

For use by all Ipswich City Council staff and councillors in accordance with the Gifts, Benefits and Hospitality Policy where an offer of gift or benefit:

- ☐ Has been declined and is required to be disclosed
- ☐ Has been received and is required to be surrendered
- ☐ Has been received and is intended to be retained
- ☐ Value is estimated to be more than \$100
- ☐ Item was received on behalf of Ipswich City Council
- ☐ Item is classified as 'NEVER TO BE ACCEPTED' under the Gifts, Benefits and Hospitality Policy

## EMPLOYEE'S DETAILS

Name	
Position	
Department/Branch	

## GIFT OR BENEFIT DETAILS

Gift or benefit received by	<input type="checkbox"/> Myself		
	<input type="checkbox"/> My relative/associate	Name	
		Relationship to self	
Gift or benefit received from (Name and address, plus organisation/ company and ABN (if not an individual))			
Description of gift or benefit			
Date/s gift or benefit received	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Estimated retail value inc GST <small>Note: intentionally under-valuing an item is an offence</small>			
Comments in relation to this disclosure <small>(i.e. why the gift or benefit was offered)</small>			

## SIGNATURES AND ACTION

**Note: Councillors/Senior Contract Employees – you may also have an obligation to record this in your Register of Interests**

I declare the above to be true and correct.

Name

Signature

Date

□□/□□/□□□□

Staff disclosure noted by the General Manager

Name

Signature

Date

□□/□□/□□□□

Noted by the Chief Executive Officer

Name

Signature

Date

□□/□□/□□□□

## ASSESSMENT BY CEO/MAYOR – GIFT TO BE DISPOSED AS FOLLOWS

- ☐ Retained by employee
- ☐ Retained within the Branch
- ☐ Transferred as a gift to the recognised charitable aid or non-profit organisation
- ☐ Returned to donor
- ☐ Disposed to Recycling Market
- ☐ Displayed in the Gift Cabinet in the Executive Branch
- ☐ Destruction

Comments

Outcome of assessment communicated to the employee

Date

□□/□□/□□□□