



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*

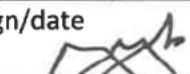
*Date gift or benefit received	28 June 2019
*Gifter organisation or person	s 33
Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)	Foreign government
Item	*Description
	*Value per unit
	How was the value determined?
	*Quantity
	*Total value
*Reason for accepting gift or benefit	Souvenir - 1 paid value of gift > \$50
*Recipient of gift or benefit	Caroline Edwards
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 (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 staff member (having paid \$80)

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

Recipient to complete

Name	Caroline Edwards,
Position title	Dep. Sec.
Section	
Branch	
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 

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

Name	Matt Yannopoulos
Position title	Chief Operating Officer
Division/Branch	
I agree that the above action is in accordance with the Policy and FBR.	Sign/date  29/7/19

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