
Gifts Declaration Form - Individual to complete this section for Gifts, etc if the value is more than \$50

Declaration date

Name

Position

Details of the gift, benefit, prize or hospitality

Date offered

Describe the gift, benefit, prize or hospitality offered

Estimated or actual value \$

Offered by

(Name of individual/organisation making the offer)

Is the person or entity making the offer a business associate of the organisation? Yes / No

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.

Reason for making the offer

Would accepting the offer:

- bring you, the organisation or the public sector into disrepute? (Y/N)
- Could it be perceived by others to be able to influence your thinking or the actions or Skills Insight? (Y/N)

Detail of conflict of interest:

If either answer above is YES, then the offer must be declined in accordance with the minimum accountabilities.

Please describe the benefit to the organisation, public sector of State for accepting the offer.	Detail of business benefit:
I accepted the offer: Yes / No	Signature:
Date:	

Gifts Declaration Form - Manager to complete this section

Name
Position

Complete if individual **declined offer**

I have reviewed this declaration form and submitted it for inclusion on the organisation's gifts, benefits, prizes and hospitality register.	Date:
	Signature:

Complete if individual **accepted offer**

I have reviewed this declaration form and, confirm that to my knowledge, accepting this offer:	Date:
	Signature:
<ul style="list-style-type: none"> • does not raise an actual, potential or perceived conflict of interest for the individual or myself; and • will not bring the individual, myself, the organisation or the public sector into disrepute; and • will provide a clear business benefit to the organisation, the public sector or the state. 	

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.)
