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**Gift and Hospitality Policy and Register**

**Introduction**

Board members may from time to time be offered hospitality and/or gifts in the course of carrying out their role on the Conservation Board. This policy outlines how members are expected to act when offered gifts or hospitality.

Board members should be mindful that their actions may have to be accounted for. Conduct should be guided by a test of how it may be perceived if acceptance of a gift or hospitality was reported in the media, or how members of the public might judge it. Objectivity, sound judgement and integrity should be applied whenever members are engaging with external parties. It is especially important that receiving a gift or hospitality does not influence an individual and impact on the decision making of the Board, as this could be perceived as the Board acting without impartiality or integrity.

**Background**

The Gift and Hospitality Policy is based on public sector standards of integrity and conduct, and guidelines for public entities published by the Office of the Auditor-General.

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**Gift and Hospitality Policy**

**Policy Statements**

* All offers of significant hospitality or gifts should be disclosed. Disclosure is the single most important and effective safeguard against allegations of impropriety.
* “Significant hospitality” for this purpose refers to hospitality such as meals, events, conferences, travel or accommodation offered, which are likely to have a monetary value of more than $50.00 in total.
* “Significant gifts” for this purpose are items which have a monetary value of more than $50.00 in total.
* Hospitality or gifts should not be accepted at any time when the Board is seeking, or may soon be seeking, to confirm a business relationship with any party, for example through a tender or contract.
* Board member should be aware of the way that acceptance of hospitality or gifts could be perceived by other parties, for example, media, other Board members and members of the public.
* Board members are to be scrupulous in ensuring they do nothing that could be interpreted as soliciting hospitality, travel or other such benefits.
* Conspicuous, lavish, excessive or over-generous gifts or hospitality should be avoided at all times. As a guide, gifts or hospitality which might have a monetary value in excess of $200.00 would be considered overly generous.
* Members should not derive personal benefit from business promotions associated with repeated use of particular goods and services provided to the Board at DOC’s expense eg: free trips for frequent flyers, air points or benefits based on petrol purchases that are reimbursed by DOC.
* Members should be particularly careful not to receive undue personal benefit from their role with the Conservation Boards, either through their access to information or through any fees or gratuities paid to them for work done in their official capacity as a Board member.
* Members are not prevented from accepting a token or modest expressions of appreciation in return for a speaking engagement.
* The Board will ensure a gift register is maintained for their Board, detailing all gifts or hospitality in excess of $50.00 in total offered to Board members, regardless of whether or not they were accepted.

A gift register is provided in the table below. Note this is a multiyear register; all additions should be dated.

**Policy approved for use**

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Signed: ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Conservation Board Chairperson on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_Conservation Board

Next review due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Gift and Hospitality Register**

All offers of gifts and hospitality in excess of $50.00 total are to be entered into this register.

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| --- | --- | --- | --- | --- | --- |
| Person receiving gift or hospitality offer | Date | Offered by | Gift/hospitality offered and approximate value | Accepted Y/N | Hospitality or gift distributed or used for: |
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