

## DECLARATION DETAILS

<b>Person making disclosure:</b>	
<b>Description of gift:</b>	
<b>Person who provided gift:</b>	
<b>Address of person who provided gift:</b>	
<b>Date received:</b>	
<b>Estimated value at time gift received:</b>	
<b>Nature of relationship with person who made the gift:</b>	
<b>Description of travel:</b> (where applicable)	
<b>Date of travel:</b> (where applicable)	

I declare that all information and details provided in this form are true and correct to the best of my knowledge and belief and that no known relevant information has been omitted. The information provided will be published on the Shire's website.

<b>Signed:</b> Once signed please lodge with the Council & Executive Support Officer	<b>Date:</b>
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### Legislative Requirements relating to Gifts

A gift, in accordance with Section 5.57 of the *Local Government Act 1995* (the Act), includes travel and travel contributions.

In accordance with Section 5.87C of the Act, Councillors and CEOs must disclose within 10 days of receipt of gift, any gift received in their capacity as a Councillor or CEO, valued at \$300 or above, or if the cumulative value of gifts from the one donor exceeds \$300 in a 12-month period (Sections 5.87A and 5.87B of the Act).

*Failure to comply with these requirements is an offence and may incur a fine of \$10,000 or imprisonment for 2 years.*

### Interest Relating to a Gift

Any gift (or a series of gifts in a 12 month period) valued at over \$300 (Regulation 20A of the *Local Government (Administration) Regulations 1996*), including those received in a 'personal capacity', creates an interest.

For a Councillor, the interest is created from any gifts since they were last elected (election gifts also creates an interest). For a CEO, the interest is created from any gifts received since the CEO was last employed or appointed to act.

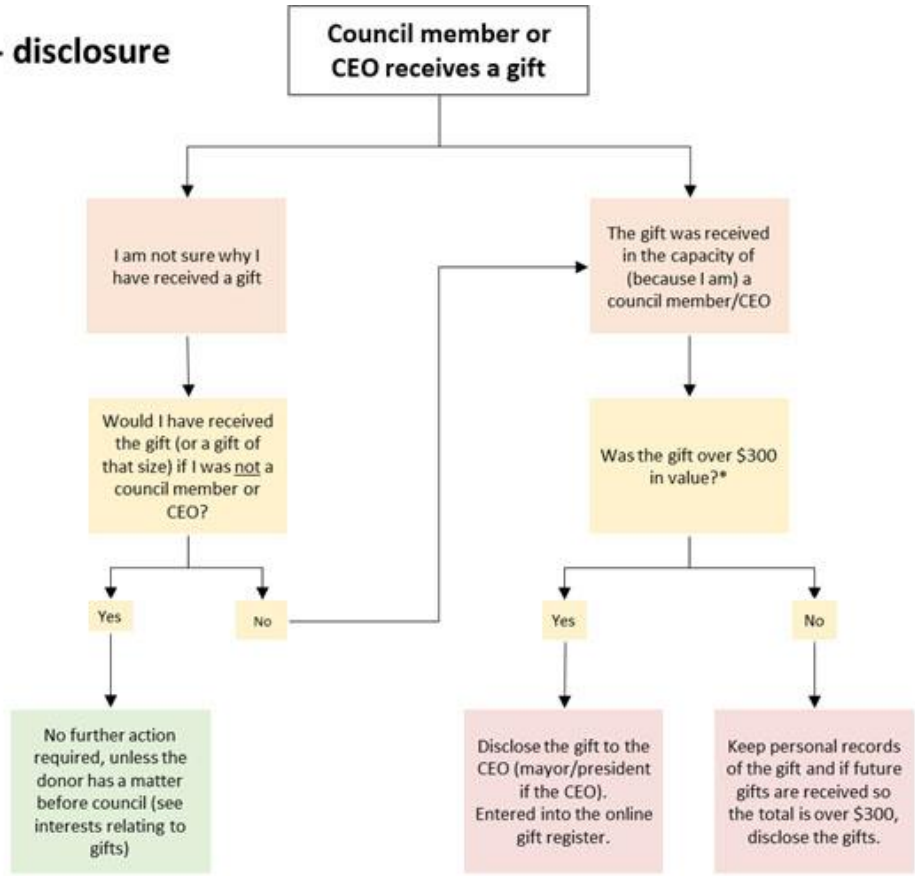
A Councillor must not participate in any part of a Council or Committee meeting relating to the donor without approval. A separate 'Declaration of Interest' form is to be completed.

A CEO must not provide advice or a report in relation to the donor, either directly or indirectly, unless otherwise approved. If advice or a report is being provided by another employee, the CEO must disclose the nature of the interest they have in the matter. A separate 'Declaration of Interest' form is to be completed.

### OFFICE USE ONLY

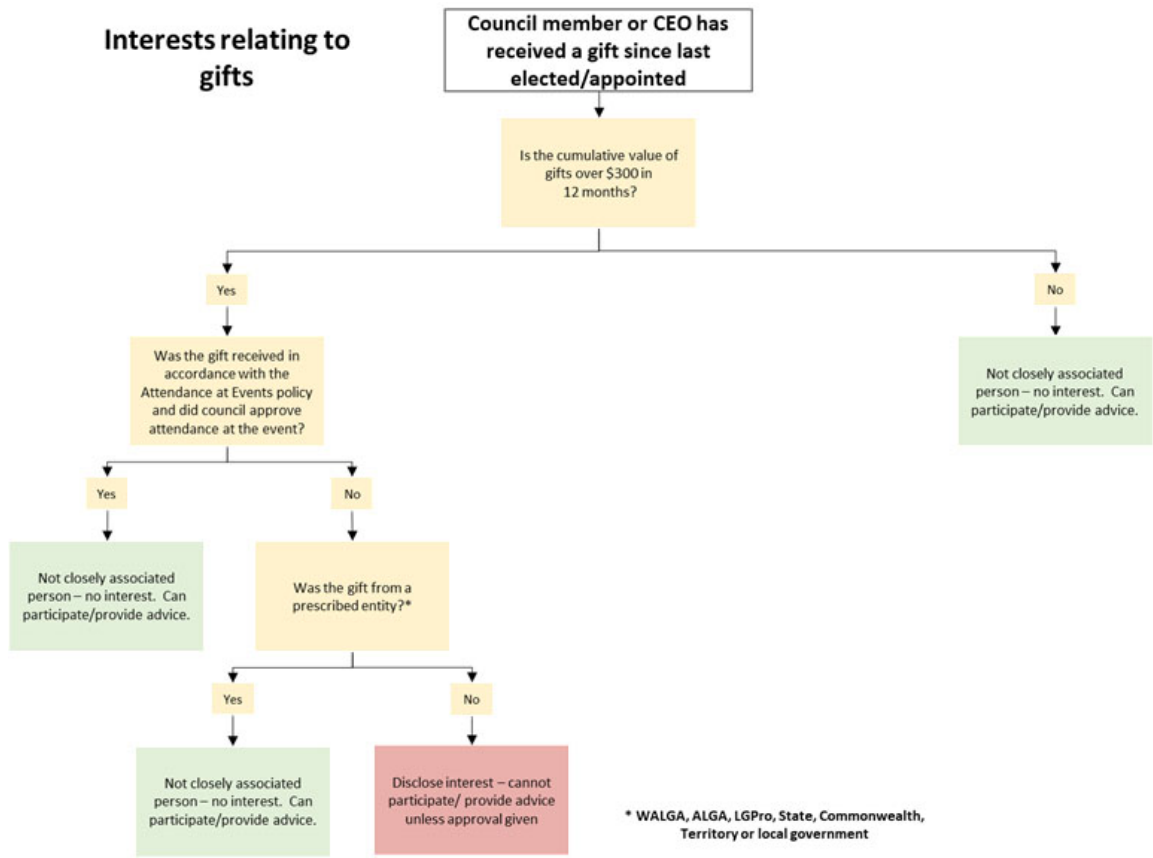
Action	Action Officer	Tick	Date
Incoming Declaration registered in Synergy	CESO	<input type="checkbox"/>	
Declaration included on Gift Register	CESO	<input type="checkbox"/>	
Updated Gift Register uploaded to website	CESO	<input type="checkbox"/>	

## Gift framework - disclosure



\* Or a series of gifts from that person in a 12 month period was over \$300 in value

## Interests relating to gifts



\* WALGA, ALGA, LGPro, State, Commonwealth, Territory or local government