

APPENDIX B. RECEIVING GIFTS RULES MATRIX

Please follow the matrix below when considering offers of gifts, benefits or hospitality. It is to be read in conjunction with the Gifts Benefits and Hospitality policy and procedures. Any actual, potential or perceived conflict of interest should be central to determining how to respond to such offers. Refer to section 3.4-3.5 of the procedures for further guidance.

Gift Receiver (employee)	Gift Giver	Reporting Threshold/ Gift Type	Declaration Form Required	Can Employee Accept? (if it meets policy requirements and subject to exceptions and restrictions)	Can Gift be Retained? (subject to exceptions and restrictions and approval)		Decline or Dispose of Gift	Approval Authority	
					Personal Use	School / Department			
Central Services (all non school sites - includes Regional Offices, Padbury and East Perth)	Anyone	\$50 and below Token Gift	Yes	Yes	Yes	Yes	if not accepted or not retained	Director or above	
		Above \$50 and less than \$300 Non-Token Gift	Yes	Yes	No (except for networking related hospitality)	Yes	if not accepted or not retained	Director or above	
		Above \$300 Non-Token Gift	Yes	No	No	No (except for ceremonial gifts)	must return or dispose of gift	Director or above	
Schools all staff (refers to staff located at a school)	student/parent/ carer (individual or group)	\$100 and below Gift of appreciation Token Gift	No	Yes	Yes	Yes	if not accepted or not retained	NA (no form required)	
	group of students/parents/carers	Above \$100 and less than \$500 Gift of appreciation Non-token Gift	Yes	Yes	Yes (must be from a group not an individual)	Yes	if not accepted or not retained	Deputy Principal, Principal or above	
		Above \$500 Gift of appreciation Non-token Gift	Yes	No	No	No	must return or dispose of gift	Principal or above	
	anyone other than student/parent/ carer	\$50 and below Token Gift	No (unless cultural or ceremonial)	Yes	Yes	Yes	Yes	if not accepted or not retained	NA (no form required)
		Above \$50 and below \$300 Non-Token Gift	Yes	Yes	Yes	No (except for networking related hospitality)	Yes	if not accepted or not retained	Deputy Principal, Principal or above
		Above \$300 Non-Token Gift	Yes	No	No	No	No (except for ceremonial gifts)	must return or dispose of gift	Principal or above