Sample gifts, benefits and hospitality declaration form

This declaration supports the [Name of public authority]’s Gifts, Benefits and Hospitality Policy.

|  |  |  |  |
| --- | --- | --- | --- |
| Officer to complete | | | |
| **Officer details** | | | |
| Surname | [Surname] | First name | [First name] |
| Position title | [Position title] | Division/unit | [Division/unit] |
| **Description of offer** | | | |
| Date of offer | | [Date of offer] | |
| Date gift, benefit or hospitality **will be accepted** (if declaring before occurrence) | | [Date to be provided] | |
| Description of offer | | [Description] | |
| Estimated or actual value (attach any information that confirms value) | | [Value] | |
| **Description of person/organisation making/made offer** | | | |
| Name of person/organisation making/made offer | | [Name of person/organisation] | |
| Position of person making/made offer  (if known and applicable) | | [Position of person who offered] | |
| Nature of your authority’s relationship with person/organisation making/made offer | | Client/customer  Member of public  Supplier/contractor  Other (describe) | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Officer assessment** | | | | |
| Why is offer being made/has been made? | | [Reason for offer] | | |
| Could accepting offer create an actual, potential or perceived conflict of interest[[1]](#footnote-1)?  For example, are you/your authority about to make a decision on the person/organisation that could lead to a favourable outcome for them? | | Yes If yes, ensure decision reflects appropriate management strategy, and consider if conflict of interest declaration is also required.  No  Unsure | | |
| Does accepting an **offer of hospitality** have a link or obvious benefit to either the authority or government priorities or objectives? | | Yes  No  Unsure | | |
| Have any previous offers been made to you/your business area by the same person/organisation in the last 12 months? | | Yes  No  Unsure | | |
| Have you already accepted/declined the offer? | | Yes  No  Date accepted/declined: [Date to be provided] | | |
| Do you want to accept the offer?  If **yes**, why? | | Yes  No  [Reasons to accept offer] | | |
| **Officer declaration** | | | | |
| I declare the information I am providing in this declaration is true and accurate to the best of my knowledge. | | | | |
| Signature |  | | Date | [Enter date] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Approving officer to complete | | | | | | |
| **Approving officer details** | | | | | | |
| Surname | | [Approving officer surname] | First name | [Approving officer first name] | | |
| Position title | | [Approving officer position] | Division/unit | [Approving officer division/unit] | | |
| Relationship to officer | | | [Relationship to officer] | | | |
| I have reviewed the information provided and recommend the following action:  Offer be declined  Gift or benefit be returned to person/organisation  Gift or benefit be retained by officer  Gift or benefit be retained by authority  Gift or benefit be disposed of by authority (e.g. donated to charity)  Hospitality be accepted  Other (detail) | | | | | | |
| I confirm that to the best of my knowledge the offer or its acceptance:  will not create/has not created an actual, potential or perceived conflict of interest  where **hospitality** is accepted, it has a link or obvious benefit to either the authority or government priorities and objectives; and creates no actual, potential or perceived conflict of interest. | | | | | | |
| Approved value (if applicable): [Value]  I have submitted this declaration for inclusion on the gifts, benefits and hospitality register. | | | | | | |
| Signature |  | | | | Date | [Enter date] |

**END FORM**

1. **Actual conflict of interest** is where a public officer’s personal interests and their public duty conflict. These are happening now and require management.

   **Potential conflict of interest** is where a public officer’s personal interests and their public duty are likely to conflict sometime in the future.

   **Perceived conflict of interest** is where a third party could form the view that personal interests could improperly influence a public officer’s decisions or actions now or in the future. [↑](#footnote-ref-1)