



Clifton Creek Primary School

GIFTS, BENEFITS & HOSPITALITY POLICY

Victorian Public Sector employees and School Councillors must meet community expectations of exemplary integrity and impartiality. In offering or accepting gifts in excess of \$100 employees and councillors must always act fairly and objectively and maintain public trust by being open, honest and transparent.

All staff and council members at Clifton Creek Primary School are to refer to the Departmental publication “*Gifts, Benefits and Hospitality Policy*” (revised February 2015) for guidance on considerations when offering AND accepting gifts, benefits and hospitality to the value of more than \$100. In these cases a declaration form is to be filled out by host or recipient and a Gift Register maintained by the Principal. (*See over*)

Staff are made aware of this policy at start of year briefings and as part of new staff induction process. Reference to the policy is also made in the CRT Handbook.

School Councillors are advised of the Policy on an annual basis when the Gift Register is reviewed by Council.

Reference

“*Gifts, Benefits and Hospitality Policy*” (revised February 2015) by Department of Education and Training
<http://www.education.vic.gov.au/Documents/school/principals/spag/governance/giftsbenefitsandhospitality.pdf>

***This policy was ratified by School Council on 9th September 2015
and is to be reviewed every three years or earlier if necessary.***

CLIFTON CREEK PS GIFT DECLARATION FORM

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

Date offered: / / Offered to:.....

Title/Role:

Offered by:

Title/Role:

Organisation:

Reason offered:

Description of gift:

Location of gift:

Estimated value:

First time offer Previous offer(s) within last 12 months by this individual

Cumulative value of gifts offered by this individual within the last 12 months:

Decision regarding gift:

Declined Retained Transferred to Department ownership

Transferred to school ownership

Signature of recipient: Date: .. / /

Approved by recipient's authorised delegate:

Name: Position:..... Date: / /

Signature:

On Completion - Please submit to School Principal

Gift Register updated:

Name: Position:..... Date: / /

Signature:

GIFT REGISTER 2015 (Acceptance & offers of gifts valued at more than \$100)				
<u>DATE</u>	<u>NAME</u>	<u>GIFT</u>	<u>VALUE</u>	<u>OFFERED OR ACCEPTED</u>
This GIFT REGISTER record was presented to school council on				