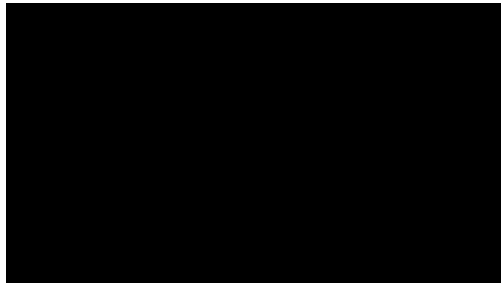


1 February 2019



Official Information Act #18.147 - Gifts and Hospitality

1. We refer to your Official Information Act 1982 (OIA) request received on 25 January 2019 where you asked the Commerce Commission (Commission) for the following information about gifts and hospitality:
 - 1.1 details of any instances where Commission staff have been given gifts by a private organisation, since 2013;
 - 1.1.1 what were the gifts and what were they for;
 - 1.2 details of any instances where a private organisation has hosted Commission staff at a hospitality function, since 2013;
 - 1.2.1 where was the event held and what was it for; and
 - 1.3 what are the Commission's rules and policies around staff accepting gifts in a work capacity.

Our response

2. We have decided to grant your request. The Commission's answers to your questions at paragraphs [1.1] – [1.3] are below.

1.5 - Rules and policies around staff accepting gifts

3. The Commission's Code of Conduct contains expectations and guidance for staff and Commissioners on receiving corporate gifts and hospitality. The policy was developed in accordance with the Office of the Auditor-General's guidance.

Gifts

4. The policy prohibits any soliciting of gifts or benefits in any circumstances and states that gifts or gratuities must be reported to the Chief Executive, who will determine the appropriate response or final disposal of any gift already received.

5. In practice, all gifts with a value of over \$30 received by staff or Commissioners are recorded in the gift register.
6. Gifts that are received are handled in different ways, including being shared amongst staff in the case of low value food goods or, if appropriate, donated to a suitable charity.

Hospitality

7. The policy states that staff must advise their General Manager or the Chief Executive before accepting any invitations of hospitality.
8. If an invitation could be perceived as compromising the staff member, or the independence or reputation of the Commission, the advice will be to not accept the invitation.
9. In practice, all hospitality received by staff and Commissioners with a value of over \$30 is recorded in the gift register.


1.1 - 1.2.1 - Instances where staff have been given gifts by a private organisation or hosted by a private organisation

10. The Commission reports to Parliament each year for its annual review, including providing information about gifts or hospitality recorded on its gift register. These details are published on the Parliament website: <https://www.parliament.nz/en/pb/sc/submissions-and-advice/>
11. As per paragraphs [5] and [9] above, all gifts and hospitality over \$30 are recorded in the gift register. The Commission's gift register is publicly available on the website provided at [10] above.
12. The Commission does not require staff or Commissioners to record gifts or hospitality below \$30. Although not recorded, gifts or hospitality below \$30 are treated in line with the Commission's policy outlined above.

Further Information

13. Please note the Commission may publish this response to your request on its website. Personal details will be redacted from the published response.
14. If you have any questions regarding this request, please do not hesitate to contact us at oa@comcom.govt.nz

Yours sincerely,



Rosie Brown
OIA Coordinator