

# Disclosure of Gifts Declaration Form – Councillor and CEO

<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>Description of travel:</b> (Where applicable)	
<b>Date of travel:</b> (Where applicable)	

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

A gift, in accordance with section 5.57 of the *Local Government Act 1995* (the Act), includes travel and travel contributions.

In accordance with section 5.87C of the Act, Councillors and CEOs must disclose **within 10 days of receipt of gift**, any gift received in their capacity as a Councillor or CEO, valued at **\$300 or above**, or if the cumulative value of gifts from the one donor exceeds \$300 in a 12-month period (sections 5.87A and 5.87B of the Act).

*Failure to comply with these requirements is an offence and may incur a fine of \$10,000 or imprisonment for 2 years.*

## Interest Relating to a Gift

Any gift (or a series of gifts in a 12 month period) valued at over \$300 (Regulation 20A of the *Local Government (Administration) Regulations 1996*), including those received in a 'personal capacity', creates an interest.

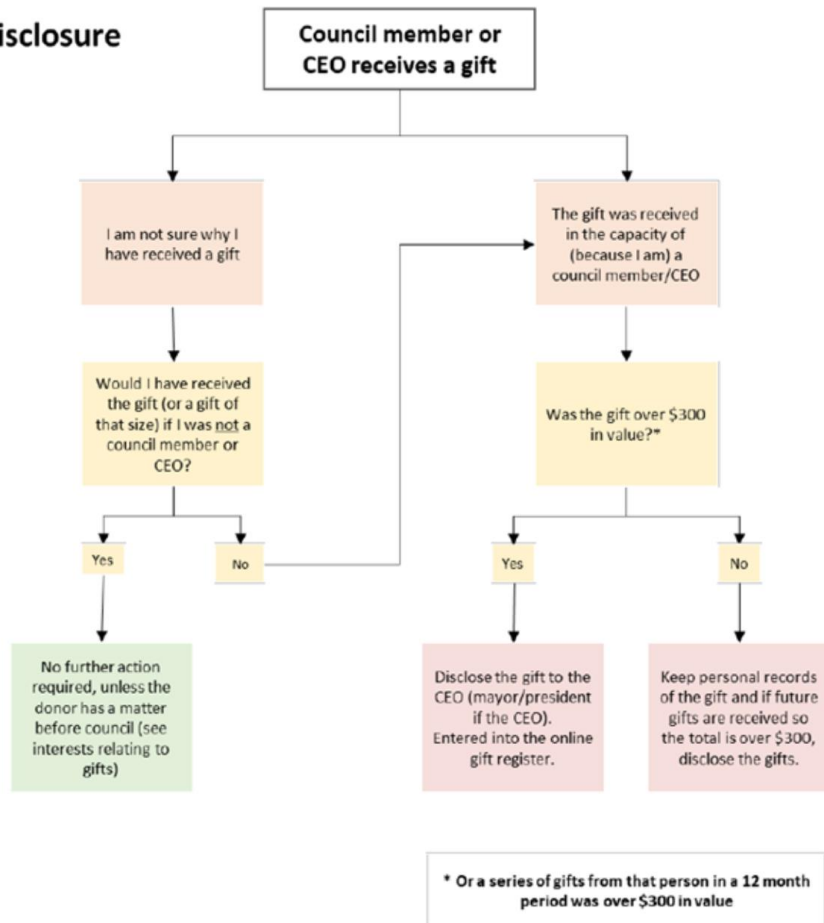
For a councillor, the interest is created from any gifts since they were last elected (election gifts also creates an interest). For a CEO, the interest is created from any gifts received since the CEO was last employed or appointed to act.

A councillor must not participate in any part of a council or committee meeting relating to the donor without approval. A separate 'Declaration of Interest' form is to be completed.

A CEO must not provide advice or a report in relation to the donor, either directly or indirectly, unless otherwise approved. If advice or a report is being provided by another employee, the CEO must disclose the nature of the interest they have in the matter. A separate 'Declaration of Interest' form is to be completed.



Gift framework - disclosure



Interests relating to gifts

