

SALE OF EDUCATIONAL MATERIAL POLICY®

DOCUMENT SUMMARY/KEY POINTS

- Kids Health is the central point of sale for all educational material for the SCHN. Educational material includes books, booklets, E-books, CD's, DVD's, posters and other resources produced by SCHN departments on child health and safety for parents, professionals and children.
- Kids Health and Public Relations should be contacted if educational material is to be produced by a department so that it may be developed with health promotion input and sold through Kids Health.
- Exempt from this policy are:
 - Professional and clinical E-Learning modules
 - Coursework and materials from CHISM and Diploma of Child Health
 - Educational material from CHW Grand Rounds
 - Paediatric Trauma Management educational material from the Centre for Trauma Care, Prevention, Education and Research
 - Publications for children sold through the CHW Volunteer Department that would normally not be sold through Kids Health.
 - Conference notes, presentations, CDs and other educational material distributed or made available to conference attendees, either as part of their registration fees or as an additional purchase (this does not include publications that would normally be sold through Kids Health).

READ ACKNOWLEDGEMENT

- All SCHN staff should be aware of this policy.

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|------------------------|------------------------------------------------|-------------------------------|
| Approved by: | SCHN Policy, Procedure and Guideline Committee | |
| Date Effective: | 1 st October 2016 | Review Period: 3 years |
| Team Leader: | Health Promotion Officer | Area/Dept: Kids Health |

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Introduction

This policy is designed to:

- Streamline the procedures for the sale of educational materials that the SCHN sells to the public.
- Reduce overall administration costs by centralising the sale of SCHN educational material in one department.
- Relieve SCHN departments of the task of managing and accounting for the sale of educational materials.
- Conform to SCHN [Cash Handling](#) and [Fraud Control](#) policies.

Sale of material

- Kids Health is the central point of sale for all educational material for the SCHN. Educational material includes books, booklets, E-books, CD's, DVD's, posters and other resources produced by SCHN departments on child health and safety for parents, professionals and children.
- Items that are exempt from this policy are:
 - Professional and clinical E-Learning modules
 - Coursework and materials from CHISM and Diploma of Child Health (DCH)
 - Educational material from SCHN Grand Rounds
 - Paediatric Trauma Management educational material from the Centre for Trauma Care, Prevention, Education and Research
 - Publications for children sold through the Volunteer Department that would normally not be sold through Kids Health.
 - Conference notes, presentations, CDs and other educational material distributed or made available to conference attendees, either as part of their registration fees or as an additional purchase (this does not include publications that would normally be sold through Kids Health)
- All sales of SCHN publications should be through Kids Health. This ensures appropriate controls are in place to ensure consistency in marketing and advertising, correct cash handling and reduces the risk of fraud.
- Staff wishing to recommend educational materials for sale through the Kids Health bookshop should contact the Kids Health Department Head.
- Written approval must be obtained from the Chief Executive or his/her delegate for exceptions to the above procedures.

Discounts

- SCHN staff members will receive a 10% discount on the retail price of all publications sold through Kids Health. Staff ID cards must be shown or SCHN employee number quoted to receive this discount.
- Kids Health will absorb the staff discount from their commission when selling materials for SCHN Departments.
- Retail display copies that are damaged through use may be discounted up to a maximum of 10% (at the discretion of the Kids Health staff member) depending on their shelf condition. The combined discount is not to exceed 10% in total.

Refunds

- Refunds are available only when items are returned in a saleable condition, within 14 days of purchase.
- Proof of purchase is required to enable any refund.

Departmental purchases

- Departments purchasing material from Kids Health will have their relevant cost centre debited with the charge after purchase. A 'Purchase - Request for Journal Transfer' form must be downloaded from the CHW intranet forms page (listed under Kids Health).
- The "Purchase - Request for Journal Transfer" must be signed by the Department Head/Fund Controller of the Department wishing to purchase the goods and supplied to Kids Health to initiate the purchase process.
- Kids Health staff will raise an invoice and make the goods ready for collection once the approved journal transfer form has been received.
- A copy of the approved journal transfer form and Kids Health invoice will be provided with the goods.
- A signature to verify pick up of goods will be requested at time of collection.
- The original signed authorisation form and Kids Health Invoice will be provided to the CHW Finance Department at the end of each month's trading to enable the journal transfer to be completed.
- SCHN Departments will not be charged GST on materials purchased from Kids Health.

Producing new material

SCHN Departments planning to produce educational material should contact, Kids Health and the relevant Public Relations Department.

Kids Health is responsible for the management, sale and distribution of all publications produced by SCHN departments, excluding items that are exempt from this policy.

Public Relations is responsible for the production of SCHN resources, ensuring style guidelines and, ISBN requirements are met, and that formatting is correct for publications to be printed both online and in hard copy.

Selling material 'on consignment'

The definition of 'goods on consignment' is:

Goods or products taken into stock by a retail outlet for re-sale, where payment to the supplier for the goods is conditional upon the sale of the goods.

When a SCHN department produces goods, these goods will be sold on a consignment basis. Sales will be through the Kids Health bookshop and online. Funds will be remitted to the appropriate SCHN Department on a half yearly basis, based on Australian Tax Office Business Activity Statement periods.

The Department supplying the goods to Kids Health determines the retail price. To assist in determining the retail price of an item, departments can refer to the formula listed below for pricing the materials they produce. This process is for determining the retail price including GST.

Example for a published publication:

| | |
|------------------------------------------------------|----------------|
| COST PRICE TO SUPPLIER (or SCHN Department excl GST) | \$10.00 |
| COMMISSION OF 25% (Kids Health) | <u>\$ 2.50</u> |
| | \$12.50 |
| 10% GST | <u>\$1.25</u> |
| RETAIL PRICE | \$13.75 |

Suppliers may choose to offer a bulk price on goods that have potential to be purchased in large quantities, for example over 10 copies in a single transaction. The same pricing structure applies.

This will ensure that costs incurred by Kids Health in handling, sales, promotion and advertising, storage and stock control of goods on consignment are covered. All proceeds raised by Kids Health form a part of SCHN revenue.

The CHW Finance Department is responsible for the administration and payment of the GST collected by Kids Health to the Australian Taxation Office.

Stock control

Kids Health will request and obtain copies of the books from departments, as and when stock is needed. SCHN departments supplying Kids Health must supply stock with an accompanying letter of consignment stating the RRP (incl. GST) and the quantity provided. Any change in pricing or contact details should be advised at this time.

Free copies

Departments need to organise free promotional copies and gifts should they wish to provide any at launch or events. Kids Health will not undertake this practice.

Kids Health will also request the provision of one free copy to be added to the Kids Health parent library, for parents who are unable to purchase books.

Stolen goods

Stolen goods will be 'written off' in accordance with SCHN [Delegations Manual Policy](#).

Consignment Agreement between Kids Health and SCHN Internal

Departments

Kids Health, the health promotion unit of The Children's Hospital at Westmead, is the central point-of-sale within the network, for all health and safety related publications offered as retail items as governed by this SCHN Policy .

NOTE: By signing this agreement you are accepting the agreement and the Kids Health terms and conditions, enabling the sale of your publication on consignment through the Kids Health bookshop.

Terms and Conditions

- Kids Health will review all publications and seek a recommendation by an independent
- SCHN staff member, experienced in the subject matter, prior to offering material for sale on consignment through the Kids Health bookshop. Kids Health will return all goods to the supplier if they are not favourably reviewed by the appropriate SCHN staff member.
- Potential conflicts of interest, including those from endorsements of material, must be disclosed as soon as possible and prior to material being recommended for sale.
- Any conflicts of interests identified after an agreement for consignment has been formed, must be disclosed to the Kids Health Department Head as soon as possible.
- Kids Health will offer the listed material to potential customers through its retail outlet, online bookshop, internet, order form, external sales opportunities and via existing professional networks.
- The pricing formula set out in the Sale of Educational Material Policy must be followed by SCHN suppliers OR will be implemented by Kids Health. The retail price will be calculated from the following formula: **Cost price to supplier + Kids Health Margin @ 25% + GST @10% = Recommended Retail Price (RRP)** (a margin of 25% is levied by CHW against the RRP GST excl. in compliance with Australian Tax Law.) Bulk prices may also be supplied.
- Promotional materials are to be supplied by the author/publisher to Kids Health (Department Heads should contact Public Relations for assistance with promotions)
- All promotional materials must feature the RRP inclusive of GST and correct postage and handling charges (Kids Health will provide assistance with creating order forms).
- Monies received through the sale of goods on consignment at Kids Health will be disbursed to the relevant SCHN department by journal transfer twice per year (these being December 31st and June 30th). These amounts will not include GST.
- Reports will be sent at the end of each financial year on sales performance. These will be sent from Kids Health via memo or email.
- Queries regarding sales and journal transfer figures should be directed to the Kids Health bookshop administration officer.

Ending an agreement:

Kids Health may end a consignment arrangement if:

- as a result of subsequent reviews of the publication, the content is deemed to be out of date or the reviewer recommends the remaining stock be deleted from sale, based on the quality and relevance of the content.
- a publication does not perform commercially through the bookshop as determined by the Kids Health Department Head. The supplier will be given notice of the intent to delete and will be given an opportunity to establish a promotional strategy. Kids Health may then reconsider terminating the consignment agreement exceptions to this policy, which is based on "commercial performance", may be instances in which a "specialised" item that provides a "quality of service" to our customers is retained.
- In the event of a publication being deleted from Kids Health retail stock, notification of the deletion and a request for collection of the remaining stock will be forwarded to the relevant SCHN department supplying the goods.
- Following deletion of a publication, consignment stock will be held for 30 days only from the date of advice, after which time Kids Health will dispose of the remaining consignment stock.

Definitions:

"ABN" means Australian Business Number in accordance with Australian Taxation Office

"ATO" means the Australian Tax Office

"BAS" means the Business Activity Statement relating to the financial quarters as set down by the

Australian Taxation Office. These comprise the following periods: July 1st – September 30th, October 1st – December 31st and in the following year January 1st – March 31st and April 1st - June 30th, which completes the financial year.

"CHW" means The Children's Hospital at Westmead ABN 53 188 579 090

"SCHN" means The Sydney Children's Hospitals Network

"Donation" means a gift or contribution to a charity or public institution

"Hospital" means The Children's Hospital at Westmead ABN 53 188 579 090

"Supplier" means provider of publications for sale

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