

Gifts, Benefits and Hospitality Declaration Form



This declaration form supports CFA's *Gifts, Benefits and Hospitality Policy*. Employees must declare all offers of gifts, benefits and hospitality (whether accepted or declined). All offers of non-token gifts must be declined. Employees must seek written approval from their manager to accept any offer.

Individual to complete	
1. Declaration date	
2. Name, position and unit/division	
<i>Details of the gift, benefit or hospitality</i>	
3. Date offered	
4. Describe the gift, benefit or hospitality offered	
5. Estimated or actual value	
6. Offered by (name of individual and organisation making the offer)	
7. Is the person or entity making the offer a business associate of the organisation (Y/N)? (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)	
8. I accepted the offer YES / NO	Signature: Date:
<i>Individual to complete if offer accepted (point 10 to be completed if declined offer raises a conflict of interest)</i>	
9. Reason for making the offer (Please provide sufficient detail, comments such as "networking" or "relationship building" are not adequate)	
10. Would accepting the offer: a) create an actual potential or perceived conflict of interest exist (Y/N); or b) bring you, the organisation or the public sector into disrepute (Y/N)? (If either is answered YES, then the offer must be declined in accordance with the minimum accountabilities)	Detail of conflict of interest:

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<p>11. Is there a legitimate business benefit to the organisation, public sector or State for accepting the offer, does it meet the following:</p> <ul style="list-style-type: none"> a) it was offered during the course of the your official duties (Y/N); and b) it relates to your official responsibilities (Y/N); and c) it has a benefit to the organisation, public sector or State (Y/N). <p>(If NO then offer must be declined, and if YES then the business benefit must be detailed, in accordance with the minimum accountabilities)</p>	<p><i>Detail of business benefit:</i></p>
<p>Manager to complete</p>	
<p>1. Name, position and unit/division</p>	
<p>2. Relationship to employee</p>	
<p>Complete if individual declined offer</p>	
<p>3. I have reviewed this declaration form and submitted it for inclusion on the organisation's gifts, benefits and hospitality register.</p>	<p><i>Signature:</i></p> <p><i>Date:</i></p>
<p>Complete if individual accepted offer</p>	
<p>4. I have reviewed this declaration form and, confirm that, to my knowledge, accepting this offer:</p> <ul style="list-style-type: none"> a) does not raise an actual, potential or perceived conflict of interest for the individual or myself; and b) will not bring the individual, myself, the organisation or the public sector into disrepute; and <p>will provide a clear business benefit to the organisation, the public sector or the State.</p>	<p><i>Signature:</i></p> <p><i>Date:</i></p>
<p>5. 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.)</p>	
<p><i>Completed form to be sent to gifts@cfa.vic.gov.au for inclusion on CFA's Gifts, Benefits and Hospitality Register</i></p> <p><i>Please attach any supporting documentation</i></p>	