



Rationale:

- The giving and receiving of gifts are common place in schools, however, both need to be managed sensitively, both need to comply with Australian taxation laws, and neither must compromise the good name of the school.

Aims:

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

Implementation:

- Our school often gives gifts to recognise the contributions of volunteers, to staff members who are unwell, to celebrate the birth of babies, to retiring staff members etc.
- Gifts given by the school are generally of little or nominal monetary value and usually consist of bouquets of flowers, small school mementoes, or other inexpensive items of sentimental value. The principal will establish a gifts register for all gifts greater than the nominal value of \$50 and report accordingly to the School Council and Department of Education.
- The school may collect donations from the community to purchase a gift for a retiring staff member of considerable service.
- In order to provide some consistency and clarity in the giving of gifts, School Council may develop a guide that describes the type of gift that will be given at any particular occasion, as well as a monetary value. The nature and monetary value of gifts above \$50 is to be discussed by School Council / Parents Club.
- School Council will provide some funds for the purchasing of gifts, but for the purpose of ‘ownership’ of the gift, staff and/or students and/or the school community may be invited to contribute on certain occasions.
- The school may also accept gifts or donations. It is common place for these donations (eg: art room supplies) to be of little or nominal monetary value.
- The acceptance of gifts or donations by the school will be considered on a case-by-case basis as to the appropriateness of each offer.
- Gifts or donations are not to be linked to expectations of favourable service by the school or its employees or school councillors, 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.
- All gifts and offers of gifts must be accepted or rejected consistent with the [Gifts, Benefits and Hospitality Policy and Guidelines](#).
- Any Fringe Benefits Tax implications of any gift or donation must be fully explored and reported to the Australian Taxation Office.
- All gifts and all offers of gifts, benefits or hospitality and donations to the school of greater than nominal value will be reported to school council to be recorded on our Gifts Register.

Evaluation:

This policy will be reviewed as part of the school’s three-year review cycle and feedback will be sought from the School Community.

This policy was endorsed by School Council on Wed 14th June 2017.



Gift, Benefit and Hospitality Declaration (SCHOOLS FORM)

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

Date offered:

Offered to:

Title/Role:

School:

Offered by:

Title/Role:

Organisation:

Reason offered:

Description of gift:

Address of where gift is kept or hospitality occurs:

Estimated value:

- 'Nominal value' (\$100) and above needs to be declared
 - 'Nominal value' (\$100) and up to \$300 requires Principal or School Council President approval
 - Above \$300 requires Principal or School Council President and transferred to the School or Department

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:

Does this declaration relate to a TRA? If yes, please provide TRA number:

Decision regarding gift: Declined Retained Transferred to School or Department ownership

Signature of recipient: Date: / /

Attaching supporting documentation of the Gift, Benefit or Hospitality assists with approvals and record keeping

Approved by recipient's authorised delegate:

Name: Position: Date: / /

Signature:

On completion - Please send to School Principal or School Council President as appropriate

Gift Register updated:

Name: Position: Date: / /

Signature:

School Principal or School Council President as appropriate