



DECLARATION MADE BY RECIPIENT OF A REPORTABLE GIFT OFFER

1. Date offered:

Offered to: [insert name and position title]

2. Offered by: Organisation or Individual Stakeholder

Name and title of person making offer:

Type of organisation: (e.g. supplier, prospective tenderer, industry stakeholder with commercial interest, not-for-profit stakeholder, etc.)

Reason gift was offered:

3. Description of gift:

4. Estimated value of gift: \$

First time offer OR **previous offer(s)** received from this source (individual or organisation) in the last 12 months

Estimated cumulative value of gifts offered by this source (individual or organisation) in the last 12 months: \$

Do you believe that the gift may be of cultural, historic or other significance? Yes No

The gift offer was: **declined** OR **accepted on behalf of the Authority**

5. Prohibited? Accepted or declined?

The gift offer was: declined OR accepted on behalf of the Authority

Comments (if any)

Signature of employee:

I confirm that the information I have provided is true and correct.

Name: _____

Title: _____

Signature: _____

Date: _____



OFFICE ONLY

Noted by 'responsible person' (as authorised delegate):

Noted I have noted the contents of the above declaration.

Name: _____

Title: _____

Signature: _____

Date: _____

Office use:

A. Gifts register: confirmation that the register has been updated.

B. Remedial action: any remedial action to be taken (e.g. letter to frequent offer or about policy requirements).

C. Accepted gifts: if the gift was accepted:

- (i) how the Authority will use or dispose of the gift in accordance with the policy and supporting procedures;
- (ii) if the gift (or its proceeds) are being donated, details of the organisation receiving the donation; and
- (iii) signature (dated) of the person(s) authorising these decisions, including their name and title/position no.

D. Assets register: confirmation that, if applicable, the assets register has been updated

GIFTS REGISTER UPDATED:

Updated

Signature: _____

Name: _____

Role: _____

Date: _____

RISK ASSESSMENT REMEDIAL ACTION:

Remedial action undertaken (list details):

- Identified in the Gift register
 -
 -
 -
 -
 -
-



Signature:

Name:

Role:

Date:

ACCEPTED GIFTS:

i) List how the Authority will use or dispose of the gift in accordance with the policy and supporting procedures below:

ii) if the gift (or its proceeds) are being donated, details of the organisation receiving the donation; and

iii) signature (dated) of the person(s) authorising these decisions:

Signature:

Name:

Role:

Date:
