

Employee Disclosure of Gifts Declaration Form

The receipt of gifts can create perceived and actual conflicts of interests. As public officers, Shire employees have responsibilities to perform their duties in accordance with legislation, including the *Local Government Act 1995* and the *Corruption, Crime and Misconduct Act 2003*.

Regulation 19AF of the *Local Government (Administration) Regulations 1996* allows the CEO to set a value for acceptable gifts. As detailed in the Shire's Employee Code of Conduct, the CEO has set this value at **\$0**. Therefore, the acceptance of any gift by a Shire employee from any associated person undertaking or seeking to undertake an activity involving Local Government discretion, or a person it is reasonable to believe is intending to undertake such activities, is prohibited.

The only two scenarios in which a Shire employee may accept a gift are:

- a) Training and professional development opportunities from commercial entities – opportunities must be under the value of \$300 within a one (1) year period.
- b) Light refreshments at free training events – non-seated meals and non-alcoholic beverages at free training events only, under the value of \$300 within a one (1) year period.

Person making disclosure:	
Position Title:	
Directorate:	
Person who provided the gift: <i>(include Name & Organisation, if available)</i>	
Address of person who provided the gift:	
Nature of relationship with the person who made the gift:	
Date received:	
Estimated value at time gift received:	
<p>Please select and provide further explanation below, the gift type you are disclosing:</p> <p>(If your gift does not fall into one of the two categories below, you must not accept it. Please approach the Governance team for advice and refer to the Employee Return / Disposal of Gifts Form - E21/15054).</p> <p><i>Further information can include name of training event, location, approx. number of attendees, relevance to your role, other Shire employees in attendance etc.</i></p>	
Training and professional development opportunity from a commercial entity: <i>(Opportunities must be under the value of \$300 within a one (1) year period).</i>	
Light refreshments at a free training event <i>(Non-seated meals and non-alcoholic beverages at free training events only, under the value of \$300 within a one (1) year period).</i>	



Continued

Employee Disclosure of Gifts Declaration Form

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.

Recipient signature: _____

Date: ____ / ____ / ____

Witnessing Manager Signature: _____

Date: ____ / ____ / ____

Once signed, please lodge with the Manager Governance and Strategy.

This declaration will be recorded on the Shire's Employee Disclosure of Gifts Register.