

Approved form – Gifts and Benefits Register

Date given or received	Description of gift or benefit	Value	Name of donor ¹	Name of recipient	For gifts received was the gift: a) retained by employee; or b) retained by agency.	Reasons for accepting or giving (what is the benefit to the Queensland community)	Name & signature of accountable officer or supervisor.
28/7/11	2 x 10 day entry passes and 2 x guest badges to EKKA	\$230.00	The Royal National Agricultural and Industrial Association of Queensland (RNA)	Individual	Both employee and agency.	Appreciation for DJAG involvement in EKKA.	Acting Executive Director, HR and Governance
9/9/11	Phillips Noise Cancelling Headphones	\$249.95	Lawtech (business card draw at conference)	Individual	Retained by agency.	Gift will be donated to the Crown Law Social Club for raffle with proceeds used for the benefit of all staff.	Acting Executive Director, Crown Law
10/10/11 11/10/11	Waiving of school registration fees to the School Safety	\$275.00	Schooling and Childcare Advisory Group	Individual	Retained by employee.	Ensuring attendance and participation at the conference will benefit stake	Senior Acting Director - Programs

¹ For organisational donors, include name of organisation. If donor is an individual, use a generic reference. E.g. "individual", "family of patient".

	Conference 2011, because of contribution to and involvement in the planning of the conference, including manning of registration desk and display booth, and provision of a number of speakers by WHSQ.					holders in the education sector.	
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