

# Employee Disclosure of Gifts Declaration Form

<b>Person making disclosure:</b>	
<b>Description of gift:</b>	
<b>Person who provided the gift:</b>	
<b>Address of person who provided the gift:</b>	
<b>Date received:</b>	
<b>Estimated value at time gift received:</b>	
<b>Nature of relationship with the person who made the gift:</b>	
<b>Does the Recipient of gift have any Discretionary Authority in relation to the gift provider?</b> <i>(This requirement involves gifts from anyone undertaking or seeking to undertake an activity involving local government discretion; or it is reasonable to believe is intending to undertake an activity involving local government discretion).</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Description of travel:</b> <i>(Where applicable)</i>	
<b>Date of travel:</b> <i>(Where applicable)</i>	

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 lodge with the Shire: Attention Manager Governance

## Legislative Requirements relating to Gifts

In accordance with regulation 34B of the *Local Government (Administration) Regulations 1996* and the Shire's Code of Conduct for Employees, **all employees** must disclose **within 10 days of receipt of gift**, a gift received worth between \$50 and \$300 from someone who is undertaking or seeking to undertake an activity involving a local government discretion or it is reasonable to believe is intending to undertake an activity involving a local government discretion.

All employees must also declare a gift that is one of 2 or more gifts given to the employee by the same person, within a period of 6 months that are in total worth between \$50 and \$300.

Any gift with a value of **\$300 or more**; or a gift that is one of 2 or more gifts given to the employee by the same person, within a period of 6 months that are in total worth \$300 or more are **prohibited**.

*Please see over for exemptions to disclosure requirements.*



A disclosure is not required to be made if it is:

- a) a gift from a relative as defined in section 5.74(1) of the Local Government Act 1995; or
- b) a gift that must be disclosed under regulation 30B of the Local Government (Elections) Regulations 1997; or
- c) a gift from a statutory authority, government instrumentality or non-profit association for professional training; or
- d) a gift from WALGA, the Australian Local Government Association Limited (ABN 31 008 613 876) or the Local Government Professionals Australia WA (ABN 91 208 607 072).