Gifts, Benefits and Hospitality Declaration Form

This declaration form supports Respect Victoria’s Gifts, Benefits and Hospitality (GBH) Policy. Directors and employees must declare all non-token[[1]](#footnote-1) offers of gifts, benefits and hospitality (whether accepted or declined) using this form and seek written prior approval from their manager or organisational delegate to accept any non-token offer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Individual to complete** | | | | |
| **Name** |  | | **Declaration date** |  |
| **Position title** |  | | **Contact number** |  |
| **Organisation** |  | | | |
| **Details of the gift, benefit or hospitality** | | | | |
| 1. Date offered | |  | | |
| 1. Describe the gift, benefit or hospitality offered | |  | | |
| 1. Estimated or actual value | |  | | |
| 1. Offered by (name of individual/organisation making the offer) | |  | | |
| 1. Is the person or entity making the offer a business associate of the organisation (Y/N)?   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.  **NOTE: There are stricter rules when accepting GBH offers from government suppliers and vendors. Please refer to the Quick Guide Flowchart in the GBH Policy for guidance.** | |  | | |
| 1. Reason for making the offer | |  | | |
| 1. Would accepting the offer: 2. create an actual potential or perceived conflict of interest exist (Y/N); or 3. bring you, the organisation or the public sector into disrepute (Y/N)?   (If either is answered YES, then the offer must be declined in accordance with the minimum accountabilities) | | Detail of conflict of interest: | | |
| 1. Is there a legitimate business benefit to the organisation, public sector or State for accepting the offer, i.e. does it meet the following: 2. it was offered during the course of your official duties (Y/N); and 3. it relates to your official responsibilities (Y/N); and 4. it has a benefit to the organisation, public sector or State (Y/N).   (If NO then offer must be declined, and if YES then the business benefit must be detailed, in accordance with the minimum accountabilities). | | Detail of business benefit: | | |
| 1. I accepted the offer | | **YES / NO** | | |
| 1. Signature | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line manager2 to complete**  ***(prior to the GBH offer being accepted or declined; declined GBH offers under $50 do not require to be declared)*** | | | | |
| **Name** |  | | **Review date** |  |
| **Position title** |  | | **Contact number** |  |
| **Organisation** |  | | | |
| **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. Detail decision regarding ownership of tangible offers (e.g. specify whether employee retained gift; transferred to organisation’s ownership; returned to offeror; donated to charity etc.) | |  | | |
| Completed form to be submitted to [secretariat@respectvictoria.vic.gov.au](mailto:secretariat@respectvictoria.vic.gov.au) for inclusion on Respect Victoria’s Gifts, Benefits and Hospitality Register. | | | | |

1. Non-token is a gift of value or estimated value of AUD50 or more [↑](#footnote-ref-1)