

A	B	C	D	E	F	G	H	I	J	K	L	M
Entry no.	Date gift offered	Source of gift offer	Unique number allocated to each different source of gift offer	Board member or employee to whom the gift was offered	Description of gift offered	Cultural, historic or other significance?	Est. value of this offer	Est. combined value	Prohibited gift? If so, why?	Was the gift accepted or declined? If accepted, record the legitimate business reason (benefit).	If the gift was accepted: (1) How is it to be used/disposed of? (2) Who authorised this decision?	Any relevant: (1) Comments (2) Remedial action.
1	10/05/2017	Industry Stakeholder	1	Executive	A mug with a lid, with the company logo on it.	Yes – only in that to refuse this gift would have caused cultural offence.	\$5	\$5	No.	Accepted on behalf of Wannon Water. The gift offer was accepted so as not to cause cultural offence.	(1) The gift will be put in one of the tea rooms at Wannon Water for use by all staff. (2) Authorised by Managing Director.	No.
2	02/05/2017	Consultant.	2	Executive	Hospitality - Gala Dinner Invitation	No.	\$110	\$110	Prohibited gift – conflict of interest. Gift offered by consultant about whom the employee is likely to make or can influence a decision.	Declined.	Not applicable.	No.
3	05/05/2017	Not for profit government organisation.	3	Executive	Hospitality – Network Event Invitation.	No.	\$50	\$50	No.	Declined.	Not applicable.	No.
4	10/05/2017	Industry Stakeholder	1	Executive	Artwork.	No.	\$100	\$100	No.	Accepted on behalf of Wannon Water. Accepted so not to cause cultural offence.	(1) The artwork is to be shown at Wannon Water's office, 25 Gateway Road, Warrnambool. (2) Authorised by Board Chair	No.
5	22/05/2017	Supplier.	4	Executive	Hospitality including film ticket	No.	\$15	\$215	Prohibited gift – no legitimate business reason.	Declined.	Not applicable.	No.
6	22/5/2017	Supplier.	4	Employee	Hospitality including film ticket.	No.	\$60	\$150	Prohibited gift – no legitimate business reason	Declined	Not applicable	No.
7	9/6/2017	Customer	5	Employee	\$200 cash as payment for cutting tree branches	No	\$200	\$200	Prohibited gift – money or similar	Declined	N/A	No
8	23/6/2017	Supplier	6	Employee	Hats, Pens, Notepaper	No	\$20	\$20	Prohibited gift – No legitimate business reason	Accepted	(1) Hats to charity, Pens and notepads disposed in bin (2) Authorised by Executive	No
9	7/7/2017	Industry Stakeholder	7	Employee	Free Pass – Conference	No	\$1699	\$1699	Yes – No legitimate business reason	Declined	N/A	Remedial Action – Reference to supplier about Gifts Policy on website
10	1/6/2017	Customer	8	Employee	Food Hamper	No	\$200	\$200	Yes – Conflict of Interest	Accepted Left in tearoom unable to return	(1) Donated to Western District Food Share (2) Authorised by Executive	(1) Noted Section 8 with full details of receipt of gift (2) Organisation reminded of Gifts Policy and Prohibited Gift status – request no other offers made
11	6/7/2017	Not for Profit Stakeholder	9	Employee	Complimentary Dinner	No	\$50	\$50	Yes – No legitimate business reason	Declined	N/A	No

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12	25/7/2017	Vendor	10	Executive	Pen	No	\$5	\$5	Yes – No legitimate business reason	Accepted	(1) Disposed (2) Authorised by Executive	(1) N/A (2) Supplier letter resent
13	10/8/2017	Industry Stakeholder	11	Employee	Framed Paper Cut Image	Yes	\$10	\$10	No	Accepted	(1) Use in office by Employee (2) Authorised by Executive	(1) N/A (2) None Required
14	10/8/2017	Industry Stakeholder	11	Employee	Framed Paper Cut Image	No	\$10	\$10	No	Accepted	(1) Donated to Employee (2) Authorised by Executive	(1) N/A (2) None Required
15	11/9/2017	Supplier	12	Employee	Mousepad	No	\$10	\$10	Yes – Conflict of Interest	Declined – Returned		(1) N/A (2) Email response FC2017/08894 with notification of Gifts Policy
16	12/9/2017	Not for Profit Stakeholder	13	Employee	Movie Tickets for 2	No	\$40	\$40	Yes – No legitimate business reason	Declined	N/A	(1) N/A (2) Email with reminder of Gifts Policy
17	13/10/2017	Supplier	14	Employee	Money - \$20	No	\$20	\$20	Yes – Money	Declined	N/A	(1)N/A (2) None Required
18	25/10/2017	Supplier	15	Employee	BBQ Invitation	No	\$50	\$50	Yes Conflict of Interest – Unsuccessful Tenderer	Declined	N/A	(1)N/A (2) None required at this point - monitor
19	5/11/2017	Industry Stakeholder	1	Executive	Hospitality – Meal and Accommodation Gift – Box, Hat, Cashews	No	\$237.80	\$337.80	No	Accepted	(1) Accepted to Employee (2) Authorised by Board Chair	(1) N/A (2) N/A
20	5/11/2017	Industry Stakeholder	1	Executive	Hospitality Gift – Box, Hat, Cashews	No	\$233.68	\$238.68	No	Accepted	(1) Accepted – to Employee (2) Authorised by Executive	(1) N/A (2) N/A
21	6/11/2017	Industry Stakeholder	17	Executive	Hospitality – Dinner	No	\$29.21	\$29.21	No	Accepted	(1) Accepted – to employee (2) Authorised by Executive	(1) N/A (2) N/A
22	6/12/2017	Supplier	18	Employee	Merchandise	No	\$20	\$20	Yes Reasonable perception that judgement may be influenced	Accepted in mail	(1) Use by Office as Fundraiser – funds to local charity (2) Authorised by Executive	(1) N/A (2) N/A

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23	12/12/2017	Supplier	20	Employee	Slab of Beer	No	\$45	\$45	Yes Conflict of Interest	Declined	(1) N/A (2) N/A	(1) Returned as Directed (2) None
24	19/12/2017	Supplier	21	Executive	Wine	No	\$80	\$80	Yes Conflict of Interest	Declined	(1) N/A (2) N/A	(1) Returned (2) Letter of Gifts Policy sent
25	19/12/2017	Supplier	22	Executive	Wine	No	\$20	\$20	Yes Conflict of Interest	Declined	(1) N/A (2) N/A	(1) Returned (2) Letter of Gifts Policy sent
26	18/12/2017	Supplier	23	Employee	Wine	No	\$20	\$20	Yes No legitimate business reason	Declined	(1) N/A (2) N/A	(1) Returned (2) N/A
27	19/12/2017	Supplier	24	Employee	Wine	No	\$15	\$15	Yes – No legitimate business reason	Declined	(1) N/A (2) N/A	(1) Returned (2) N/A
28	18/12/2017	Supplier	25	Employee	Merchandise	No	\$10	\$10	Yes Conflict of Interest	Declined	(1) N/A (2) N/A	(1) Returned (2) Letter on Gifts Policy enclosed with Return.
29	3/1/2018	Supplier	26	Employee	Calendar	No	\$10	\$10	Yes Conflict of Interest Perception of influence of judgement	Declined	(1) N/A (2) N/A	(1) Disposed (2) Email to supplier with reminder of Gift Policy
30	13/3/2018	Supplier	27	Employee	Wine	No	\$80	\$80	No	Accepted	(1) Used for Fundraising (Christmas Raffle Prize) (2) Authorised by Executive	(1) Explanation of Gifts Policy provided as reminder and advise of use for fundraising for community benefit
31	6/4/2018	Supplier	28	Employee	Conference Attendance	No	\$2500	\$2500	Yes Conflict of Interest	Declined	N/A	N/A
32	6/4/2018	Supplier	28	Employee	Conference Attendance	No	\$2500	\$2500	Yes Conflict of Interest	Declined	N/A	(1) Supplier advised of Gifts Policy (2) No Further Action
33	28/3/2018	Industry Stakeholder	1	Executive	Foodstuff	No	\$50	387.30	No	Accepted Cultural Impacts	(1) Accepted (2) Authorised by Board Chair	(1) N/A (2) No further action
34	8/4/2018	Government	29	Executive	Warrnambool May Race Carnival Marquee Entry	No	\$150	\$150	No	Declined	N/A N/A	N/A N/A

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35	20/4/2018	Government	30	Executive	Function Attendance	No	\$30	\$30	No	Accepted Legitimate Business Reason	(1) Accepted – attended (2) Authorised by Board Chair	(1) N/A (2) N/A

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