



Australian Government
Department of Health

Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

Cash on hand

Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

Money held by outsiders

Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds as at 30 June.

Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
		EXECUTIVE	NIL		
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
- b) the services would have been purchased if not received free of charge.

Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
	EXECUTIVE	NIL		
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

Section 66 of the *PGPA Act* sets out the circumstances where a gift of **relevant property** may be made by a **Minister** or an **official** of a **non-corporate Commonwealth entity**. This section also provides the **Finance Minister** with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
Departmental	Exec	Received	s 47G	Flowers & chocolates	185.00
Departmental	Exec	Received		Seat at presentation	86.70
Total value of gifts given / received for 2018-19					\$ 271.70

s 22

Prepared by:

Signature
s 22
4 Jul-19
Name & Date
s 22

Authorised by*:

Signature
s 22
4 Jul-19
Name & Date

* = clearance by an EL2 or above



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gift and Benefits Guideline](#) and Finance Business Rule R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	14 July 2018		
*Gifter organisation or person	s 47G		
Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)	S 47G were contracted to previous department (Education) and they were a farewell gift		
Item	*Description	Flowers and chocolates	
	*Value per unit	\$185.00	
	How was the value determined?	Phoned florist who provided price	
	*Quantity	2 bunches flowers and 2 boxes chocolates	
	*Total value	\$185.00	
*Reason for accepting gift or benefit			
*Recipient of gift or benefit			s 22
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the gifter's relationship with the Department)			Nil
*Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)			Retained by staff member

*The above information will be recorded on the Division's Gift and Benefits Register

Recipient to complete

Name	s 22
Position title	Executive Assistant/Executive Officer
Section	Executive
Branch	
I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline.	Sign/date s 22 17/7/18

Unit Head (refer to [Gift and Benefits Guideline](#)) to complete

Name	Matt Yannopoulos
Position title	Chief Operating Officer
Division/Branch	Executive
I agree that the above action is in accordance with the Guideline.	Sign/date 17/7/18

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).
FOI 1201



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's [Gift and Benefits Guideline](#) and Finance Business Rule R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	25 July 2018
*Gifter organisation or person	s 47G, s 47F
Relationship of gift to the Department/official (eg contracted, regulatory or peak body)	Peak body
Item	*Description National Press Club Address by President of the s 47F
	*Value per unit \$86.70
	How was the value determined? Via Website
	*Quantity 1 seat
	*Total value \$86.70
*Reason for accepting gift or benefit	
*Recipient of gift or benefit	Glenys Beauchamp
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the giver's relationship with the Department)	Nil
*Where is the item stored (eg has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)	N/A

*The above information will be recorded on the Division's Gift and Benefits Register

Recipient to complete

Name	Glenys Beauchamp
Position title	Secretary
Section	Executive
Branch	
I have read and understood the Department's Gift and Benefits Guideline and agree that the above action is in accordance with the Guideline.	Sign/date s 22 12/7/18 [Signature] Secretary

Unit Head (refer to [Gift and Benefits Guideline](#)) to complete

Name	Matt Yannopoulos
Position title	Chief Operating Officer
Division/Branch	Executive
I agree that the above action is in accordance with the Guideline.	Sign/date 13/7/18 [Signature]

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance/Business Manager for recording the gift or benefit on the divisional Gift to DOH Register.

The recipient of the gift or benefit is responsible filing and retaining the original of this form in accordance with the [Records Management Guidance](#).
FOI 1201

From: s 22
Sent: Thursday, 12 July 2018 12:00
To: YANNOPOULOS, Matt
Subject: INVITATION^{s 47G} President's address at the NPC [SEC=UNCLASSIFIED]

Good morning Matt

On behalf of the Secretary, I would like to declare a gift of hospitality.

^{s 47F} Secretary General of the^{s 47G} has invited her to be a guest of the^{s 47G} at the National Press Club
Address by^{s 47F} President of the^{s 47G} on Wednesday 25 July.

The Secretary has accepted the invitation, please see below invitation from the^{s 47G} to the event.

The price of the ticket is \$86.00

Regards

s 22

Executive Assistant to Glenys Beauchamp PSM
Secretary
Department of Health
GPO Box 9848 Canberra ACT 2601

s 22

From: ^{s 47F}
Sent: Monday, 9 July 2018 4:28 PM
To: ^{s 22}
Subject: INVITATION: ^{s 47G} President's address at the NPC [SEC=No Protective Marking]

Hi ^{s 22}

^{s 47F} has asked that I send the below to you for Ms Beauchamp. If you wouldn't mind pass in on please.
Hope you are well.

Thank you

^{s 47F}

Dear Glenys

The^{s 47G} would be delighted if you are able to attend the upcoming address to the National Press Club by the
President, ^{s 47F} as our guest.

The address is on Wednesday 25 July.

Kind regards

^{s 47F}

THIS DOCUMENT HAS BEEN RELEASED
UNDER THE FREEDOM OF INFORMATION ACT 1982
BY THE DEPARTMENT OF HEALTH

THIS DOCUMENT HAS BEEN RELEASED
UNDER THE FREEDOM OF INFORMATION ACT 198
BY THE DEPARTMENT OF HEALTH



Australian Government
Department of Health

Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

Cash on hand

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Money held by outsiders

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Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
		FMD	NIL		
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of

cash on hand.

As at 30 June 2019 outside entities are holding the balance of

money held by outsiders

2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:

- a) Can be reliably measured; and
 - b) the services would have been purchased if not received free of charge.
- Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
	FMD	NIL		
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

Section 66 of the *PGPA Act* sets out the circumstances where a gift of **relevant property** may be made by a **Minister** or an **official** of a **non-corporate Commonwealth entity**. This section also provides the **Finance Minister** with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

Receiving Gifts and Benefits

Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
Departmental	FMD	Received	s 47G	Chocolates & first aid kit	45.00
Departmental	FMD	Received		Cookie Sandwiches	65.00
Total value of gifts given / received for 2018-19					\$ 110.00

s 22

Prepared by:

Signature
s 22
4 Jul-19
s 22

Authorised by*:

Signature
s 22
4 Jul-19
Name & Date

* = clearance by an EL2 or above



Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's Gifts and Benefits Policy and Finance Business Rule (FBR) R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	18 December 2018
*Gifter organisation or person	s 47G
Relationship of gift to the Department/official (e.g. contracted, regulatory or peak body)	Supplier of office furniture
Item	*Description
	Butterbings Cookie Sandwiches
	*Value per unit
	How was the value determined?
	Website search
	*Quantity
	16
	*Total value
	\$65
*Reason for accepting gift or benefit	Just over inconsequential gift benefit cost and highly perishable. s 47G contacted to advise not too send gifts
*Recipient of gift or benefit	Financial Business Support Branch/Property Section
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the giver's relationship with the Department)	No. No current new furniture proposals in consideration at this time.
*Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how – refer to Finance Business Rules)	Retained by section for consumption

*The above information will be recorded on the Division's Gifts and Benefits Register

Recipient to complete

Name	s 22
Position title	Director
Section	Property
Branch	Financial Business Support
I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR.	Sign/date s 22 18/12/18

Unit Head (refer to Gifts and Benefits Policy) to complete

Name	Ariana King
Position title	Assistant Secretary
Division/Branch	Financial Business Support Branch
I agree that the above action is in accordance with the Policy and FBR.	Sign/date 18/12/18

Once this form has been completed and signed by the Unit Head, the recipient should scan and submit it to their Finance Business Partner for recording the gift or benefit on the divisional Gift to DOH Register.

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Gifts and Benefits Declaration form

Use this form to declare a gift or benefit you have received in accordance with the Department's
Gifts and Benefits Policy and Finance Business Rule (FBR) R.10.1.

Information about the Gifts or Benefits*

*Date gift or benefit received	24 December 2018
*Gifter organisation or person	s 47G
Relationship of gift to the Department/official (e.g. contracted, regulatory or peak body)	First Aid training and supplies provider
Item	*Description
	Carry box with lindt balls (assorted flavours) and a small quickpick first aid kit
	*Value per unit
	How was the value determined?
	Based on items in pack
	*Quantity
	*Total value
	\$45
*Reason for accepting gift or benefit	Just under inconsequential gift benefit cost and mostly highly perishable. s 47G contacted to advise not too send gifts
*Recipient of gift or benefit	Financial Business Support Branch/ Property Section
Is there any conflict of interest in accepting the item (This should be considered in light of the gift, its value and the giver's relationship with the Department)	No. s 47G had been accepted to undergo a 2019-2021 contract but this has been determined well before the gift was sent and the gift was identified as a recognition of previous years' work not future works
*Where is the item stored (e.g. has it been retained by staff member, is it on display in Department or has it been disposed of, if so how - refer to Finance Business Rules)	Retained by section for consumption

*The above information will be recorded on the Division's Gifts and Benefits Register

Recipient to complete

Name	s 22
Position title	Assistant Director
Section	Property
Branch	Financial Business Support
I have read and understood the Department's Gifts and Benefits Policy, and relevant sections of FBR R10.1 and agree that the above action is in accordance with the Policy and FBR.	Sign/date s 22 2/1/2019

Unit Head (refer to Gifts and Benefits Policy) to complete

Name	Ariona King
Position title	Assistant Secretary
Division/Branch	Financial Management / Financial Bus Support
I agree that the above action is in accordance with the Policy and FBR.	Sign/date 4/1/2019

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Department of Health

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Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount \$	Organisation holding money (for money held by outsiders ONLY)
		ACPC		NIL	NIL
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money held by outsiders

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- Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value \$
	ACPC			NIL
Total resources received free of charge 2018-19				

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property

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Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
	ACPC	NIL			
Total value of gifts given / received for 2018-19					\$ -

s 22

Prepared by:

Signature
s 22
4 Jul-19
Name & Date
s 22

Authorised by*:

Signature
s 22
4 Jul-19
Name & Date

* = clearance by an EL2 or above



Australian Government
Department of Health

Annual Miscellaneous Information Pack 2018-19

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	ACCD			NIL
Total resources received free of charge 2018-19				

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Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value \$
	ACCC	NIL			
Total value of gifts given / received for 2018-19					\$ -

s 22

Prepared by:

Signature /
s 22 4 Jul-19
Name & Date
s 22

Authorised by*:

Signature
s 22 4 Jul-19
Name & Date

* = clearance by an EL2 or above