Sample gifts, benefits and hospitality declaration form

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

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| 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) |

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| **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? | [ ]  YesIf 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 [ ]  NoDate 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] |

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| 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)