



# Receipt of Gift or Benefit Declaration Form

## Declaration:

Employee / Councillor's name	
Employee position number (leave blank if a councillor)	
Date the gift of benefit was offered	
Estimated market value of gift or benefit	
Name of donor (organisation or person offering the gift or benefit)	
Givers association with Council	
Giver's association to the person making this declaration	
Is the gift of cultural or historical significance? (provide details)	
Is there any additional information relevant to this declaration you want to include here?	
Did you accept the Gift/ Benefit Received / Offered?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Employee's / Councillor's Declaration

I have read and understood the Gift and Benefit Policy Yes ☐

The information submitted by me on this matter is complete and accurate Yes ☐

There is no bias for actual or perceived conflict of interest Yes ☐

Your name: \_\_\_\_\_ Dated: \_\_\_\_\_

Your signature: \_\_\_\_\_

## Acknowledgement of Declaration

☐ The Chief Executive officer approves the notification by an Employee who declares of a gift/benefit over \$50

Signature \_\_\_\_\_ Date \_\_\_\_\_

☐ The Mayor / Deputy Mayor approves the notification by the Chief Executive Officer /Mayor of a gift /benefit over \$50

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Retain or Donate Gift

Retain Gift: Yes ☐ No ☐

Retain for donation to \_\_\_\_\_