

SECTION 355 COMMITTEE MEMBER GIFT/BENEFIT DECLARATION FORM

Complete if offered a Gift/Benefit - refer to Council's [Code of Conduct](#) for guidance. **Section 1 & 2:** To be completed by the Committee Member and returned to your Committee Coordinator. **Section 3:** To be completed by the Committee Coordinator, Manager of the Committee Coordinator and the Public Officer and returned to Governance for entering in the Gifts & Benefits Register. **If the form is not completed in full it will be returned.**

SECTION 1: DECLARER'S DETAILS			
Name & role			
Committee			
DECLARATION: I have read and understood Council's Code of Conduct in relation to gifts and benefits and agree that the action described below is in accordance with the Code. I understand that any action contrary to this policy may result in disciplinary proceedings in accordance with the Code of Conduct .			
Signature: _____		Date: _____	
SECTION 2: DETAILS OF GIFT OR BENEFIT OFFERED			
Name of person offering			Date offered
Company/Organisation	Relationship to you		
I was offered (You must tick one)	<input type="checkbox"/> Gift <input type="checkbox"/> Benefit <input type="checkbox"/> Cash <input type="checkbox"/> Cash-like	Description of gift / benefit	
Estimated retail value	\$ _____	Reason for offer	
Action taken in response (You must tick one)	<input type="checkbox"/> Accepted <input type="checkbox"/> Surrendered <input type="checkbox"/> Declined <input type="checkbox"/> Unable to decline		
Decision in response			
SECTION 3: ENDORSEMENT			
Committee Member Name			
Signature			Date
Committee Coordinator Name			
Signature			Date
Manager of Committee Coordinator's Name			
Signature			Date
Public Officer Name			
Signature			Date
SECTION 4: GOVERNANCE USE ONLY			
Entered into register	<input type="checkbox"/>	Form saved to TRIM	<input type="checkbox"/>

Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the [PPIP Act](#) and [IPPs](#), the [HRIP Act](#) and [HPPs](#), and any subordinate legislation. The information on this form is being collected for the purpose of complying Council's Code of Conduct concerning gifts and benefits. The information collected will be used for the purpose of outlining, related administrative functions, compliance and complaint handling, internal auditing, and in accordance with Council's [Privacy Management Plan](#) and [Privacy Statement](#). Council Officials are the recipients of your information and although the provision of it is voluntary, Council will not be able to assist you in complying with your Code of Conduct responsibilities if you do not. Your information may be disclosed to other recipients such as individuals or other government agencies when required by law. Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325. You may access, correct or update your personal information by visiting [Council's website](#), contacting Council's Privacy Contact Officer on 4993 4100 or by sending an email to council@cessnock.nsw.gov.au. If you want to know more about Council's obligations regarding your personal information or what rights you have, contact the [Information and Privacy Commission](#) or visit their website ipc.nsw.gov.au.