

OC250686

13 August 2025



Tēnā koe 

I refer to your email dated 28 July 2025, requesting the following under the Official Information Act 1982 (the Act):

1. ***“A copy of your agency’s gift register covering the period 1 January 2023 to today, including:***
 - *Date gift was received and by who*
 - *Description of the gift*
 - *Estimated value (if known)*
 - *Name of the person or organisation who provided the gift*
 - *Recipient’s role or team within the agency*
 - *Whether the gift was accepted, declined, or otherwise disposed of*

2. ***A copy of your agency’s current policy or guidelines relating to the acceptance, declaration, or handling of gifts, hospitality, or koha.”***

The table attached as Annex 1 outlines the information you have requested in the first part of your request. Names of Staff have been withheld under the following sections of the Act:

9(2)(a) to protect the privacy of natural persons

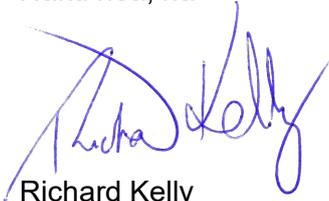
With regard to the information that has been withheld under section 9 of the Act, I am satisfied that the reasons for withholding the information at this time are not outweighed by public interest considerations that would make it desirable to make the information available.

Please find enclosed a copy of the Ministry of Transport’s (the Ministry’s) *Receipt of Gifts and Hospitality Policy*. This policy will be reviewed later this year.

You have the right to seek an investigation and review of this response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman’s website www.ombudsman.parliament.nz

The Ministry publishes our Official Information Act responses and the information contained in our reply to you may be published on the Ministry's website. Before publishing we will remove any personal or identifiable information.

Nāku noa, nā



Richard Kelly

Manager - Business Enablement & Support

Annex 1 – Gift register covering the period 1 January 2023 to 28 July 2025

<i>Date gift was received</i>	<i>Recipient's role or team within the agency</i>	<i>Description of the gift</i>	<i>Estimated value (if known)</i>	<i>Name of the person or organisation who provided the gift</i>	<i>Whether the gift was accepted, declined, or otherwise disposed of</i>
8/02/2023	Chief Executive	Evening function	Under \$100	Te Papa Board	Accepted
15/02/2023	Chief Executive	Dinner Wellington Women's Homeless Trust	\$100 - \$500	Greg Foran, CE Air New Zealand	Declined
17/02/23 - 23/02/23	Principal Adviser	Tickets to Play-Off Tournament and free parking	Over \$50	FIFA Women's World Cup Australia & New Zealand	Declined
1/03/2023	Chief Executive	Evening function	Under \$100	Phil O'Reilly, Iron Duke Partners	Declined
28/03/2023	Chief Executive	Pounamu necklace	\$100	Secretariat Transnational Organised Crime Conference	Accepted
29/03/2023	Chief Executive	Networking function	Under \$100	NZ Airports	Declined
29/03/2023	Chief Executive	Networking function	Under \$100	Chair and Leadership team of New Zealand Super fund	Accepted
26/04/2023	Chief Executive	Evening function	Under \$100	New Zealand Bus	Accepted
9/05/2023	Chief Executive	Networking function	Under \$100	Public Transport Association Australia New Zealand	Declined
9/05/2023	Chief Executive	Launch of Driving New Zealand forward	Under \$100	Motor Trade Association	Declined
15/05/2023	Deputy Chief Executive	Cap / notebook / bag	\$155	Asia-Pacific Economic Cooperation Officials	Accepted
15/05/2023	Deputy Chief Executive	Potato Vodka mini bottles/tote bag	\$60	Peruvian (APEC Delegate)	Accepted

16/05/2023	Chief Executive	launch function - embodying Te Tiriti O Waitangi	Under \$100	Rachel Esson, Aotearoa National Library	Declined
2/06/2023	Principal Adviser, Monitoring and Assurance	Lego set	\$90	Amateur Radio Emergency Communication	Accepted
14/06/2023	Chief Executive	Launch function - Qantas returns to New York	Under \$100	Megan Morris, Qantas	Declined
20/07/2023	Principal Adviser	Tickets to opening match of FIFA Women's World Cup 2023	\$80	FIFA Women's World Cup Australia & New Zealand	Declined
27/07/2023	Principal Adviser	Tickets to the USA versus Netherlands FIFA Women's World Cup 2023	\$80	Air New Zealand	Declined
15/08/2023	Principal Advisor	Attendance at the VVIP/VIP lounge for the FIFA Quarter Final	Not commercially available	FIFA	Accepted
9/03/2024	Principal Adviser Monitoring and Assurance	Land Search and Rescue Pisa Jacket	\$300	Land Search and Rescue	Accepted
9/03/2024	Director NZSAR Secretariat	Land Search and Rescue Pisa Jacket	\$300	Land Search and Rescue	Accepted
27/08/2024	Manager, CAA Implementation	Whitcoulls voucher	\$50	Aviation Law Association of Au & NZ	Accepted
20/11/2024	Manager, Revenue	Bottle of wine	\$14	Freeman Media	Accepted
18/12/2024	Deputy Chief Executive, Policy Group	Newsletter subscription	\$60	Democracy Project, Victoria University of Wellington	Accepted
14/01/2025	Acting Deputy Chief Executive Policy Group	Annual Gala dinner for NZ Women's Refuge	\$150	Air New Zealand	Declined
28/01/2025	Chief Financial Officer	Dinner at Shed 5	\$100	TechnologyOne	Declined

3/02/2025	Principal Adviser, Crown Entity Monitoring	Keep cup	\$10	Kotare Advisory	Accepted
10/02/2025	Business Support Co-ordinator	Keep cup	\$15	TaxiCharge	Accepted
10/02/2025	Financial Administrator	Keep cup	\$15	TaxiCharge	Accepted
8/07/2025	Manager, Transport Financing	Main meal, glass of wine	\$100	Citi	Accepted

Receipt of Gifts and Hospitality Policy

Purpose

1. The purpose of this policy is to describe the Ministry's approach and provide guidelines to staff on the receipt of gifts and hospitality from third parties in relation to their role at the Ministry. It aims to assist staff in avoiding any perception of undue influence in their objectivity or impartiality.

Scope

2. This policy applies to everyone who works at the Ministry.
3. This policy does not apply to gifts or hospitality that staff may be offered that do not relate to their role at The Ministry, i.e. through other associations they may have.

Policy Statement

4. All staff are required to be fair, impartial, responsible and trustworthy, and act in a way that maintains public confidence in the Ministry and the State sector. Staff must avoid any situation where their actions in an official capacity could be seen to be influenced by their private interests, or to create an actual or perceived obligation to another party. Staff must be careful about accepting gifts or hospitality from external parties and be aware of the public perception that can result from this.
5. Gifts **will not be** accepted unless the gift has a value less than \$50 or refusal would cause embarrassment or offence.
6. Hospitality **will not be** accepted unless the business benefit to the Ministry exceeds any private benefit. Acceptance of any hospitality over \$50 value or if working meal hospitality over \$100 value must have manager approval.
7. All offers of gifts and hospitality over \$50 (or over \$100 for working meals) must be recorded in the Gifts and Hospitality register regardless of whether they are accepted or refused.

Principles and Guidelines

8. Our behaviour is guided by values in our Code of Conduct. We show that we are fair, impartial, responsible, and trustworthy and our actions maintain public confidence in the Ministry.
9. Staff are expected to apply the following principles to all offers of gifts or hospitality:
 - **Principle 1:** Ministry staff should not accept gifts or hospitality unless there is a clear business benefit to the Ministry that exceeds any private benefit.
 - **Principle 2:** Ministry staff must refuse all gifts or hospitality that could reasonably be seen or perceived as undermining the integrity of individual

staff, or could reasonably be seen as creating a real or perceived obligation or influence the Ministry or the wider State sector.

Ministry Values

10. Ministry values are demonstrated through

<p>Bold <i>We are courageous shaping our pace in the world</i></p>	<p>We want the Ministry to be bold, as this offers significant opportunities to influence others and make the greatest difference for both transport and the wider New Zealand society and economy.</p>
<p>Invested <i>We are committed and responsible</i></p>	<p>We want the Ministry to excel and we will invest in making this happen. We want to ensure reasonable conduct third parties enables us to conduct the work required for the Ministry to excel. We will hold ourselves accountable, and follow all controls and reporting requirements.</p>
<p>Collaborative <i>We are connected and journey with others</i></p>	<p>We have a responsibility to collaborate with our stakeholders in a fair and transparent way, and in educating those throughout the organisation on what is reasonable conduct around receipt of gifts or hospitality</p>

Definitions

11. The following definitions are used in this policy

Term	Definition
Business benefit	Something that furthers the Ministry's business, relationships and interests.
Gift	<p>Any physical (tangible) item or service offered to staff in association with their work or their role at the Ministry. This applies to gifts received both locally and internationally.</p> <p>Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • a bottle of wine, box of chocolates, gift vouchers, food hampers • corporate stationery • a ticket to a sporting, cultural or other event but not being hosted by the external party, and • favourable prices/ terms on services or products not available to all The Ministry staff
Hospitality	<p>Any benefit offered to staff in association with their work or their role at the Ministry. This applies to hospitality received both locally and internationally Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • working meals, including restaurant meals and drinks • cocktail functions

	<ul style="list-style-type: none"> • an invitation to attend a sporting, or other event and being hosted by the external party making the offer, and • the external party meeting the costs of accommodation and travel associated with an invitation to a sporting or other event
Everyone who works at the Ministry	<ul style="list-style-type: none"> • the Ministry employees, • contract and temporary staff • secondees to The Ministry; and • families of staff when there is a clear link between the offer to them and the duties of the staff member. <p>but excludes:</p> <ul style="list-style-type: none"> • consultants who only provide advice and do not make decisions on The Ministry's behalf • secondees away from The Ministry (expected to comply with their host's policies).
Third Party	Any individual or organisation, whether private or public sector, local or foreign.
Gifts and Hospitality Register	<p>Receipt of Gifts and Hospitality Register to be maintained by Manager, Business Support.</p> <p>All gifts and hospitality accepted or refused over the value of NZ\$50 will be entered in this register.</p>
Working Meal	A meal at any time of the day with an external party where the main purpose is business related. The provision of food and beverages is incidental to the main purpose.

Roles, responsibilities and accountability

12. The Matrix of Roles and Responsibilities (Appendix 1) sets out a matrix of specific responsibilities for particular roles within the Ministry.

Associated Guidance and Policies

13. The following Ministry policies and guidelines should be read in association with this policy:

- a. Code of Conduct
- b. Conflict of Interest Policy

14. Relevant Legislation

State Services Act - determines public servants actions

15. The Ministry has based this Policy on guidelines produced by the Office of the Auditor General and the Department of the Prime Minister and Cabinet.

16. The following material from the State Services Commission and the Office of the Controller and Auditor-General is also available

State Services Commission

- Guidance on acceptance of gifts, benefits and gratuities
<http://www.ssc.govt.nz/guidance-acceptance-of-gifts>
- Standards of Integrity and Conduct and related questions
<http://www.ssc.govt.nz/code>

Office of the Controller and Auditor-General

- Managing Conflicts of Interest: Guidance for Public Entities (Good Practice Guide) <http://www.oag.govt.nz/2007/conflicts-public-entities>
- Controlling Sensitive Expenditure: Guidelines for Public Entities
<http://www.oag.govt.nz/2007/sensitive-expenditure>

Non Compliance with policy

17. All staff are expected to comply with this policy. Non-compliance could constitute misconduct. Conduct deemed unacceptable could lead to dismissal while serious misconduct will generally justify immediate dismissal. In all cases any action taken will be legally justified and procedurally correct.
18. All staff are encouraged to report inadvertent errors in relation to receipt of gifts and hospitality. Self-reporting will only lead to disciplinary or other action, following appropriate process, where individual actions are reckless, fraudulent or part of a pattern of repeated risky behaviours that the individual has failed to address over time.

Monitoring

19. All staff are expected to comply with this policy, and all staff are encouraged to speak up (to your manager or level two authorizer) if they have concerns or think an activity or behaviour could lead to unreasonable receipt of gifts or hospitality.
20. Assurance work to ensure this policy is being complied with (and controls are in place and working well) will be carried out periodically and reported to SLT Board.

Ownership and Review

Owner	Approved by	Date Approved	Next Review Date
Finance	Finance	March 2015	March 2018
Business Support	DCE Corporate Services	July 2020	July 2022

Appendix One: Matrix of Roles and Responsibilities

Role	Responsibilities
Everyone working at the Ministry of Transport	<ul style="list-style-type: none"> Receive gifts and hospitality only in accordance with this Policy and the Receipt of Gifts and Hospitality Guidelines.
Managers (Level 3 delegation)	<ul style="list-style-type: none"> Accountable for ensuring their team comply with the policy Set the tone at the top and are expected to model the required behaviour. Managers should make it clear to staff what gifts and hospitality are, and are not, acceptable. Keep an open mind when assessing what could be considered reasonable
Deputy Chief Executives / Chief Executive Officer (Level 1 and Level 2 delegation holders)	<ul style="list-style-type: none"> Accountable for properly and prudently spending the public money under their control and for the related internal controls. Set the tone at the top and is expected to model the required behaviour. Make it clear to staff what gifts and hospitality are, and are not acceptable.
Business Support	<ul style="list-style-type: none"> Establish the policy for receipt of gifts and hospitality Develop good procedures and internal controls on receipts of gift and hospitality with consideration to the guidelines and identify non-compliance with the policy. Set good reporting for receipts of gifts and hospitality Monitor and report compliance to the SLT Board

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Receipt of Gifts and Hospitality - Guidelines

How to assess whether to accept or decline

1. In assessing whether the gift or hospitality could reasonably be seen or perceived to be seen as undermining the integrity of the Ministry, staff should consider how a reasonable member of the public, with only a general understanding of Ministry business, might view accepting that gift or hospitality. This will include, but is not limited to, an assessment of
 - a. the perceived value of the gift/ hospitality
 - b. the perceived personal benefit obtained by The Ministry staff member
 - c. whether the public might have cause to think there is a conflict of interest (actual or perceived), and
 - d. whether the public might have cause to think that The Ministry or The Ministry staff member is, or may become, improperly influenced or obliged.
2. In assessing whether the gift or hospitality could reasonably be seen or perceived to be seen as undermining the integrity of the Ministry, staff should also have regard to **all** of the following:
 - a. the nature of the gift/ hospitality (including the time involved and any entertainment value inherent in it)
 - b. frequency (including any patterns)
 - c. the timing of the gift/ hospitality
 - d. the proportionality between the gift/ hospitality offered and the Ministry's business benefit
 - e. the nature of the relationship between Ministry staff and the external party,
 - f. the potential for the situation to be misconstrued by the public if accepted
3. During procurement and tendering, Ministry staff must have particular regard to whether accepting might lead the public to believe that Ministry staff's independence might have been compromised.
4. The business benefit must be identifiable and able to be recorded if required. If in doubt as to a business benefit, staff should err on the side of openness and caution, consult with a manager and refuse the gift or hospitality
5. Questions on receipt of gifts and hospitality is a regular estimates and annual review question asking for details of the policy and the details of the gift and hospitality accepted.

Unacceptable Gifts and Unacceptable Hospitality

6. Certain items are unacceptable as gifts or hospitality:
 - a. Money, gift vouchers, shares, or similar items.
 - b. Where an instruction has been given by the Chief Executive of the Ministry of Transport or the State Services Commissioner that they should not be accepted
7. Staff should not enter such draws, raffles etc because it is not appropriate to accept a prize, as the reward could be seen as an inducement to continue to use that supplier. The principles of impartiality and integrity are particularly important in this context.
8. Re loyalty rewards, to the extent that it is practically possible, staff should:
 - a. Treat loyalty rewards earned while on business as the property of The Ministry.
 - b. Apply those loyalty rewards only for the benefit of The Ministry; and
 - c. Keep a record of loyalty rewards earned and applied for the benefit of The Ministry, and supply The Ministry with a record if requested.

Gifts and Hospitality received while overseas

9. On overseas trips especially at a Government to Government level, giving and accepting gifts and hospitality is a norm. Sections 10 to 15 below apply in such cases where receipt of gifts or hospitality is offered, with the value being converted to NZ\$.

Offers of Gifts

10. All offers of gifts with a value over \$50 must be declared, whether accepted or not. This is an usual estimates and annual review question.

Gift value	Staff can do the following:
Under \$50	Accept after careful consideration, but without approval of manager or recording in register. Where possible, the gift should be shared with other staff.
Over \$50	Should not accept , because the gift is unlikely to be of business benefit to the Ministry. Return must be recorded in the register. If return is not possible/ practical, acceptance must be recorded in the register and the gift surrendered to the staff's manager. Suitable uses are display, Social Club raffle, charitable donation (not exchange).
Not sure	Ask the external party or (if not possible/ practical) discuss with your their manager or BIP team. If the value cannot be clarified sufficiently, treat the gift/hospitality as being over \$50 and act as above.

Offers of hospitality

11. Offers of hospitality with a value over \$50 must be declared, whether accepted or not.
12. With hospitality, there is a distinction in approval limit between hospitality involving working meals and hospitality that involves non-working meals.

13. A **working meal** is a meal (at any time of the day) with an external party, where the main purpose is business-related, with specific business objectives relating to Ministry outcomes. The provision of food and beverages is incidental to the main purpose.
14. A **non-working meal** is one that is the main purpose and does not occur during a business activity. (Example – a function included with tickets to a concert or sporting event. This package would tend to be valued at over \$50).
15. With hospitality, another important point is the frequency of offers. Hospitality that is acceptable on a one off basis becomes less so, if it is regular. It is prudent to discuss such hospitality with a manager.

Individuals may accept without approval:	Individuals may accept with manager approval:
<p>Working meals Hospitality involving <u>working meals</u> worth up to \$100</p>	<ul style="list-style-type: none"> • Hospitality involving <u>working meals</u> worth more than \$100. • Hospitality involving <u>working meals</u> worth \$50+, more than four times in 12 months from the same external party.
<p>Other than working meals All hospitality under \$50</p>	<ul style="list-style-type: none"> • Hospitality <u>other than working meals</u> worth more than \$50.

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Receipt of Gifts and Hospitality Procedures

The Gift and Hospitality Declaration Form and the Register of Gifts and Hospitality

1. If required, a staff member who has been offered a gift or hospitality is responsible for completing a [Gift and Hospitality Declaration form \(the form\)](#). This must be done prior to receipt of the gift or hospitality, or, if not practical, within a week of receipt of or declining the gift or hospitality.
2. The form should also be completed for gifts and hospitality that have been declined, as this allows the Ministry to demonstrate where judgement has been applied. What is rejected can be more important than what is accepted.
3. The form records:
 - Date offered
 - Name of recipient and job title and external party organisation
 - Description of gift/ hospitality
 - Reason for gift/ hospitality being offered (if known)
 - Estimated value
 - Accepted/ declined
 - Reasons for accepting/ declining
 - If a gift has been accepted, how it has been dealt with
4. The staff member must complete the form as soon as possible after the gift has been offered / received and email the Businesssupport@transport.govt.nz. The register will be maintained by the Business Support team. A scanned copy of the signed form is sufficient.
5. The staff member is also responsible for updating any entries in the form as information becomes available, and notifying Businesssupport@transport.govt.nz.
6. The register will be kept up to date and reported to SLT Board on a quarterly basis.
7. The register is available for review by staff and others (eg external audit and reviews). It may be used to compile responses to OIA requests, PQs, select committee questions etc. in accordance with privacy principles.