



LONG BAY COLLEGE

Care, create, excel

GIFT POLICY

NAG 4

PURPOSE:

1. The Board agrees that it has a responsibility to ensure that expenditure on gifts incurred by the College must be clearly linked to the business of the College and that gifts received during such business must not place the recipient or the College under any obligation.

RATIONALE:

1. The Board requires the Principal, as the chief executive and the Board's most senior employee, to implement and manage this Policy. The Principal may, from time to time, further delegate some of their responsibilities, and all such delegations must be attached as appendices to this Policy.
2. This Policy must be read in conjunction with the Sensitive Expenditure Policy and other Board Policies, and the exercising of all authority and responsibilities conferred under this Policy must be in accordance with the Schedule of Delegations and may not exceed an individual's established level of delegated authority.

POLICY:

Giving Gifts:

1. Expenditure on gifts incurred by the College must clearly be linked to the business of the College.
2. All gifts should be purchased through the College's normal purchase procedures. Gift purchases are not to be made using personal cheques or personal credit cards unless the school credit card limit has been reached due to accommodation or travel expenses.
3. The cost of a gift should be reasonable and appropriately reflect the benefit received.

Receiving Gifts:

1. Gifts should not be accepted if there is concern that their acceptance could be seen by others as an inducement or a reward that might place the staff member under an obligation.
2. If gifts received are small and of little value (under \$100) then the recipient may keep the gift.

3. If the gift is larger and more valuable than \$100 and arises from an employee's role as an employee of the Board, then the recipients must give the gift to the College to use unless the Board agrees to an exception to this Policy. The Principal is responsible for ensuring that gifts are distributed in a fair and equitable manner. For example, a staff draw or donation to charity.
4. All gifts must be recorded on the Gift Register.

This policy is intended to be consistent with the requirements of the Privacy Act, 1993.

New/Reviewed	Tabled	Adopted	Signed
17/6/08 (New)		2/9/08	By Richard Griffin, Board Chairperson
21/9/10	1/3/11	5/4/11	By Rob Gosling, Board Chairperson
Under review 21/5/13	4/6/13	2/7/13	By Robyn van der Sande, Board Chairperson
Under review 2/8/16	6/9/16	11/10/2016	By Robyn van der Sande, Board Chairperson
Under review 9/19	3/12/2019	4/2/2020	By Kevin de Jong, Board Chairperson