

CP105A – GIFTS AND BENEFITS REGISTER DECLARATION FORM

I, _____ (insert name) _____, declare that I was offered a gift or benefit as set out below.

Description of gift or benefit:

1. Did you accept the gift or benefit? Yes / No
 If you answered yes, go to question 2. If you answered no, go to question 3 as you must still complete this form.

2. If you accepted the gift or benefit, please state why you accepted the gift or benefit.
- refusal would have caused offence or embarrassment;
 - gift or benefit received in the course of duty AND relates to the work of Wentworth Shire Council;
 - gift or benefit is a token gift or benefit (refer to CP105b for examples of token gifts or benefits).

Please note: If the gift or benefit was a token gift or benefit you may retain the item however you must still complete this form. If the gift or benefit was more than a token gift or benefit, the item is the property of council and must be handed over to the Executive Assistant to the General Manager together with this completed form.

3. Please state the following details of the person who offered the gift or benefit:

Name of Person	
Contact Details For Person	

4. Please state the following details regarding the circumstances surrounding the offering and/or acceptance of the gift or benefit (the incident).

Date of Incident		Time of Incident	
Place of Incident			

Action taken by Management

- Used for the ultimate benefit of the public purse
- Donated to [name of charity]
- Auctioned and proceeds donated to [name of charity]

Signature of Supervisor or General Manager

Print Name