

TERANG COLLEGE

GIFT, BENEFITS & HOSPITALITY

POLICY (Operations)

1. RATIONALE

- 1.1. The giving and receiving of gifts, benefits and hospitality are common place in schools, however, both need to be managed sensitively and comply with Australian taxation laws, and neither must compromise the reputation of the Terang College.
- 1.2. The Terang College community expects high standards of integrity and impartiality from personnel. The intent of the policy is to establish clear rules and guidance for personnel in responding to and providing gifts, benefits and hospitality.
- 1.3. The College should not accept or make offers of gifts, benefits or hospitality that influence, or may give the impression to influence, any decision unfairly. The College should perform duties without favouritism, bias or for personal gain and act fairly and objectively and maintain public trust by being honest, open and transparent. Also there is a need to be confident in using public resources responsibly when making offers of gifts, benefits or hospitality in the course of our work.

2. AIMS

- 2.1. To ensure the giving and receiving of gifts result in positive experiences that enhances Terang College and its relationships with others.
- 2.2. Ensure any gift, benefit and hospitality is provided for a business purpose in that it furthers the conduct of official business or other legitimate organisational goals, or promotes and supports government policy objectives and priorities.
- 2.3. Ensure when hospitality is provided, individuals demonstrate professionalism in their conduct, and uphold their obligation to extend a duty of care to other participants.
- 2.4. Distinguish and appropriately manage modest tokens of appreciation, or hospitality that are a basic courtesy, from inducements, conflicts of interest or Non-Token offers without a legitimate business benefit
- 2.5. Identify appropriate boundaries for the provision of gifts, benefits and hospitality in a way that is considered reasonable in terms of community expectations.
- 2.6. Manage conflicts of interest appropriately to fundamentally ensure high levels of integrity in the Department and the College.

3. IMPLEMENTATION

- 3.1. Issues, actions and decisions relating to this policy will take into account Department of Education and Training policies, memos, guidelines and circulars and Ministerial Orders and Acts.
- 3.2. Terang College Council will recognise staff contributions to the College as follows:
 - 3.2.1 Staff leaving the College (e.g. Retirement, Resignation, End of Contract):
 - 3.2.1.1 Between five & fifteen years service with the College – a function covering the individual's request and a gift to the value of \$100.00.
 - 3.2.1.2 More than fifteen years service with the College – a function covering the individual's request and a gift to the value of \$200.00.
 - 3.2.1.3 Functions will be organised in conjunction with the 5-12 and P-4 staff associations.
 - 3.2.2 Hospitalisation of current staff member:
 - 3.2.2.1 More than one week on Leave – a card and flowers.
- 3.3. Bereavements will be acknowledge for:
 - 3.3.1 Death of former student or staff member – a card.
 - 3.3.2 Death of spouse, parent, parent-in-law or child of current staff member – a card and nursery voucher to the value of \$40.00.
 - 3.3.3 Death of parent of current student or current student - a card and nursery voucher to the value of \$40.00.
- 3.4. College Councillors contributions and service will be recognised with:
 - 3.4.1 Up to five years – a certificate and acknowledgement in the newsletter.
 - 3.4.2 Up to ten years – a certificate and a nursery voucher to the value of \$40.00.

- 3.3.3 More than ten years – recognition tea provided by College Council at appropriate meeting and a nursery voucher to the value of \$60.00.
- 3.5. Cards, vouchers, flowers, gifts, acknowledgements and certificates will be arranged and sent by administration when advice received from other staff or councillors.
- 3.6. Associated costs with the implementation of this policy will be:
 - 3.5.1 Cards and certificates – covered by College.
 - 3.5.2 Vouchers, flowers & gifts – covered by College Council.
 - 3.5.3 College Council tea – covered by College Council.
 - 3.5.4 Functions at External Venue – will be covered by a charge to attendees.

4. EVALUATION

- 4.1. This document is to be reviewed annually as part of the College's policy review cycle.

Approved by College Council 20/08/2018