



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 gifter 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 gifter'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	Ariana 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

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.

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.

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