



GIFTS, BENEFITS & HOSPITALITY DECLARATION FORM

This procedure relates to the obligations of Councillors, staff and delegates which are outlined in Part 6 of the Codes of Conduct, in relation to declaring all offers of gifts, benefits and hospitality.

All offers of gifts MUST be declared.

This rule applies regardless of the value, even if you refuse the gift.

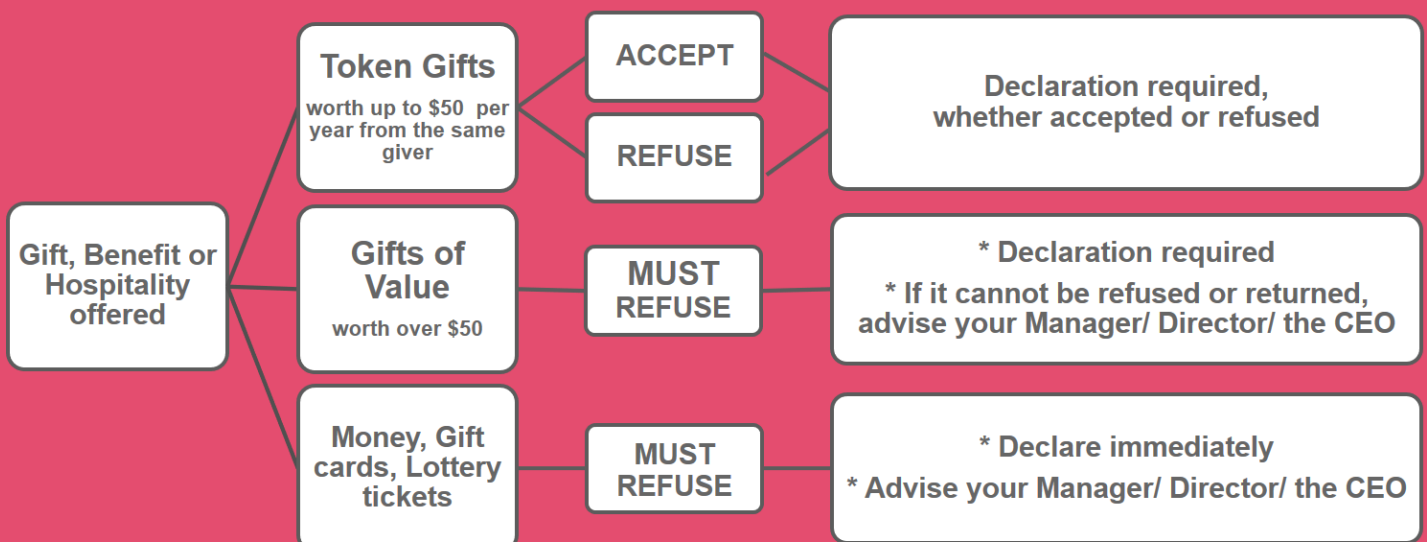
Your Obligations

- You must declare **all** offers of gifts, benefits and hospitality (whether accepted or declined).
- Complete this form within two weeks of receiving an offer.
- Return your completed form to your Supervisor, Team Leader, Manager or the Chief Executive Officer for approval, who must then submit the form to the Governance Team at governance@ssc.nsw.gov.au.

All declarations are recorded in the Council's Gift Register.

Individual to complete	
1. Date*	
2. Name/s of recipient*	
3. Position*	
4. Unit*	
5. Division*	
Details of the gift, benefit or hospitality	
6. Date offered *	
7. Describe the gift, benefit or hospitality offered *	
8. Estimated or actual value *	
9. Name of person (giver) making the offer	
10. Name of organisation making the offer * (if applicable)	

Gifts and Benefits process





All offers of gifts must be declared.

This rule applies regardless of the value, even if you refuse the gift.

Details of the gift, benefit or hospitality

11. Position of person making the offer * (if applicable)

12. Reason why the offer being made? *

Would accepting the offer create an actual, potential or perceived conflict of interest? (Yes / No)?

13. **If yes, the offer must be declined**

14. Was the offer accepted or refused? * Accepted / Refused
If accepted, please detail why? *

If refused, what action was taken?

15. gift was surrendered (to be returned to the Governance Team)
 returned the gift to the giver

Signature:

Authoriser to complete

1. Authoriser's Name *

2. Position *

4. Unit*

5. Division*

Date:

Signature:

Authoriser to complete

1. Authoriser's Name *

2. Position *

4. Unit*

5. Division*

Date:

Signature:

NOTE: These gifts must be surrendered to the Governance Team to be managed accordingly.

Fields marked with an asterisk * will be published on Council's website - Gift's and Benefit's register.