

**Holmesglen Institute**  
**Gifts, Benefits and Hospitality Register 2024**

Date	Position	Description of the gift, benefit or hospitality	Value	Offered by	Decision
1/04/2024	Chief Executive	Tickets to the football	approx. \$200	Technology One	Offer declined
7/08/2024	Head of Department - CAIT/CSDIT	Invitation to breakfast dinner	approx. \$130.00	Victorian Chamber of Commerce and Industry	accepted
2/12/2024	Program Manager - LCB/HELB	Invitation to Women in Business Program	\$205.00	Victorian Chamber of Commerce and Industry	accepted
2/12/2024	Education Manager - LCB/HELB	Invitation to Women in Business Program	\$205.00	Victorian Chamber of Commerce and Industry	accepted

**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 by offering gifts, benefits or hospitality.

**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

**Perceived:**

The public or a third party could reasonably **form the view** that an employee's private interest could improperly influence their