

APPENDIX G PROVISION OF GIFTS - APPROVAL SCHEDULE

Office	Gift Recipient	Value (Include GST)	Approval Authority
Central and Regional Education Offices	Non- Employees	Up to \$200 per item	• Director or above
		Up to \$500 per item	• Executive Director or above • Director of Education or above
		Over \$500 per item	• Deputy Director General or above
	Employees	Up to \$100 per item	• Director or above
		Up to \$500 per item	• Deputy Director General or above
		Over \$500 per item	• Director General
Schools	Non- Employees	Up to \$200 per item	• Principal or above
		Up to \$500 per item	• Independent Public School Principal • Director of Education or above
		Over \$500 per item	• Director of Education or above
	Employees	Up to \$500 per item	• Principal or above
		Up to \$1 000 per item	• Director of Education or above
		Over \$1 000 per item	• Deputy Director General or above