Model Gifts, Benefits and Hospitality Declaration

**<organisation name and logo>**

This declaration form supports the <organisation’s> Gifts, Benefits and Hospitality Policy. Employees must declare all non-token offers of gifts, benefits and hospitality (whether accepted or declined) and seek written approval from their manager or organisational delegate to accept any non-token offer.

Fields marked in green will be published on the organisation’s public register.

| **Individual to complete** | | |
| --- | --- | --- |
| 1. Declaration date |  | |
| 1. Name (recipient) |  | |
| 1. Position (e.g. Director) |  | |
| 1. Unit / Division (e.g. Safety & Culture)   Published only if the offer is accepted |  | |
| ***Details of the gift, benefit or hospitality*** | | |
| 1. Date offered | |  |
| 1. Describe the gift, benefit or hospitality offered | |  |
| 1. Estimated or actual value | |  |
| 1. Name of person (donor) making the offer | |  |
| 1. Position of person making the offer   Published only if the offer is accepted | |  |
| 1. Name of organisation making the offer   Published only if the offer is accepted | |  |
| 1. Type of organisation; for example: 2. sporting organisation; 3. conference organisation; or 4. lobbying firm   Published instead of name of organisation for declined offers | |  |
| 1. Is the person or organisation making the offer a business associate of the organisation (Yes / No)? | |  |
| 1. **If yes**, describe the relationship between them and the organisation   **If no**, describe the relationship between you and the person or organisation making the offer; for example, a personal relationship | |  |
| 1. Why is the offer being made? | |  |
| 1. Would accepting the offer create an actual, potential or perceived conflict of interest (Yes / No)?   **If yes**, then the offer must be declined in accordance with the minimum accountabilities | |  |
| 1. Would accepting the offer bring you, the organisation or the public sector into disrepute (Yes / No)?   **If yes**, then the offer must be declined in accordance with the minimum accountabilities | |  |
| 1. Is there a legitimate business benefit to the organisation, public sector or State for accepting the offer? (Yes / No)   For example:   1. Was it offered during the course of your official duties? 2. Does it relate to your official responsibilities? 3. Does it have a benefit to the organisation, public sector or State?   **If no,** then the offer must be declined  **If yes,** then the business benefit must be detailed, in accordance with the minimum accountabilities | |  |
| 1. Is the offer an official or ceremonial gift provided when conducting business with official delegates or representatives from: 2. another organisation; 3. the community; or 4. a foreign government? (Yes / No)   **If yes**, please provide details | |  |
| 1. I accepted the offer **YES / NO**   Please circle answer | | Signature  Date |

| **Manager or organisational delegate to complete** | |
| --- | --- |
| 1. Name |  |
| 1. Position (e.g. Director) |  |
| 1. Unit / Division (e.g. Safety & Culture) |  |
| 1. Relationship to employee |  |
| ***Complete if individual declined offer*** | |
| 1. I have reviewed this declaration form and submitted it for inclusion on the organisation’s gifts, benefits and hospitality register | Signature:  Date*:* |
| ***Complete if individual accepted offer*** | |
| 1. I have reviewed this declaration form and, confirm that, to my knowledge, accepting this offer: 2. does not raise an actual, potential or perceived conflict of interest for the individual or myself; **and** 3. will not bring the individual, myself, the organisation or the public sector into disrepute; **and** 4. will provide a clear business benefit to the organisation, the public sector or the State | Signature:  Date: |
| 1. Record the decision about ownership of the gift; for example did the employee: 2. retain the gift; 3. accept an official or ceremonial gift on behalf of the organisation 4. transfer ownership of the gift to the organisation; 5. return the gift to the donor; or 6. donate the gift to charity? |  |