



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	23 March 2018	
*Gifter organisation or person	s 33	
Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)	Sponsor of travel to participate in national conference	
Item	*Description	Wall hanging – replica of cap ornaments for s 33 king and queen
	*Value per unit	\$50 AUS
	How was the value determined?	Reasonable estimate
	*Quantity	1
	*Total value	\$50 AUS
*Reason for accepting gift or benefit	Guest of s 33	I was presented the wall hanging as a gift.
*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)	No	
*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.	Displayed in Medical Benefits Division

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

Recipient to complete

Name	s 22
Position title	Director
Section	Medical Specialist Services Section
Branch	MBS Policy and Specialist Services 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.	s 22 27 March 2018

Unit Head (refer to Gift and Benefits Guideline) to complete

Name	Natasha Ryan
Position title	Assistant Secretary
Division/Branch	MBS Policy and Specialist Services Branch
I agree that the above action is in accordance with the Guideline.	

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 filling and retaining the original of this form in accordance with the Records Management Guidance.