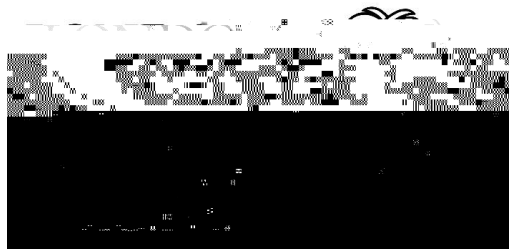
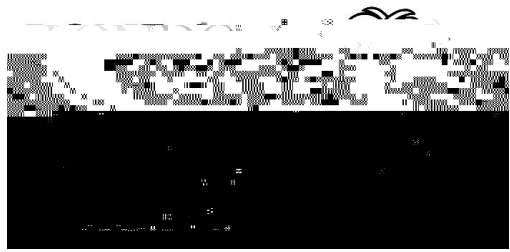


return the gift, but if refusal could be considered offensive, acceptance of the gift





Declaration

14. You should make your declaration prior to the receipt of the gift or hospitality where possible, or as soon as possible after the offer or receipt of gifts or hospitality (no later than 10 working days). All declarations will go to the manager you identify in the register for review.

15. You should consult the Secretary & Director of Resources & Planning or Finance Office for any further guidance required. In general terms, if you have any doubt about whether an item should or should not be declared, you are advised to declare it.

Monitoring

16. The register is an annual document and will be maintained on a financial year basis and will be reviewed by Audit Committee on an annual basis. It will be kept under review by the Secretary & Director of Resources & Planning and Finance Office with a minimum of monthly reviews.

17. Staff will be reminded periodically of their requirement to declare gifts and hospitality provided/accepted/declined in accordance with this guidance.