FINANCE POLICIES

2016
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Philosophical Statement

Our Commitment:

To build a Learning Community, based on positive relationships and a strong work ethic, where people are able to realise their potential in a safe, caring, stimulating and sustainable environment.

Our Vision:

At Kyneton Secondary College we work in partnership to own our learning, engaging with the wider community and preparing students for their futures as responsible, successful adults. We strive for excellence, developing confidence and embracing diversity in a respectful, sustainable environment.

Student learning is our core business. Our students are the focus of everything we do, the conversations that we have and the priorities that we identify and undertake.

Our Values:

Respect  ➢ Caring, Communication, Compassion, Consideration, Integrity, Self-worth
Diversity ➢ Acceptance, Empathy, Equity, Inclusion, Openness, Safety
Sustainability ➢ Accountability, Perseverance, Pride, Reflection, Resilience, Responsibility
Excellence ➢ Ambition, Courage, Creativity, Enthusiasm, Learning, Success

Our Commitment to Student Safety:

Kyneton Secondary College provides a safe environment for the education of our students. Our absolute commitment to student safety extends to all of our educational activities, including those internal or external to the school environment and those activities that occur during the school day or outside of school hours.

Our vision and values were created in 2016 by a group of our student leaders from all year levels after extensive consultation with our students, staff, parents and wider community.
School Building Fund Policy


_Kyneton Secondary College School Council Building Fund_ Registered as a Deductible Gift Recipient (DGR) under the provisions of item 2.1.10 of the table in section 30-25 of the income Tax Assessment Act 1997 (ITAA 1997) on the grounds that it is a public fund established and maintained solely for providing money for the acquisition, construction or maintenance of a building, and that gifts of $2.00 or more are considered to be allowable deductions to donors under these provisions.

**Mission:** To raise funds to enhance the educational building environment in which students and staff at Kyneton Secondary College conduct the business of education.

**Purpose:** To use funds for:

- The maintenance of the Heritage Listed Building
- The maintenance of all buildings to ensure a safe environment for all students and staff
- The acquisition and/or construction of facilities as School Council deemed required as may arise from time to time.

In the event of the Fund being wound up all funds would be transferred to another DGR Fund.

Protocol approved at School Council Meeting 17th March, 2005 and set in place for the duration of Fund.
Receipting EFTPOS/ Direct Deposit/BPay/Centrepay Policy

**Purpose:**
This Policy will ensure that Kyneton Secondary College maintains a flexible payment structure that will support the College community in raising vital funds to support programs.

**Aims:**
- To provide a variety of ways for parents/guardians to make payments to support their children’s education
- To maintain strict internal controls around the handling of funds
- No extra cost will be borne by the parent/guardian in relation to payment method

**Implementation:**
- Kyneton Secondary College will operate an EFTPOS facility allowing for non-cash electronic transactions by way of credit and debit cards
- Two machines will be in place, one in the General Office and one in the Uniform Shop with extra being hired when deemed necessary
- The machines will have a dedicated phone connection line
- The Principal will be responsible for ensuring that staff operating the merchant facility are made fully aware of security requirements and that all processing remains safe from fraud
- The General Office staff and Uniform Shop staff together with the Business Manager are the only staff authorised to undertake these transactions
- Phone transactions and written transaction authorisations can be taken; a record will be kept in accordance with the Victorian Information Privacy Act 2000. Where a payment by phone is processed, a receipt will be issued by mail and effort will be made to obtain signed confirmation of the transaction
- All information retained or acquired from a parent/guardian will be secure and confidential in accordance with Schedule 1 of the Victorian Information Privacy Act 2000
- Direct deposit arrangements can be made. The family Cases21 code will be the identifier.
- Centrepay arrangements can be made. This method of payment will be maintained strictly in accordance with Centrepay guidelines as published and updated at [www.humanservices.gov.au/business/services/centrelink/centrepay-businesses](http://www.humanservices.gov.au/business/services/centrelink/centrepay-businesses)
• Unless otherwise instructed, allocation of funds to a family statement will be in the order of:
  1. Uniform
  2. Camps and excursions
  3. Essential Education Items
  4. Optional Education Items
  5. Voluntary Contributions (Building Fund, Library Support, ICT Support)
• No credit or refund will be given through the EFTPOS facility
• All reimbursements will be by cheque
• All transactions will be reconciled daily with the settlement statement and a bank reconciliation undertaken at least monthly

**Resources:**
Business Process Guide
School Financial Management Web-site
Schools Electronic Funds Management Guidelines (January 2015)
Centrepay Procedural Guide for Businesses
Fundraising Policy

Rationale:
Fundraising contributes to the school’s ability to provide a diverse range of quality programs.

Aim:
To raise sufficient funds as a means of providing more resources and opportunities for students

Implementation:
- Fundraising subject to School Council approval will be allowed to supplement funds for students representing the College and/or State educational initiatives
- Where students are not representing the College and/or State educational initiatives direct fundraising at school is not allowed, however, encouragement, endorsement and advice will be provided
- No form of fundraising can be allowed to jeopardise the educational freedom and integrity of the College
- All applications for fundraising are to be submitted to School Council for approval
- All fundraising events must have appropriate internal control mechanisms in place
- Any fundraising directly related to the leasing of promotional space on fences, buildings or land is subject to approval from School Council in consultation with the Manager, Property Unit, Regional Office, prior to entering into any agreements
- Appropriate sponsorships may be sought from industry and commerce so long as they benefit the school, have educational value, and do not involve associations with undesirable products, services or companies such as alcohol or tobacco products
- Any fundraising involving raffles or bingo must be undertaken with the permission and under the instructions of the Raffles & Bingo Permits Board.
- All profits (and losses) associated with fundraising activities will be reported to the wider community via newsletter
- Where an organisation has made a substantial commitment to an event or activity, appropriate recognition will be given via newsletter, certificate or correspondence
- All organisers of approved fundraising events/activities will be required to complete an evaluation report that is included with the Application
- All transactions related to fundraising activities will be reported to School Council.
Fraud Prevention Policy

Rationale:
This Policy covers the prevention, detection and management of fraud and corruption. It aims to raise the awareness of fraud and its prevention in the College environment, including strategies and procedures that address the issue of accountability, efficient and effective administration that focus on improving systems and procedures, changing the attitudes of staff and improving the overall integrity and performance of the College. It aims to give guidance to both the reporting of suspected fraud and for fair dealing of the investigation of such reported fraud or corruption.

Aims:
- To ensure that Principal Class Officers are aware of their responsibilities for identifying exposures to fraudulent and corrupt activities and for establishing controls and procedures for preventing such activity and/or detecting such activity when it occurs;
- To provide guidance to all staff on action to be taken where they suspect any fraudulent or corrupt activity;
- To provide a clear statement to staff forbidding any illegal activity, including fraudulent or corrupt activity;
- To provide assurance that all suspected fraudulent and corrupt activity will be fully investigated;
- To provide guidance as to responsibilities for conducting investigations into such activities;
- To provide a suitable environment for staff to report matters that they suspect may involve fraudulent or corrupt activity, or serious improper conduct;
- To provide adequate protection to staff in circumstances where they are victimised as a consequence of reporting, investigating or being a witness to, these activities.

Definition:
Fraud and corruption involves monetary and material benefits as well as intangibles such as status and information. This definition is taken from Australian Standards 8001-2003 “Fraud and Corruption Control”

**Fraud** – Dishonest activity causing actual or potential financial loss to any person or entity including theft of moneys or other property by employees or persons external to the entity and whether or not deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for the use for a normal business purpose or the improper use of information and position.

**Corruption** – Dishonest activity in which a director, executive, manager, employee or contractor of an entity acts contrary to the interests of the entity and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.
Implementation:
The Principal is responsible for the prevention, detection and investigation of fraud and corrupt activities and is also responsible for ensuring that appropriate and effective internal control systems are in place.

It is the responsibility of all Assistant Principals, Leading Teachers, Domain Leaders, Business Managers, Librarian and Library and IT Technicians to ensure that there are mechanisms in place within their area of control to:

- Assess the risk of fraudulent and corrupt activities;
- To promote staff awareness of ethical principles, honest dealings, understandings as to the role all play as custodians of this educational facility and all its assets and reputation;
- Educate staff about fraud and corruption prevention and detection, to this end
- Ensure that staff understand that internal controls are designed and intended to prevent and detect fraudulent and corrupt activities;
- Encourage staff to report suspected fraud directly to those responsible for investigation without fear of disclosure or retribution; and
- Require all staff to follow the systems and procedures established by the College, that will be reviewed from time to time, along with College Policy, and that of the Department of Education;
- The Principal, through the Delegation Order, delegates responsibility to designated Staff for specific areas such as budget management and custodianship of assets.

In addition, all staff-members share responsibility for the prevention and detection of fraud and corruption, and for the implementation of this Policy.

All staff are required to abide by the terms of this policy and are responsible for reporting suspected fraudulent and corrupt activities to the Principal. Any staff who report fraudulent or corrupt activities will be accorded appropriate confidentiality, recognising that in certain circumstances, the law may require some form of disclosure (refer to the Department of Education Whistleblower Protection Act 2001 Guidelines).

The College will comply with the Department of Education Audit Policy for the conducting of an annual audit of financial management to ensure that appropriate and effective internal control systems are in place and act on any recommendations from such audit.

The College will comply with the Department of Education Accountability requirements.

Resources:

- Schools Reference Guide
- Department of Education & Training - Internal Control for Schools
- Accountability & Framework for Victorian Government Schools
- Asset Management Policy
- Financial Reporting for Schools
- CASES21 Finance Process Guide
- Risk Assessment Policy
- SRP Guide 2013
Gifts and Benefits Policy

Rationale:
From time to time staff may be offered goods and services (gifts & benefits) by parents, community members, businesses and organisations, which are above and beyond the normal salary or entitlements and are for personal use. This Policy seeks to identify the circumstances when it is and is not ethical to accept gifts and benefits.

Aims:
- To ensure that the giving and receiving of any gifts and benefits is open and transparent
- To distinguish between a gift and a donation
- To identify the circumstances where it is, and is not, appropriate to accept a gift or benefit and to provide guidelines

Implementation:
- A gift or benefit is anything a staff member is offered, such as goods or services, which has a value and is above and beyond the staff member’s normal salary or entitlements and is for personal use. A donation is a gift to the organisation that is for business use. Donations must be assessed, approved and where over $100, recorded in a Register
- Tax deductible donations above $5 in value will be receipted, recorded and, unless specified otherwise by the donor, placed in the College Building Fund
- Non-tax deductible donations to the college above a value of $100 will be acknowledged by letter from the Principal and endorsed by School Council
- A Register of donations and gifts and benefits for the college will be maintained
- A gift/benefit up to the value of $100 may be accepted by a staff member provided there is no conflict of interest and the staff member is satisfied that the giver is not seeking to influence or seek to gain favour in any way
- The staff member receiving that gift/benefit, if unsure of the motive, should consult with the Principal
- If there are any concerns that accepting the gift may be perceived, in the eyes of an objective member of the community, as an attempt, either directly or indirectly, to influence how you conduct your duties, you must not accept it.
- Key Questions - Who is providing the gift, benefit and what is their relationship to me?
  - Are they seeking to influence my decisions or actions?
  - Are they seeking a favour in return for the gift or benefit?
  - Would accepting the gift or benefit diminish public trust?

Responsibility:
All staff members
Internet Banking Policy

Purpose:
This Policy will ensure that the Kyneton Secondary College maintains a flexible option to make payments to creditors.

Aims:
- To provide a variety of methods to settle creditor accounts including electronic means
- To maintain strict internal controls around the payment

Implementation:
- Kyneton Secondary College will endorse payment through Commbiz as a secure internet payment method. All local payroll employees will be paid through Commbiz. Creditors will be paid through Commbiz
- The preferred creditor payment method will be by internet transfer
- Commbiz complies with the authorisations compliance requirements in the Education Training & Reform Regulations 2007 Section 37(1) Revenue and Expenditure, allowing for two, of which one is the Principal, authorisations prior to transaction being completed
- The Purchasing Card is authorised to be used via a b-pay/post bill pay referenced payment system for regular and miscellaneous creditor payments with purchasing authorisations in place
- Normal payment authorisations will be maintained of which one will be the Principal
- Kyneton Secondary College does not endorse the “pay anyone” option provided in internet banking
- Access to the Official Account on-line is a read only facility with the Principal delegating access to the Business Manager

Resources:
Business Process Guide
School Financial Management Web-site including best practise internal controls
Schools Electronic Fund Management guidelines (January 2015)
Investment Policy

Purpose:
This Policy will ensure that the Kyneton Secondary College Council monitors the school’s financial investments and invests funds wisely to generate revenue for the College.

Guidelines:
1. The Finance Committee of the College Council will have the authority to invest funds on behalf of the Kyneton Secondary College Council whilst maintaining at all times a cash flow in the Official Account that is enough to meet commitments.

2. Funds will only be invested with an institution which in the opinion of the Finance Committee:
   a. is prudently sound and secure
   b. is professionally managed
   c. has strong financial status.

3. Under this policy, Kyneton Secondary College Council will only invest with a Bank, Credit Union or Building Society.

Implementation:
1. School Council members will receive as part of the monthly financial report:
   • The current balance of each investment held by the school
   • The institution which holds the investment
   • The rate of interest of the investment
   • The maturity date of the investment.

2. All investment accounts will be in the name of the Kyneton Secondary College Council and will be included in the Cases21 finance system.

3. No direct deposits (except for interest paid by the bank) or withdrawals are to be made from the investment accounts. All transfers are to be made through the Official Account.

4. All interest payments received from investments must be re-invested unless required to be transferred to the Official Account as locally raised funds.

5. The Business Manager will be responsible for maintaining an investment register which records:
   • Date of lodgement of the investment
   • Name of the investment institution
   • The terms of the investment: period, percentage rate and maturity date
   • Amount invested.

This Register will be presented as part of the College’s financial audit.
Parent Payment Policy

Rationale:
In support of reaching the College vision & values, goals and targets in the standard curriculum program being core learning and teaching associated with the Victorian Essential Learning Standards (VELS) and senior secondary certificates in Victorian Certificate of Education (VCE), Victorian Certificate of Applied Learning (VCAL), Satellite VCAL and Vocational Education Training (VET), Kyneton Secondary College School Council undertakes on an annual basis to implement a parent payment structure to enhance the delivery of learning for all students.

Aims:
This structure will:
- Follow the guidelines as set out in the Education & Training Reform Act 2006 and the Department of Education and Early Childhood Development (DEECD) Policy – Parent Payments.
- Be mindful of the diversity in the college community. A measure of fairness will be maintained in implementing these guidelines
- Support improved learning outcomes in the VELS, VCAL and VET Programs
- Promote college connectedness to and involvement in, the support of ‘education’ as a strong family, community and society value.

Implementation:
- College Council will determine the parent payment structure in term 3 of each year for the following year
- Communication of the annual parent payment structure will be made initially through the college booklist for each year level. Parents may choose to source equivalent texts and materials through other suppliers as long as they meet specification standards
- Secondly, charges will reflect the parent payment structure including all essential education items, optional items and voluntary contributions. Statements will be issued in each term
- Parents/guardians are required to purchase all uniform needs from the College Uniform Shop as set by the Uniform Policy and Dress Code
- Parents/guardians will be given the option to instigate a payment plan through negotiation with the Principal, Business Manager or finance staff
- Parents/guardians having difficulties meeting financial obligations will be invited to a meeting with the Principal, Business Manager and/or School Counsellor
- Parents will be notified of the Camps, Sports and Excursion Fund (CSEF) through the college newsletter as a scheme that, subject to eligibility, assists families financially. CSEF can only be used in accordance with department guidelines. Any remaining funds not expended by the end
of the school year may be carried forward towards the following year’s camps, sports and excursions for the eligible child. If the student leaves the Victorian school system, any unexpended CSEF funds will remain with the school and may be used towards the expenses for other family siblings, or transferred to the Unused CSEF subprogram for school-incurred costs associated with operating camps, sports or excursion activities for other students

• Voluntary contributions will be marked on statements by ‘*’
• The College will operate on an available supply only basis, a second hand uniform and second hand book shop as a service to the college community
• No student will be discriminated against, on any basis, because of non-payment of charges
• The status of payment details will at all times remain confidential
• A copy of this policy is made available on request.
Purchasing Card Policy

Rationale:
The College Purchasing Card Program provides us with a flexible option to complete some purchasing transactions. School Council is responsible for ensuring implementation and usage is maintained under ‘best practice’ conditions to ensure financial accountability and internal controls in line with current DET Policy and Guidelines.

Aims:
- To provide enhanced risk control and security over transactions
- To provide clear documentation of processes

Implementation:
The School Council and Principal will determine which personnel will be eligible to use the purchasing card and for which activities

- The School Council and Principal will determine the expenditure limit for each card holder and provide financial delegation to this limit
- School Council, with advice from the Principal, will appoint an Authorisation Officer
- The Undertaking by Cardholder proforma must be completed by each card holder on issue of a purchasing card and after any modification to the expenditure limit of a purchasing card
- The Principal will ensure that all approved card holders receive a briefing on the guidelines of card usage
- An up to date Cardholder Register is to be maintained by the school and presented to Council at the start of each school year
- All card holder names, card details and other information is to be minuted at School Council, including any subsequent changes
- The annual Statement of Assurance is to be completed by the Principal

Administration Processes:
- All transactions must be properly authorised and comply with the school’s financial controls for purchases
- A school purchase order must be raised to initiate expenditure
- Quotes or tenders must be obtained, where required, in accordance with the Victorian Government Purchasing Guidelines
- Goods are to be checked against delivery documents
- The original invoice and purchase order must be attached to the payment voucher for authorisation
- All documentation is to be stored securely
- Authorisation and access is for card holders only
- Monthly purchasing card statements are to be presented to the Finance Committee
- The Principal must authorise all cardholder spending. Where the Principal is the cardholder, the School Council President must be the authorisation officer for that card.
Resources:
- Schools Purchasing Card Department Guidelines

Evaluation:

The Purchasing Card Policy is to be reviewed annually and endorsed by the School Council as required for audit purposes.

Card holders and their expenditure limit at Kyneton Secondary College are:

- Principal (Mark Ridgeway) $1,000
- Assistant Principal (Pam Macdonald) $1,000
- Assistant Principal (Cate Burton) $1,000
- Business Manager (Tracey Madden) $5,000

Endorsed at Finance Committee on July 14th 2016
Endorsed at School Council on July 21st 2016
Cash Handling Policy

Rationale:
A cash handling policy is a requirement of the Department of Education and Training (DET) as part of Internal Control procedures. It aims to give clear, unequivocal guidelines to the school community, Principal and Council as to the management of cash handling.

Purpose:
- To recognise cash transactions as the most vulnerable area for schools.
- To encourage electronic forms of payment to minimise cash transactions.
- To ensure all cash payments made are receipted in a timely manner and in accordance with DET guidelines.
- Segregate duties where possible as this is a very effective and proven fraud deterrent.
- Address any discrepancies immediately and apply zero tolerance to fraud.

Implementation:
- All payments are to be receipted at the front office.
- Except for school council authorised fundraising activities, no cash is to be collected in the classroom.
- No cash is to be kept in the classroom.
- All monies collected for school council authorised fundraising activities are to be taken to the front office prior to the end of form assembly.
- Issue official receipt immediately for all monies received and process through Cases21.
- Prior to banking, reconcile total receipts with total of cash and cheques to be banked.
- EFTPOS settlement should be performed at the same time the batch is updated.
- Prepare for banking completing bank deposit slips in duplicate (using Cases21) and reconciling with total payments received.
- Depositor to sign bank deposit slip.
- Bank money daily where possible.
- Perform regular bank reconciliations.
- Cash to be stored in fireproof cabinet or safe.
- No cash to be stored on school premises over holiday periods.
- The school will not cash personal cheques.
Petty Cash Policy

Rationale:
The Principal, with school council permission, may establish a petty cash advance.

Purpose:
- To facilitate the ad hoc purchase of items of an incidental nature.
- To recognise cash transactions as the most vulnerable area for schools.

Administration Processes
- The initial petty cash advance is to be established by drawing a cheque open to ‘pay cash’
- There will be three petty cash advances made as follows –
  General Office - $200.00
  Science - $200.00
  Satellite VCAL - $150.00
- Each petty cash advance is to be maintained on the imprest system. This means that only the aggregate of the actual payments are claimed by way of reimbursement. Therefore the amount of the advance is accounted for at any time by the production of cash and/or vouchers totalling the advance.
- Approval should be sought from the advance holder prior to making any purchase from petty cash.
- No reimbursement greater than $20.00 is to be made from petty cash unless with the prior approval of the Principal or Business Manager.
- All petty cash claims over $5.00 must be supported by receipts or invoices.
- A record of petty cash reimbursements is to be maintained by the advance holder. Each reimbursement is to be accompanied by a petty cash slip which is to show:
  -the amount of the reimbursement
  -the date cash was paid
  -a brief description of the item purchased and its intended use
  -the account to be charged
  -the signature of the person incurring the expense
  -the signature of an authorising person
- At the time of payment, all dockets and supporting documentation are to be cancelled by writing or stamping ‘paid’ across all documents.
Where an individual has used a personal credit card to purchase goods for the school, the card holder’s copy of the voucher is to be attached to the petty cash slip when reimbursement is claimed.

Cash on hand is to be kept in a secure location (lockable drawer/safe) at all times.

Reimbursement to the petty cash fund should be made according to the instructions contained in the Cases21 Finance Guide (Section 05 General Ledger)

The Principal or an officer appointed by the Principal should carry out checks (at least two per year) where the officer checks that the petty cash balances without having given the advance holder prior advice of the check. This should not be at the end of a reimbursement period and is intended to ensure that the records are up-to-date; loans are not being taken from the advance and security is being maintained over the advance and vouchers. The custodian must be present at all times during the check. The Principal is to be advised in writing of the results of the check in a signed and dated report from the checking officer and the advance holder.

Advances are to be reconciled and reimbursed at the end of each school year by the production of cash and vouchers equal to the advance. This ensures that all expense is recognised in the correct year. The petty cash float should then be deposited back into the official account.

**Resources:**
Finance Manual for Victorian Government Schools
Cases21 Finance Business Process Guide
Process for Receipting at Satellite VCAL

Receipts from an official receipt book (issued via the accountable documents register held at Kyneton Secondary College) are the only receipts to be issued. Official receipt books are to be held in storage at the school and issued as required.

An official receipt must be issued for all amounts received at the Satellite VCAL campus at the time of payment and dated accordingly. Part payments are to be receipted at the time of receiving and under no circumstances are they to be stored until full payment is made.

All monies received are to be kept in a securely stored, locked cash tin. Three keys are to be available: one to be kept by the Satellite VCAL Co-ordinator, one by the Satellite VCAL administration officer and one to be kept by the Business Manager at the school.

All monies received are to be presented at the general office of Kyneton Secondary College, along with the receipt book, by 10.30am each Friday for reconciliation. Amounts presented will be reconciled with the receipts issued from the receipt book and will then be receipted through Cases21. The official receipt book will then be available for return to the Satellite VCAL campus.

A register of receipts issued is to be kept at the school and maintained weekly by staff in the general office. Any failure to present the receipt book and amounts received will be recorded in the said register and followed up on the next scheduled school day.

The receipt book is to remain at the Satellite VCAL campus at all times except for the purpose of weekly reconciliation.
Green Procurement Policy

Rationale:
Kyneton Secondary College is committed to sustainable practices within its community. It will endeavour to purchase ‘green products’ in order to reduce its environmental impact. Purchasing decisions need to be made on the basis of environmental considerations and value for money, rather than just the cheapest up-front purchase price. Our purchasing decisions can improve markets for environmentally preferred products, enhance environmental quality, be resource responsible and contribute to progress toward sustainability.

Purpose:
The purpose of this Green Purchasing Policy is to provide a purchasing structure that will reduce Kyneton Secondary College’s negative impact on the environment and human health and promote the sustainable use of resources. KSC aims to do this by supporting all college staff in selecting products that minimise waste, pollution, habitat loss, toxicity and soil degradation and maximum water efficiency. This policy aims to establish a green purchasing culture in our school’s work environment.

Guidelines:
Kyneton Secondary College prefers to purchase environmentally preferred products whenever they perform satisfactorily and are available at a reasonable price. Purchasing decisions shall be made in the context of the waste hierarchy to avoid, reduce, reuse and recycle.

AVOID: Identifying ways of carrying out a function or task without using materials that generate waste. An example is sending information electronically instead of on paper.

REDUCE: Using less in the first place and avoiding waste. Examples of this include purchasing in bulk to reduce packaging and the purchase of printing equipment that prints double sided copies.

REUSE: Using the same item more than once, and extending the useful life of products and equipment before replacing an item. Aim to re-use or repair an existing product. Ensure that new purchases are durable, have a long service life and are easy to maintain and upgrade.

RECYCLE: Purchasing products that contain recycled materials or those that have or can be re-manufactured or recycled.

KSC will minimise greenhouse gas emissions, habitat destruction, toxicity, soil degradation and maximize water efficiency by purchasing, when feasible:
- Energy efficient products and materials by checking that the energy rating and efficiency features are the best available for the cost over the lifetime of the product;
- Goods that are produced locally in preference to those that travel long distances.
- Paper and wood products obtained from post-consumer recycled, plantation, salvaged or renewable sources as well as being FSC (Forestry Stewardship Council) approved.
• Green cleaning products that don’t result in discharges of toxic chemicals to waterways.
• Materials and products that are free of toxic or polluting materials;
• Products and materials that will not release toxic substances that can affect human health and pollute water, land or air at any stage of their life cycle.
• Products that conserve water or use water in an efficient way.
• Products, materials and services that will not degrade or pollute the soil, or result in erosion through their use.

Objectives:
The objectives of this Green Purchasing Policy are to:
• Eliminate unnecessary purchasing;
• Reduce our impact on the environment;
• Reduce our impact on human health;
• Create a better market for environmentally preferred products;
• Develop a green purchasing culture throughout our school.

Implementation:
To achieve the above objectives, Kyneton Secondary College will:
• Establish a staff education program to raise awareness about this policy;
• Ensure that all staff, where appropriate, have access to information on environmentally preferred products;
• Require that all contractors and consultants are aware of the current purchasing policy and green purchasing options and work with our school community to meet the objectives of the Green Purchasing Policy within their contracts;
• Establish a system to track and report on the outcomes of this policy;
• Actively promote environmental purchasing to the community.
• Encourage staff to find and share information about recycled and environmentally preferable products and specifications;
• Encourage innovativeness among staff for environmental purchasing.

Evaluation:
This policy will be reviewed every three years.