# Gift/benefit declaration

Use the following form to declare the receiving of a gift or benefit and its associated details. The form should be completed with the Reserve Manager/Chair. Attach any additional information if required.

In the instances that a Reserve Manager/Chair needs to declare the receiving of a gift or benefit, they should complete the form with another Crown land manager to ensure appropriate declaration of the gift or benefit.

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| Gift and/or Benefit Declaration [Reserve name, Reserve #] | |
| Name: | Position on board (if any): |
| Who presented the gift/benefit: *(individual and/or company)* | |
| Estimated value of gift/benefit: | Date presented: |
| Describe the gift benefit: | |
| Explain the reason for the gift/benefit: | |
| What do you intend to with the gift/benefit: *(tick as many as apply)* | |
| □ Keep the Gift/Benefit for myself | □ Share with other Crown reserve board members |
| □ I am not sure(I am seeking direction on what to do) | □Return the Gift/Benefit |
| □ Donate to the Crown reserve board to raffle for charity | □ Other: *(specify)* |
| Declaration:  *I am aware that I must exercise my responsibilities as a member of the aforementioned board in accordance with the Crown Reserve Code of Conduct for Crown land managers.*  *I will formally advise the aforementioned board and the Department of Industry, if required, of any significant change in the circumstances that affects the accuracy of this declaration and undertaking.*  *I hereby declare that the above details are correct to the best of my knowledge and I make this gift/benefit declaration in good faith.* | |
| Name: | |
| Signature:  *(Board member 1)* | Date: |
| Declaration:  *I hereby declare that I have received and appropriately noted this gift/benefit declaration, on behalf of the Crown reserve board* | |
| Name: | |
| Signature:  *(Board member 2)* | Date: |