

Declaration of Gift Form

In accordance with Section 5.87C (2) of the *Local Government Act 1995*, the disclosure must be made within 10 days after receipt of the gift.

Gifts - Section 5.87 (Discretionary disclosures generally) | Section 5.87A. (Council members to disclose gifts) | Section 5.87B (CEOs to disclose gifts) | Section 5.62 (Closely associated persons) | Section 5.90A (Policy for attendance at events).

Name of person making disclosure	
Description of gift	
Name and address of person who made gift	
Date gift was received	
Estimated value of gift at time it was made	
Nature of relationship between person who made gift and person who received gift	
For a gift that is a travel contribution – description and date of travel	
For proposed dispersal, detail proposal to be approved	

Office Use Only:

For an **excluded gifts** (*attendance at concerts, conferences, functions, sporting events etc.*) approved in accordance with Council’s Policy for attendance at events (Section 5.90A of the Act), being: [Attendance at Events and Functions Policy](#) detailed on the City’s website.

Date/Reason for approval:

For dispersal of gifts:

(Please tick):

Approved Not approved Reason:

Chief Executive Officer/Delegate:

Date Received: _____ **Signature:** _____