

COLAC SECONDARY COLLEGE

GIFTS, BENEFITS AND HOSPITALITY POLICY

Rationale:

The giving and receiving of gifts are common place in schools, however, need to be managed sensitively with no conflict of interest or improper influence. Schools need to comply with Australian Taxation laws, and must not compromise the good name of the College.

Implementation: Gifts

- Gifts given by the school are generally of little monetary value and usually consist of small school mementoes, or other inexpensive items of sentimental value.
- All offers of gifts, benefits or hospitality from people or organisations about which they are likely to make decision, i.e. tender processes, procurement, licensing or regulation, etc. should be refused.
- Advice should be sought from manager/principal or other appropriate delegate if unsure about how to respond to an offer of a gift, benefit or hospitality of more than nominal value.
- The school may accept gifts or donations. These may be used by students in classroom activities or as prizes for school fundraising events.
- Gifts or donations are not to be linked to expectations of favourable service by the school, and are not to be gratuitous in nature, and are not to be linked to products, services or associations that would bring the school's good name into disrepute.
- Any Fringe Benefits Tax implications of any gift or donation must be fully explored and reported to the Australian Taxation Office.
- Additional information can be obtained in the DET Gifts, Benefits and Hospitality Policy and Guidelines for Department Employees in the Public Service and Teaching Service, School Council Employees and School Councillors.

Types of Gifts / Offers:

Token Offer – An offer of a gift, benefit or hospitality with an estimated or actual value that is less than \$50.00, other than a Gift of Appreciation.

Non-Token Offer – An offer of a gift, benefit or hospitality with an estimated or actual value that is greater than \$50.00, other than a Gift of Appreciation.

Ceremonial Gift – Is an official gift from one organisation to another organisation. E.g. cultural and community gifts. Ceremonial gifts are the property of the Department or school, irrespective of value. The receipt of any ceremonial gift must be declared.

Gift of Appreciation – Is an offer from or behalf of a parent, carer or student (s) made to members of the teaching service (only), intended to express appreciation of the persons contribution to the education of a student or students. Where the value is considered to be \$100.00 or less, the gift is considered Token, and does need to be declared. Where the value is considered to be greater than \$100.00, the gift is considered to be Non-Token, and must be declared.

Declaring Gifts and Benefits:

Personnel must use the Departments Gifts, Benefits and Hospitality Registry system to declare Non-Token offers, whether accepted or declined. Accepted Ceremonial Gifts should be declared in the registry system, irrespective of their value i.e. Token or Non-Token.

Offers that cannot be kept:

- Gift values at \$500 or more or Ceremonial Gifts regardless of value, must be transferred to the Department or school.
- Vouchers, (including retail debit cards) are considered items that can be converted to money and are prohibited. The exception is the provision of Non-Cash Vouchers (used at specific retailers and cannot be converted to cash) offered as Gifts of Appreciation / Recognition.

Providing Gifts:

Non – Personnel – External guests:

For legitimate business purposes, any gift provided should be Token, less than \$50.00.

Personnel – Departmental employees, members of the teaching service, School Councilors, School Council employees, contractors:

Non-Token Gifts, greater than \$50.00, can be provided to personnel.

Gifts of flowers to staff, students including College Community members may be given in the event of:

- Bereavement of immediate family member - Grand Parents, Parents, siblings (Including in-laws) or children.
- Acute illness/hospitalisation/accident.
- Other intense situations at the discretion of management

All gifts and donations in relation to the above with a cumulative value greater than \$100.00 will be reported to the School Council Finance Committee.

Gifts of Recognition / Appreciation of service to Colac Secondary College:

College Council Members - retiring after serving:

All council members who retire will be presented with a gift of appreciation / recognition at their final meeting.

All gifts in relation to the above with a cumulative value greater than \$100.00 will be reported to the School Council Finance Committee.

Staff employed – leaving or retiring after serving:

All staff who leave or retire will be presented with a gift of appreciation / recognition at their final meeting.

- 1 – 5 years: CSC Card, CSC Mug, Chocolates
- 5 – 10 years: CSC Card, CSC Mug, Chocolates, \$50.00 non-cash gift voucher

With recognition for additional responsibility and impact;

- 10+ years: CSC Card, CSC Mug, Chocolates, Potted Japanese Maple Tree (estimated value \$100.00)

Community members:

Consideration can include staff or members of the wider community who have significantly contributed to particular projects or achievements of the College.

All gifts and donations to Community members with a cumulative value greater than \$100.00 will be reported to the School Council Finance Committee.

EVALUATION

This policy will be reviewed every three to four years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	July, 2024
Review date	2027
DET/VRQA required	Optional