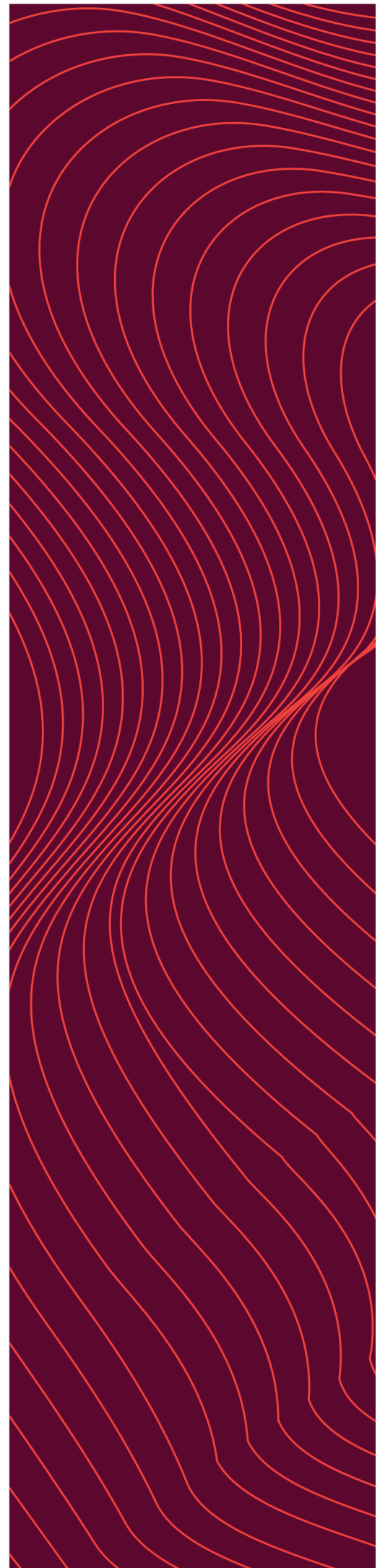

Gifts, Benefits and Hospitality Policy

Version 5.0

Approval date: 30/06/2025

Review date: June 2029



Document control

Responsible GM	General Manager Regional City and Transition	
Division	Regional City and Transition	
Last updated (who and when)	Coordinator Council Business	2025

Document history		
Authority	Date	Description of change
Council	30 June 2025	Revision of existing policy against recommendations received from an Internal Control Environment (ICE) review.
Council	08 February 2021	The 2020 Act requires a Council to adopt a Councillor gift policy within six months of when the section comes into operation, which was on 24 October 2020.
Council	5 August 2019	Revision of existing policy against internal audit findings and better practice requirements.
Council	22 August 2016	Adopted.
Administration Update	July 2016	Revision of existing policy against the Victorian Public Sector Commission applicable Framework, new template structure, renaming of policy.
References	Refer to section 8 and 9 of this policy.	
Next review date	June 2029	
Published on website	Yes	
Document reference no.		

1. Background

Latrobe City Council (Council) is committed to ensuring that Councillors, Council employees and contractors act with integrity and honesty when performing their duties or while attending functions as Council representatives.

The acceptance of gifts, benefits and hospitality can create perceptions that a Councillor, employee or contractor's integrity has been compromised.

This policy states Council's position on responding to offers of gifts, benefits and hospitality. It is intended to support Councillors, employees and contractors to avoid conflicts of interest and maintain high levels of integrity and public trust.

Council is a public body subject to the *Local Government Act 2020* (the Act). This Act is part of the legislative framework that provides for Victorian local councils to be accountable to their local communities in the performance of functions, exercise of power and use of resources.

2. Objectives

The purpose and objectives of this policy are to:

- to state the position of Council on responding to offers of gifts, benefits and hospitality;
- intended to support individuals and Council avoid conflicts of interest; and
- to maintain high levels of integrity, transparency, accountability and public confidence in Council.

3. Scope

- This policy applies to all Councillors, Council employees and all contractors engaged by Council.
- All Councillors, Council employees and contractors of Council are accountable for compliance with this policy.

4. Principles of management

The following principles underline the application of this policy.

- You must not seek any gift, benefit or hospitality, for yourself or others, if the offer could be seen as connected to your employment at Council.
- You must not seek or accept a bribe or other improper inducement. Any attempts of bribery must be reported to the Chief Executive Officer immediately. The Chief Executive Officer has a mandatory requirement to report these attempts to the *Independent Broad-based Anti-Corruption Commission*.
- You must not accept any gift, benefit or hospitality that could raise a perception of or actual bias or preferential treatment.
- If you are unsure that acceptance of a gift, benefit or hospitality could give rise to the

perception of actual bias or preferential treatment, the best course is to refuse the gift, benefit or hospitality.

- You are not to accept gifts, benefits or hospitality from those where you exercise rights of decision or influence.
- You must not seek or accept a gift, benefit, or hospitality from any actual or potential supplier or contractor during or approaching a Procurement activity and all such offers must be declared regardless of whether it is a Low Value Offer or an offer of Value.
- You should seek advice from your supervisor or the Governance Team if you are unsure what to do prior to accepting a gift, benefit or offer of hospitality.
- You should encourage a 'thanks is enough' culture and if asked, advise that offers of gifts, benefits and hospitality are discouraged.

5. Management of offers of Gifts, Benefits and Hospitality

5.1. Prohibited Gifts, Benefits and Hospitality

You must not accept any offer of a gift, benefit or hospitality (regardless of amount) in the following circumstances:

- from a person or organisation where you make a decision or exercise influence within Council in relation to that person or organisation (examples include – but not limited to – procurement activities, contracts, grants, sponsorship, planning, regulation, enforcement or licencing);
- it is likely to be or is likely to be perceived to be a bribe or inducement to make a decision or act in a particular way;
- it is cash, money, or a financial payment card (including a gift card);
- acceptance is or could be perceived to be an endorsement of a product or service, or acceptance would unfairly advantage the person/organisation in future decisions (particularly procurement decisions);
- the primary purpose of the gift, benefit or hospitality is, or could be perceived to be, to lobby Council; or
- it could compromise the public's trust that your role can be performed in an impartial manner.

5.2. Anonymous Gifts

Section 137 of the Act–prohibits acceptance of anonymous gifts by Councillors, as follows:

- (1) *Subject to subsection (2), a Councillor must not accept, directly or indirectly, a gift for the benefit of the Councillor of the amount or value of which is equal to or exceeds the gift disclosure threshold unless –*
- (a) *the name and address of the person making the gift are known to the Councillor; or*
- (b) *at the time when the gift is made –*
- (i) *the Councillor is given the name and address of the person making the gift; and*
- (ii) *the Councillor reasonably believes that the name and address so given are the true name and address of the person making the gift.*

- (2) *If the name and address of the person making the gift are not known to the Councillor for whose benefit the gift is intended, the Councillor is not in breach of subsection (1) if the Councillor disposes of the gift to the Council within 30 days of the gift being received.*
- (3) *In addition to the penalty specified in subsection (1), a Councillor who is found guilty of a breach of that subsection must pay to the Council the amount or value of the gift accepted in contravention of that subsection.*

This policy also prohibits acceptance of anonymous gifts directly or indirectly by any individual to whom this policy applies. An individual will not be considered in breach of this policy if the gift is surrendered to and then disposed of by Council within 30 days of receipt.

5.3 Low Value Offers

Subject to clause 5.1, acceptance of a Low Value Offer is at your discretion.

Disclosure of a Low Value Offer or a gift, benefit or hospitality of Low Value is not required unless:

- the total value of all Low Value Offers from the same source over a 12-month period exceeds Low Value; or
- the offer is from any actual or potential supplier or contractor during or approaching a Procurement activity.

If disclosure is required, all Low Value Offers and all gifts, benefits or hospitality of Low Value from that source must be disclosed and approved in accordance with the requirements applying to gifts, benefits and hospitality of Value.

5.4. Accepting Offers of Value

You must not seek gifts, benefits or hospitality of Value.

You must decline any Offer of Value if it could undermine or reasonably be perceived as undermining the integrity and impartiality of the Council or yourself.

You must take all reasonable steps to ensure that your immediate family members do not receive gifts, benefits or hospitality of Value that could undermine or reasonably be perceived as undermining the integrity and impartiality of the Council or yourself.

Individuals should consider the examples of policy application (**Appendix 1**) before accepting gift offers.

Individuals should consider the GIFT test (**Appendix 2**) and the following requirements prior to accepting a non-token offer.

5.5 Disclosure of all Offers of Value

You must disclose all Offers of Value, whether or not the offer is actually accepted.

The business reason for accepting an Offer of Value must be recorded in the register and provide sufficient detail to link the acceptance to the individual's work functions and benefit to Council.

5.6 Requirements following acceptance

You must submit for approval and fully disclose all accepted Offers of Value using an applicable Gift Disclosure Form within five business days of receiving the offer (or in the case of invitations, prior to the event) to your General Manager or to the Chief Executive Officer, and your disclosure must be consistent with the following requirements:

- It does not raise a conflict of interest (real or perceived) or have the potential to bring you or Council into disrepute;
- There is a legitimate business reason for acceptance; and
- It is offered in the course of your official duties, relates to your responsibilities and has a benefit to Council.

Where an Offer of Value is made to a Councillor or Mayor, it must be disclosed in writing to the Chief Executive Officer on an applicable Gift Disclosure Form within five business days of receiving the offer.

Where an Offer of Value is made to the Chief Executive Officer, it must be disclosed in writing to the Mayor on an applicable Gift Disclosure Form, seeking approval within five business days of receiving the offer.

5.7 Decisions in relation to gifts, benefits or hospitality of value

All accepted gifts, benefits or hospitality of Value are deemed to be property of the Council until a decision is made by the relevant General Manager, Chief Executive Officer or Mayor as the case may be.

The decision options following the acceptance of an Offer of Value are:

- Approve acceptance and allow the retention of the gift, benefit or hospitality by the individual or other individual as determined by the decision-maker;
- Approve acceptance and retain by Council (may also be required to be listed on Councils asset register);
- Approve acceptance and dispose (e.g. donate to a local charity, reward/recognition programs, sold/auctioned in accordance with any applicable procedures/policies); or
- Decline and return.

The decision as well as a reason for the decision must be recorded on the gift disclosure form by the decision maker.

The following examples show acceptable and unacceptable levels of detail to be included when recording the business reason:

Unacceptable:

- Networking
- Maintaining stakeholder relationships

Acceptable:

- Individual is responsible for evaluating and reporting outcomes of Latrobe City Councils sponsorship of Event A. Individual attended Event A in an official capacity and reported back to the Executive Management Team on the event.
- Individual made a presentation to a visiting international delegation. The delegation presented the Individual with a gift. Declining the gift would have caused offence. The gift was accepted, written approval was subsequently obtained for the gift which became Council's property.

5.8 Acceptance of invitations and tickets to sporting, entertainment and cultural events

Where an individual is required to attend a sporting, entertainment or cultural event for the purpose of official duties (e.g. speech) and is therefore able to attend at no or reduced cost, the attendance is not considered to be a gift, however approval must be sought from the individual's General Manager or from the Chief Executive Officer and documented in the gift register.

Where an individual is required to attend a sporting, entertainment or cultural event for the purpose of work (e.g. event management, IT) the attendance is not considered to be a gift and there is no requirement for the attendance to be documented in the gift register.

Applicable Code of Conduct whilst in attendance applies.

All other invitations and complimentary tickets that are of Value are treated as an Offer of Value and must be dealt with in accordance with this policy.

5.9 Acceptance of Hospitality

Individuals must balance the need for developing effective working relationships with contacts and community members with the requirements of this policy. Gift offers of hospitality that exceed common courtesy must be avoided as they are often inconsistent with community expectations and have a high risk of creating a conflict of interest or the reasonable perception of one.

The following examples are not considered to be a gift of Value for the purposes of this policy:

- Functions where the individual has been invited to attend in an official capacity as a representative of Council;
- Hospitality has been included as part of a conference for which Council has paid a fee for attendance;
- Catered briefings or meetings where invitees from a range of external organisations are present or is hosted by Latrobe City Council; or
- Occasional working lunches where the hospitality is incidental and of low value – e.g. sandwiches and coffee.

The following examples are considered to be a gift of Value and must be approved in accordance with this policy:

- Restaurant meals;

- Invitations to corporate boxes or marquees;
- Discounted prices for goods or services for personal use;
- Invitations to functions held in private homes; and
- Invitations which extend to family members, relations, friends and associates.

5.10 Acceptance of Civic Memorabilia

Civic Memorabilia can consist of a range of items that hold historical, cultural, or ceremonial significance to the council and its community. These typically include:

- Artworks – including paintings, sculptures, and prints gifted to or commissioned by the council.
- Plaques – commemorative plaques from events, openings, or dedications.
- Glass awards or trophies – presented to the council or its representatives in recognition of service or achievements.
- Framed photographs – of significant events, past mayors or councillors, visiting dignitaries, or major civic milestones.
- Ceremonial items – such as mayoral chains, gavels, robes, or flags.
- Historical documents or records – such as charters, certificates of incorporation, or letters of significance.
- Gifts from delegations or sister cities – often symbolic or handcrafted items.
- Commemorative items – such as medals, coins, or specially crafted objects marking anniversaries or civic events.

A gift disclosure form is required to be completed for any offers of civic memorabilia. Civic memorabilia should be stored securely and appropriately and maintained in accordance with any relevant heritage and conservation standards. Disposal of any Civic Memorabilia must be approved by the relevant General Manager and conducted in line with relevant legislative and policy requirements.

6. Gift Disclosure Form and Gift Register

6.1 Gift Disclosure Form

Upon receiving/accepting a gift the Councillor, employee or contractor must complete a Disclosure Form (**Appendix 3**). When completing the form, it is important to ensure you are providing accurate information. The following information is required to be included:

- the date of (and time, if available) on which the offer was made;
- the name of the recipient or group to whom the offer was made;
- position held at Council;
- the person and/or organisation offering the gift, benefit or hospitality;
- contact details of the person or organisation offering the gift;
- description of what was offered;
- business reason/circumstance gift was offered;
- the date of disclosure;
- face value or estimated retail value of gift;

- whether the gift is accepted or refused;
- date of approval or refusal;
- if accepted, who approved the acceptance;
- cumulative value of gifts offered by the individual or organisation within the last 12 months;
- form must be signed; and
- any comments or disclosure relevant to acceptance or refusal, the approval process, gift return or disposal.

Once the form is completed the gift receiver must forward the form to the appropriate person for approval – as per listing on the form. The gift is to remain the property of Council until approval is given.

Councillors should provide their completed form to the Mayoral and Councillor Support or Governance team to have the form processed.

Contractors should provide their completed form to their contract manager or supervisor to have the form processed.

Once finalised, the form should be tasked to the Governance Team via the Corporate Management System. The details provided in the approved form will then be added to the Gifts, Benefits and Hospitality Register.

6.2 Gift Register

The Gifts, Benefits and Hospitality Register will be maintained and updated by the Governance team regularly.

The Gifts, Benefits and Hospitality Register may be made available for public inspection upon request. However, consideration will be given to maintaining reasonable confidentiality in situations where public disclosure will prejudice a proposed development or proposed business venture, legal advice or legal proceedings.

7. Accountability and responsibility

Accountability and responsibility for this policy is outlined below.

7.1 Council

- Responsibility to ensure this Policy is consistent with Latrobe City Council Strategic Direction and other Council Policy
- Responsibility for the decision to approve this Policy by Council Resolution

7.2 Chief Executive Officer

- Overall responsibility for compliance with this policy
- Overall responsibility for enforcing accountability
- Overall responsibility for providing resources
- Overall responsibility for performance monitoring

7.3 General Manager

- Responsibility for compliance with this policy
- Responsibility for enforcing accountability
- Responsibility for providing resources
- Responsibility for performance monitoring

7.4 Manager

- Develop frameworks and procedures in compliance with this policy
- Enforce responsibilities to achieve compliance with frameworks and procedures
- Provide appropriate resources for the execution of the frameworks and procedures

7.5 Employees, Contractors and Volunteers

- Participate where required in the development of frameworks and procedures in compliance with this policy.
- Comply with frameworks and procedures developed to achieve compliance with this policy.

8. Evaluation and Review

8.1 Evaluation

Ongoing evaluation and regular reporting against the objectives as outlined in this policy will occur as follows:

- A report will be provided every 6 months to the Audit and Risk Committee to ensure that there is transparent reporting of accepted gifts, benefits and hospitality, and that there is no evidence of attempts to improperly influence the decisions or actions of Councillors, Council employees or Council contractors.
- Councillors and Council employees are able to request an extract of their own gift disclosures from the Gift Register via a written request to the Governance team via the egovernance@latrobe.vic.gov.au email address.

8.2 Review

This policy will be reviewed and updated at least once every four years, unless one of the following occurs first:

- Significant changes to legislation applicable to the subject matter of the policy; or
- Upon request of the Council or Chief Executive Officer.

Unless otherwise indicated, this policy will still remain applicable beyond the proposed review date until that review has been finalised by the Council.

8.3 Administrative Updates

It is recognised that from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter

this document, such a change may be made administratively.

Examples include updating to the latest style/template for policy, a change to the name of a Council department, a change to the name of an applicable responsible position, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact.

However, any change or update which materially alters this document must be by decision of Council.

9. Breaches

- Where an employee fails to comply with this policy, the issue shall be dealt with in accordance with Latrobe City Council's Employee Code of Conduct.
- Where a Councillor fails to comply with this policy, the issue shall be dealt with in accordance with the Councillor Code of Conduct and *Local Government Act 2020* requirements.
- Where a contractor fails to comply with this policy, the issue shall be dealt with in accordance with the agreement between Council and the contractor.

10. Definitions

Asset Register	The register of assets held or managed by Council. Significant gifts (with estimated value over \$1,000) accepted and retained by Council should be recorded on the asset register.
Audit & Risk Committee	The Committee appointed under the <i>Local Government Act 2020</i> by Council providing surety of the adequacy of the Council's risk management framework and integrity of management reporting.
Benefit	Includes preferential treatment, privileged access, favors or other advantage offered (e.g. invitation to sporting, cultural or social events; access to discounts and loyalty programs; promises of further contracts or a new job) to an individual. The value may be difficult to define in dollars, but as they are valued to the individual, they may be used to influence the individual's behavior.
Bribes	Money or other inducements given to individuals to corruptly influence the performance of their role.
Ceremonial Gifts	Official gifts provided as part of the culture and practices of communities and government, within Australia or internationally.

	<p>Ceremonial gifts are usually provided when conducting business with official delegates or representatives from another organisation or community.</p> <p>Ceremonial Gifts are the property of Latrobe City Council, irrespective of value, and but receipt should still be recorded on the Gifts Register.</p>
Civic Memorabilia	Items that hold historical, cultural, or ceremonial significance to the council and its community
Conflict(s) of Interest	<p>The <i>Local Government Act 2020</i> requires Councillors and officers to declare General or Material conflicts of interest.</p> <p>A conflict of interest is a conflict between a person's public duty to act in the best interest of the Council and their private interests (financial or non-financial). A conflict exists whether it is:</p> <ul style="list-style-type: none">• Real – it currently exists;• Potential – it may arise, given the circumstances; or• Perceived – members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the person's performance of their duty to the Council, now or in the future.
Gift(s)	Anything of monetary or other value that is offered by an external organisation or individual to a Councillor, Officer or contractor as a result of their role with Council. It includes free or discounted items or services, benefits or hospitality that exceeds common courtesy.
Gifts Declaration	The form used to declare reportable gifts. Information on the form is transferred to the gifts register.
Gift Disclosure Threshold	<p>A disclosable gift means any gift valued at or above \$500 or a higher prescribed amount that a relevant person received in the preceding five years if:</p> <ul style="list-style-type: none">• the relevant person was a Councillor, officer or member of a delegated committee at the time the gift was received, or• the gift was an election campaign donation. <p>If multiple gifts are received from a person, they must be treated as a single gift with an aggregate value.</p> <p>A gift includes any good or service (other than volunteer labour) that is provided for free or at an inadequate price. It includes a</p>

	payment or contribution at a fundraising function.
Gift, benefit and hospitality register	The register of gifts, benefits and hospitality declared. it records the date a gift was offered, information about the donor and recipient, the nature of the gift, its estimated value and how it was handled.
Hospitality	The friendly reception and treatment of guests, ranging from offers of light refreshment at a business meeting to restaurant meals and sponsored travel and accommodation.
Low Value	The estimated or actual value of \$30 Australian dollars or less.
Low Value Offer	An offer of a gift, benefit or hospitality where the reasonably estimated or actual value of the gift, benefit or hospitality is \$30 Australian dollars or less.
Value	The estimated or actual value of \$30 Australian dollars or more.

11. Related Documents

- [Model Councillor Code of Conduct](#)
- [Guidance on the Model Councillor Code of Conduct](#)
- Staff Code of Conduct
- Procurement Policy

12. Reference Documents

- *Local Government Act 2020*
- Local Government Victoria – [Fact sheet: Conflict of interest for councillors \(2024\)](#)
- Local Government Victoria – [Managing Personal Interests in Local Government \(2020\)](#)
- [Local Government Victoria – In the Public Interest – A conflict of interest guide for councillors, delegated committee members and council staff \(2020\)](#)
- IBAC - Local Government Integrity Frameworks review (2019)
- IBAC - State Government Integrity Frameworks Review (2019)

13. Appendices

- Appendix 1: Examples of Policy Application
- Appendix 2: Take the GIFT test
- Appendix 3: Gift Disclosure Form

Appendix 1: Examples of Policy Application

A manager attends a seminar related to their work duties. Latrobe City Council has paid a fee for the attendance. At the seminar, the manager is given a corporate satchel from the sponsor with an estimated value of \$25.00.

The estimated value of the corporate satchel equates to a low value gift so is not required to be reported. In addition, it was received as part of attending the seminar, for which a fee was paid, so is not considered a gift.

The same manager wins the door prize whilst at the seminar. The prize is valued at \$60.00.

Because the prize is not considered part of the fee paid for the seminar, it must be disclosed. Because the prize is valued at \$30.00 or above, the prize has been accepted on behalf of Latrobe City Council and the manager must seek permission from their General Manager.

A manager meets with a developer at a local restaurant at lunchtime. The developer offers to pay for the manager's lunch, which cost \$35.00. The manager declines the offer and pays for it themselves.

Even though the manager did not accept the offer of a gift of value, the manager must still disclose the hospitality.

Appendix 2: Take the GIFT Test

G	Giver	Who is providing the gift, benefit or hospitality and what is their relationship to me? Does my role require me to select contractors, award grants, regulate industries or determine government policies? Could the person or organisation benefit from a decision I make?
I	Influence	Are they seeking to gain an advantage or influence my decisions or actions? Has the gift, benefit or hospitality been offered to me publicly or privately? Is it a courtesy or a token of appreciation or valuable non-token offer? Does its timing coincide with a decision I am about to make?
F	Favour	Are they seeking a favour in return for the gift, benefit or hospitality? Has the gift, benefit or hospitality been offered honestly? Has the person or organisation made several offers over the last 12 months? Would accepting it create an obligation to return a favour?
T	Trust	Would accepting the gift, benefit or hospitality diminish public trust? How would the public view acceptance of this gift, benefit or hospitality? What would my colleagues, family, friends or associates think?

Appendix 3: Gift Disclosure Form (Single)



Gift Disclosure Form

In the first instance, all gifts, benefits and hospitality should be reported to your Manager.

Please refer to the Gifts, Benefits and Hospitality Policy for detail. Further information and advice may be obtained from the Governance team. The personal information requested on this form is being collected by Council for the purpose of compliance with the Gift, Benefit and Hospitality Policy and for inclusion in the Gift Register. The personal information will be used solely by Council for this purpose or directly related purposes or as required by other Laws. Please note that the Gifts Register is a publicly accessible document.

The following information is to be completed by the recipient/refuser of gift, benefit or hospitality.

This form must be approved and lodged to Governance within five (5) days of the offer of the reportable gift being made. Once completed, please send this form to the applicable approver (see approvals table).

Recipient/Refuser	Date Gift(s) offered:	Time:
	Councillor/Staff member or Contractor's Name:	
Offered from	Position:	Division:
	Name:	
	Organisation (if applicable):	
Description of gift/benefit/hospitality:	Address:	
Reason/circumstances gift/benefit/hospitality was offered:		
Business reason for accepting gift (if accepted refer to the policy for examples of acceptable reasons):	Estimate or face value of gift/benefit/hospitality:	
	Initial response to offer: Accepted: <input type="checkbox"/> Refused: <input type="checkbox"/>	
	First time offer <input type="checkbox"/> Retained by individual <input type="checkbox"/> Returned to Giver <input type="checkbox"/>	
All Gifts valued at \$30.00 and over MUST be declared	Transferred to organisation's ownership <input type="checkbox"/> Donate to Charity through Council <input type="checkbox"/>	
	Cumulative value of gifts offered by this individual or organisation within the last twelve months:	
Signature of Councillor/Staff Member or Contractor:	Date:	

Approvals table:

Gift offered to a Council contractor	to be approved by the Council Contract Supervisor
Gift offered to a member of staff	to be approved by their General Manager
Gift offered to a General Manager	to be approved by the CEO
Gift offered to a Councillor or the Mayor	to be declared to the CEO
Gift offered to the CEO	to be declared to the Mayor
All non-taken offers must be approved in accordance with the Gifts, Benefits and Hospitality Policy and remain the property of the Council until determined.	

Gift Disclosure Form Version 2025.01



Gift Disclosure Form

The following information is to be completed by the authorised delegate (if applicable).

In the event that the designated officer considers either the gift and/or the circumstances in which it is given to be inappropriate, and for some reason the gift cannot be returned, the Chief Executive Officer must decide on whether to retain the item as corporate property or a suitable method for its disposal. The decision of the Chief Executive Officer is to be recorded on this form.

Decision	Approved to be retained by individual	<input type="checkbox"/> or
	Gift to be Returned to Giver	<input type="checkbox"/> or
	Inappropriate gift/not approved	<input type="checkbox"/> or
	Transfer Gift to organisation's ownership	<input type="checkbox"/> or
	Noted (Declarations only)	<input type="checkbox"/> or
	Other (please specify in the comments section)	<input type="checkbox"/>
Comments including details of gift return (e.g. ECM number of letter sent) or registration details		
Name of Authorised Delegate (refer to approvals table).		Signature of Authorised Delegate:
Date		
<p>The below approval of the CEO is only required if the designated officer considers either the gift and/or the circumstances in which it is given to be inappropriate, and for some reason the gift cannot be returned. The Chief Executive Officer must decide on whether to retain the item as corporate property or what a suitable method for its disposal is.</p>		
CEO Decision	Gift to be retained by the organisation	<input type="checkbox"/> or
	Dispose of Gift	<input type="checkbox"/>
Please specify disposal requirements and any justification for decision		
Signature of CEO:		
Date		
<p>Once completed, this form with the signature/signatures is to be given to the Governance team for registering on the gifts register.</p>		
Governance Use Only	Gifts Register Updated: <input type="checkbox"/> Date:	
	ECM Document number:	

Appendix 3: Gift Disclosure Form (bulk)



Bulk Gift Disclosure Form

Please refer to the Gifts, Benefits and Hospitality Policy for detail. Further information and advice may be obtained from the Governance team. The following information is to be completed by the recipient/refuser of gift, benefit or hospitality. This form must be approved and approved by the General Manager within five days of the offer of the gifts being made. The personal information requested on this form is being collected by Council for the purpose of compliance with the Gift, Benefit and Hospitality Policy and for inclusion in the Gift Register. The personal information will be used solely by Council for this purpose or directly related purposes or as required by other Laws. Please note that the Gifts Register is a publicly accessible document.



Name of Recipient/Refuser who received the offer:		Position		Division		
All Gift valued over \$30.00 MUST be declared.						
Date and time of gift(s) offered	Offer or gift was made by (Name/Company/Address)	Description of Gift/Benefit/Hospitality	Face Value or estimated value	Reason/circumstances Gift/Benefit/Hospitality was offered	Business reason for accepting gift (if accepted refer to policy for examples of acceptable reasons)	Action Taken
						Initial response to offer: Accepted: <input type="checkbox"/> Refused: <input type="checkbox"/> First time offer <input type="checkbox"/> Retained by individual <input type="checkbox"/> Returned to Giver <input type="checkbox"/> Donate to Charity through Council <input type="checkbox"/> Transferred to organisation's ownership <input type="checkbox"/> Cumulative value of gifts offered by this individual within the last twelve months:
						Initial response to offer: Accepted: <input type="checkbox"/> Refused: <input type="checkbox"/> First time offer <input type="checkbox"/> Retained by individual <input type="checkbox"/> Returned to Giver <input type="checkbox"/> Donate to Charity through Council <input type="checkbox"/> Transferred to organisation's ownership <input type="checkbox"/> Cumulative value of gifts offered by this individual within the last twelve months:
						Initial response to offer: Accepted: <input type="checkbox"/> Refused: <input type="checkbox"/> First time offer <input type="checkbox"/> Retained by individual <input type="checkbox"/> Returned to Giver <input type="checkbox"/> Donate to Charity through Council <input type="checkbox"/> Transferred to organisation's ownership <input type="checkbox"/> Cumulative value of gifts offered by this individual within the last twelve months:



Bulk Gift Disclosure Form

Please refer to the Gifts, Benefits and Hospitality Policy for detail. Further information and advice may be obtained from the Governance team. The following information is to be completed by the recipient/refuser of gift, benefit or hospitality. This form must be approved and approved by the General Manager within five days of the offer of the gifts being made. The personal information requested on this form is being collected by Council for the purpose of compliance with the Gift, Benefit and Hospitality Policy and for inclusion in the Gift Register. The personal information will be used solely by Council for this purpose or directly related purposes or as required by other Laws. Please note that the Gifts Register is a publicly accessible document.

Date and time of gift(s) offered	Offer or gift was made by (Name/Company/Address)	Description of Gift/Benefit/Hospitality	Face Value or estimated value	Reason/circumstances Gift/Benefit/Hospitality was offered	Business reason for accepting gift (if accepted refer to policy for examples of acceptable reasons)	Action Taken
						Initial response to offer: Accepted: <input type="checkbox"/> Refused: <input type="checkbox"/> First time offer <input type="checkbox"/> Retained by individual <input type="checkbox"/> Returned to Giver <input type="checkbox"/> Donate to Charity through Council <input type="checkbox"/> Transferred to organisation's ownership <input type="checkbox"/> Cumulative value of gifts offered by this individual within the last twelve months:
						Initial response to offer: Accepted: <input type="checkbox"/> Refused: <input type="checkbox"/> First time offer <input type="checkbox"/> Retained by individual <input type="checkbox"/> Returned to Giver <input type="checkbox"/> Donate to Charity through Council <input type="checkbox"/> Transferred to organisation's ownership <input type="checkbox"/> Cumulative value of gifts offered by this individual within the last twelve months:
						Initial response to offer: Accepted: <input type="checkbox"/> Refused: <input type="checkbox"/> First time offer <input type="checkbox"/> Retained by individual <input type="checkbox"/> Returned to Giver <input type="checkbox"/> Donate to Charity through Council <input type="checkbox"/> Transferred to organisation's ownership <input type="checkbox"/> Cumulative value of gifts offered by this individual within the last twelve months:



Bulk Gift Disclosure Form

Please refer to the Gifts, Benefits and Hospitality Policy for detail. Further information and advice may be obtained from the Governance team. The following information is to be completed by the recipient/refuser of gift, benefit or hospitality. This form must be approved and approved by the General Manager within five days of the offer of the gifts being made. The personal information requested on this form is being collected by Council for the purpose of compliance with the Gift, Benefit and Hospitality Policy and for inclusion in the Gift Register. The personal information will be used solely by Council for this purpose or directly related purposes or as required by other Laws. Please note that the Gifts Register is a publicly accessible document.

Date and time of gift(s) offered	Offer or gift was made by (Name/Company/Address)	Description of Gift/Benefit/Hospitality	Face Value or estimated value	Reason/circumstances Gift/Benefit/Hospitality was offered	Business reason for accepting gift (if accepted refer to policy for examples of acceptable reasons)	Action Taken
						Initial response to offer: Accepted: <input type="checkbox"/> Refused: <input type="checkbox"/> First time offer <input type="checkbox"/> Retained by individual <input type="checkbox"/> Returned to Giver <input type="checkbox"/> Donated to Charity through Council <input type="checkbox"/> Transferred to organisation's ownership <input type="checkbox"/> Cumulative value of gifts offered by this individual within the last twelve months:
						Initial response to offer: Accepted: <input type="checkbox"/> Refused: <input type="checkbox"/> First time offer <input type="checkbox"/> Retained by individual <input type="checkbox"/> Returned to Giver <input type="checkbox"/> Donated to Charity through Council <input type="checkbox"/> Transferred to organisation's ownership <input type="checkbox"/> Cumulative value of gifts offered by this individual within the last twelve months:
Signature of Councillor/Staff Member or Contractor:						
Date						

The following information is to be completed by the authorised delegate. In the event that the designated officer considers either the gift and/or the circumstances in which it is given to be inappropriate, and for some reason the gift cannot be returned, the Chief Executive Officer must decide on whether to retain the item as corporate property or a suitable method for its disposal. The decision of the Chief Executive Officer is to be recorded on this form.

Gift offered to a Council contractor	to be approved by the Council Contract Supervisor
Gift offered to a member of staff	to be approved by their General Manager
Gift offered to a General Manager	to be approved by the CEO
Gift offered to a Councillor or the Mayor	to be declared to the CEO
Gift offered to the CEO	to be declared to the Mayor



Bulk Gift Disclosure Form

Please refer to the Gifts, Benefits and Hospitality Policy for detail. Further information and advice may be obtained from the Governance team. The following information is to be completed by the recipient/refuser of gift, benefit or hospitality. This form must be approved and approved by the General Manager within five days of the offer of the gifts being made. The personal information requested on this form is being collected by Council for the purpose of compliance with the Gift, Benefit and Hospitality Policy and for inclusion in the Gift Register. The personal information will be used solely by Council for this purpose or directly related purposes or as required by other Laws. Please note that the Gifts Register is a publicly accessible document.

Decision	Approved to be retained by individual <input type="checkbox"/> or Gift to be Returned to Giver <input type="checkbox"/> or Inappropriate gift/not approved <input type="checkbox"/> or Transfer Gift to organisation's ownership <input type="checkbox"/> or Noted (Declarations only) <input type="checkbox"/> or Other (please specify in the comments section) <input type="checkbox"/>	Comments including details of gift return (e.g. ECM number of letter sent) or registration details
Signature of Authorised Delegate (refer to approvals table):		
Print Name of Authorised Delegate		Date
The below approval of the CEO is only required if the designated officer considers either the gift and/or the circumstances in which it is given to be inappropriate, and for some reason the gift cannot be returned. The Chief Executive Officer must decide on whether to retain the item as corporate property or what a suitable method for its disposal is.		
CEO Decision	Gift to be retained by the organisation <input type="checkbox"/> or Dispose of Gift <input type="checkbox"/>	Please specify disposal requirements and any justification for decision
Signature of CEO:		Date

Once completed, this form with the original signature/signatures is to be given to the Governance team for registering on the gifts register.

Governance Use Only	Gifts Register Updated: <input type="checkbox"/> Date:	ECM Document Number:
----------------------------	--	----------------------