

Gifts, Benefits and Hospitality Policy



Rationale

Kingswood Primary cultivates a teaching and learning environment that is flexible, caring and focused on what is best for the students. The community expects high standards of integrity and impartiality from Victorian public employees and school councillors. These individuals must not accept gifts, benefits or hospitality from people seeking to unfairly influence their decisions. Whenever Department employees, school council employees or school councillors accept gifts, they must always act fairly and objectively and maintain public trust by being honest, open and transparent.

Aims

To protect staff and councillors from undue influence and criticism, and inform them of what they need to do when considering whether to accept gifts, benefits or hospitality.

Definition of terms:

The following items must be reported via the [Online Gift Registry System](#) by a recipient, or a delegate (Principal Class Officer or Business Manager), who has an edumail account:

1. **Non-Token Offers:**
 - Gifts, benefits or hospitality with an estimated or actual value that is \$50 or more (gifts valued at \$50 or less are Token Offers and **do not need to be reported**).
 - Gifts of appreciation from or on behalf of a parent, carer or student(s) made to a member(s) of the Teaching Service, with an estimated or actual value that exceeds \$100 (Gifts of Appreciation valued at \$100 or less made to a member of the Teaching Service are Token Offers and **do not need to be reported**.)
2. **Ceremonial Gifts:**
 - Official gifts given by one organisation to another that remain the property of the organisation, irrespective of value, and are to be accepted by Personnel on behalf, and transferred to the Department or school
3. **A Consumed Offer:**
 - Offer of Non-Token value that has been accepted by a recipient before an authorised delegate has granted the recipient approval to do so.

Implementation:

- Individuals must exercise particular care in accepting gifts, benefits or hospitality if the donor is involved in a tender process with the Department or school or the donor is in a contractual relationship with the Victorian Government or school council.
- Care must be exercised if the employee or school councillor has been offered gifts of any kind from the same donor more than once in the last year.
- Employees and school councillors may keep token gifts such as a box of chocolates, for the work they have done.
- Employees and school councillors must remember that the consequences of creating a perception that the Department's or school's impartiality can be compromised may be as damaging as an actual compromise.
- Acceptance of Non-Token Offers (including Consumed Offers) and Ceremonial Gifts must be formally registered on the Department's [Online Gift Registry System](#) which is monitored by the Principal and annually reviewed by school council.

Gifts of any value must never be accepted if:

1. Acceptance would create an obligation to the donor

Gifts, Benefits and Hospitality Policy



2. Is likely to influence an employee or councillor in the course of their duties or cause a conflict of interest
3. The primary intent is to lobby Ministers, Members of Parliament or agencies
4. Is an offer of money or anything readily converted to money e.g. shares
5. The organisation or individual has a connection with a tender process or a decision over which the Department or the school could be perceived to have influence

The consequence of breaching this policy may constitute a breach of:

1. Victorian Public Sector Code of Conduct
2. Public Administration Act 2004 in relation to misconduct
3. Director's Code of Conduct under the Public Administration Act 2004
4. Ministerial Order 199
5. Department Code of Conduct
6. In some circumstance may constitute a breach of sections 175-179 of the Crimes Act 1958 an indictable offence that attracts a maximum penalty of 10 years imprisonment.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle.

References

This Policy is underpinned by the Department's values of integrity and impartiality, which are binding on Personnel through the [Code of Conduct for Victorian Public Sector Employees](#) and [Public Administration Act 2004](#), and apply to school council members via the [Code of Conduct for Directors of Victorian Public Entities](#).

Review

Version	Edited By	Endorsed By	Next Review
April, 2011	P&C Sub-committee	School Council	April, 2014
April, 2015	SD&E Sub-committee	School Council	April, 2018
June 2018	SD&E Sub-committee	School Council	June 2021