

# EMPLOYEE DISCLOSURE OF GIFTS AND TRAVEL CONTRIBUTIONS INFORMATION SHEET

**Types of Gifts (Regulation 34B of the Local Government (Administration) Regulations 1996)**

Title	Valued at	Received from
Token Gift	Less than \$50	a person undertaking, seeking to undertake; or it is reasonable to believe is intending to undertake an activity involving local government discretion
Notifiable Gift	<ul style="list-style-type: none"> <li>• Between \$50 and \$300; or</li> <li>• One or two or more gifts received from the same person within a period of six (6) months that are in total worth between \$50 and \$300</li> </ul>	
Prohibited Gift	<ul style="list-style-type: none"> <li>• More than \$300</li> <li>• One or two or more gifts received from the same person within a period of six (6) months that are in total worth \$300 or more</li> </ul>	

**Are there any exclusions?**

- Gifts received through a will;
- Gifts from a relative (refer definition below); and
- Contributions to travel

Invitations to attend events/activities are not classified as gifts until the invitation is accepted.

Gifts or benefits given or received under an approved employee health and wellbeing program or reward and recognition program are not considered notifiable gifts. Prizes received from a game of chance such as lucky door prizes, business card draw or raffles are not considered gifts as the beneficiary is not known until the winner is drawn, and the transfer of property is by chance, rather than by a decision of the donor.

The following gifts are exempt from reporting as a notifiable gift however should still be declared as a gift if the value is or exceeds \$200:

- Gifts that must be disclosed under regulation 30B of the Local Government (Elections) Regulation 1997;
- Gifts from a statutory authority, government instrumentality or non-profit association for professional training; or
- A gift from WALGA, ALGA or Local Government Professionals (formerly LGMA);