APPENDIX E gift declaration and registration form

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| **PART 1 DECLARATION OF THE GIFT OFFERRED / RECEIVED** |
| A property gift with a value of $1 000 or more cannot be retained for personal use. For such a gift, the recipient needs only to complete Part 1 of this form and forward it to the approving officer to determine how the gift is to be dealt with. |
| Recipient’s Details |  |  |  |  |
| Name | Position | Level | Directorate/School Learning Area |
| Gift Details  |  |  |
| Description | Value |
| Offerer / Giver’s Details |  |  |
| Name(If it is a student, indicate ‘Student’. Name is not required) | Does the offerer/giver have any commercial relationship with the Department/school? Yes or no. If Yes, what is the nature of the relationship? |
| **PART 2 APPLICATION TO ACCEPT THE GIFT FOR PERSONAL USE** |
| Tick the appropriate box | Date Offered / Received  |
| I have been offered the Gift but have not accepted it yet. |  | I have received the gift. |  |  |
| I confirm that the details provided above are true and correct. I believe that the acceptance of the gift will not place the Department/school or myself under any obligation to the offerer/giver. I wish to seek approval to accept the gift for personal use.  |
| Recipient’s Signature |  | Date |  |
| **PART 3 APPROVAL AUTHORITY**To be completed by the appropriate approving officer (see gift policy for approval authority) |
| If the gift is accepted would it place the intended recipient in a position of actual, perceived or potential conflict of interest? (Yes or No)If yes, approval should not be given. If in doubt, seek advice from Professional Standards and Conduct. |  |
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|  |
| **Application to accept the gift for personal use is** (approved or not approved) |  |
|  (Give reason/s for the decision) :  |
|  |
| If approval is not given, indicate how the gift is to be dealt with: | Approving Officer’s Details: |
| 1. Returned / Declined prior to receipt
 |  | Name |  |
| 1. Retained for use by business unit / school
 |  | Position |  |
| 1. Donated (specify)
 |  | Signature |  |
| 1. Other (specify)
 |  | Date |  |

**Registration Procedures**

Central and regional offices: Scan the completed form and save it in TRIM Folder No: F12/0012717. Business unit must retain the original copy in accordance with the Department’s Records Management policy.

Schools: Forward the original completed form to the Manager Corporate Services for retention in the Gift Register. All relevant details must be recorded in the Summarised Register.

**FBT Assessment**

If the value is or greater than $300 and is approved to retain for personal use, email a copy of this form to Taxation Team Leader (BCS) at doetax@education.wa.edu.au for FBT assessment.