

Gifts, benefits and hospitality

Good Governance Fact Sheet No. 16
for Committees of Management
of Crown land reserves in Victoria

All committees of management are required to have, and abide by, a written policy on gifts, benefits and hospitality. This includes maintaining a Register of gifts, benefits and hospitality.

VPSC information and resources on gifts, benefits and hospitality

The Victorian Public Sector Commission (VPSC) website includes a [Gifts, benefits and hospitality resource suite](#).

The [VPSC's Gifts, Benefits and Hospitality Policy Guide](#) notes that:

- Management of any offers of gifts, benefits and hospitality is a practical demonstration of integrity, impartiality and accountability. It allows the community and government to be confident that decisions are made free of favouritism, influence and conflicts of interest.

The VPSC details thirteen [Minimum accountabilities for managing gifts, benefits and hospitality](#). These minimum accountabilities apply to all committees of management.

Developing or reviewing your committee's Gifts, benefits and hospitality policy

To assist committees of management to develop or review policy and processes regarding gifts, benefits and hospitality, DELWP has a model policy that committees can use as a guide. It can be adopted in full or modified to suit different committee preferences for style and content.

The Gifts, benefits and hospitality model policy for committees of management is available from:

- The [committees of management section of the DELWP website](#)
- Crown Land Kiosk
- As an appendix in the Committee of Management Guidelines

The model policy includes clarification of what constitutes “token” and “non-token” offers and the implications for recording offers in a committee's Register of gifts, benefits and hospitality.

Register of gifts, benefits and hospitality

As part of the Gifts, benefits and hospitality policy, all committees must maintain a Register of gifts, benefits and hospitality. An example Register is included with the model policy. It includes details of:

- Offer summary
- Estimated value of the offer
- Whether accepted or rejected
- Reasons for the decision

The Register (current and previous financial year) is required to be available for inspection by DELWP or other relevant authorities such as the Independent Broad-based Anti-corruption Commission (IBAC).