

Gift Register

Date offered	Offered to (individual's title/dept)	Description of the gift, benefit or hospitality	Estimated or actual value \$	Cumulative value of offers made by individual/organisation	Offered by (name of individual/organisation making the offer)	Is this a token or non token declaration? (if token, no further information is required)	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.)	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).
19.02.2021	Manager Customer Experience	Cash(\$100) in envelope. Cash returned but had to accept a coffee purchased by Customer	\$100		Customer	Non Token	Not accepted	No	Thank you for support provided	No	No
23.12.2021	Supervisory Cemetery Operations East	48 bottles of carlton draught beer gifted to operations team- left at the office reception	\$94		Funeral Director	Non Token	Accepted	Yes	A thank you for support and assistance over the year and to wish the operations team a merry Xmas. Gift dropped off at reception and therefore accepted, not knowing the value of the gift. On opening of the gift, the value was ascertained at over \$50. The gift was distributed evenly amongst all operations staff	No	No