



## GIFT AND BENEFITS POLICY DECLARATION FORM

### PURPOSE

This form should be used to record the gifts and benefits received, or offers of gifts and benefits, of a monetary value over \$30.00.

### EVENT DETAILS

**Date:**.....

**Location:**.....

**Nature of the Gift/Benefit:**.....

.....

### PERSON(S) INVOLVED

**Name of Councillor / Staff member / Council Delegate to whom the gift was offered:**

.....

**Details of the person(s) who offered the gift:**

*Name* .....

**Company / Organisation Name** .....

*Contact Details* .....

.....

**Relationship between Gift Giver/Recipient**.....

**Disclosure of Conflict of Interest**.....

.....

.....

### NATURE OF THE GIFT

**Describe the nature of the gift or benefit offered:**

.....

.....

**Estimated Value of Gift/Benefit**.....

.....

**Reason for the Gift**.....

.....



## DECISION MADE

Was the gift accepted? (Please circle)

Yes

No

### Record the decision that was taken in relation to the gift and the reason for the decision:

(Decisions may include donating the gift to the General Manager to become property of the Council, returning the gift or keeping the gift).

**Decision** .....

.....

.....

**Reason for Decision** .....

.....

.....

.....

**Approval of Decision** .....

(Name of Decision maker)

.....

(Position)

.....

.....

Councillor / Staff member / Council Delegate

to whom the gift was offered.

Date:

.....

.....

Lisa Miscamble

Date:

GENERAL MANAGER