

## Gift Register

Date offered	Offered to (individual's name) - [Name may be de-identified when published on the organisation's website]	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)	Approvals - if offer accepted, state who approved the individual accepting the offer and decision on ownership (name, position, unit/division of individual's manager or senior decision-maker who approved acceptance.)	Completed by (name and position)
17/12/20	Clint Harrison	Project Manager, FBE	Christmas Hamper left at Altona office reception 18/12/20. To be shared amongst Altona staff. Offer accepted by phon	S30-40		West Gate Tunnel Project- Chris Dorgan	Token	Accepted						Chris Harrison
23/12/20	Angela Renwick	Sr Supervisor Business Support	Xmas basket from Lincoln Family Funerals and shared with the Business support team	\$30		Lincoln Family funerals	Token	Accepted						
12/01/21	Drew Salisbury	GM Digital Information Services	Box of 16 Belgian chocolates with card from existing supplier was received without prior offer being made. Gift was placed on my desk sometime during Christmas/new year period now considered as an accepted offer. A bottle of wine was also on my desk, assumed to be part of the same gift.	\$40		Virtual IT Managed Services	Token	Accepted						Drew Salisbury
12/01/21	Drew Salisbury	GM Digital Information Services	Offer of fresh cherries from existing supplier, generally sent to customers for christmas/ new year	\$20		Blue Connections	Token	Not accepted						Drew Salisbury
19/02/21	Tania King	Manager Customer Experience	Cash(\$100) in envelope. Cash returned but had to accept a coffee purchased by Ms Evangelista	\$100		Customer, Raffaella Evangelista	Non Token	Not accepted						Tania King
20/01/2021	Anthony Marolda	Service Delivery Manager, DIS	Bottle of Wine (Chris Wingland) 750ML with card from existing supplier was received without prior offer being made. Gift was placed on my desk some time during the new year, now considered as an accepted offer	\$25		Telstra	Token	Accepted		yes				Anthony Marolda