GIFTS, BENEFITS AND HOSPITALITY DECLARATION FORM

Council has a preference for no gifts!

The following gifts, benefits and hospitality should not be accepted or provided:

- Monetary gifts such as cash, gift cards, vouchers, Flybuys, Frequent Flyers or similar rewards
- Hospitality or other retail discounts offered specifically to Councillors and staff that are not commonly available to the public
- Gifts that are likely to create a conflict of interest, or where there is no business benefit, or may lead to reputational damage
- Multiple gifts from the same person/organisation, as these can generate a strong perception of influence.

The Gifts, Benefits and Hospitality policy allows for acceptance of token and non-token offers as follows:

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Token Offers ($20 or less)
➢ Token offers may include promotional items such as a pen, notepad or coffee mug, and modest hospitality such as light refreshments, for example, sandwiches, tea/coffee during a meeting

➢ You may generally accept token offers of a gift, benefit or hospitality without approval or declaring the offer on the Gifts Benefits and Hospitality Register as long as the offer doesn't create a general or material conflict of interest or lead to reputational damage.

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Non-Token Offers (over $20)
➢ Non-token offers may include tickets to sporting events or stage shows, wine, hampers, etc.
➢ You should only accept a non-token offer if –
  - It does not raise a general or material conflict of interest or have the potential to bring you or Council into disrepute
  - There is a legitimate business reason for acceptance
  - It is offered in the course of your official duties, relates to your work responsibilities, and has a benefit to Council.

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When accepting or declining a non-token offer, you must formally acknowledge the donor, complete this form and submit it to the CEO for approval (the Mayor is responsible for approving gifts, benefits and hospitality offered to the CEO). All completed forms will be held in Council's Gift Register, File No F19/A08/000001.

Details of the Gift, Benefit or Hospitality	
1. Your name (recipient)	
2. Position (e.g. Director)	

3. Did you **(please select)**
 	
    Retain the gift   Donate the gift to charity
 	
    Accept an official or ceremonial gift on behalf of the organisation   Return the gift to the donor
 	
    Transfer ownership of the gift to Council   Provided the gift
 	
If the gift is donated add the details of organisation receiving the donation:	

4. Date offered or received	
5. Describe the gift, benefit or hospitality:	

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Details of the Gift, Benefit or Hospitality	
6. Estimated or actual value	
7. Name of person (donor) making/receiving the offer	
8. Position of person making/receiving the offer	
9. Name of organisation making/receiving the offer	

10. Has the person/organisation made previous offers?

    YES   **NO**

If yes, the offer must be declined

11. Why is the offer being made?

12. Would accepting/giving the offer create a general or material conflict of interest?

    YES   **NO**

If yes, the offer must be declined

13. Would accepting/giving the offer bring you or Council into disrepute?

    YES   **NO**

If yes, the offer must be declined

14. Is there a legitimate business benefit to the organisation for accepting/giving the offer?

    YES   **NO**

For example:
a) Was it offered during the course of your official duties?
b) Does it relate to your official responsibilities?
c) Does it have a benefit to Council?

If no, the offer must be declined

If yes, provide details of the business benefit below:

15. Officer declaration	Signature
I declare the information I am providing in this declaration is true and accurate.	Date:

CEO to complete (Mayor to complete for offers made to the CEO)	
I have reviewed this declaration and agree with the above actions and submitted it to the Governance Department for inclusion on Council's Gifts, Benefits and Hospitality Register	Signature:
	Date: