



Tyers Primary School – Gifts, Benefits and Hospitality Policy

Policy

The giving and receiving of gifts and hospitality are commonplace in everyday life. Gifts may be offered to say thanks for good service, a special achievement, or to celebrate an important event. Hospitality may be provided to welcome guests, facilitate relationships or to celebrate achievements.

The community expects high standards of integrity and impartiality from Victorian public sector employees and school councilors. These individuals must not accept or make offers of gifts, benefits or hospitality that influence, or give the impression to influence, any decision unfairly. Whenever Department of Education and Training (DET) employees, school council employees or school councilors accept or offer gifts and hospitality they must always act fairly and objectively and maintain public trust by being honest, open and transparent.

This Policy will guide all individuals at Tyers Primary School as to what they need to do when considering whether to accept or offer, gifts, benefits and hospitality. It is underpinned by the integrity and impartiality values and principles specified in the Public Administration Act 2004, the Code of Conduct for Victorian Public Sector Employees and the School Council Code of Conduct.

This Policy applies to all Tyers Primary School employees (including Teaching Service), all school council employees and all school councilors.

The Policy also includes gifts, benefits or hospitality given to an employee's or a school councilor's immediate family if the donor can be linked back to the employee's or school councilor's duties and responsibilities. The Policy does not apply to gifts received in a private context. \

Aims

Tyers Primary School aims;

- To establish a process for ensuring that all staff and school council members are advised of the DEECD and Tyers Primary School policy requirements in relation to Gifts, Benefits and Hospitality.
- To establish a gift register to keep records of accepted gifts, benefits and hospitality of more than nominal value.
- Maintain a gift register record which will be reviewed annually by the school council.

Implementation

- The DEECD's policy applies to all Department employees in the public service and teaching service, school council employees and school councilors.
- The Gifts, Benefits and Hospitality Policy does not prevent teachers and principals from accepting token gifts from students, parents and overseas visitors.
- Notify all staff/school council members of DET Gifts, Benefits and Hospitality Policy and procedures for accepting or giving of a gift, benefit and hospitality.

- Keeping Gifts - employees and school council members may keep token gifts (under \$100) such as a box of chocolates, for the work they have done, if it satisfies the GIFT table below, must seek advice from Business Manager or Principal.
- For school employees and school councilors, acceptance and offers of a gift worth more than \$100 (nominal value) must be formally registered on the school's gift register. The gift register is monitored by the principal and annually reviewed by the school council.
- The Gifts Benefits and Hospitality guidelines are primarily about the receiving of gifts, benefits and hospitality. The GIFT test is a good reminder of what to think about when you are receiving or giving a gift, benefit or hospitality. Please remember that if in doubt, always seek guidance from your principal/manager.
- This policy is to be used in conjunction with the DET's Gifts, Benefits and Hospitality Policy. If in doubt reference should be made to the DET's Gift, Benefits and Hospitality Policy.
- The Gifts, Benefits and Hospitality guidelines are primarily about the receiving of gifts, benefits and hospitality. The GIFT test is a good reminder of what to think about when you are receiving or giving a gift, benefit or hospitality. Please remember that if in doubt, always seek guidance from your principal/manager.
- Department employees in the public service and teaching service, school council employees and school councilors should use the Gift Declaration Form (attached) to provide details of a reportable gift within 14 days of the offer.

Giving a gift, benefit or hospitality

G	Giving to	Who am I giving the gift, benefit or hospitality to? If it is to an employee then consider <i>F (FBT)</i> and <i>T (Trust)</i> , if they are not an employee consider <i>I (Influence)</i> and <i>T (Trust)</i> .
I	Influence	Am I seeking to influence any decision or action they are making?
F	FBT	Some gifts to employees incur Fringe Benefits Tax (FBT), which is payable by the Department and may be reported on an employee's Payment Summary at the end of the financial year. Consider the tax implications to both the Department and employee and if in doubt contact the Tax Compliance Unit for assistance.
T	Trust	Would providing this gift, benefit or hospitality diminish public trust?

Receiving/Accepting a gift, benefit or hospitality

<i>G</i>	Giver	Who is providing the gift, benefit or hospitality and what is their relationship to me?
<i>I</i>	Influence	Are they seeking to influence my decisions or actions?
<i>F</i>	Favour	Are they seeking a favour in return for the gift, benefit or hospitality?
<i>T</i>	Trust	Would accepting this gift, benefit or hospitality diminish public trust?

Policy Review

This policy was ratified by School Council at the School Council Meeting held 02/12/2014.

This policy is to be reviewed annually to ensure it is compliant with current DET guidelines and expectations.

GIFT DECLARATION FOR

To be completed by the recipient of the reportable gift within 14 days of the offer

Date offered:	<input type="text" value="/ /"/>	
Offered to:	
Title/Role:	
Division/Unit/School:	
Offered by:	
Title/Role:	
Organisation:	
Reason offered:	
Description of gift:	
Location of gift:	
Estimated value:	
Decision regarding gift:		
Declined <input type="checkbox"/>	Retained <input type="checkbox"/>	Transferred to Department ownership <input type="checkbox"/>
Transferred to school ownership <input type="checkbox"/>		
Signature of recipient:	Date: / /

Noted by authorised delegate:
Name: Position:..... Date: / /.....
Signature:
<i>(On Completion - Please send to Executive Director, Procurement Division or School Principal as appropriate)</i>

Gift register updated:
Name: Position:..... Date: / /.....
Signature:
<i>(Executive Director, Procurement Division, or school principal as appropriate)</i>