



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	24 September 2018
*Gifter organisation or person	s 33
Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)	Reputable and apolitical research organisation offered to pay for acceptance of its invitation to participate as a member of one of its steering committees, and to participate in and make a short presentation at an associated workshop.
Item	*Description
	Business class return air travel, 3 nights' accommodation, associated meals, and s 33 ground travel.
	*Value per unit
	s 33 (~AU\$12465.28 at 1:1.81 at 21 September 2018)
	How was the value determined?
	Quotes only provided for business class return air travel, other costs expected to be comparatively small.
	*Quantity
	One return business class air fare.
	*Total value
	Likely between AU\$12465.28 and AU\$13000.
*Reason for accepting gift or benefit	To attend, participate in and present at workshop, and to participate in steering committee.
*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)	The relationship between this research organisation and the Department was initiated over two decades ago via the TGA and any perception of a conflict of has been managed consistently since then. Officers linked to TAAD have mostly participated at annual workshops since 2009, adopting the same consistent approach to this management.
*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)	Not applicable.

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

Recipient to complete

Name	s 22
Position title	Strategic Adviser, Evaluation
Section	HTA Improvement Section
Branch	OHTA Policy and Programs 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 21/09/2018

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

Name	Adriana Platona
Position title	First Assistant Secretary
Division/Branch	Technology Assessment and Access Division
I agree that the above action is in accordance with the Guideline.	Sign/date [Signature] 25/9/18

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](#).