\$50.00	Bottle of Champagne	Narelle s 47E(c), s 47E(d)	Accepted - Retained by employee	Christmas gift received from staff member
15/12/2016	Darleen s 47E(c), s 47E(d)	\$150	Box of cherries	Leanne s 47E(c), s 47E(d)	Accepted - shared amongst R&C	Gift from EASEC
15/12/2016	Derek s 47E(c), s 47E(d)	\$65	Chocolate Hamper	Leanne s 47E(c), s 47E(d)	Accepted - shared amongst RCGP Team	Gift from MLRSA
3/08/2017	Dr Justine s 47E(c), s 47E(d)	\$116	2016 Anzac to Afghanistan coin collection	Leanne s 47E(c), s 47E(d)	Donated to DVA Social Club for raffle prize	Thank you gift for presentation to Legacy National Advocacy Forum
3/08/2017	Dr Justine s 47E(c), s 47E(d)	< \$50	Teddy bear and Legacy memorabilia	Leanne s 47E(c), s 47E(d)	Accepted - Retained by employee	Thank you gift for presentation to Legacy National Advocacy Forum
6/09/2017	Jane s 47E(c), s 47E(d)	\$95	Book: Effective Data Visualisation	Veronica s 47E(c), s 47E(d)	Accepted - Retained by employee and made available to PMB staff	Prize won at Australasian Evaluation Society Conference 2017, provided by BetterEvaluation. Relevant to employee's work and will benefit the employee and the broader branch to have resource available.
11/09/2017	Shane s 47E(c), s 47E(d)	\$50	Lunch and closed door conversation with Todd Tucker, TBM Council VP and Robert Kennedy, Synergy Partner	Richard s 47E(c), s 47E(d)	Accepted - Retained by employee	Complimentary ticket for Shane to attend event.
13/12/2017	Maria s 47E(c), s 47E(d)	\$200	Gift Hamper	Craig s 47E(c), s 47E(d)	Accepted - Retained by the Team	sharred by the RCG Team
			Gift Voucher for MMA Fight Store	Craig s 47E(c), s 47E(d)	Accepted - Retained by Employee	\$100 Voucher received from Vault Fitness for attending Boxing classes located in the building.

Register of Gifts Received - 2018/19 Financial Year

Note 1: Refer to TRIM record 17799992E - DVA People Policy - The Acceptance of Gifts, Benefits and Sponsorships

Note 2: Any gift or benefit accepted must be disclosed to an EMB member. Gifts valued in excess of \$50 must be recorded in the Register of Gifts.

Note 3: Ensure entries to below table are in date order

Note 4: Ensure 'Disposal Option' column is completed - options are 'Accepted - Retained by employee', 'Accepted - donated to', 'Accepted - displayed in office/etc', 'Declined - returned to organisation'

[illegible]

Register of Sponsorship Received					
Note 1: Refer to TRIM record 0658431E DVA Guidelines for the Acceptance of Gifts, Benefits and Sponsorship					
Note 2: Any sponsorship in excess of \$50 but below \$500 in value, including via the staff social club, is subject to approval by the relevant EMB business Division/DC member and must be recorded in this Register . Sponsorship valued in excess of \$500 is subject to the approval of the EMB, and must be recorded in this Register.					
<u>Date Received</u>	<u>Received By</u>	<u>Approximate Value of Sponsorship (see note 2)</u>	<u>Description of Sponsorship</u>	<u>Reported to EMB member (name)</u>	<u>Additional Comments</u>

Register of Sponsorship Received					
Note 1: Refer to TRIM record 0658431E DVA Guidelines for the Acceptance of Gifts, Benefits and Sponsorship					
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Date Received	Received By	Approximate Value of Sponsorship (see note 2)	Description of Sponsorship	Reported to EMB member (name)	Additional Comments
16/02/2015	Chris [REDACTED]	\$354	Accom for two people including breakfast	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - Roundhouse Hotels
20/02/2015	Chris [REDACTED]	\$300	Dinner Voucher - Italian & Sons	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - DTZ
20/02/2015	Chris [REDACTED]	\$60	Bottle of Devils Lair Merlot 2005	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - Shaw Building Group
2/02/2015	Chris [REDACTED]	\$200	Pendo Pad 8	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - Paper Monkey
20/02/2015	Callum [REDACTED]	\$160	Four Solar Umbrellas	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - Pete's Golf Connection
20/02/2015	Chris [REDACTED]	\$425	Assessment and reformer golf sessions	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - Jigsaw Body Mechanics
20/02/2015	Malcom [REDACTED]	\$500	Samsung Galaxy Pad - 4	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - Telstra - Major raffle prize
2/02/2015	Chris [REDACTED]	\$285	Free Printing of Raffle Tickets	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - Kwik Kopy
13/02/2015	Malcom [REDACTED]	\$150	Prize Packs Branded bags and Fleece Jackets	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - Paxus
13/02/2015	Malcom [REDACTED]	\$150	Prize Packs	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - Fuji Xerox
19/02/2015	Kim [REDACTED]	\$275	Accom for two people	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - TFE Hotels
19/02/2015	Kim [REDACTED]	\$250	Free rental	Shane [REDACTED]	DVA Legacy Charity Golf Day Sponsorship - Europcar
15/09/2015	Tristan [REDACTED]	\$400	One night stay for two in an Executive Suite at the Rex Hotel including buffet breakfast and complimentary bottle of wine	Simon [REDACTED]	DVA Spring Ball Raffle
30/09/2015	Jamie-Lee [REDACTED]	\$70	Dinner Voucher - Rama's Fji Indian Restaurant	Simon [REDACTED]	DVA Spring Ball Raffle
13/10/2015	Amy [REDACTED]	\$39	Three small bags of coffee beans from ONA coffee	Simon [REDACTED]	DVA Spring Ball Raffle
18/09/2015	Mohammed [REDACTED]	\$80	4 X Hoyts Woden movie tickets	Simon [REDACTED]	DVA Spring Ball Raffle

[illegible]

Register of Sponsorship Received					
Note 1: Refer to TRIM record 0658431E DVA Guidelines for the Acceptance of Gifts, Benefits and Sponsorship					
Note 2: Any sponsorship in excess of \$50 but below \$500 in value, including via the staff social club, is subject to approval by the relevant EMB business Division/DC member and must be recorded in this Register . Sponsorship valued in excess of \$500 is subject to the approval of the EMB, and must be recorded in this Register.					
<u>Date Received</u>	<u>Received By</u>	<u>Approximate Value of Sponsorship (see note 2)</u>	<u>Description of Sponsorship</u>	<u>Reported to EMB member (name)</u>	<u>Additional Comments</u>
15/08/2016	Louise s 47E(c), s 47E(d)	\$120	Cookware prizes for RSPCA cupcake day fundraiser	Mark s 47E(c), s 47E(d)	Donated by The Hospitality Store, Canberra

Register of Sponsorship Received					
Note 1: Refer to TRIM record 0658431E DVA Guidelines for the Acceptance of Gifts, Benefits and Sponsorship					
Note 2: Any sponsorship in excess of \$50 but below \$500 in value, including via the staff social club, is subject to approval by the relevant EMB member and must be recorded in this Register . Sponsorship valued in excess of \$500 is subject to the approval of the EMB, and must be recorded in this Register.					
<u>Date Received</u>	<u>Received By</u>	<u>Approximate Value of Sponsorship (see note 2)</u>	<u>Description of Sponsorship</u>	<u>Reported to EMB member (name)</u>	<u>Additional Comments</u>
11/08.2017	Leigh-Anne s 47E(c), s 47E(d)	\$300	Cookware prizes for RSPCA cupcake day fundraiser	Narelle s 47E(c), s 47E(d)	Donated by The Hospitality Shop, Canberra

Register of Sponsorship Received					
Note 1: Refer to TRIM record 0658431E DVA Guidelines for the Acceptance of Gifts, Benefits and Sponsorship					
Note 2: Any sponsorship in excess of \$50 but below \$500 in value, including via the staff social club, is subject to approval by the relevant EMB member and must be recorded in this Register . Sponsorship valued in excess of \$500 is subject to the approval of the EMB, and must be recorded in this Register.					
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Australian Government
Department of Veterans' Affairs

DVA GUIDELINES FOR THE ACCEPTANCE OF GIFTS AND BENEFITS

Contents

1. Gifts and Benefits
2. Accepting Fees
3. Hospitality
4. Sponsored Travel
5. Entertainment
6. Bribery and Related Offences
7. Resources

1. GIFTS AND BENEFITS

The issue of whether or not an APS employee accepts a gift or benefit is not always straightforward.

At times, particularly for senior employees, acceptance of offers of entertainment or hospitality can provide valuable opportunities for networking with stakeholders. However, for DVA to carry out its functions fairly, impartially and professionally, and for the public to be confident that it will do so, DVA employees must be able to demonstrate that they cannot be improperly influenced in the performance of their duties by offers of gifts or other inducements.

When an employee receives an offer of a gift or benefit, it is important that they consider the ethical issues involved and that there is an open and transparent discussion within DVA at the appropriate level (ie. Secretary, General Manager, Deputy Commissioners, Principal Member VRB or the Director OAWG) about the merits of the offer, taking into account the relationship with the organisation making the offer.

The main risk of accepting a gift or benefit is that it may result in an actual or perceived conflict of interest. At the extreme, it could be perceived as a bribe, which is an offence under the Criminal Code and a breach of the APS Code of Conduct.

When deciding whether to accept a gift or benefit, the reputation of the APS is paramount. A useful test is for employees to consider how they might answer questions from a parliamentary committee. If it would be embarrassing, it would be prudent to decline the offer. In all cases where an employee is uncertain about

whether they should accept a gift or benefit, they should discuss the matter with a senior manager as indicated above.

It is not possible to establish set very rigid rules about accepting gifts or benefits as it is contingent on the circumstances. In some instances accepting even minor benefits may be construed as undermining public confidence—for example, when a tender process is under way, or when DVA employees are administering legislation directly affecting the individuals or organisations concerned.

A gift or benefit may include:

- offers of cash or shares
- gifts, such as bottles of wine, manufacturer's samples or personal items
- promotional materials, including clothing, books or compact discs
- sponsored travel
- benefits under loyalty schemes, such as frequent flyer schemes
- airline competition prizes
- meals or other hospitality
- accommodation and hire car discounts
- entertainment, such as meals, seats at sporting or theatre events or golf days
- discounts on commercial items
- free or discounted places on training and development courses (other than contra-deals associated with the presentation of papers).

Acceptance of gifts or benefits will not usually be appropriate from a person or company if they are:

- involved in a tender process with the agency, either for the procurement of goods and services or sale of assets; or
- the subject of a decision within the discretionary power or substantial influence of the DVA employee concerned.

Particular care should also be taken if:

- the person or organisation is in a contractual or regulatory relationship with the Commonwealth
- the organisation's primary purpose is to lobby Ministers, Members of Parliament or agencies.

If a gift or benefit is accepted, it is prudent to disclose or register its approximate value. All valuable gifts or benefits should be registered.

It should not be assumed, however, that gifts of minor value are acceptable. Even token gifts that carry a company's logo can create, in some circumstances, a perceived conflict of interest. For example, an employee from a purchasing area wearing clothing bearing the logo of a particular supplier could send a very inappropriate message to competing organisations.

2. ACCEPTING FEES

Generally, it is expected that DVA employees will not accept outside payment for activities considered part of their normal duties. If an employee is offered a fee to

speak at a work-related conference, it may be accepted, providing DVA receives the benefit, not the individual.

3. HOSPITALITY

In relation to the provision of official hospitality, the guidelines in [the DVA Chief Executive Instruction \(CEI\) No. 5.15 entitled *Official Hospitality*](#), apply. The CEI identifies circumstances where official hospitality may be justified and lists examples of expenditure which are acceptable or are not acceptable as official hospitality.

4. SPONSORED TRAVEL

As a general rule, DVA pays for its employees to travel as part of their official duties. Situations may arise, however, where a body external to DVA offers to pay for travel for an employee. In such cases of sponsored travel, a DVA employee is being offered a benefit and it should be treated in the same way as gifts and other benefits described earlier.

DVA employees should be aware of the following principles regarding sponsored travel:

- DVA should meet the expenses associated with work undertaken on its behalf by its employees
- DVA employees should avoid conflicts of interest or the appearance of such conflicts.

DVA employees should not accept offers of travel sponsored by private organisations or groups. Sponsored travel includes cases where transport, accommodation or living expenses are paid for or provided other than from DVA funds or the employee's own resources. Acceptance of such travel may lead to the perception that DVA or the employee is favouring the organisation concerned or using their position to gain a benefit. Offers of sponsored travel or entertainment should be referred to the Secretary for consideration.

Where the Secretary considers acceptance to be in DVA's interest and where practical alternative means of travel or attendance at official expense are not available, DVA may offer to contribute to the costs involved. Participation by DVA employees in travel relating to the inauguration of travel services or opening ceremonies at new commercial or industrial undertakings may fall into this category. The important criterion to be borne in mind is that DVA, or the APS as a whole, should gain and be seen to gain the benefit of the opportunity, rather than the individual undertaking the travel. This is essential to avoid giving rise to perceptions of conflicts of interest.

Sponsored travel that would not be acceptable under this guidance material is not made acceptable by being undertaken during a period of leave.

Offers of sponsorship by bodies such as an inter-governmental or international agency, another government, an educational institution, a non-profit organisation, a recognised humanitarian organisation or broad-based industry group may be acceptable.

Official travel and associated arrangements (accommodation, car rental etc.) should not be used to accumulate bonus points for 'frequent flyer' benefits for private

purposes. Further, it is Government policy that where an employee of the Australian Public Service has already accumulated bonus points which would otherwise entitle them to obtain a benefit, they should not accept such a benefit.

When travelling on official business, employees should not enter competitions, or lottery-style promotions on offer by the airline companies, eg by placing boarding passes or business cards in competition containers.

This policy applies also to the family of the person involved where there is a clear link with the person's official duties.

5. ENTERTAINMENT

Offers of entertainment are often used in private business to make relevant business contacts and improve business relationships. In some instances, accepting an offer of entertainment may improve stakeholder relationships. Attendance at significant events can provide senior DVA employees with opportunities to make important business connections. There may also be an important representational role for senior employees at such events. However, any offers must be assessed to ensure that accepting the offer would not create an actual or perceived conflict of interest.

Accompanying a Minister is a relevant factor. Nonetheless, it is important for senior staff to appreciate the example they set for other DVA employees in upholding the Values. The more prominent the entertainment event, the more important it is to be mindful of perceptions. Another option is for the individual to pay for the entertainment.

While it may be in DVA's or the government's interests for senior employees to accept invitations to some events, it is not appropriate for them to accept offers of paid travel or accommodation in relation to their attendance. Offers that are accepted should be recorded and declared in SES employees' statements of interest.

6. PROCEDURE TO BE FOLLOWED WHEN A GIFT IS OFFERED OR RECEIVED

Where an employee is **offered a gift or benefit** or knows that a gift or benefit will be offered by a person or organisation, the employee should disclose all the facts and circumstances to the appropriate decision-maker (usually the location Deputy Commissioner but otherwise a member of the Executive). The decision-maker will consider the matter and decide whether the gift should be accepted or declined by the Department, taking into account the issues listed below, including

- the type and significance of the gift or benefit;
- whether it gives rise to a conflict of interest or the appearance of a conflict of interest;
- the nature of the Departments functions;
- the relationship the Department has with the person or organisation offering the gift; and
- its value and the circumstances in which it is offered.

Where a **gift has already been received**, the decision-maker will determine whether the gift is to be accepted or declined and returned on behalf of the Department .

Register of Gifts

Where a gift or benefit has been accepted by the Department and has been judged by the decision-maker to be significant, (with a value of \$50 or greater) the circumstances in which the gift was given and its approximate value should be recorded in the Register of Gifts maintained by the Corporate Support Unit in ACT. Where the decision-maker judges the gift to be insignificant there is no requirement to include it in the Register of Gifts.

Disposal of gifts or benefits

Where the relevant decision-maker has determined the gift or benefit to be **insignificant**, the decision-maker can agree that the gift or benefit can be retained by the employee to whom it was given.

Where a gift is determined by the decision-maker to be **significant**, the decision-maker will also determine the method of disposal. (The decision-maker may wish to seek advice from the Group Manager, Corporate Strategy and Support Group or from a member of the Executive.) The options for disposal include:

- the gift remaining the property of the Department (for display etc);
- donation of the gift to the Social Club for a raffle or social function;
- donation of the gift to a public or private organisation; or
- disposal of the gift in an alternative way that would not offend the giver.

6. BRIBERY AND RELATED OFFENCES

Accepting or offering a benefit that may be defined as a bribe may breach the APS Code and the Criminal Code.

Subsection 141.1(3) (receiving a bribe) of the Criminal Code makes it an offence for a Commonwealth public official to:

- dishonestly ask for, receive or obtain a benefit or agree to receive or obtain, a benefit for himself, herself or another person with the intention of influencing the duties of the public official or engendering a belief that the duties will be influenced.

Such an offence has a maximum penalty of 10 years imprisonment.

In addition, subsection 142.1(3) (receiving a corrupting benefit) of the Criminal Code makes it an offence for a Commonwealth public official to dishonestly ask for, receive or obtain, or agree to receive or obtain, a benefit for himself, herself or another person where the receipt or expectation of the receipt of that benefit would tend to influence the official or another official in the exercise of the official's duties. Such an offence has a maximum penalty of five years imprisonment.

Consistent with Australia's obligations under the OECD Convention on the Bribery of Foreign Public Officials in International Business Transactions, under section 70.2 of the Criminal Code it is an offence to bribe a foreign public official, whether in http://sharepoint/money/Documents/0681935E_CEI_5_15.tr5 Australia or in another country. An Australian in another country who bribes or attempts to bribe an official of that country can be prosecuted for bribery in an Australian court.

Such an offence has a maximum penalty of 10 years imprisonment.

Where a DVA employee becomes aware of information which they suspect relates to the bribery of a foreign public official by another employee, consistent with their obligations under the APS Values and Code of Conduct to behave ethically, honestly and with integrity, they should report the information in accordance with the DVA instructions on reporting breaches of the Code of Conduct. If the information relates to a person who is not an APS employee, the employee should discuss the matter with an appropriate senior manager to determine the most appropriate course of action, including reporting the matter to the Australian Federal Police.

7. RESOURCES

- APSC Values and Code of Conduct in Practice:
<http://www.apsc.gov.au/values/conductguidelines14.htm>
- APSC Ethics Advisory Service :
<http://www.apsc.gov.au/ethics/index.html>
- [Gift Register Template](#)



DVA PEOPLE POLICY – ACCEPTANCE OF GIFTS BENEFITS AND SPONSORSHIPS

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Version Control

Date of Change	Summary of changes	Reason	Approved by
26/11/2015	Updated Contents page to be consistent with other People Policies, Corrected hyperlink edited terminology	Review	Karen
11/07/2016	Updating to use People Policy template Correcting hyperlinks Using consistent terminology	Revised Template Broken links Inconsistent terminology	Karen
15/02/2017	Corrected hyperlinks Corrected spelling	Broken links Incorrect spelling	Karen
23/11/2017	Change in Branch Titles	Restructure	Karen
1/6/2018	Updating People Policy Template	Restructure	Karen

s.47E(p), s.47E(g)

Introduction

All Department of Veterans' Affairs (DVA) employees are required to uphold and adhere to the Australian Public Service (APS) Values and Employment Principles and Code of Conduct (the Code) as set out in sections 10 and 13 of the Public Service Act 1999 (the PS Act) and to behave ethically.

This policy describes the standards expected of all DVA employees regarding potential conflicts of interest and how to deal with offers of gifts, benefits and sponsorship in a way that upholds the reputation of DVA and the APS.

Commitment

DVA will provide policy advice to ensure employees are aware of the values by which DVA and the APS operate, the behaviour expected and responsibilities if offered a gift, benefit or sponsorship.

Aims

This policy seeks to ensure DVA employees understand:

- The standards of personal behaviour expected.
- How to deal with the offer of a gift, benefit or sponsorship in an ethical way.
- How to identify and respond to perceived or actual conflicts of interest and the implications of behaviour which may not comply with this policy.

Principles

DVA employees are expected to exhibit high standards of integrity and professionalism and to act ethically at all times.

Any gift, benefit or sponsorship offered to a DVA employee must be disclosed to an Executive Management Board (EMB) member and, if accepted, entered in the Gifts Register (TRIM container 1009758) or the sponsorship Register (TRIM container 1401235).

Coverage

This policy applies to:

- All APS employees, including ongoing and non-ongoing employees.
- The Secretary.
- Statutory office holders employed under an Act and with supervisory responsibilities for APS employees or in another capacity, a day-to-day working relationship with APS employees.

Legal and other Authorities

- *Public Service Act 1999*
- *Public Governance, Performance and Accountability Act 2013*
- *Criminal Code Act 1995*
- *Public Governance, Performance and Accountability Rule 2014*

Roles and Responsibilities

DVA Responsibilities

Provide clear expectations to all DVA employees when accepting Gifts, Benefits and Sponsorships which may be in the form of:

- Sponsorships.
- Acceptance of fees.
- Hospitality.
- Sponsored travel.
- Entertainment.
- Provide clear procedures for all DVA employees when a gift is offered or received.

Manager responsibilities

- Uphold and demonstrate the APS Values and Code of Conduct.
- Promote the requirements of this Policy in their areas of responsibility.
- Provide advice to their teams to ensure compliance with this policy.

Employee responsibilities

- Uphold and demonstrate the APS Values and Code of Conduct.
- Ensure that they comply with this Policy.

Responsibilities of People and Security Branch (PSB)

- Provide Managers and employees with advice, interpretation and application of this Policy.
- Monitor and review this Policy and supporting material.

Key Features of the Policy, Practices and Processes

Gifts and Benefits

The issue of whether a DVA employee should accept a gift, benefit or sponsorship is not always straightforward.

At times, particularly for senior employees, acceptance of offers of entertainment or hospitality can provide valuable opportunities for networking with stakeholders. However, for DVA to carry out its functions fairly, impartially and professionally, and for the public to be confident that it will do so, DVA employees must be able to demonstrate they cannot be improperly influenced in the performance of their duties by offers of gifts or other inducements.

When an employee receives an offer of a gift or benefit, it is important to consider the ethical issues involved and ensure there is an open and transparent discussion within DVA at the appropriate level (i.e. relevant EMB member) about the merits of the offer, taking into account the relationship with the person/organisation making the offer.

The main risk of accepting a gift or benefit is that it may result in an actual or perceived conflict of interest. At the extreme, it could be perceived as a bribe, which is a possible offence under the Criminal Code and a possible breach of the APS Code of Conduct.

When deciding whether to accept a gift or benefit, the reputation of the APS is paramount. A useful test is for employees to consider how they might answer questions about the gift from a parliamentary committee. If it would be embarrassing to raise questions about the appropriateness of behaviour, it would be prudent to decline the offer. In all cases where an employee is uncertain about whether they should accept a gift or benefit, they should discuss the matter with a senior Manager (EMB member) as indicated above.

It is not possible to establish very rigid rules about accepting gifts or benefits, as each situation is contingent on its own circumstances. In some instances, accepting even a minor gift/benefit may be construed as undermining public confidence e.g. when a tender process is under way, or when DVA employees are administering legislation directly affecting the individuals or organisations concerned.

A gift or benefit may include:

- Offers of cash or shares.
- Gifts, such as bottles of wine, manufacturer's samples, personal items or lottery tickets.
- Promotional materials, including clothing, books or compact discs.
- Sponsored travel.
- Benefits under loyalty schemes, such as frequent flyer schemes.
- Airline competitions prizes.
- Meals or other hospitality.
- Accommodations and hire care discounts.
- Entertainment, such as meals, seats at sporting or theatre events or golf days.
- Discounts on commercial items.
- Free or discounted places on training and development courses (other than contra-deals associated with the presentation of papers).

Acceptance of gifts or benefits will not usually be appropriate from a person or company if they are:

- Involved in a tender process with DVA either for the procurement of goods and services or sale of assets.
- The subject of a decision within the discretionary power of substantial influence of the DVA employee concerned.

Particular care should also be taken if:

- The person or organisation is in a contractual or regulatory relationship with either DVA or the Commonwealth.
- The primary purpose of the organisation is to lobby Ministers, Members of Parliament or other agencies.

If a gift or benefit is accepted, even items of sentimental significance without significant value, it is prudent to disclose or register its approximate value. In any event, all gifts or benefits of \$50 must be registered in the Gift Register (TRIM container 1009758) administered by the Corporate Support Unit in Canberra.

It should not be assumed that gifts of minor value are automatically acceptable. In some circumstances, even token gifts carrying a company's logo can create a perceived conflict of interest. For example, an employee wearing clothing bearing the logo of a particular supplier could send a very inappropriate message to competing organisations.

Sponsorship

Sponsorship is a form of benefit. Accepting sponsorship for DVA activities should be carefully considered and discussed with an EMB member. The same considerations outlined under Gifts and Benefits must be applied.

Sponsorship below the value of \$50 does not require approval from the relevant EMB member, but is required to be reported by the employee in the Sponsorship Register (TRIM container 1401235).

When DVA receives sponsorship in excess of \$50, but below \$500 in value, including relating to the Staff Social Clubs, it is to be subject to approval by the relevant EMB member and is to be reported in the sponsorship Register. Sponsorship over \$500 is subject to the approval of the EMB and must also be reported by the receiving employee in the Sponsorship Register.

Some examples of where sponsorship may occur include: Legacy Golf Day and Social Club activities such as raffles, the Spring Ball and trivia Nights.

Accepting Fees

Generally, it is expected that DVA employees will not accept outside payment for activities considered part of their normal duties. If an employee is offered a fee to speak at a work-related conference, it may be accepted, providing DVA receives the benefit, not the employee concerned.

Hospitality

Accepting hospitality is a form of benefit and should also be carefully considered. The same considerations outlined under Gifts and Benefits must be applied.

The *Secretary's Instruction – Official Hospitality* describes the arrangements for providing official hospitality for DVA, identifies circumstances where official hospitality may be justified and lists examples of acceptable expenditure.

Sponsored Travel

As a general rule, DVA pays for its employees to travel, if necessary, for their official duties.

DVA employees should not accept offers of travel provided/sponsored by private organisations or groups. The acceptance of such travel may lead to the perception that DVA or the employee is favouring the organisation concerned or using their position to gain a benefit.

The following principles regarding sponsored travel should be observed:

- DVA should generally meet the expenses for work undertaken by employees on its behalf.
- DVA employees should avoid conflicts of interest or the appearance of such conflicts.

Any offer of sponsored travel or entertainment should be referred to the Secretary for consideration.

If the Secretary considers the acceptance of sponsored travel is in DVA interest or if there are no practical alternative means of travel or attendance at official expense, DVA may offer to contribute to the costs involved.

The important criterion for consideration is whether DVA or the APS as a whole gains/is seen to gain the benefit of attending the event/ opportunity. Careful consideration is essential to avoid giving rise to any perception of conflict of interest.

Offers of sponsorship by bodies such as inter-governmental or international agency, another Government or educational institution, not for profit or recognised humanitarian organisation may be acceptable.

Official travel and associated arrangements (accommodation, car rental etc.) should not be used to accumulate bonus points for Frequent Flyer benefits for private purposes. It is Government policy that where an employee has accumulated points which would entitle the obtaining of a benefit, any benefit should not be accepted.

When travelling on official business, employees should not enter competitions or lottery style promotions or other offers by airline companies e.g. by placing boarding passes or business cards in competition containers.

This also applies to the family of an employee if there is a clear link to the employee's official duties.

Entertainment

Offers of entertainment are often used in private business in relation to business contacts and to improve business relationships. In some instances, accepting an offer of entertainment may improve stakeholder relationships. Attendance at significant events can provide DVA employees with opportunities to make important business connections. There may also be an important representational role for senior employees at such events. However, any offers must be assessed to ensure that accepting the offer would not create an actual or perceived conflict of interest.

On occasions employees are asked to accompany the Minister or a Member of Parliament to a social/entertainment event. The more prominent the event, the more important it is to be

mindful of perceptions. It is very important for employees to uphold the APS Values and particularly at public events. It may be necessary for the employee to pay for the event.

While it may be in DVA or the government's interests for employees to accept invitations to some events, it is not appropriate to accept offers of paid travel or accommodation in relation to their attendance.

If any offers paid/sponsored travel or accommodation are made, the situation must be referred to the Secretary for consideration. If the Secretary approves the offer, it must be recorded in the Gifts Register or the Sponsorship Register.

For SES employees, the offer should also be recorded and declared in the SES employee's statement of interest as well as the appropriate Register.

Procedure to be Followed When a Gift is Offered or Received

Where an employee is offered a gift or benefit or knows that a gift or benefit will be offered by a person or organisation, the employee should disclose all the facts and circumstances to the relevant EMB member.

The EMB member will consider and decide whether the gift should be accepted or declined by the employee or DVA, taking into account the following:

- The type and significance of the gift or benefit.
- The value of the gift and the circumstances under which it is offered.
- Whether it gives rise to a conflict of interest or the appearance of a conflict of interest.
- The relationship DVA has with the person or organisation offering the gift.

Where a gift has already been received, the relevant EMB member will determine whether the gift is to be accepted, declined or returned on behalf of DVA.

Register of Gifts

Where a gift or benefit has been accepted by DVA and has been assessed by the decision-maker to be significant (with a value of \$50 or greater) the circumstances in which the gift was given and its approximate value should be recorded in the Gifts Register. There will be one central DVA register maintained by the Corporate Support Unit in the Canberra location.

Disposal of gifts or benefits

Where the relevant decision-maker has determined the gift or benefit can be accepted, the decision-maker can agree that the gift or benefit can be retained by the employee to whom it was given.

Where a gift is determined by the decision-maker to be significant, the decision-maker will also determine what happens to the gift. The decision-maker may wish to seek advice from the First Assistant Secretary, Business Support. The options for disposal include:

- The gift remains the property of DVA (for display etc.)
- Donation of the gift to the Social Club for a raffle or social function.
- Donation of the gift to a public or private organisation.
- Disposal of the gift in an alternative way that would not offend the giver.

Bribery and Related Offences

Accepting or offering a benefit which may be defined as a 'bribe' may breach the APS Code of Conduct and could also be a breach of the Criminal Code.

Subsection 141.1(3) (receiving a bribe) of the Criminal Code Act 1995 makes it an offence for a Commonwealth public official to:

- Dishonestly ask for, receive or obtain a benefit or agree to receive or obtain, a benefit for himself, herself or another person with the intention of influencing the duties of the public official or engendering a belief that the duties will be influenced.

Such an offence has a maximum penalty of ten years imprisonment.

In addition, subsection 142.1(3) (receiving a corrupting benefit) of the *Criminal Code Act 1995* makes it an offence for a Commonwealth public official to dishonestly ask for, receive or obtain, or agree to receive or obtain, a benefit for himself, herself or another person where the receipt or expectation of the receipt of that benefit would tend to influence the official or another official in the exercise of the official's duties.

Such an offence has a maximum penalty of five years imprisonment.

Where a DVA employee becomes aware of information which they suspect relates to the bribery of a foreign public official by another employee, the matter should be reported to either an authorised officer, a member of the SES, the Assistant Secretary or any Director in the PSB.

If the information relates to a person who is not an APS employee, the matter should be discussed with a senior Manager to determine the most appropriate course of action, including reporting the matter to the Australian Federal Police.

Related Policies and Processes

- DVA People Policy – Conduct
- DVA People Policy – Declaring Interests and Avoiding and Managing Conflict of Interest
- SI – Official Hospitality

Evaluation/Review

This policy will be reviewed in June 2019.

Resources

The following resources are available to assist DVA Managers and employees:

- APS Values and Code of Conduct in practice: [A guide to official conduct for APS employees and agency heads](#)

Registers

Register of Gifts (TRIM 1009758)

Register of Sponsorship (TRIM 1401235)

ISSUE: GIFTS, HOSPITALITY & SPONSORSHIP

- The Department of Veterans' Affairs (DVA) has a set of policies and procedures about the acceptance and recording of gifts and sponsorship.
- These policies are compliant with the Public Governance, Performance and Accountability Act 2013.
- Oversight of the acceptance of all gifts by departmental staff, regardless of value, is the responsibility of senior departmental staff.

Key Facts

- All DVA employees are required to uphold and adhere to the Australian Public Service (APS) Values and Employment Principles and Code of Conduct (the Code) as set out in sections 10 and 13 of the Public Service Act 1999 (the PS Act) and to behave ethically.
- Any gift, benefit or sponsorship offered to a DVA employee must be disclosed to an Executive Management Board (EMB) member and, if accepted, entered in the Gifts Register or the Sponsorship Register.
- All gifts or benefits over \$50 must be registered in the Gift Register.

Background

- In addition to the above requirements of registration and informing an EMB member, sponsorship of over \$500 requires EMB approval.

Recent Media Coverage

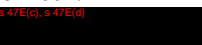
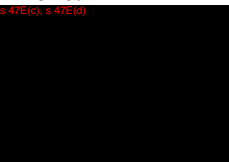
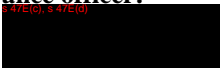
- NIL

Recent Key Correspondence

- NIL

Relevant QoNs

- Nil over the past 12 months.

<i>I certify that a check has been performed against the Annual Report, Portfolio Budget Statements, previous answers to QoNs, and the CFO has cleared where there are financial implications:</i>			
Contact officer: Jeanette 	Phone: 	Branch: BSS Management & Procurement	Date created: 18/04/2018
Clearance officer: Mark 		Division: BSS	Date updated / reviewed: 21/09/2018