



# Gifts, Benefits and Hospitality Policy

## Rationale

Victorian Government schools are required to record gifts, benefits and hospitality that personnel either make or receive, in accordance with the Department's Gifts, Benefits and Hospitality Policy. The policy contributes the Department's management of conflict of interest and the maintenance of high standards of integrity and public trust.

All Departmental employees (including members of the Teaching Service), School Councillors, School Council employees, and contractors are bound by the Policy and its Minimum Accountabilities.

## Aims:

- To establish clear rules and guidance for personnel in responding to and providing gifts, benefits and hospitality.
- To ensure that authorised delegates are aware of their responsibilities in relation to the minimum accountabilities and decision making process in relation to the provision of gifts, benefits and hospitality.

## Implementation:

- The College will use of the Department's gifts, benefits and hospitality registry system.
- Hopetoun P-12 College will provide and receive gifts and hospitality in line with the Department's policy.
- The Gifts, Benefits and Hospitality register will be tabled at the first College Council meeting in term 4 each year if there are any entries in the register.
- The policy can be found at :  
<https://www.education.vic.gov.au/school/principals/spag/governance/pages/gifts.aspx>

## Evaluation:

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

## Related Policies and Resources

This policy was last ratified by School Council in...

13/3/2019