

**DECLARATION OF GIFTS AND BENEFITS RECEIVED**

**Gifts accepted remain the property of the deparment unless approved for employee retention**

**Department of Education**

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| **Details of gift or benefit received (including hospitality and other intangible benefits)** |
| **Email approved declarations to** GiftsBenefitsReporting.Finance@qed.qld.gov.au. |
| Name of recipient | *Note: this form can be completed on behalf of the recipient for gifts between employees, or where the recipient employee is not available to complete it themselves.*  |
| Position |  |
| Division/Branch/School |  |
| Name of person/s giving gift or benefit, and their relationship to the department |  |
| Details of gift or benefit |  |
| Estimated value  | $ | Date received |  / /20 |
| Benefit of accepting | *Please provide sufficient information to establish that the conditions for accepting a gift or benefit (see next page) are satisfied.* |

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| **Certification by recipient (Please tick one option.)**  |
| I certify that the receipt of the gift or benefit 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), and - |
| [ ]  | I wish to retain the gift or benefit, or |
| [ ]  | The gift or benefit is to be retained by the department/school.Includes gifts or benefits that are not permitted to be retained but are unable to be returned. |
| 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 recipient.* the receipt of the gift or benefit 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 accurate, and
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| [ ]  | I approve retention by the recipient; or |
| [ ]  | The gift is to be retained by the department (includes schools and business units). |
| Name |  |
| Position |  |
| Comments |  |
| Signature |  |
| Date |  |
| The gift and benefit approver is responsible for advising the gift recipient of the outcome, and emailing an approved declaration form to GiftsBenefitsReporting.Finance@qed.qld.gov.au, including gifts or benefits that are approved to be retained by the department.  |

**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 accepting a gift or benefit** |
| Before accepting the gift or benefit, you **must** comply with **all** of the following conditions:[ ]  The gift or benefit is received in the course of your official duties and relates to the work of the department; or has a benefit to the department, the State of Queensland and/or the community.[ ]  The gift or benefit does not affect, is not likely to affect, or could not reasonably be perceived to affect the independent and impartial performance of your official duties, or to create a conflict of interest or perception of a conflict of interest.[ ]  The gift or benefit is not related to your 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. [ ]  The gift or benefit does not involve time away from your official duties at public expense. **Costs incurred by you personally** in receiving hospitalityor event-related gifts or benefits is non-official, private expenditure. Such costs **are NOT to be charged to the department.** Examples include use of departmental cab charge or corporate cards for travel expenses or claiming parking fees through petty cash. |
| **B. Completing this form** |
| **You must complete this form if a gift or benefit is**:* valued at greater than $150, or if the cumulative value of multiple gifts or benefits from the same person or persons in a similar relationship with you is greater than $150 in any financial year
* of cultural or historic significance, regardless of value
* cash or items readily converted into cash
* any other item which is not permitted to be accepted but was unable to be refused, regardless of value
* product samples received at meetings, seminars, conferences, or similar events, regardless of value
* received while you are working in a sensitive position, regardless of value.

**You do not need to complete this form for**:* items received whilst attending a meeting, seminar, conference, or similar event in the course of official duties, such as stationery (pens/notepads etc), handouts and light refreshments (tea/coffee, snacks, light lunch) where the value or cumulative value in a financial year is $150 or less
* gifts or benefits received, including from students, parents, or parent organisations to school staff, where the value or cumulative value in a financial year is $150 or less.

**Details:** As well as a description of the gift or benefit, please include, where applicable, details on:* whether the gift or benefit was received while accompanying the Minister
* whether the gift or benefit was received as a gift or benefit of gratitude, for example for delivery of a presentation
* the location and time of the event if the gift or benefit relates to a meeting, seminar, conference, or similar event, or includes hospitality
* the relationship of the gift giver to the department (for example parent of student)
* terms and conditions for prizes won in a competition
* whether the gift or benefit was privately funded (either by an individual or a group) for a life event.

**Benefit of accepting**: Examples may include (but are not limited to):* building/maintaining relationships/networks with other organisations/departments/community
* promoting staff morale
* professional development/updating skills
* token of appreciation, for example for delivering a presentation or at the end of the school year.

**Any gifts or benefits of cultural or historical significance are to be marked as “Retained by the department/school” and remain the property of the department, regardless of value.** |
| **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 recipient.

Approval must be sought prior to using or consuming the gift or benefit, including for gifts to be retained by the department/school. |
| Declaration forms must be completed within one month of receipt of the gift or benefit. Gifts and benefits approvers must email declaration forms they approve to GiftsBenefitsReporting.Finance@qed.qld.gov.au.For any questions, please contact GiftsBenefitsReporting.Finance@qed.qld.gov.au. |