



## **Gifts and benefits**

18 July 2011

### ***Introduction***

Within the TGA it is established policy and practice not to accept gifts or benefits of any kind from any party with which the TGA has a relationship.

There may however be occasions where gifts are presented in the case of international visits or by visiting international delegations. Gifts presented by international delegations are accepted on behalf of the organisation and publicly displayed. On occasion where it would cause offence to refuse a gift presented to an individual, these gifts must be notified.

On occasion, TGA staff may be offered gifts or benefits from external clients or customers - these must not be accepted.

The Department of Health and Ageing (DoHA) has issued clear guidance on the receipt of gifts and benefits, by its employees which are reinforced in the Secretary's Instructions.

Gifts presented by international delegations and accepted should be notified via the gifts and benefits declaration form to the Head, Office of Parliamentary and Strategic Support. OPSS will assess each gift and make a recommendation to the Principal Adviser (Operations) regarding its inclusion in the TGA Gift Register.

It is also important to note that the TGA expects to pay for its costs of attendance at events, receptions, dinners etc where they are part of the TGA staff members' work duties. Therefore, no TGA staff member should accept free meals, tickets or services from third parties, due to the potential for the perception that a conflict of interest be created. More information on the relevant procedures is available under Conflict of interest.

### ***Policies and guidelines***

- Employment guideline - Gift and benefits guideline
- Secretary's Instructions
- Conflict of Interest

### ***Form***

- Form: TGA gift and benefits declaration form (Microsoft Word, 1.40Mb)

### ***Contacts***

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URL: <http://intranet.tga/workingfortga/pay-conditions-gifts.htm>



**Australian Government**  
**Department of Health and Ageing**  
**Therapeutic Goods Administration**

Office use only  
 Please send completed form to Head  
 of Office, Office of Parliamentary and  
 Strategic Support

**Gift and benefits declaration form**

To be completed by the recipient of a gift or benefit within 14 days of the offer..

**Details-**

Gift/ benefit offered **TO:-**

Name:  
 Role:  
 Date of offering:  
 Organisation: Therapeutic Goods Administration

Gift/ benefit offered **BY:-**

Name:  
 Role:  
 Organisation:

**Estimated value of gift/ benefit-**

<\$50  >\$50  Nil market value

- First time offer or  Y  N
- Previous offer(s) within last 12 months by individual/ or organisation  Y  N
- Do you wish to seek approval to retain the gift/ benefit?  Y  N

Occasion at which gift/ benefit was presented:

Description of gift/ benefit:

**Executive recommendation-**

Decision regarding gift benefit:

Signature of Principal Adviser (Operations) ..... Date: ...../...../.....

**OPSS use-**

Gifts and benefits/ assessment register updated?  Y  N

Name/ signature .....

Date: ...../...../.....