

4 March 2014

Alex Harris

Via: fyi-request-1332-b975e97c@requests.fyi.org.nz

Dear Alex

Request for copies of the Council's gift registers from June 2013 to November 2013 (inclusive).

Thank you for your email to the Issues Resolution Office received on 22 January 2013 in which you requested copies of the Council's gift registers for 6 months from June 2013 to November 2013.

The Council's internal policy on gifts defines a gift as any of the following; both given to or received from an external party or a Council staff member or Business Unit: favours, invitations, inducements, discounts, prizes for participation, gratuities, cash, koha, products or services, entertainment and travel.

All gifts (other than business courtesies) must be approved by an employees one –up manager before they are given or received regardless of the cost.

All gifts and koha received must be recorded in the gift register whether they are accepted or not.

The gift register is reviewed by the Business Unit Manager and signed off by the relevant Executive Leadership Team member each month.

Occasionally, some gifts are displayed, for example in the Mayor's Office reception area.

In addition to the completed gift registers, the Business Units are also required to submit a 'Nil-return' register each month if no gifts are received.

The 'Nil-returns' for the period June 2013 to November 2013 (inclusive) are:

- June 2013 15 Nil-returns
- July 2013 12 Nil-returns
- August 2013 8 Nil-returns
- September 2013 10 Nil-returns
- October 2013 11 Nil-returns
- November 2013 6 Nil-returns



Please find attached copies of the completed gift registers for the 6 month period June 2013 to November 2013.

By way of clarification; the handwritten annotations on the right of the pages were added by the Council's Finance Team as a separate step required for the identification and calculation of fringe benefit tax.

Under section 7 (2)(a) of the Local Government Official Information and Meetings Act 1987, some information has been obscured as it contains personal information that identifies staff below tier 3.

If you disagree with the decision to obscure the documents, you can apply in writing to the Ombudsman to have the decision investigated and reviewed under section 27 (3) of the Local Government Official Information and Meetings Act 1987.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ian Hunter', with a long horizontal flourish extending to the right.

Ian Hunter

Issues Resolution Officer

Wellington City Council

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