

Gift, Benefit or Hospitality Acceptance and or Declaration Form

Use this form to:

- Declare offers, request acceptance, or surrender to the agency gifts, benefits or hospitality.
- Declare low-risk gifts, benefits or hospitality if the total value from a single person/organisation reaches \$100 or you have been offered 3 or more from a single person/organisation in a 12-month period.

Never accept money, or a money equivalent.

Obtain delegate approval **before** accepting.

Your details

Name	
Position title	
Work/Business Unit	
Employment Status¹	

Gift, Benefit or Hospitality details

Description

What has been offered? If declaring token mementos or modest refreshments provide a break-down of what has been received in the annual period.

Date of offer	
Value²	\$
Is the gift in your possession?	<input type="checkbox"/> No, offer made but has not yet been received <input type="checkbox"/> Yes, unable to be declined or returned

¹ For example, permanent, fixed-term, contractor, volunteer etc.

² The highest of the cost to giver, retail or replacement cost, or the value to the recipient.

Provider details

Name, role, organisation	
Relationship to you and/or the agency	<input type="checkbox"/> Client/customer <input type="checkbox"/> Member of public <input type="checkbox"/> Supplier/contractor <input type="checkbox"/> Other
Have any previous offers been made to you or your work area by the same provider in the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure

Circumstances

Describe how the offer was made and why (for example, was it made publicly? Were there conditions attached to the offer? Are they seeking to gain an advantage?).

Would acceptance create an actual or perceived conflict of interest?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Requested action

- ☐ I have already declined/returned – completing form for disclosure purposes only.
- ☐ I have already disposed (explanation below) – completing for disclosure purposes only.

- ☐ I accepted the gift, benefit or hospitality on behalf of the agency, or I am surrendering the gift, benefit or hospitality to the agency.
- ☐ I want to accept the offer, and I declare that:
 - I have carefully considered the offer and determined it to be aligned with the expectations and principles of the Gift, Benefit and Hospitality Policy, the Agency and the Tasmanian community generally.
 - I did not solicit the offer.

Reason

What benefit will be achieved by acceptance?

- ☐ Builds goodwill or positive community relationships
- ☐ Maintains stakeholder relationship(s)
- ☐ Encourages/enhances professional networks
- ☐ Professional development/training
- ☐ Acceptance avoided causing offence
- ☐ Other:

Explanation

Explain how the above benefit will be achieved.

State Service Officer sign off

Signature	
Date	

This section is to be completed by the State Service Officer's Manager (if applicable)

Manager determination

- ☐ I support the State Service Officer's requested action (complete form and forward to delegate)
- ☐ I do not support the State Service Officer's requested action (provide instruction below and return the form to officer)

Reasons for support *or* instruction back to officer if not supported.

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If acceptance is supported, explain the reason why the agency is not paying for the gift, benefit or hospitality.

Manager name and position	
Manager signature	
Date	

This section is to be completed by the Head of Agency or delegate

Delegate determination

- ☐ Do not approve acceptance, offer should be declined
- ☐ Do not approved acceptance, gift, benefit or hospitality should be disposed of
- ☐ Note that it has already been declined/returned
- ☐ Approve acceptance on behalf of agency
- ☐ Approve acceptance by State Service Officer

Reason for decision

Action to be taken

In making this determination, I have considered:

- Information provided in this declaration form.
- The requirements of the Policy, such as conflict of interest and the 'thanks is enough' principle.
- Whether there is demonstrable benefit to the public.
- The GBH accepted is proportional to the benefit being obtained and not unnecessarily extravagant or luxurious.
- Whether it would be more appropriate for the Agency to meet the cost.
- The relationship between the gift giver and the intended recipient.
- The intent of the offer.
- How the offer may be perceived by the public.

Delegate name and position	
Delegate signature	
Date	