



GIFTS, BENEFITS AND HOSPITALITY POLICY

Ratified:	August 2016
Policy No:	PPW - 3021
Last updated:	September 2014
Next update:	2019

GIFTS, BENEFITS AND HOSPITALITY

CONTENTS PAGE

AIM	3
INTRODUCTION	3
DEFINITIONS	3
TOKEN GIFTS	3
MODEST HOSPITALITY	4
ACCEPTING GIFTS, BENEFITS OR HOSPITALITY	4
PROVIDING GIFTS, BENEFITS OR HOSPITALITY	4
COST CONSIDERATIONS	5
ACCOUNTABILITIES	5
POLICY BREACHES	5
COMMENCEMENT DATE	5
SCHEDULE ONE – PPWCMA GIFTS REGISTER	6

GIFTS, BENEFITS AND HOSPITALITY

1. AIM

The aim of this policy is to provide Port Phillip and Westernport CMA (PPWCMA) employees with clear direction regarding the provision and acceptance of offers of gifts, benefits or hospitality.

The policy applies equally to all staff employed by, and Board members appointed to, the PPWCMA within all offices and controlled entities. Variations to the application of the policy may be considered in special circumstances. However all variations to the application of the policy require the approval of the CEO or, where the CEO is affected by the variation, the Chair.

2. INTRODUCTION

The PPWCMA recognises the need for high standards of integrity, impartiality and responsible use of public resources from its employees. Employees must not accept gifts, benefits or hospitality from people seeking to influence their decisions.

When providing gifts or hospitality, PPWCMA employees must ensure that it reflects prudent use of public resources and does not compromise the real or perceived integrity of the recipients.

3. DEFINITIONS

<i>Benefits:</i>	Preferential treatment, privileged access, favours or other advantage offered.
<i>Bribes:</i>	Money or other inducements given or promised to corruptly influence the performance of another. Bribery of a public official is an offence punishable by up to ten years imprisonment.
<i>Employees:</i>	Staff or Board members of the PPWCMA employed on an ongoing, fixed term, casual or contract basis.
<i>Gifts:</i>	Free or heavily discounted items, intangible benefits or hospitality exceeding common courtesy.
<i>Hospitality:</i>	Friendly reception or treatment of guests, ranging from offers of light refreshment at a business meeting to restaurant meals and sponsored travel or accommodation.
<i>Token Value:</i>	A value between \$0 and \$150.

4. TOKEN GIFTS

Stationery, such as pens, note pads or drink bottles which are given to participants at a conference, meeting or other function considered to serve as a reminder of the event. Such items are relatively inexpensive and considered token gifts and may be accepted by employees or provided by the PPWCMA.

GIFTS, BENEFITS AND HOSPITALITY

5. MODEST HOSPITALITY

The provision of refreshments, such as tea, coffee and food, offered in the course of a business meeting or event are considered a part of making guests feel valued and may be accepted by employees or provided by the PPWCMA. The provision of hospitality should always be proportionate to the occasion.

6. ACCEPTING GIFTS, BENEFITS AND HOSPITALITY

PPWCMA employees are required to:

- 6.1 Not solicit for gifts, benefits or hospitality;
- 6.2 Refuse all offers of gifts, benefits or hospitality that could be reasonably perceived as undermining the integrity and impartiality of the PPWCMA or themselves;
- 6.3 Refuse all offers of gifts, benefits or hospitality from people or organisations about whom they are likely to make decisions involving:
 - 6.3.1 Tender processes;
 - 6.3.2 Procurement;
 - 6.3.3 Enforcement;
 - 6.3.4 Licencing; and
 - 6.3.5 Regulation.
- 6.4 Refuse all offers of money or items easily converted to money, such as shares;
- 6.5 Refuse bribes and report bribery attempts to the CEO and to the Victorian Police;
- 6.6 Report the acceptance of non-token gifts, benefits or non-modest hospitality to their Manager and the Business and Governance Manager and provide: the name of the provider of the gifts, benefits or hospitality; the reason for the gifts, benefits or hospitality; and an estimated value of the gifts, benefits or hospitality; and
- 6.7 Seek advice from the CEO or Business and Governance Manager if unsure how to respond to an offer of gifts, benefits or hospitality.

Gifts, benefits or hospitality accepted by employees may not become the property of the employee. A decision regarding the use or ownership of a gift, benefit or hospitality will be made by the Business and Governance Manager or the CEO.

7. PROVIDING GIFTS, BENEFITS AND HOSPITALITY

PPWCMA employees are required to ensure that:

- 7.1 Gifts or hospitality is provided for a business purpose;
- 7.2 The cost of gifts or hospitality are proportionate to the benefit obtained by the PPWCMA; and
- 7.3 When hospitality is provided, individuals act in a manner that is in line with the PPWCMA Code of Conduct.

GIFTS, BENEFITS AND HOSPITALITY

Gifts of appreciation for a service provided or contribution made to the PPWCMA, such as a box of chocolates or flowers may be provided by the PPWCMA.

8. COST CONSIDERATIONS

When considering the need to provide gifts, benefits or hospitality, employees should consider the following factors:

- 8.1 Timing of events – holding an event at a time that reduces the need or expectation to provide hospitality;
- 8.2 Length of events – keeping an event to under two hours may reduce the need or expectation to provide hospitality;
- 8.3 Event location – holding the event in public sector venues may reduce the cost of an event and also be perceived as providing better value for money; and
- 8.4 Catering – caterers should be procured at competitive rates.

9. ACCOUNTABILITIES

The PPWCMA is required to:

- 9.1 Regularly review this policy and any associated processes;
- 9.2 Ensure all staff are familiar and comply, with this policy;
- 9.3 Maintain a record of all non-token accepted gifts, benefits and hospitality; and
- 9.4 Ensure expenditure is recorded in the PPWCMA finance system.

10. POLICY BREACHES

Employees who fail to comply with this policy may be subject to disciplinary action in accordance with PPWCMA policy 3015 Counseling and Disciplinary Action.

11. COMMENCEMENT DATE

This policy was ratified by the PPWCMA Board on the 25th of October, 2012.



Signed: _____
(Chief Executive Officer)

Schedule One – PPWCMA Gifts Register

Employee or Member Name	Gift, Benefit or Hospitality Received	Provided by	Reason for Gift	Estimated Value of Gift
	•	•	•	•
	•	•	•	•
	•	•	•	•
	•	•	•	•
	•	•	•	•
	•	•	•	•