



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 47F Secretary General of S 47G	
Relationship of giver to the Department/official (eg contracted, regulatory or peak body)	Peak body	
Item	*Description	National Press Club Address by S 47F President of the S 47G
	*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 S 22 Secret

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

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 for filing and retaining the original of this form in accordance with the [Records Management Guidance](#).

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