



Australian Government

Office of the Australian Information Commissioner

Record of gift or benefit offered to the Office of the Australian Information Commissioner

Your name: Katie Goss

Your branch: Regulation and Strategy

Date received: 13 July 2017

Person who offered the gift/benefit: s 47F

Their organisation: Veritas Events

Description of gift/benefit given: Bouquet of flowers

Estimated value: \$100 - \$150

Comments: Flowers given as thanks for assistance with conference preparations

Outcome *(to be completed by Deputy Commissioner)*

Gift or benefit was:

- ☐ Refused ☐ Retained for official purposes
☒ Retained by staff member ☐ Disposed of (give details): [Click here to enter text.](#)

Signed:


Deputy Commissioner

Date 13/07/2017

The [OAIC Gift Policy](#) is available on the [Finance page of the Hub](#).

January 2017



Australian Government

Office of the Australian Information Commissioner

Record of gift or benefit offered to the Office of the Australian Information Commissioner

Your name: Alison Wares

Your branch: Regulation and Strategy

Date received: 13 July 2017

Person who offered the gift/benefit: s 47F

Their organisation: Veritas Events

Description of gift/benefit given: Bouquet of flowers

Estimated value: \$100 - \$150

Comments: Flowers given as thanks for assistance with conference preparations

Outcome *(to be completed by Deputy Commissioner)*

Gift or benefit was:


☐ Refused

☐ Retained for official purposes

☒ Retained by staff member

☐ Disposed of (give details): [Click here to enter text.](#)

Signed:


Deputy Commissioner

Date 13/07/2017

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January 2017



Record of gift or benefit offered to the Office of the Australian Information Commissioner

Your name: Angelene Falk

Your branch: Executive

Date received: 13 September 2017

Person who offered the gift/benefit: Qantas Checkin

Their organisation: Qantas Australia

Description of gift/benefit given: Upgrade to Business class flight

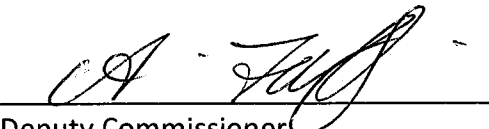
Estimated value: approx. \$540

Comments: Flight delay

Outcome *(to be completed by Deputy Commissioner)*

Gift or benefit was:

- ☐ Refused ☐ Retained for official purposes
☒ Retained by staff member ☐ Disposed of (give details): [Click here to enter text.](#)

Signed: 
Deputy Commissioner

Date 19/09/2017

The [OAIC Gift Policy](#) is available on the [Finance page of the Hub](#).

January 2017

Record of gift or benefit offered to the Office of the Australian Information Commissioner

Your name: Andrew Solomon

Your branch: Executive

Date received: 31 October 2017

Person who offered the gift/benefit: s 47F

Their organisation: Australian and New Zealand Institute of Insurance and Finance (ANZIIF)

Description of gift/benefit given: 2015 Heirloom Vineyards Barossa Shiraz

Estimated value: approx. \$30

Comments: Thank you for presenting at ANZIIF Liability Conference

Outcome *(to be completed by Deputy Commissioner)*

Gift or benefit was:

☐ Refused

☐ Retained for official purposes

☒ Retained by staff member ☐ Disposed of (give details): Click here to enter text.

Signed:


Deputy Commissioner

Date Click here to enter a date. 31.10.17

The [OAIC Gift Policy](#) is available on the [Finance page of the Hub](#).

January 2017



18 October 2017

Andrew Solomon
Office of the Australia Information Commissioner
Level 32
175 Pitt St
Sydney NSW 2000

Dear Andrew

RE: ANZIIF Liability Conference

On behalf of ANZIIF I would like to thank you for presenting at the 2017 Liability Conference. We greatly appreciate all the time, effort and energy you put into your presentation.

Your contribution was highly valued and the participants at the conference appreciated your expertise.

Please accept this gift as appreciation for your hard work and we look forward to working with you in the future.

Yours sincerely

s 47F

[Redacted signature block]

s 47F

[Redacted signature block]



Record of gift or benefit offered to the Office of the Australian Information Commissioner

Your name: Timothy Pilgrim

Your branch: Executive

Date received: 3 November 2017

Person who offered the gift/benefit: IPAA ACT

Their organisation: Institute of Public Administration Australia ACT Division

Description of gift/benefit given: Plate

Estimated value: \$69

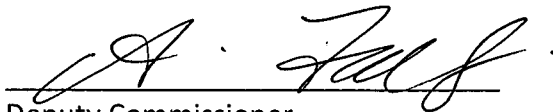
Comments: Thank you for panel attendance Public Sector Data Integration Conference

Outcome *(to be completed by Deputy Commissioner)*

Gift or benefit was:

- ☐ Refused ☐ Retained for official purposes
☒ Retained by staff member ☐ Disposed of (give details):

Signed:


Deputy Commissioner

Date 10 . 11 . 17 .

The OAIC Gift Policy is available on the Finance page of the Hub.

January 2017



Australian Government

Office of the Australian Information Commissioner

Record of gift or benefit offered to the Office of the Australian Information Commissioner

Your name: Angelene Falk

Your branch: Executive

Date received: 17 November 2017

Person who offered the gift/benefit: APPA 48 Conference Hosts

Their organisation: Offices of the Privacy Commissioner Canada and British Colombia

Description of gift/benefit given: Note book and umbrella – event branded

Estimated value: under \$50

Comments: Given to all conference participants

Outcome *(to be completed by Information Commissioner)*

Gift or benefit was:

- ☐ Refused ☐ Retained for official purposes
☒ Retained by staff member ☐ Disposed of (give details):

Signed:


Information Commissioner

Date 22/11/2017

The OAIC Gift Policy is available on the Finance page of the Hub.

January 2017



Australian Government

Office of the Australian Information Commissioner

Record of gift or benefit offered to the Office of the Australian Information Commissioner

Your name: Melanie Drayton, Sarah Ghali, Sarah Croxall, Leila Daniels

Your branch: Regulation and Strategy

Date received: 21 December 2017

Person who offered the gift/benefit: s 47F

Their organisation: elevenM Consulting Pty Ltd

Description of gift/benefit given: OAIC staff invited to attend end of year networking function

Estimated value: over \$50

Comments: OAIC staff invited to attend end of year networking function

Outcome *(to be completed by Deputy Commissioner)*

Gift or benefit was:

- ☐ Refused ☐ Retained for official purposes
☒ Retained by staff member ☐ Disposed of (give details):

Signed:


Deputy Commissioner

Date 21/12/17.

The OAIC Gift Policy is available on the Finance page of the Hub.

Join us

It's almost that time of year where we all
down tools and check that the BBQ has
gas.

Before you disappear, we invite you to join
us at the Hotel Palisade in Sydney's
historic Rocks district for a few drinks and
a glance back at the year that was. We
look forward to sharing some war stories
and lessons learnt and most importantly
connecting with you before we break for
the festive season.

We hope to see you there!

Your friends at elevenM



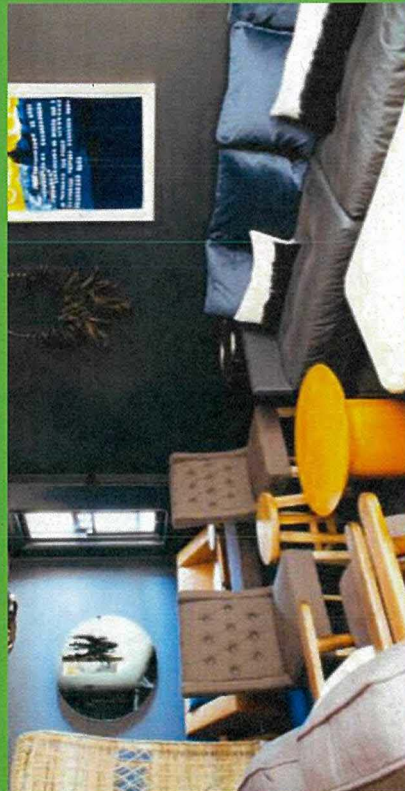
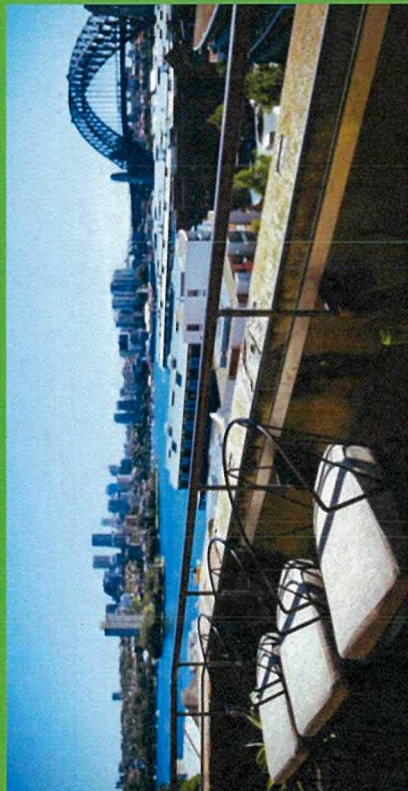
When: Thursday December 21st
6pm-late

Where: [Hotel Palisade](#)
[The Henry Deane Room](#)
[35 Bettington Street](#)
[Millers Point, Sydney](#)

RSVP: hello@elevenM.com.au



The Henry Deane Room



elevenM



Australian Government

Office of the Australian Information Commissioner

January 2017

Gift Policy

Change history

Version	Changes	Date
1.0	Original	January 2017

Purpose

This document outlines the OAIC's policy on gifts or benefits. It gives guidance on what to do when gifts or benefits are offered to an OAIC staff member or are to be provided to others. Implementation of the policy will ensure that the integrity and reputation of the OAIC are not compromised.

Introduction

As an independent regulatory agency, the integrity and reputation of the OAIC are critical. From time to time OAIC staff may be offered gifts or benefits. These situations may be sensitive, and they must be handled in a way that demonstrates that OAIC staff members cannot be improperly influenced.

At all times, staff members must act in accordance with the Australian Public Service values and code of conduct.

Principles

In general:

- gifts or benefits that may be perceived as representing a conflict of interest should not be accepted
- gifts or benefits worth over \$50 must be recorded in the Gift Register, whether they are accepted or not
- gifts or benefits worth \$50 or less may be recorded in the Gift Register, and
- if a gift or benefit is provided on behalf of the OAIC, it must be recorded in the Gift Register.

Definition

A gift or benefit may include but is not limited to:

- offers of cash or shares
- bottles of wine, manufacturer's samples or personal items
- promotional materials, including clothes, books, USBs or DVDs
- sponsored travel
- airline competition prizes
- airline upgrades
- meals or other hospitality
- accommodation and hire car discounts
- entertainment, such as meals, seats at sporting or theatre events or golf days
- discounts on commercial items

- free or discounted places at training courses, conferences or seminars
- plants or flowers
- lottery tickets, and
- small items like pens, notepads or keyrings.

This policy applies in all circumstances including where gifts or benefits may be offered to staff members outside normal working hours or while they are on leave.

Managing Offers of Gifts or Benefits

Should I accept?

Always exercise caution. The following should be taken into consideration:

- is the person or organisation in a contractual or regulatory relationship, or involved in a purchasing/tendering process, with the OAIC?
- is the person or organisation's primary purpose to lobby Ministers, members of Parliament or agencies?
- would accepting be likely to create an actual or perceived conflict of interest?
- would accepting be likely to create a feeling of obligation?
- would accepting the gift or benefit reflect poorly on the OAIC if reported in the media or raised before a parliamentary committee?

Where possible staff members should discuss offers of gifts in advance with their Assistant or Deputy Commissioner.

Accepting a gift

In some cases gifts may be offered in good faith and with no intention or ability to undermine impartiality or independence. An example could be a small gift made by an international visitor. In such cases refusal of a gift may cause embarrassment.

Any gift accepted by an OAIC staff member is accepted on behalf of the OAIC and becomes the property of the OAIC.

Gifts or benefits worth over \$50 must be reported promptly to the Deputy Commissioner through the Executive Officer, using the [Record of Gift Offered to the OAIC Form](#). The Deputy Commissioner may decide that the gift will be retained for official purposes, disposed, or retained by the staff member who received it.

The 'Record of Gift Offered to the OAIC' form will be placed in the Gift register.

Staff members may report gifts or benefits worth \$50 or less, however this is not a mandatory requirement.

Not accepting a gift

If a gift or benefit worth over \$50 is offered but refused, the details and circumstances must be recorded on the [Record of Gift Offered to the OAIC Form](#).

The 'Record of Gift Offered to the OAIC' form will be placed in the Gift register.

Staff members may report gifts or benefits worth \$50 or less that are offered but refused, however this is not a mandatory requirement.

Providing Gifts

In some cases the OAIC may offer a gift for official purposes, for example to acknowledge a guest speaker. Any gifts purchased from OAIC funds must be approved in advance by the Deputy Commissioner and reported on the [Record of Gift Provided by the OAIC](#).

The 'Record of Gift Provided by the OAIC' form will be placed in the Gift Register.

Gift Register

The Gift Register will be maintained by the Executive Officer and held by the Deputy Commissioner.

References

[APS Values and Code of Conduct in practice](#)

[Official Hospitality Guidelines](#)