



Tasmania Prison Service

Director's Standing Order

DSO – 5.04 Donations to the Tasmania Prison Service

Table of Contents

1. Statement of Purpose	2
2. Desired Outcome	2
3. Scope	2
4. References (including Legislation, Policy, Forms and Other Documents)	2
5. Definitions and Abbreviations	2
6. Mandatory Policy	2
7. Responsibilities	3
8. Approval of Donations.....	3
9. Receipt of Donations.....	4
10. Register of Donations	4
11. Document History and Access.....	5

1. Statement of Purpose

This Director's Standing Order outlines the protocols for the receipt and management of donations made to the TPS.

Members of community organisations, businesses and members of the public are able to make donations that benefit the TPS prisoner population. It is recognised that donations can assist with the provision of structured daily routines within the prison environment, which in turn encourages prisoners to use their leisure time constructively.

To ensure that the process of receiving donations is accountable, transparent and consistent, all transactions involving donations must be properly documented. The process includes formal application, approval, receipting and registering procedures.

2. Desired Outcome

Members of community organisations, businesses and members of the public are able to make donations to the benefit of the general TPS prisoner population.

Donations to the TPS are managed in an accountable, transparent and consistent manner.

3. Scope

This Standing Order applies to all TPS staff.

This Standing Order does not provide guidance for individual TPS staff members regarding the receipt of gifts and benefits. In this instance, staff are to refer to the Department of Justice's [Gifts, Benefits and Hospitality Policy](#).

4. References (including Legislation, Policy, Forms and Other Documents)

[Corrections Act 1997](#), sections 6(3)

[Director's Standing Order 1.08 \(Contraband\)](#)

[Director's Standing Order 1.10 \(Searching\)](#)

[Director's Standing Order 5.06 \(Media Access\)](#)

[Gifts, Benefits and Hospitality Policy](#)

[Inspection Standards for Custodial Services in Tasmania – Feb 2018](#)

Forms / Record Keeping

[Form 4A – Application to make Donation](#)

5. Definitions and Abbreviations

Donations – a donation, for the purposes of this Standing Order, refers to a gift of a product, money or service that is donated to the TPS. Donors relinquish all claims of ownership to the property or service, and it becomes the property of the TPS. Donations do not include the donation of volunteer services or items or services provided by other departments within the State Service.

Donor – any person or organisation / business making a donation to the TPS.

Prisoner – means, unless otherwise stated, prisoner and detainees (as defined in the *Corrections Act 1997*).

TPS – means the Tasmania Prison Service.

6. Mandatory Policy

6.1. Donations to the TPS must be managed in an accountable, transparent and consistent manner.

- 6.2. No TPS staff member is to obtain any financial or other benefit, or undue or inappropriate influence, resulting from the approval and receipt of a donation.
- 6.3. Donations which may pose a risk to the good order and security of the TPS will not be accepted.
- 6.4. TPS staff must not take possession of a donation unless it is approved in accordance with this Director's Standing Order.
- 6.5. Donations must not be actively sought by or on behalf of the TPS unless pre-approved by the Senior Management Team.

7. Responsibilities

7.1. All staff

Any TPS staff member who receives a request from a potential donor must instruct the potential donor to submit a written application to the relevant Chief Superintendent.

7.2. Chief Superintendent

The Chief Superintendent is responsible for approving applications to make a donation to the TPS.

7.3. Directorate Office Executive Support Team

Members of the Directorate Office Executive Support Team are responsible for arranging for the delivery and reception of approved donations (excluding donations of money), as well as for issuing receipts for such items, donated to the TPS as a whole, rather than a specific prison facility.

The Directorate Office Executive Support Team are responsible for maintaining a Donations Register.

7.4. Head of Financial Operations

The Head of Financial Operations is responsible for managing and receipting donations of money, and for assisting with the management of donated items that have an expected financial value exceeding \$1000.00.

7.5. Superintendents

Superintendents are responsible for arranging for the delivery and reception of approved donations (excluding donations of money), as well as for issuing receipts for such items. Superintendents must advise the Directorate Office Executive Support Team of any donations received.

8. Approval of Donations

- 8.1. Upon receiving a request from a potential donor, a TPS staff member must instruct the potential donor to submit a written application to the relevant Chief Superintendent using [Form 4A – Application to make Donation](#).
- 8.2. When reviewing an application from a potential donor, the Chief Superintendent may need to consult with relevant TPS staff and managers to consider:
 - the need for the donation
 - if there are any undue financial or other burdens associated with accepting the donation
 - any possible conflicts of interest
 - any risks to the good order and security of the TPS
- 8.3. Any specified wishes or terms made by the donor regarding the intention for their donation (i.e. to be used within a specific prison facility, or by a specific group of prisoners) will be considered and actioned where possible. The Chief Superintendent may however decide to redirect donations if it is determined that this will increase the benefit to the greater prison population.
- 8.4. Consultation must be undertaken with the Director of Prisons if there is potential for significant public interest or complexity regarding the acceptability of donations.

- 8.5. If an application is received regarding the donation of money or the donation of items with an expected financial value exceeding \$1000.00, the Chief Superintendent will consult with the Director of Prisons and the Head of Financial Operations regarding the appropriate management of the application. Details of relevant donations must be registered in accordance with the Department's asset management process.
- 8.6. The Chief Superintendent must inform the donor in writing of the outcome of the application.
- 8.7. Should the application be approved, the Chief Superintendent must forward the finalised Form [Form 4A – Application to make Donation](#) (inclusive of the donor's contact details) to the relevant Superintendent.
- 8.8. In the event that a donation is made to the TPS as a whole, rather than a specific prison facility, the Chief Superintendent must forward the finalised [Form 4A – Application to make Donation](#) (inclusive of the donor's contact details) to the Directorate Office Executive Support Team (via email executive.support@justice.tas.gov.au).
- 8.9. The Superintendent of the receiving facility, or a member of the Directorate Office Executive Support Team (in the event that the donation is made to the TPS as a whole, rather than a specific prison facility), must advise the donor of the process for delivering an approved item to the TPS, and arrange for the reception of the item.

9. Receipt of Donations

- 9.1. Superintendents must ensure every prison facility has a designated receipt book for donated items. Receipt books can be obtained from TPS Finance.
- 9.2. The Superintendent must receipt the approved items and provide the donor with a copy of the receipt.
- 9.3. In the event that an item is donated to the TPS as a whole, rather than a specific prison facility, a member of the Directorate Office Executive Support Team must receipt the donation.
- 9.4. When taking possession of a donation, a Superintendent or a member of the Directorate Office Executive Support Team (in the event that the item is donated to the TPS as a whole, rather than a specific prison facility) must ensure items are reconciled against information provided by the donor on [Form 4A – Application to make Donation](#).
- 9.5. Donated items must be thoroughly searched by correctional staff before being made available to prisoners.
- 9.6. The Head of Financial Operations must receipt donations of money.

10. Register of Donations

- 10.1. The Superintendent (receiving facility) must advise the Directorate Office Executive Support Team (via email executive.support@justice.tas.gov.au) of any donations received.
- 10.2. The Head of Financial Operations must advise the Directorate Office Executive Support Team (via email executive.support@justice.tas.gov.au) of any donations of money received.
- 10.3. Details of items donated to the TPS must be recorded by the Directorate Office Executive Support Team in a Donations Register.

11. Document History and Access

Implementation Date	28/05/2018
Version Number	2.0
Date of First Issue	23/10/2006
Date of Further Amendments	28/05/2018
Additional Information	This Director's Standing Order replaces and rescinds the following: <ul style="list-style-type: none">• MH5.04.1 (Donation of Items to the Tasmania Prison Service)• RB5.04.1 (Donation of Items to the Tasmania Prison Service)• RPC5.04.1 (Donation of Items to the Tasmania Prison Service)• Form 4B Donation Waiver
Next Review Date	Five years from date of implementation
Access to this DSO	Routine Disclosure

Approved by:

Ian Thomas
Director of Prisons Designate