

# Employee Disclosure of Gift Declaration Form

(Excludes Councillors & the Chief Executive Officer)

**DISCLOSURES MUST BE MADE WITHIN 10 DAYS OF RECEIPT OR PROMISE OF RECEIPT**

<b>Person making disclosure:</b>	<Enter name of person making declaration>
<b>Person who provided the gift/travel contribution:</b>	<Name of person that provided the gift/travel contribution>
<b>Description of gift/travel contribution:</b>	<Description of gift/travel contribution>
<b>Address of person who provided the gift/travel contribution:</b>	<Address of person that gave gift/travel contribution>
<b>Date received:</b>	<Select date gift/travel contribution received>
<b>Estimated value at time gift/travel contribution received:</b>	<Estimated value of gift/travel contribution (including GST)>
<b>Nature of relationship with the person who made the gift/travel contribution:</b>	<Nature of relationship with person that provided gift/travel contribution?>
<b>Description of travel: (Where applicable)</b>	<Description of travel>
<b>Date of travel: (Where applicable)</b>	<Date of travel>

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.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Once signed please provide to the Administration & Governance Coordinator

**Noted by CEO** \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## OFFICE USE ONLY

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

## Legislative Requirements relating to Gifts and Travel Contributions

Under the *Local Government Act 1995* there is a requirement to declare gifts and travel contributions to the CEO **within ten (10) days of receipt or promise of receipt** (whichever comes first). The Code of Conduct also contains a requirement to declare a gift.

As part of the Local Government Act Review a new gift framework has been developed that provides a transparent system of accountability, so that members of the community can have confidence in the decision-making processes of the Shire.

The new definition of a gift in the Act now includes contributions to travel.

The Chief Executive Officer has made a determination, under Regulation 19AF of the *Local Government (Administration) Regulations 1996*, that the threshold amount for employees to accept gifts is \$10.

Chief Executive Officers are responsible for publishing and maintaining a gift register on the local government's website, which needs to be updated within 10 days of receipt.