

Accepting gifts and hospitality

As a general rule, gifts and hospitality should not be accepted where they either compromise, or could be perceived to compromise, your integrity and your ability to undertake your official duties in a professional and objective manner.

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Declaration of acceptance

The declarations made by staff in the ACCC gifts and hospitality register in Aurion will be made public annually on the ACCC's website, with staff names redacted. Staff need to carefully consider not only whether there is an actual conflict of interest, but the public perception of attending or accepting gifts, hospitality or benefits.

It is also important how any acceptance is then described in the gifts and hospitality register. For example, rather than just stating you had 'dinner at an Indonesian restaurant', it is important to provide the full context. For example, 'dinner at an Indonesian restaurant hosted by the Indonesian Competition Authority as a thank you gift for providing 2 days of seminars on competition processes and providing training to staff'.

Staff may only accept gifts, hospitality and benefits with their SES' approval.

 [Gifts, Hospitality and Benefits Policy](#)

Gifts and hospitality register

Any gifts, hospitality and benefits accepted by you, which are valued at \$50 or more, must be entered into the gifts and hospitality register. Where a gift, hospitality or benefit has an estimated value of less than \$50, you must still seek approval from your General Manager prior to accepting, but the gift, hospitality or benefit does not need to be declared in the register.

Declaration is to be made by submission to the online gifts and hospitality register in Aurion. SES will review their staff's entries prior to publication of the register each year.

Where to find the ACCC gifts and hospitality register form

You will need to submit your gifts and hospitality register form through Aurion.

To do this:

1. Go to the Aurion homepage.
2. Click on Dashboard at the top of your screen.
3. Scroll down to select MyForms.
4. Select +ADD button.
5. Click in the FORM field.
6. Select ACCC Gift Register.
7. Click next to enter the form.
8. Complete the fields.
9. Click save (if all fields have been completed the Submit button will appear at the top of the form).

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10. Click on Submit.
11. Click on Submit on the next screen.

What details are required when making a declaration in the ACCC gifts and hospitality register form?

Once you are in Aurion, in the ACCC gifts and hospitality register form, you will need to provide the following details.

1. From the drop down box select either AER/ACCC as the recipient of the gift, hospitality or benefit.
2. From the drop down box insert the date that the gift, hospitality or benefit was/will be received.
3. Insert who provided the gift, hospitality or benefit, and their relationship to you and/or the ACCC/AER.

Examples:

- Business Law Section of the Law Council of Australia, joint host/organisers of the Bannerman Lecture with the ACCC
- Indonesian Competition Authority, part of ASEAN competition community
- consumer conference organised by the Australian Consumers Association

4. Insert a description of the gift, hospitality or benefit, including the context/reason it was provided.

Examples:

- dinner following the Bannerman Lecture at SAXE restaurant hosted by the Business Law Section
- an Indonesian ornament as a thank you for providing a two-day workshop to the Indonesian Competition Authority
- a box of chocolates as a thank you gift after participating in a panel session at the ACA consumer conference

5. From the drop down box identify who received the gift, hospitality or benefit. This is most likely you unless you are filling in the register for your supervisor.
6. Insert the value of the gift, hospitality or benefit if known or otherwise insert n/a. It is often difficult to know the value of gifts, hospitality or benefits and you may approximate or give a price range. If you are unsure insert n/a.
7. You may provide any additional information that you think assists in understanding the context or circumstances of the gift, hospitality or benefit accepted, particularly to the public.
8. Identify the SES officer who approved acceptance.

Why do I need to include all these details?

The declarations made into the ACCC gifts and hospitality register in Aurion by ACCC/AER staff will be used to produce a report which will be made public annually with ACCC/AER staff names excluded.

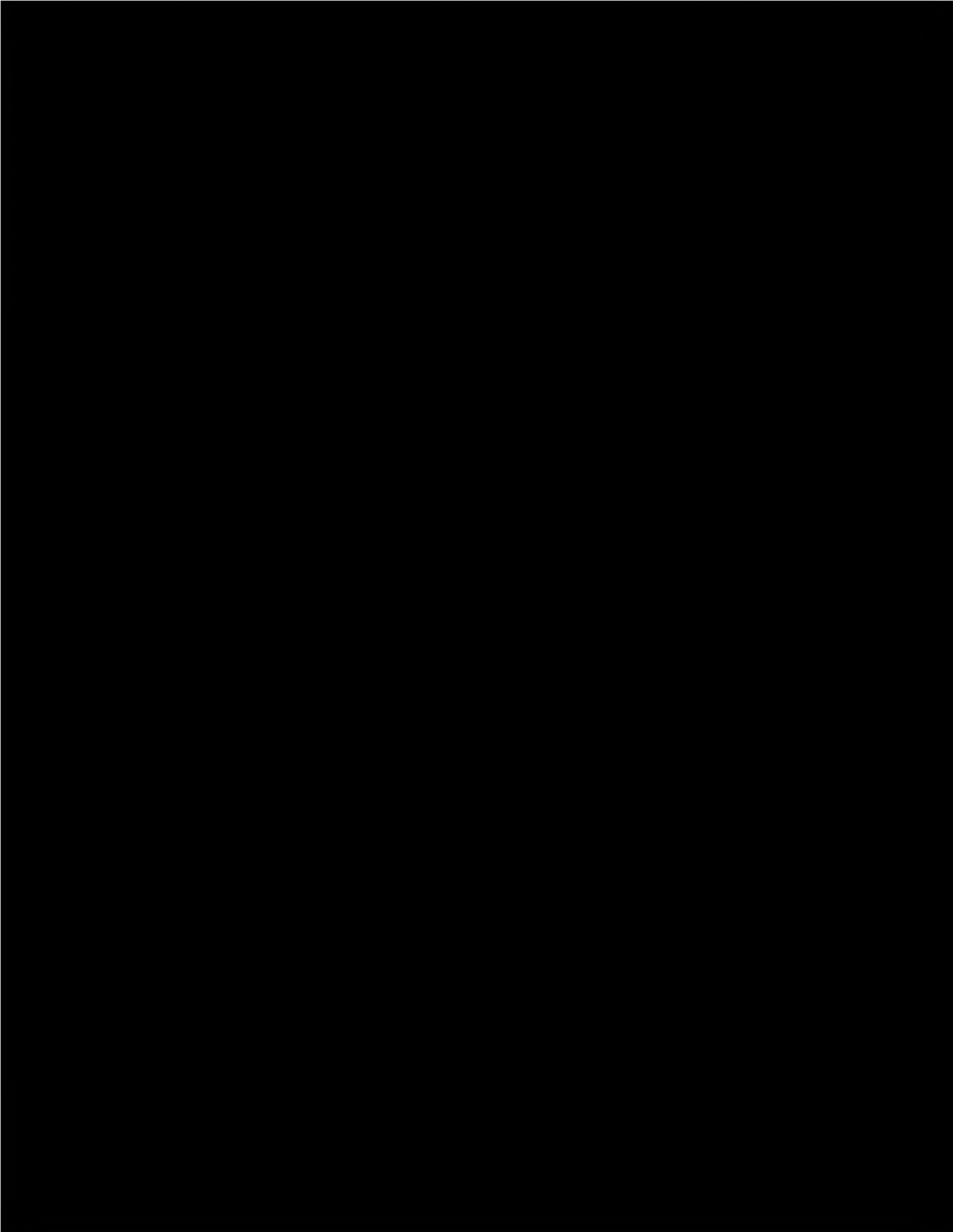
The ACCC Chair and ACCC Commissioners will maintain their own Engagement, Gifts and Hospitality Registers and will declare a more complete list of their engagements. These will be published biannually.

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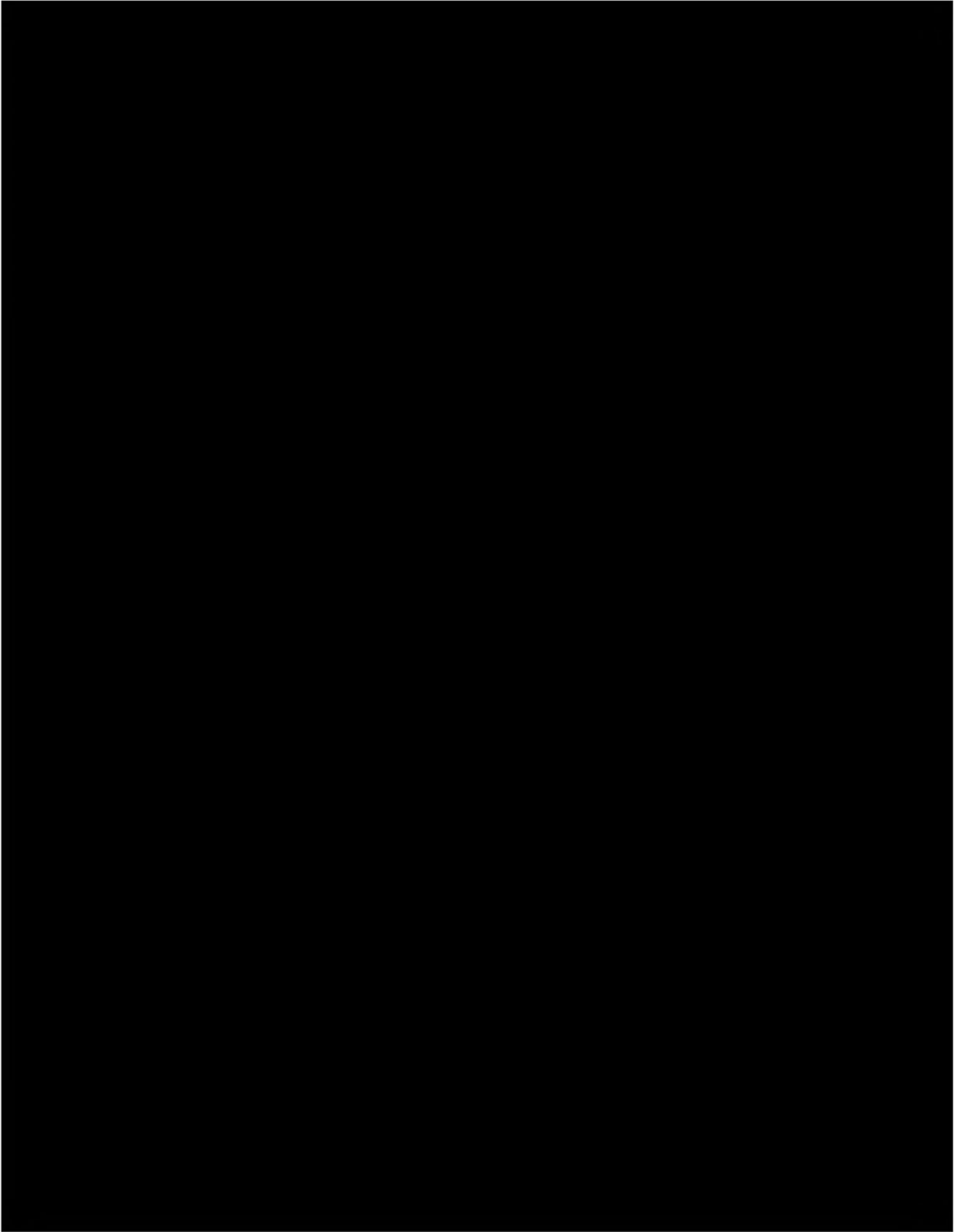
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