

Holmesglen Institute

Gifts, Benefits and Hospitality Register 2023

Date	Position	Description of the gift, benefit or hospitality	Value	Offered by	Decision
2/05/2023	TSD Infrastructure Manager	Hotel accommodation for 6 nights during a study tour	approx. \$900.00	Cisco	Accepted -as provided valuable professional development to provided knowledge best practice for the Institute.
28/07/2023	Finance Manager	Veuve 750ml	approx. \$116.00	Next Gen	Declined - however, the Vendor still sent through the gift. The wine was transferred to Cilantro for use in the training restaurant.
13/10/2023	Finance Manager	2023 Oaks Day Lunch - 3 course chef's selection a Beverly Rooftop	approx \$120.00	People Advisory BDO	Declined - in accordance with Institute policy
14/11/2023	Teacher, Faculty of Educaiton Services Skills and Environment	Artwork by Aboriginal artist Janet Golder	approx. \$500 - \$1,000	Mhay Benitez	Declined - in accordance with Institute policy
8/11/2023	Chief Executive	Oaks Day	approx. \$200.00	Ready Tech	Accepted - attended event in the capacity as Chair of TDA.

Notes

A business associate is an external individual or entity which the Institute has, or plans to establish, some form of business relationship, or who may seek commercial or other advantage

Conflict of interest may be:

Actual: There is a real conflict between an employee's public duties and private interests

Potential: An employee has private interests that could conflict with their public duties. This refers to circumstances where it is foreseeable that a conflict may arise

Perceived: The public or a third party could reasonably **form the view** that an employee's private interest scould improperly influence their decisions or actions, now