

1. Managing and monitoring gift disclosures

The *Gift Administration* screen contains a table listing all gift disclosures. From here, you can view gifts that are *Awaiting Submission* and those that have been *Submitted*. You can also generate fully configurable reports that allow you to analyse and produce information on disclosed gifts.

NOTE: The *Form 4 Gift Register* is located under the *Statutory Forms* icon.

Forms awaiting submission

From the Home screen, select *Forms* and then *Gifts Administration*. You will be taken to a table displaying gifts *Awaiting Submission*. This list identifies gifts that have been commenced by a user but have not yet been submitted.

To send a reminder about a gift disclosure that is awaiting submission, simply select the gift, select *Send a Reminder to Complete this form*. An email will be generated and sent to the user to remind them to complete the form and submit it.

From this screen you are also able to delete a gift created in error by selecting *Delete this Form*.

Submitted forms

Under the *Submitted Forms* tab, you can view all gift disclosures that have been submitted by users. To assist in managing the contents of this table, you can filter by date parameters, by selecting the *Custom Date Range* tab.

This table allows you to view all gifts received across the whole organisation and quickly identify any that have not been receipted by the person who has been allocated to receive these gift disclosures.

If you identify that a submitted gift has not yet been receipted/acknowledged, you can *Send a Reminder* to the person who receipts these gifts to remind them to respond by issuing a receipt for the disclosed gift.

By selecting a specific gift from the list, you can also view all information relating to the gift, as well as a complete *Form History*, which shows a full audit trail of where the gift has been sent. You can also *Download* a printable version of the form and/or delete the form completely.

Reports and Registers

Under the tab *Printable Report or Register*, you can create a summarised report or register of all submitted gifts.

For example, the *All-Gifts Register* contains all the gifts disclosed by elected members and all employees. This includes those gifts that are not required by the relevant legislation to be reported in either the *Employee Gifts Register* or the *Form 4 Register*.

The *All-Gifts Register* is designed to allow you to identify every (disclosed) gift your organisation has received, not just those appearing in the statutory registers.

1. Customise the printable report to suit your requirements, and then select *Preview Results*.
2. This will show you all the gifts that will appear on your report before you generate it. You can change the parameters by selecting *Go Back to the Report or Register Configuration*.
3. Once you are happy with it, select *Generate Printable Report or Register* and a pdf report will be generated.

Setting the employee prohibited gift 'threshold'

We have included settings to allow you to update Attain according to your *Employee Code of Conduct*. These settings affect all gift disclosures for the *Designated Employee*, *Authorised Officer* and *Employee* 'Roles'. To view these settings, go to *Forms > Form settings*.

It is important that any features you choose to activate or deactivate are relevant to the correct *Form type* and *Role*. In this case, to change the threshold amount the relevant forms are '*Gift disclosures*', followed by the corresponding employee role, *Designated Employee*, *Authorised Officer* or *Employee*.

The threshold amount is set by default at \$300 under the heading '*Employee prohibited gift value*'. You cannot increase this amount, but you can reduce it if your CEO has decided to lower the threshold amount.

If the threshold amount is lowered the new amount will need to be entered into each field next to the corresponding role

		Employees prohibited gift value
		<input type="text"/>
		<input type="text"/>
Gift Disclosures	Designated Employee	\$300.00
Gift Disclosures	Authorised Officer	\$300.00
Gift Disclosures	Employee	\$300.00

Employees declarable gift value

Providing a requirement that employees also disclose gifts NOT received from a person who is, or maybe seeking a local government discretion (other gifts), is dealt with under the heading '**Employee declarable gift value**'. This column provides the option to enter a value in these fields for each employee role. The outcome will be, if the value of the gift is over this amount, the gift must be reported. If you set this value to \$0 (nil) employees will be required to report all gifts received.

Employees cumulative gift period in months

The *Employee Code of Conduct Regulations* only deal with threshold gifts from gift givers who are, or maybe seeking a local government discretion. However, you may wish to set a reportable value for employees to disclose these 'other' gifts.

This setting allows you to specify the number of months to monitor the cumulative value of 'other' gifts from the same giver to employees. The default value is 12 months, and this only applies to gifts received from a person NOT seeking a local government discretion.

Employees declarable gift value	
•	
•	
Gift Disclosures	Designated Employee
Gift Disclosures	Authorised Officer
Gift Disclosures	Employee

2. Customisable form guidelines and Summary

The customisable form guidelines and summary are designed to inform a user of policies and processes that are applicable to a form and can include key instructions on how to complete the form.

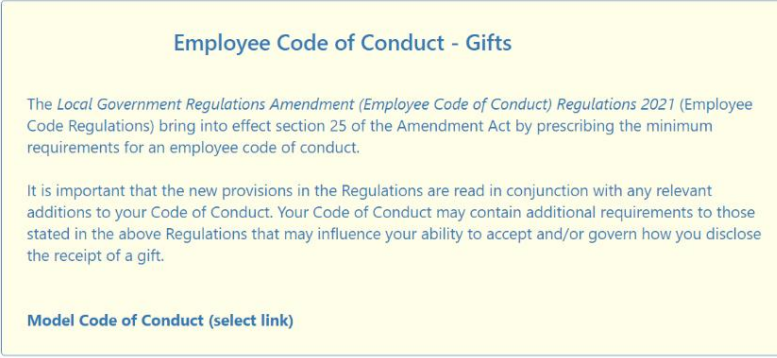
From the Home screen select Forms>Form settings followed by the tab at the top of the screen *Customisable form guidelines* or *Customisable form summary*.

When added, the *customisable form guidelines* will always appear as a highlighted section on the first page of a form.

A *customisable form summary* will always appear at the bottom of the form summary when a user is about to submit a gift.

These are great tools for adding links to a *Code of Conduct* or policies affecting the form and can be updated as often as required.

Gift Disclosures (Authorised Officers)



The screenshot shows a yellow-bordered box with the title "Employee Code of Conduct - Gifts" in blue. Below the title, there is a paragraph of text: "The Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 (Employee Code Regulations) bring into effect section 25 of the Amendment Act by prescribing the minimum requirements for an employee code of conduct." This is followed by another paragraph: "It is important that the new provisions in the Regulations are read in conjunction with any relevant additions to your Code of Conduct. Your Code of Conduct may contain additional requirements to those stated in the above Regulations that may influence your ability to accept and/or govern how you disclose the receipt of a gift." At the bottom of the box, there is a link: "Model Code of Conduct (select link)". Below the box, there are three buttons: "Edit", "Delete", and "Go back".

For example, after selecting *Gift disclosures - Authorised Officers* from the list you are presented with the option to create a relevant message.

Employee gift register

Attain includes an *Employee gift register* to meet the requirements of the regulations to maintain a gift register to record and manage gift declarations where an employee is permitted to receive a gift. This register can be found at *Forms > Statutory and administrative registers* and will report on all gifts submitted by employees.

What are the default settings?

The default settings will meet the following requirements in respect of employees declaring a gift.

For gifts from a person seeking a local government discretion:

- The prohibited gift threshold is \$300.
- The cumulative value of gifts received from the same giver are calculated over a 12-month period.

For gifts from a person NOT seeking a local government discretion:

- Gifts of a value of \$0 or more should be declared and added to the *Employee Gifts Register*.
- The cumulative value of gifts received from the same giver are calculated over a 12-month period.

The only time the new settings will need to be changed will be to meet different requirements that may be prescribed by your *Code of Conduct*.

How these settings will affect users

When declaring a gift, users will be automatically presented with information on the status of a gift and their obligations according to the requirements in relation to the acceptance of gifts and disclosure. The following gives an outline of the information.

For gifts from a person seeking a local government discretion:

- For gifts under the prohibited gift threshold users will be advised that the gift will be recorded in the *Employee Gifts Register*.
- For gifts on or over the prohibited gift threshold users will be advised that the gift cannot be accepted.

For gifts from a person NOT seeking a local government discretion:

- For gifts under the declarable gift value (as calculated over the cumulative gift period) users will be advised that they are not required to declare the gift, but it is recommended that they should be declared and recorded in the *Employee Gifts Register*.
- For gifts on or over the declarable gift value (as calculated over the cumulative gift period) users will be advised that they are required to declare the gift and it will be recorded in the *Employee Gifts Register*.