Acceptance of Gift, Benefit or Hospitality

declaration form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ☐ | Gift | ☐ | Benefit | ☐ | Hospitality | ☐ | Other *(specify)*  |  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name |  | Branch / Division |  |
| Date of offer of gift / benefit / hospitality |  **/** **/**  |
| Gift / benefit / hospitality provided by *(name, role, organisation)* |  |
| Description of gift / benefit / hospitality offer |  |
| Value of gift / benefit / hospitality ($) |  |
| Signature of Employee |  | Date |  **/** **/**  |

|  |
| --- |
| *Reason offer accepted (select applicable):* |
| ☐  | Builds goodwill | ☐  | Delivers responsive government |
| ☐  | Maintains stakeholder relationship(s) | ☐  | Encourages and enhances professional networks |
| ☐  | Transferred to Agency for public presentation | ☐  | Professional development / training |
| ☐  | Other *(specify)* |  |
|  |  |

|  |  |
| --- | --- |
| **Approved by Branch Head** |  |
| Signature |  | Date |  **/** **/**  |
| **Approved by Head of Agency / Delegate** |  |
| Signature |  | Date |  **/** **/**  |
| Comments |  |