



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	31 October 2018
*Gifter organisation or person	s 47F s 47G
Relationship of gifter to the Department/official (e.g. contracted, regulatory or peak body)	Stakeholder
Item	*Description Prime Ministers XI Cricket Aust vs Sth Africa
	*Value per unit Approx \$200.00
	How was the value determined? Research of similar events
	*Quantity 1 ticket, dinner and parking
	*Total value \$200.00
*Reason for accepting gift or benefit	Stakeholder meeting
*Recipient of gift or benefit	Narelle Smith
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)	N/A

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

Recipient to complete

Name	Narelle Smith
Position title	Assistant Secretary
Section	Office for Sport
Branch	PHSD
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.	

Unit Head (refer to [Gifts and Benefits Policy](#)) to complete

Name	
Position title	
Division/Branch	
I agree that the above action is in accordance with the Policy and FBR.	Sign/date

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.