

**DECLARATION OF GIFTS AND BENEFITS GIVEN USING PUBLIC RESOURCES**

**Department of Education**

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| **Details of gift or benefit given (including hospitality and other intangible benefits)** | | | |
| **Email approved declarations to** [GiftsBenefitsReporting.Finance@qed.qld.gov.au](mailto:GiftsBenefitsReporting.Finance@qed.qld.gov.au). | | | |
| Name of recipient | *Note: For gifts purchased using private funds (i.e. gifts between employees), please complete a gifts received declaration form.* | | |
| Name of person/s giving gift or benefit |  | | |
| Position |  | | |
| Division/Branch/School |  | | |
| Details of gift or benefit |  | | |
| Estimated value | $ | Date given or to be given | / /20 |
| Benefit of giving | *Please provide sufficient information to establish that the conditions for giving a gift or benefit (see next page) are satisfied.* | | |

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| **Certification by gift or benefit giver (Please tick one option.)** | | | |
| I certify that the gift or benefit given is in accordance with the department’s [Gifts and benefits procedure](https://ppr.qed.qld.gov.au/pp/gifts-and-benefits-procedure) and the [Code of Conduct](https://www.forgov.qld.gov.au/code-conduct-queensland-public-service). | | | |
| Signature |  | Date |  |

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| **Approval by financial delegate** | | |
| I certify that   * **1a)** I am the holder of a tier 1 – 5 financial delegation **and**   **1b)** I am the supervisor, or holder of a higher tier financial delegation, than the gift giver.   * the gift or benefit given is in accordance with the department’s Gifts and benefits procedure and the Code of Conduct, and * the value and description of the gift or benefit appear reasonable and accruate, and | | |
|  | I approve this declaration; or | |
|  | I do not approve this declaration. | |
| Name | |  |
| Position | |  |
| Comments | |  |
| Signature | |  |
| Date | |  |
| Declaration forms must be completed and approved before the gift or benefit is given to the recipient. The approver is responsible for advising the gift giver of the outcome, and emailing an approved declaration for to: [GiftsBenefitsReporting.Finance@qed.qld.gov.au](mailto:GiftsBenefitsReporting.Finance@qed.qld.gov.au). | | |

For any questions, please contact [GiftsBenefitsReporting.Finance@qed.qld.gov.au](mailto:GiftsBenefitsReporting.Finance@qed.qld.gov.au).

**INSTRUCTIONS – For more detailed information, please refer to the** [**Gifts and benefits procedure**](https://ppr.qed.qld.gov.au/pp/gifts-and-benefits-procedure)**.**

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| **A. Conditions for giving a gift or benefit** |
| Before giving a gift or benefit paid for with public funds, you **must** comply with **all** of the following conditions:  The gift or benefit is given for official purposes and adheres to the [Appropriate and ethical use of public resources policy](https://ppr.qed.qld.gov.au/pp/appropriate-and-ethical-use-of-public-resources-policy) and related [guidelines](https://ppr.qed.qld.gov.au/attachment/guidelines-for-the-appropriate-and-ethical-use-of-public-resources.docx).  The gift or benefit does not affect, is not likely to affect, or could not be perceived to affect the independent and impartial performance of your official duties or those of the recipient, or to create a conflict of interest or perception of a conflict of interest.  Public funds are not being used to purchase gifts for other departmental employees, except in limited circumstances such as for official hospitality in accordance with the [Catering and hospitality procedure](https://ppr.qed.qld.gov.au/pp/catering-and-hospitality-procedure) and [Catering guidelines](https://ppr.qed.qld.gov.au/attachment/catering-guidelines.docx).  The gift or benefit is not related to advice or decisions about (but not limited to): granting licences; inspecting and regulating businesses; giving approvals, for example related to recruitment or purchasing, procurement or tendering; or audit.  Fringe Benefits Tax implications have been considered.  **The practice of giving a gift or benefit should not be common or frequent in occurrence. Except in limited circumstances such as for official hospitality, public funds must not be used to purchase gifts for other departmental employees.** |
| **B. Completing this form** |
| **You must complete this form if a gift or benefit is**:   * any gift or benefit paid for with public funds valued greater than $150 * departmental property that has been gifted, such as donations of departmental assets no longer required, of any value.   **You do not need to complete this form for**:   * gifts between employees, this form is for gifts given using public resources. Where required, gifts between employees using private funds are declared from the perspective of the gift recipient, using the gifts and benefits received form. * gifts or benefits given where the value or cumulative value of multiple gifts or benefits to the same person or persons in a similar relationship with you in a financial year is $150 or less * provision of light refreshments (tea, coffee, morning or afternoon tea) for official visitors, in accordance with the [Catering and hospitality procedure](https://ppr.qed.qld.gov.au/pp/catering-and-hospitality-procedure) * provision of light refreshments/meals for internal meetings, seminars, conference or similar event in accordance with the Catering and hospitality procedure * gifts given to [students under approved award programs](https://qldqed.service-now.com/sco/?sys_kb_id=6096ad25288698002b3eacf906110319&id=kb_article_view&sysparm_rank=1&sysparm_tsqueryId=7f99d1eb1bc2e194a95f9867b04bcb1f) (academic, sporting, attendance and other school related achievements).   **Details:** As well as a description of the gift or benefit, please include, where applicable, details on:   * whether the gift was given while accompanying the Minister * whether the gift was given as a gift of gratitude, for example for delivery of a presentation * the location and time of the event if the gift relates to a meeting, seminar, conference or similar event, or includes hospitality.   **Benefit of giving**: Examples may include (but are not limited to):   * building/maintaining relationships/networks with other organisations/departments/community * token of appreciation for delivering a presentation * cultural custom for international visitors |
| **C. Approval** |
| This form can only be approved by an employee:   * with at least tier 5 financial delegation, and * who is the supervisor, or has a higher tier of financial delegation, than the gift giver.   Declaration forms must be completed and approved before the gift or benefit is given to the recipient. |
| Gifts and benefits approvers must email declaration forms they approve to [GiftsBenefitsReporting.Finance@qed.qld.gov.au](mailto:GiftsBenefitsReporting.Finance@qed.qld.gov.au).  For any questions, please contact [GiftsBenefitsReporting.Finance@qed.qld.gov.au](mailto:GiftsBenefitsReporting.Finance@qed.qld.gov.au). |