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.

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| **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
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| **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.)
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| Completed form to be submitted to 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)