Australian Government
Department of Health

PSD Annual Miscellaneous Information Pack 2018-19

1) CASH ON HAND BALANCES AND MONEY HELD BY OUTSIDERS

Cash on hand
Includes any petty cash, unbanked cheques and any other cash holdings (expected to be minimal).

Money held by outsiders
Includes all other CRF money, within the definition of the *Public Governance, Performance and Accountability Act 2013*, held by an outside entity, such as where a non-government entity has been engaged by the Department to collect funds on their behalf and remit back to the Department, but is holding unremitted funds **as at 30 June.**

Administered / Departmental	Cost Center	Division	Type (cash on hand / money held by outsiders)	Amount $	Organisation holding money (for money held by outsiders ONLY)
Closing balance as at 30 June 2019					

As at 30 June 2019 a cash count has confirmed the balance of [ ] cash on hand.

As at 30 June 2019 outside entities are holding the balance of [ ] money held by outsiders

2) RESOURCES RECEIVED FREE OF CHARGE

Resources received free of charge are required to be recognised at their fair value if the fair value:
a) Can be reliably measured; and
b) the services would have been purchased if not received free of charge.
Fair value is market value.

Administered / Departmental	Division	Details of resources received free of charge	Name of the organisation providing resources free of charge	Value $
Total resources received free of charge 2018-19				

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THE FREEDOM OF INFORMATION ACT 1982
DEPARTMENT OF HEALTH

3) GIFTS GIVEN OR RECEIVED

Gifting Relevant property
Section 66 of the **PGPA Act** sets out the circumstances where a gift of **relevant property** may be made by a **Minister** or an **official** of a **non-corporate Commonwealth entity.** This section also provides the **Finance Minister** with the power to authorise in writing a gift of relevant property. This power has been delegated with directions to all non-corporate Commonwealth entity accountable authorities, who in most cases have sub-delegated it to certain non-corporate Commonwealth entity officials.

Receiving Gifts and Benefits
Officials, in the course of their work, may be offered gifts such as souvenirs, bottles of wine and personal items, or benefits, such as sponsored travel, hospitality, accommodation or entertainment. Generally, officials should not accept gifts or benefits in the course of their work. However, there may be circumstances where it is appropriate to accept a gift or benefit. For example, where refusal could cause cultural offence or where attendance at an event is an important means of developing and maintaining relationships with key stakeholders. Officials should carefully consider the appropriateness of a gift or benefit, before accepting or rejecting it. Gifts provided to officials in the course of their work immediately become relevant property when received.

Administered / Departmental	Division	Gift given or received?	Name of the organisation gift was given to / received from	Details of the gift given or received	Value $
Departmental	PSD	Received	s 47F, s 47G	Book Voucher	25.00
Total value of gifts given / received for 2018-19					

s 22

Prepared by: Maxwell Mireku
Signature
s 22 8/07/2019
Name & Date
s 22

Authorised by*:
Signature
s 22 8/07/2019
Name & Date

* = *clearance by an EL2 or above*

Australian Government
Department of Health

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		8/3/2018
*Gifter organisation or person		s 47F, s 47G
Relationship of gifter to the Department/official (eg contracted, regulatory or peak body)		Academic organisation
Item	*Description	Book voucher
	*Value per unit	$25
	How was the value determined?	Unknown
	*Quantity	1
	*Total value	$25
*Reason for accepting gift or benefit		Lecture given to master of Public Health students on health reform
*Recipient of gift or benefit		Anne-marie Boxall
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 by staff member

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

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Recipient to complete

Name	Anne-marie Boxall
Position title	Senior Adviser
Section	
Branch	Long-term Reform Taskforce
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 A Boxall 7.3.18

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

Name	Maria Jolly
Position title	FAS
Division/Branch	Portfolio Strategies
I agree that the above action is in accordance with the Guideline.	Sign/date 13/3/18

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.