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| Gifts, benefits, and hospitality |
| DELWP creates thriving environments and communities |

Our policies and processes provide public confidence in our decision-making.

We discourage you from making an offer of a gift, benefit or hospitality (gift offer) to our employees. Our employees cannot accept a gift that may bring their integrity, or that of the department, into disrepute.

1. **Policy**

Our policy and processes meet the Minimum accountabilities for the management of gifts, benefits, and hospitality.

* [Gifts, benefits and hospitality policy (PDF, 612.5 KB)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0027/427644/GiftsBenefitsAndHospitalityPolicy.pdf)
* [Gifts, benefits and hospitality policy (DOCX, 156.5 KB)](https://www.delwp.vic.gov.au/__data/assets/word_doc/0029/427646/GiftsBenefitsAndHospitalityPolicy.docx)

1. **Privacy collection statement**

Our employees advise their line manager of every non-token gift offer they receive, even if they refuse it.

We collect, retain and use this information to help ensure our policy is effective and to meet our legal obligations.

* [Privacy collection statement (DOCX, 116.7 KB)](https://www.delwp.vic.gov.au/__data/assets/word_doc/0019/325801/Privacy-collection-statement.docx)
* [Privacy collection statement (PDF, 34.4 KB)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0020/325802/GBH-Privacy-collection-statement.pdf)

1. **Register of reportable gift offers**

Gift offers are either:

* token (inconsequential, trivial, and worth less than $50), or
* reportable (non-token).

We must:

* keep a register of all reportable gift offers
* publish a de-identified copy that complies with privacy laws.

Gifts, benefits and hospitality register records:

* [Gifts, Benefits and Hospitality External Register 2019-20 (PDF, 445.4 KB)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0029/482339/DELWP-GBH-public-register-2019-20.pdf)
* [Gifts, Benefits and Hospitality External Register 2018-19 (PDF, 461.2 KB)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0028/427645/Register-of-reportable-gifts-2018-19-FINAL.pdf)
* [Gifts, Benefits and Hospitality External Register 2017-18 (PDF, 431.9 KB)](https://www.delwp.vic.gov.au/__data/assets/pdf_file/0024/333816/Register-of-reportable-offers-2017-18.pdf)

1. **Avoid making an offer**

Avoid making gift offers that our employees cannot accept.

For example: you have an interest in a business decision the employee is likely to make or influence.

If you are a business associate (e.g. supplier or tenderer), consequences may apply if you act contrary to:

* our policy
* any Victorian government supplier code of conduct.

**Avoid making multiple offers**

If you make multiple gift offers the overall effect may raise integrity issues.

1. **Further information**

For further information about our policy please email [integrity@delwp.vic.gov.au](mailto:eintegrity@delwp.vic.gov.au)

**Our agencies**

Our agencies have similar obligations about gift offers. On Board offers a model policy, declaration form and register. It also has guidance notes. Visit [Boards and governance - gifts, benefits and hospitality](https://www2.delwp.vic.gov.au/boards-and-governance/on-board/gifts,-benefits-and-hospitality).

If you need assistance, please contact Translating and Interpreting Service (TIS) for help with translating and interpreting. Contact TIS National on 131 450 (within Australia) or visit [www.tisnational.gov.au](http://www.tisnational.gov.au/)