

GIFTS, BENEFITS AND HOSPITALITY REGISTER 2023/2025



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
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
23/11/2023	Bendigo Telco	30 end of life cisco devices	Executive Director, Education Delivery	\$450	Accepted. Note: Items are end of life and would cost \$15 each to dispose of.	Improve student outcomes during classroom delivery of digital courses.
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
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.	Percieved 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.
24/10/2024	Ernst & Young	Future Finance Leaders training program. Invitation only designed for CFO's and Senior Finance Executives	VETASSESS	\$400 approx	Accepted.	Professional development opportunity with access to subject matter experts relating to stakeholder,
06/11/2024	Kenshi Life Changing Candles	1 x diffuser 2 x soy candles and 1 x pack of tea light candles	Hannah Smith and Andrew King	\$146	Declined	There is no legitimate business reason to accept the offer.

Date	Recipient	Donor	Business Associate	Offer	Value	Reason for making the offer	Legitimate Business Benefit	Decision	Approved by	Comment/Assessment
Date offer was received	Employee receiving the offer (name, position and division)	Individual or organisation making the offer (name, position and organisation)	Is the donor a business associate of BKI? (Yes/No) Also consider whether the offer is consistent with BKI's GBH policy	Detailed description of the gift, benefit or hospitality	Estimated or actual value (use a Google search if you are unsure)	Reasoning that the donor has for making the offer	Is there a legitimate business benefit in accepting this offer? Consider whether the offer: a) was offered during the course of the recipient's official duties; and b) relates to the recipient's official responsibilities; and c) benefits the organisation, public sector or State (Further instruction: If the answer is NO then the offer must be declined, and if YES then the business benefit must be detailed, in accordance with the minimum accountabilities)	Decision to decline or accept the offer	If the offer is accepted, record who approved the recipient's acceptance of the offer and the decision on ownership (record the name, position and unit/division of the recipient's manager or senior decision-maker).	Should any further explanation be required. Can be used to identify when an offer is not being displayed on the public register. For example, in the case of situations where an offer was accepted and then later declined, both decisions must be entered onto the official register, but only the final decision needs to be displayed on the public register.
6/01/2025	Najee Saban, Vesna Grbic and team	Elizabeth Andrews Catering	Yes	Gift basket of cookies, chocolate, dried fruit and one bottle of drink	\$80	N/A	No	Goods delivered without BKI knowledge. Goods were disposed.	Chris Leach and GRC	It was delivered to Docklands campus and the team were not aware of the gift. GRC advised gifting to charity if possible or disposing if not.
23/01/2025	Jack Edwards	Student	No	EB Games Gift Card	\$50	N/A	No	Initially accepted, but declined on advice of GRC	Cristean Tlikeridis and GRC	The gift was originally accepted, but GRC recommended that it be declined.
16/06/2025	Marie Andriopoulos	Customer Driven (CD)	Yes	Flights and accomodation for conference	\$600-700	Speaker at event	Yes - showcasing VETASSESS digital journey	Gift is declined given offer was from a current supplier.	Executive Director, VETASSESS. GRC also consulted.	Recipient will still attend event and speak at conference given the legitimate business benefit however BKI will pay for all costs associated with attendance.
19/06/2025	Tony Hughes and Jim Box	Reece Plumbing	Yes	10 Jackets for Plumbing Teaching Staff to wear in workshops	\$500	N/A	No	Gift is declined given offer was from a current supplier and no legitimate business benefit.	Jim Box	N/A
7/07/2025	Trisca Scott-Branagan	ADMA	No	Ticket to the ADMA annual conference worth \$1194	1194	To allow Executive Director Growth's to attend annual conference	Yes - provision of a ticket to the conference is independent of BKI and related to the Executive Director Growth's position as Industry Advisor to the industry association.	Accepted	Sally Curtain, CEO	
16-Jul-25	Jenny Roche	Gartner	No	Exclusive invitation and ticket to Gartner's upcoming flagship event, Gartner IT Symposium - The largest gathering of CIO's and Digital Executives worldwide, in the Gold Coast on 8th – 10th Sept 2025.	\$725		No	As this is a potential customer and that the invitation / ticket may be perceived as a gift as not paying for the ticket valued at \$5725.00	Sally Curtain, CEO	The gifting organisation is a potential customer.