



## GIFTS, BENEFITS & HOSPITALITY DECLARATION FORM

This form relates to the obligations of Council delegates in relation to declaring offers of gifts, benefits and hospitality as outlined in Part 6 of the Codes of Conduct.

Fields marked with an asterisk \* will be published on Council's website – Gifts and Benefit's Register.

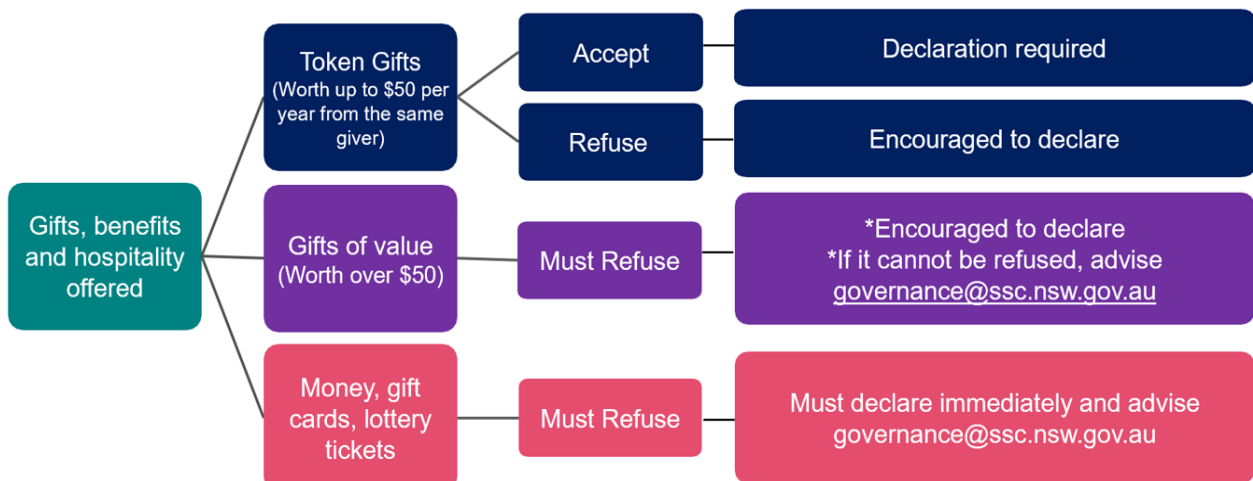
### Your obligations

- Complete this form within two weeks of receiving a gift or benefit
- Return your completed form to Governance via email [governance@ssc.nsw.gov.au](mailto:governance@ssc.nsw.gov.au)

You are encouraged to declare all offers of gifts, benefits or hospitality even when declined. All declarations are recorded in Council's Gifts and Benefits Register.

Individual to complete	
1. Date*	
2. Name/s of recipient*	
3. Reference Group / Working Party / Panel / Board*	
Details of the gift, benefit or hospitality offered	
4. Date offered*	
5. Describe the gift, benefit or hospitality offered*	
6. Estimated or actual value*	
7. Name of the person (giver) making the offer	
8. Name of the organisation making the offer* (if applicable)	

## PROCESS FOR DECLARING GIFTS, BENEFITS & HOSPITALITY





<b>Details of the giver</b>	
9. Position of person making the offer* (if applicable)	
10. Reason why the offer is being made?*	
11. Would accepting the offer create an actual, potential or perceived conflict of interest?* (Yes/No) <b>If yes, the offer must be declined</b>	
12. Was the offer accepted or refused? Accepted / Refused <b>If accepted, please detail why?*</b>	
13. If refused, what action was taken? <input type="checkbox"/> Gift was surrendered (to be returned to the Governance Team) <input type="checkbox"/> Returned the gift to the giver	
Signature	

<b>Authoriser (Relevant Senior Manager) to complete</b>	
1. Authorisers name*	
2. Position*	
3. Division*	
4. Directorate*	
Date:	Signature:
<b>Corporate Governance to review and include on register</b>	
1. Reviewed by (name)*	
2. Position*	
3. Date register updated*	
Date:	Signature:

All offers of gifts, benefits or hospitality are encouraged to be declared