

14 September 2012

Ministerial and Secretariat Services

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Alex Harris

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Dear Alex

Thank you for your request of 17 August 2012 under the Official Information Act 1982 for the following information:

- *Any policy on the acceptance of gifts and hospitality by Ministerial advisers.*

Ministerial office staff must comply with the Department of Internal Affairs' Gifts, Benefits and Hospitality Policy when receiving gifts from third parties. In particular, all gifts must be declared to the Senior Private Secretary, who will then advise the Manager, Ministerial Staffing so that the gift can be captured on the gift register.

I have attached for your information a copy of the Department's Gifts, Benefits and Hospitality Policy. This policy has recently been reviewed and updated and is in the process of being implemented. Ministerial offices are currently working to the previous policy that gift recipients should not retain gifts in excess of \$50.

- *A list of the gifts and hospitality received by each Ministerial Adviser employed in the office of Steven Joyce over the past year. If you have an existing register, then I'd like a copy of it. If not, then I'd like you to compile one for me, showing all offers of gifts or hospitality valued at over \$50, and in each case, the value of the offered gift, who it was offered to (obviously you should anonymise this to protect personal privacy; identifying them by job title is OK), whether it was accepted, and the business rationale for such acceptance (this is Treasury's scheme, and it seems appropriate for use here).*

The following table details those entries in the Department's gift register of gifts or hospitality received over the past year specifically relating to Ministerial Advisors employed in the office of Hon Steven Joyce. An entry for all staff in the office has also been included.

Ministerial Office:	Staff Member:	Date Reported/ Date of event:	Gift:	From:	Value:	Action:
Hon Joyce	Advisor	21 April 2012	Ticket Super 14 Match, Wgtn	Westpac	Not specified	Attended
Hon Joyce	Advisor	4 May 2012	Ticket Super 14 Match, Wgtn	Todd Property	Not specified	Attended
Hon Joyce	Staff	24 July 2012	kiwifruit	Zespri	Minimal	Retain and share with office



Hon Joyce	Advisor & 1 other staff member	25 July 2012	Function	Ideas Shop	Less than \$50	Attended
Hon Joyce	Advisor	27 July 2012	Lunch	Acumen Republic	Less than \$50	Attended

Yours sincerely



Janice Calvert
General Manager
Ministerial and Secretariat Services