**Productivity Commission Gifts and Hospitality Register**

**Guidelines**

The Commission’s Accepting Gifts and Hospitality Policy sets expectations that gifts and hospitality are accepted in limited circumstances, ideally following pre-approval, with all gifts and hospitality accepted to be declared on the Gifts Register. See the policy for guidance.

Where attendance at events is to represent the Commission and hospitality is involved (such as speaking at conferences, making presentations and attending external meetings), there is a sensitive balance as to whether the hospitality should be disclosed. To avoidance potential perceptions of conflicts of interest, hospitality should be declared unless it is purely incidental to the event. As a general guide, a meal should be disclosed but incidental items like a morning or afternoon tea, or refreshments, do not need to be disclosed.

**Approvals** – Approvals are “one up”, with the Assurance Committee Chair approving gifts and hospitality received by the Chair. Approval should ideally be sought in advance; however, this will not be possible or practical in all cases. Where after the event, the approval process should still be followed as a record of the gift or hospitality being considered on a “one up” basis (including for that person to consider whether any action is required to be taken).

**Estimated value** – It is a matter of judgement as to whether an estimated value should be disclosed, such as a distinction between internal catering versus attending a restaurant. The person responsible for the approval should decide whether or not a value should be recorded.

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| **Date** | **Name** | **Position** | **Purpose** | **Gift /Hospitality Accepted** | **Provided by** | **Est. value** | **Approval** | **Comment** |
| 12/2018 | Louise Winspear | Comms Advisor | Xmas thank you | 1x bottle of Ghost Hawk Chardonnay | Service Printers | $20.00 |  | Handed in |
| 31/08/2018 | Murray Sherwin | Chair | Speaker, thank you gift | Unity Books voucher | U3A, Wellington | $100 |  | Kept |
| 30/07/2018 | Murray Sherwin | Chair | Speaker, thank you gift | Meat Pack | Red Meat Sector Conference | $80.00 |  | Kept – perishable item |