

GIFTS, BENEFITS & HOSPITALITY REGISTER 01.01.23 - 20.08.24

| Date | Received From | Description of Gift/Comments | Staff/Dept | Approx Value \$ | Accepted/Declined/Displayed - declined, retained, redistributed through Staff Recognition, subject to raffle & proceeds to charity | Reason for decision |
|------------|---|---|--|-----------------|---|---|
| 3/07/2023 | Team Principal Walkinshaw Andretti United | 2 x Women's Quarter Final world cup tickets | Chief Executive Officer | \$150 | Accepted and approved by Board Chair. | Legitimate business: the ACE Walkinshaw Andretti United and BKI have an industry partnership agreement. |
| 5/07/2023 | Architectus | Diversity, Equity and Inclusion Lunch Invitation | Project Manager, Capital Works | \$210 | Declined. Architectus will possibly be tendering for the proposed capital works and you are going to be part of the selection panel, a perceived conflict could be at play. | Perceived Conflict of Interest |
| 12/07/2023 | Individual student | Lipstick and earnings | Early Childhood Teacher | \$50 | Accepted due to cultural norm. Gift was then donated to charity. Note that all assessment decisions and educational outcomes finalised prior to accepting. | Gifts from individual students not accepted. |
| 14/07/2023 | Student class group (10 students) | Gift voucher at Wood house restaurant | Early Childhood Teacher | \$135 | Accepted following student completion at BKI | Accepted as gift following completion |
| 1/08/2023 | Ateco Group | Travel, accommodation and training in France | Automotive Technical Trainer | \$10,000 | Accepted and approved by Executive Director Studies. Ateco Group is a client of the Institute and contracts the Institute to provide education and training services to its staff. The training is associated with professional development for the Institute's trainer. As this is not already provided for within the contract, BKI considers this to a gift. | Legitimate business: Professional Development |
| 26/08/2023 | Melbourne Storm | 2 tickets (with hospitality) to Storm v Titans | Chief Executive Officer | \$150 | Accepted and approved by Board Chair. | Existing sponsorship agreement with Melbourne Storm |
| 11/09/2023 | La Trobe University | Opening night of the Australian Ballet Performance - Swan Lake and function post performance. | Acting Chief Executive Officer | \$250 | Accepted and approved by Chief Executive Officer | Networking opportunity with Vocational/Higher Education |
| 26/09/2023 | Collingwood Football Club | 2 tickets Collingwood Grand Final Dinner | Acting Chief Executive Officer | \$790 | Accepted. | Stakeholder management as per existing sponsorship agreement with Collingwood Football Club |
| 23/11/2023 | Bendigo Telco | 30 end of life cisco devices | Executive Director, Education Delivery | \$720 | Accepted. Note: Items are end of life and would cost \$15 each to dispose of. | Improve student outcomes during classroom delivery of digital courses. |

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| 05/12/2023 | St Marys College | Homewares inc candle, diffuser, hand & body lotion | VETDSS, Acquisition Channels (People Brand and Strategy) | \$110 | Retained | Equally divide the items between 3 staff members within VETDSS team, items for use in office space. |
| 14/12/2023 | Planett Uniforms | Meat carving set | Ed Delivery Ops | \$40 | Accepted | Under \$50 - confirmed does not cause any risk or integrity to health area |
| 13/02/2024 | Stroom Media Monitoring | Two glasses of rosé (in two satchets), a slice of fruit cake and a small bag of chocolates | External Communications Specialist | \$30 - 50 | Dispose of given nature of gift (perishable food items and alcohol) | By accepting gifts from suppliers, it could be a perceived that through receiving it, it could impact on our independence and objectivity in engaging with this supplier |
| 08/03/2024 | TAE40116 Certificate IV in Training and Assessment - Cohort of approx 19 students | Gift card for use at Hustle Coffee Shop (Bendigo) | Teacher - VET Teaching | \$200 | Accepted | This gift given by a cohort of 19 students was accepted because the student cohort has completed all assessments and received their results; |
| 08/03/2024 | TAE40116 Certificate IV in Training and Assessment- One Student | Gift card for use at restaurant \$100 | Teacher - VET Teaching | \$100 | Declined | Education delivery employees must refuse all offers (including token offers) from individual students as teaching staff could be seen to be influenced by way of gifts. |
| 30/07/2024 | Customer Driven, Success Manager | Xperience ANZ Dinner – End of Day One Genesys Xperience Conference - Informal gathering with no presentations, to share a meal with other customers that were conference delegates and who share the same digital transformation journeys | Manager - Customer Services and Experience | \$125 for 2 course meal with drinks | Accepted. | Perceived Conflict of Interest/inappropriate acceptance of gift which the staff member acknowledged was accepted in error. The staff member has had the gifts and benefits policy and procedure documents clearly explained to them and they have confirmed they have understood. If this staff member is to be on the panel for any future works, then they will declare a conflict of interest as required. |