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 |  | | |