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 | SignatureDate |

| **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?
 |  |