



Wyndham's International High School

POLICY: GIFTS AND BENEFITS (2017)

STATUS: Approved 26/4/17

DATE:..... April 2017 (Reviewed Annually)

WERRIBEE SECONDARY COLLEGE

GIFTS AND BENEFITS POLICY

RATIONALE

The giving and receiving of gifts is common place in schools, however, both need to be managed sensitively with no conflict of interest or improper influence. Both need to comply with Australian Taxation laws, and neither must compromise the good name of the College.

AIMS

To ensure the giving and receiving of gifts results in positive experiences that enhances the school and its relationships with others.

IMPLEMENTATION

Gifts given to the School

1. Gifts or donations are not to be linked to expectations of favourable service by the College, are not to be gratuitous in nature, and are not to be linked to products, services or associations that would bring the College's good name into disrepute.

Gifts given by the School

2. 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.

Gifts and School Staff

Inducements

3. Members of staff must refuse all offers of *personal* 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.
4. Members of staff must refuse all *personal* offers of money or items easily converted to money, such as shares.
5. Members of staff must refuse bribes and report bribery attempts to the Principal.
6. Members of staff must seek advice from the 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.

Solicitation

7. Members of staff must not solicit for *personal* gifts, benefits or hospitality.
8. The Principal or other appropriate delegate may authorise members of staff to seek gifts or donations for use by students in classroom activities, as prizes for school fundraising events or for the presentation of awards.

Dealing with Gifts

9. Any Fringe Benefits Tax implications of any gift or donation must be fully explored and reported to the Australian Taxation Office.
10. All gifts and donations with a total value greater than \$100 will be recorded on the Gift Declaration Register (sample form attached) and will be reported to College Council. The Register will be stored in the Business Manager's Office.
11. A decision regarding the dispersement of gifts or donations will be made by the Principal and reported annual to College Council.
12. Additional information can be obtained in the DEECD Gifts, Benefits and Hospitality Policy and Guidelines for Department Employees in the Public Service and Teaching Service, School Council Employees and School Councillors.

Further advice from the DEECD:

https://www.eduweb.vic.gov.au/edulibrary/public/schadmin/standards/Gift_Guidelines_FAQs.pdf

<http://www.education.vic.gov.au/school/principals/spag/governance/Documents/Gifts,BenefitsandHospitalityPolicy.pdf>

EVALUATION

This policy will be reviewed annually.

