Appendix B

Gifts, Benefits and Hospitality Declaration Form

This declaration form supports the DPC’s Gifts, Benefits and Hospitality Policy. Employees must declare all non-token offers (valued at $50 and above) of gifts, benefits and hospitality (whether accepted or declined) using this form and seek written prior approval from their manager or organisational delegate to accept any non-token offer. Note, all **official gifts** (valued at $50 and above) must be declared. Official gifts that are declined, regardless of the monetary value, are **not** required to be declared.

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| **Individual to complete** | | | | |
| **Name** |  | | **Declaration date** |  |
| **Position title** |  | | **Contact number** |  |
| **Branch** |  | | **Division** |  |
| **Details of the gift, benefit or hospitality** | | | | |
| 1. Date offered | |  | | |
| 1. Describe the gift, benefit or hospitality offered   **NOTE: Please contact** [Gifts@dpc.vic.gov.au](mailto:Gifts@dpc.vic.gov.au) **if you have been offered accommodation or airfares to determine if these offers can be accepted.** | |  | | |
| 1. Was this an Official or ceremonial gift to the value of $50 and above?   YES/NO   1. Who has ownership of the Official gift? 2. If employee, has written managerial approval been given? | |  | | |
| 1. Estimated or actual value | |  | | |
| 1. Offered by (name of individual/organisation making the offer) | |  | | |
| 1. 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.   **NOTE: There are stricter rules when accepting GBH offers from government suppliers and vendors. Please refer to the GBH Decision Tree for guidance in the GBH Policy and Procedure on the DPC intranet. Note, this response will be published on the DPC website at the end of each financial year.** | |  | | |
| 1. Reason for making the offer | |  | | |
| 1. Would accepting the offer: 2. create an actual potential or perceived conflict of interest exist (Y/N); or 3. 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:** | | |
| 1. Is there a legitimate business benefit to the organisation, public sector or State for accepting the offer, i.e., does it meet the following: 2. it was offered during the course of your official duties (Y/N); and 3. it relates to your official responsibilities (Y/N); and 4. it has a benefit to the organisation, public sector or State (Y/N).   (If NO then the offer must be declined, and if YES then the business benefit must be detailed, in accordance with the minimum accountabilities).  **NOTE: From 1 July 2024, in accordance with the new VPSC minimum accountabilities, the “Business Reason” you provide for accepting an offer will be included in the GBH Register and published on the DPC website each financial year. See further guidance on how to respond in the next column.** | | **Detail of business benefit:** (Keep your response clear and concise. Do not exceed 60 words as this response will be published on the DPC website at the end of each financial year. “Networking opportunity” or “Stakeholder engagement” are not valid responses. Refer to the DPC GBH Policy on the DPC intranet for further guidance): | | |
| 1. I accepted the offer | | **YES / NO** | | |
| 1. Signature | |  | | |

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| **Manager to complete (prior to the GBH offer being accepted)** | | | | |
| **Name** |  | | **Declaration date** |  |
| **Position title** |  | | **Contact number** |  |
| **Branch** |  | | **Division** |  |
| **Complete if individual declined offer** | | | | |
| DECLINED GBH Offers need to be Declared but **do not** require Manager’s Approval. **(Note: all official gifts (valued at $50 and above) must be declared. Official gifts that are declined, regardless of the monetary value, are not required to be declared).** | | | | |
| **Complete if individual accepted offer** | | | | |
| 1. I have reviewed this declaration form and, confirm that, to my knowledge, accepting this offer: 2. does not raise an actual, potential or perceived conflict of interest for the individual or myself; **and** 3. will not bring the individual, myself, the organisation or the public sector into disrepute; **and** 4. will provide a clear business benefit to the organisation, the public sector or the State. | | Signature:  Date: | | |
| 1. Detail decision regarding ownership of tangible offers (e.g., specify whether employee retained gift; transferred to organisation’s ownership; returned to donor; donated to charity etc.) | |  | | |
| Completed forms to be submitted to [Gifts@dpc.vic.gov.au](mailto:Gifts@dpc.vic.gov.au) for inclusion on DPC’s Gifts, Benefits and Hospitality Register. | | | | |