In particular, this policy seeks to equip Keysborough Secondary College to: distinguish modest tokens of appreciation or hospitality from:

- o inducements
- o conflicts of interest
- o Non-Token offers without a legitimate business benefit

manage the modest tokens of appreciation appropriately identify appropriate boundaries for the provision of gifts, benefits and hospitality in a way that is considered reasonable in terms of community expectations.

This policy contributes to Keysborough Secondary College management of conflicts of interest and maintenance of high standards of integrity and public trust. In adhering to the Policy, staff will conduct themselves appropriately in circumstances of either receiving or providing offers of gifts, benefits or hospitality.

The giving and receiving of gifts, benefits or hospitality are commonplace in everyday life. As public officials the Victorian community expects high standards of integrity and impartiality from Keysborough Secondary College staff and councillors. We must not accept or make offers of gifts, benefits or hospitality that influence, or give the impression to influence, any decision unfairly. We are to perform our duties without favouritism, bias or for personal gain. We act fairly and objectively and maintain public trust by being honest, open and transparent.

Keysborough Secondary College staff and councillors also need to be confident in using public resources responsibly when making offers of gifts, benefits or hospitality in the course of our work.

Perceived Conflict of Interest

A Token offer is an offer of a gift, benefit or hospitality with an estimated or actual value that is less than \$50.00, other than for a Gift of Appreciation (Teaching Service only).

Vouchers

Vouchers (including retail debit cards and gift cards) are a payment facility offered by businesses to consumers.

Cash Vouchers are any vouchers that can be

oversee and monitor the acceptance or refusal of Non-Token offers and compliance with the Policy, and provide appropriate counselling or take appropriate employment action where Personnel have not complied with the Policy

report any criminal or corrupt conduct to the Secretary or their delegate.

Keysborough Secondary College Council must:

When to dedare offers

All Non-Token gifts, benefits or hospitality offers (whether accepted or declined) and any accepted Ceremonial Gifts

The department publishes the consolidated de-identified data annually on its website, as mandated by the Victorian Public Sector Commission. Public reporting on school Non-Token offers will be administered and managed centrally in the department, on behalf of schools, removing a substantial administrative burden. Schools are identified only by region, not by name. The names of individual donors, including students and parents, are not disclosed.

Receiving Gifts of Appreciation

Gifts of Appreciation may be provided by an individual or group of students, parents or carers. It is the total value of the offer rather than the individual contribution by each donor that determines if the offer is Non-Token.

Gifts or benefits offered to a member of the Teaching Service by other members of the community (for example, community groups, businesses) are not Gifts of Appreciation and are subject to the standard Token offer threshold of \$50.

Gifts received by a member of the Teaching Service that are valued above \$100 are Non-Token gifts. Personnel must declare and seek approval to retain Non-Token gifts in the Registry system. These gifts have a unique legitimate business benefit: 'conveying appreciation to members of the Teaching Service'.

Non-Cash Vouchers as defined in this Policy and offered as Gifts of Appreciation may be accepted. Where the total estimated value of a Gift of Appreciation is equal to or exceeds \$500, the Authorised Delegate has discretion to allow the Recipient to retain it only when it has been offered by multiple students, parents and/or carers. Otherwise, the Gift of Appreciation must be either declined or transferred to the ownership of the school or the department.

Transferring gifts to the Department or school ownership

When a Keysborough Secondary College staff member or College councillor is representing the Department or College at an event, and Keysborough Secondary College has paid for their time, labour or accommodation to attend the event; any benefits including gifts accruing from this event belong to the Department or Keysborough Secondary College.

In the case of an international delegation offering ceremonial gifts on behalf of their country to an individual Keysborough Secondary College staff member or College Councillor, Keysborough Secondary College or the Department, these gifts (dependent on the value) are to be recorded on the Register and become the property of the Department or College.

Declining a gift, benefit or hospitality

Some of the functions or activities noted in the table below may call for greater scrutiny or can give rise to higher risk

Take the HOST test

The HOST test is helpful when deciding whether to provide hospitality or gifts to staff or stakeholders. Take the HOST test and when in doubt ask the College Principal.



Catered functions for staff

For a range of reasons, catered activities may be occasionally provided for employees. These may include:

as part of a larger staff-related event, for example a training course, workshop, planning day seminar or conference

to recognise an organisational or individual staff achievement (for example the successful completion of a project or the retirement of a long-standing member of staff).

The College Principal must determine if any catered function for staff would be considered reasonable and must take into consideration community expectations in relation to expenditure by public officials.

NOTE: Fringe Benefits Tax is likely to apply to these functions.

celebrating a significant class achievement end of Year and Graduation Ceremonies (see

).

To uphold the principles of accountability and transparency,

catering should be proportionate to the number of attendees the size of the event and number of attendees should be aligned with intended outcomes catering should be procured at competitive rates and avoid inclusion of more expensive menu options.

Consequences of breaching the Gifts, Benefits and Hospitality Policy A breach of this Policy may constitute a breach of:

Victorian Public Sector Code of Conduct

Victorian Public Sector Code of Conduct
Public Administration Act 2004 in relation to misconduct

Administration Act 2004

Ministerial Order 199 School Council Code of Conduct.