



28 May 2021



Dear [REDACTED]

Re: OIA request - Gift registers, flights paid by pharmaceutical companies and professional affiliations

Thank you for your Official Information Act request received Friday 7 May 2021 seeking information about gifts and affiliations from Waitematā District Health Board (DHB).

Before responding to your specific questions, it may be useful to provide some context about our services.

Waitematā is the largest and one of the most rapidly growing DHBs in the country, serving a population of around 650,000 across the North Shore, Waitakere and Rodney areas. We are the largest employer in the district, employing around 8,600 people across more than 80 locations.

In addition to providing care to our own resident population, we are the Northern Region provider of forensic mental health services and child rehabilitation services, plus the metro Auckland provider of child community dental services and community alcohol and drug services.

In response to your request, we can provide the following information:

- 1. Provide the gift registers held by the DHB about gifts/contributions/received items given to DHB employees (including medical professionals) for the following years: 2020, 2019, 2018, 2017, 2016.**

Waitematā DHB has a robust Conflict of Interest policy that is available to all staff via our intranet. Information about gift registers and professional affiliations is submitted annually to Parliament for the Government Health Select Committee standard reviews of DHBs.

We attach the sections relating to gifts, external relationships and conflicts of interest from our submissions as follows:

2015/2016 - Questions 37-41, pages 30-32 - **Attachment 1.**

2016/2017 - New Zealand Parliament has not published this submission online, for reasons unknown to Waitematā DHB. Please refer - **Attachment 2.**

2017/2018 - Questions 42-46, see pages 27-30 - **Attachment 3.**

2018/2019 - Questions 42-46, see pages 29-31 - **Attachment 4.**

2019/2020 - Questions 42-46, see pages 22-25 - **Attachment 5.**

- 2. Provide records held regarding of any flights provided, paid for or subsidised by pharmaceutical or medical equipment companies to employees of the DHB (including medical professionals) in the following years: 2020, 2019, 2018, 2017, 2016.**

Waitematā DHB has no record of any flights provided, paid for or subsidised by pharmaceutical or medical equipment companies to employees of the DHB (including medical professionals).

- 3. Provide any information the DHB holds regarding professional affiliations, board roles or advisory positions held by employees of the DHB (including medical professionals) in connection to pharmaceutical or medical equipment companies. If possible, break these affiliations down by the following years: 2020, 2019, 2018, 2017, 2016.**

Please refer to our response to question 1. As mentioned, information about professional affiliations is available in the attachments provided.

I trust that this information is helpful.

Waitematā DHB supports the open disclosure of information to assist community understanding of how we are delivering publicly funded healthcare.

This includes the proactive publication of anonymised Official Information Act responses on our website from 10 working days after they have been released. If you consider there are good reasons why this response should not be made publicly available, we will be happy to consider your views.

Yours sincerely



**Executive Director Finance, People and Planning
Waitematā District Health Board**

GIFTS AND EXTERNAL RELATIONSHIPS

37. What policies were in place in 2015/16 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2015/16 financial year with the following details:

- Gift or hospitality accepted
- Position of staff member who accepted
- Estimated value
- Date received
- Name of the organisation or individual who paid for/gave the gift or hospitality.

The issue of gifts/hospitality is covered by the Board's Conflict of Interest Policy. The relevant section of the policy states:

"Accepting gifts / benefits from suppliers of goods or services. Acceptance of a gift or other benefit from a supplier can be perceived as encouraging or obliging the employee to favour that supplier. Gifts and benefits can take many forms e.g. presents; travel; discounts on goods or services; tickets to events; funding to attend educational conferences or meetings. The term 'benefit' also includes a restaurant meal or hospitality at sports events or other entertainment. (Note: Sponsorship/benefits for the use of a particular Unit or Service, rather than for an individual, may be solicited from suppliers with the prior approval of a General Manager or the Chief Executive. The Executive Director of North Shore Hospital Foundation and/or West Auckland Health Services Foundation should advise of the intention to approach a supplier.)"

Recommended Action:

An employee may accept a gift or benefit freely given by a supplier if:

- *the gift is an inexpensive Christmas gift or a token of appreciation or a minor industry give-away e.g. a diary, a calendar*

OR

- *the gift/benefit/hospitality is for the employee personally; and*
- *the total value does not exceed \$100; and*
- *the employee's Manager agrees that it is appropriate to accept.*

Where the gift/benefit is worth more than \$100 the employee must discuss the matter with his/her Manager or Clinical Director before accepting. Consideration should be given to acceptance of the gift/benefit for the employee's unit or service – but this is not always practicable.

When a gift/benefit worth more than \$100 is accepted, advice of that acceptance must be emailed to the employee's General Manager. (General Managers must advise the Chief Executive Officer of any benefits they accept).

Offers of sponsorship to attend clinical conferences should be discussed with the clinician's Clinical Director before acceptance. Offers accepted must be reported to the clinician's General Manager."

This policy wording has been in place since July 2011.

With regard to gifts received in the 2015/16 year, senior Managers and also officers employed in the Planning and Funding areas of the DHB are required to declare any gifts of a value exceeding \$100 and are given an annual reminder of this responsibility. These are included in an Interests Register.

Gifts declared for 2015/16 were as follows:

Date	Gift Declared
Aug 2015	- Pacific necklace, value minor, gifted to the Chief Executive from the Pacific Community.
Sept 2015	- Stone polar bear statue, value unknown, gifted to the Chief Executive from the Alaskan delegation to New Zealand.
March 2016	- Hosted study trip to the Health Information System Society Conference, value unknown, gifted to the Chief Medical Officer.
March 2016	- International visit to view cleaning system equipment, value \$7,890.00, gifted to the Operations Manager, Clinical Support by Hygiene Solutions.
June 2016	- Attendance at the Community Agencies Association NZ Business Forum, value \$1,800, gifted to the Deputy Chief Financial Officer (in lieu of assistance provided in leading the Auckland Based Members Organising Committee).
May 2016	- Hi Tech Awards Dinner, value unknown, gifted to the Research and Innovation Manager and the Chief Information Officer by Orion Health.

38. What policies were in place in 2015/16 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2015/16 financial year. For each, please provide the following details:

- **Gift given**
- **Name of external organisation or individual**
- **Reason given**
- **Estimated value**
- **Date given.**

The DHB does not have a specific policy related to giving gifts to external organisations or individuals.

39. What policies were in place in 2015/16 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2015/16 financial year. For each, please provide the following details:

- **Gift given**
- **Position of staff member**
- **Reason given**
- **Estimated value**
- **Date given.**

Waitemata DHB has a long service recognition programme to show our appreciation of the service given to the community of the DHB over many years. During 2015/16, eighty-five staff were given gifts of over \$100 by the DHB for staff long service of 20+ years. A long service gift is a Westfield voucher of up to \$200. Staff who received this gift were from all professions as detailed in [Appendix 11](#).

40. **What potential conflicts of interest were identified regarding the board, management or senior staff in 2015/16? For each, please provide the following details:**
- **Conflict identified.**
 - **Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.**
 - **Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.**
 - **Steps take to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous three financial years.**

Attached is a copy of the Waitemata DHB Board Members Interest Register as at 29 June 2016 (please see [Appendix 12](#)). A copy of the related party transactions report from the Annual Report for the 2015/16 year is attached (please see [Appendix 13](#)) and gives the value of transactions with those related parties. The Board has rigorously adopted a process whereby members are required at each Board and committee meeting to declare any interest in any item on the agenda. If there is any financial conflict of interest they take no part in the discussion or decision and normally retire from the meeting room while the item is considered. These matters are detailed in the minutes of each meeting. The interests register is also reviewed and updated if required at each meeting. Minutes available on the Waitemata DHB's website:

<http://www.waitematadhb.govt.nz/about-us/leadership/board-meetings/>

With regard to management (defined here as the senior management team), there is an annual reminder to declare any interests which are recorded in a register. For 2015/16 there were no specific issues of management having a conflict in the granting of a contract or consent. A separate system is operated by the Facilities and Development department which control the major facilities contracts the Board enters into. For 2015/16 there were no specific issues identified in that system of for the senior management team having a conflict in a decision making process.

41. **What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2015/16? For each, what was the cost for each of its memberships? How does this compare to each of the previous four financial years?**

The Waitemata DHB has memberships of the following associations:

Membership Association	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
Australian Professional Society of Alcohol and other Drugs (APSAD)				\$ 936.69	\$ 901.31
Business Leaders Health & Safety Forum Inc					\$ 15,000.00
Business NZ Inc T/A Sustainable Business					\$ 13,140.00
Health Round Table	AUD \$ 16,000.00	AUD \$ 8,000.00	AUD \$ 8,000.00	\$ 8,931.83	\$ 18,506.28
Institute of Public Administration NZ (IPANZ)				\$ 4,500.00	\$ 4,500.00
National Association of Opioid Treatment Providers				\$ 550.00	\$ -
NZ Drug Foundation				\$ 2,282.61	\$ 2,217.39
NZ Inst of Hazardous Substance Mgmt Inc					\$ 500.00
	-	-	-	17,201.13	54,764.98

GIFTS AND EXTERNAL RELATIONSHIPS

- 37. What policies were in place in 2016/17 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2016/17 financial year with the following details:**
- Gift or hospitality accepted
 - Position of staff member who accepted
 - Estimated value
 - Date received
 - Name of the organisation or individual who paid for/gave the gift or hospitality.

The issue of gifts/hospitality is covered by the Board's Conflict of Interest Policy. The relevant section of the policy states:

*“Accepting gifts / benefits from suppliers of goods or services.
Acceptance of a gift or other benefit from a supplier can be perceived as encouraging or obliging the employee to favour that supplier. Gifts and benefits can take many forms e.g. presents; travel; discounts on goods or services; tickets to events; funding to attend educational conferences or meetings. The term ‘benefit’ also includes a restaurant meal or hospitality at sports events or other entertainment. (Note: Sponsorship/benefits for the use of a particular Unit or Service, rather than for an individual, may be solicited from suppliers with the prior approval of a General Manager or the Chief Executive. The Executive*

Director of North Shore Hospital Foundation and/or West Auckland Health Services Foundation should advise of the intention to approach a supplier.)

Recommended Action:

An employee may accept a gift or benefit freely given by a supplier if:

- the gift is an inexpensive Christmas gift or a token of appreciation or a minor industry give-away e.g. a diary, a calendar*

OR

- the gift/benefit/hospitality is for the employee personally; and*
- the total value does not exceed \$100; and*
- the employee's Manager agrees that it is appropriate to accept.*

Where the gift/benefit is worth more than \$100 the employee must discuss the matter with his/her Manager or Clinical Director before accepting. Consideration should be given to acceptance of the gift/benefit for the employee's unit or service – but this is not always practicable.

When a gift/benefit worth more than \$100 is accepted, advice of that acceptance must be emailed to the employee's General Manager. (General Managers must advise the Chief Executive Officer of any benefits they accept).

Offers of sponsorship to attend clinical conferences should be discussed with the clinician's Clinical Director before acceptance. Offers accepted must be reported to the clinician's General Manager."

This policy wording has been in place since July 2011.

With regard to gifts received in the 2016/17 year, senior Managers and also officers employed in the Planning and Funding areas of the DHB are required to declare any gifts of a value exceeding \$100 and are given an annual reminder of this responsibility. These are included in an Interests Register.

Gifts declared for 2016/17 were as follows:

Date	Gift Declared
Aug 2016	- Scholarship of \$1,198 to attend HiNZ conference, gifted by HiNZ to the Director Allied Health, Scientific and Technical Professions
Sept 2016	- 2016 Deloitte Top 200 Awards and Gala Dinner, value unknown, gifted by Deloitte, event attended by the Chief Medical Officer
Nov 2016	- Event to recognise Youth Achievement in North Harbour District, value unknown, gifted by AUT to the Director, Funding
Nov 2016	- Attendance at fundraiser event for Plunket, value unknown, gifted by Francis Group to the Director, Funding
Nov 2016	- Air New Zealand and Crowne Plaza Hotel Christmas Celebration event, value unknown, gifted to Executive Assistant of the Chief Financial Officer
Dec 2016	- Attendance at the Global Womens Leadership Awards, value unknown, gifted by HAYS to the Deputy Chief Financial Officer
March 2017	- Board Fee (\$190), gifted from the Asian Family Services, to the Project Manager, Asian, Migrant and Refugee Health Gain
April 2017	- Tickets to attend sporting event (Rugby), value unknown, gifted by Turner and Townsend to Project Manager, Facilities and Development

- April 2017
- Chinese Simuwu bronze pod, value unknown, gifted by the Shandong Province to the Chief Executive Officer
 - Writings of Confucius, value approximately \$30, gifted by the Qufu township to the Chief Executive Officer
 - Small painting of a dragon, value approximately \$30, gifted by the Chao Wang Hospital to the Chief Executive Officer
 - Small statue of Confucius, value approximately \$30, gifted by Shandong to the Chief Executive Officer
 - Small painting of flowers, value approximately \$30, gifted by the Shanghai Chest Hospital to the Chief Executive Officer

38. What policies were in place in 2016/17 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2016/17 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual
- Reason given
- Estimated value
- Date given

The DHB does not have a specific policy related to giving gifts to external organisations or individuals as this would be a rare event.

39. What policies were in place in 2016/17 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2016/17 financial year. For each, please provide the following details:

- Gift given
- Position of staff member
- Reason given
- Estimated value
- Date given

Waitemata DHB has a long service recognition programme to show our appreciation of the service given to the community of the Waitemata DHB over many years. During 2016/17, 203 staff were given gifts of over \$100 by the Waitemata DHB for staff long service of 20+ years. A long service gift is a Westfield voucher of up to \$200. Positions of staff who received these gift were as detailed below.

Position	Number of staff
Doctors	32
Nurses and Midwives	49
Allied Health, Scientific and Technical professions	58
Support staff	13
Administration/Management	51
Total	203

40. What potential conflicts of interest were identified regarding the board, management or senior staff in 2016/17? For each, please provide the following details:
- Conflict identified.
 - Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.
 - Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.
 - Steps taken to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous four financial years.

Attached is a copy of the Waitemata DHB Board Members Interest Register as at 29 June 2017 ([Appendix 10](#)). A copy of the related party transactions report from the Annual Report for the 2016/17 year is attached ([Appendix 11](#)) and gives the value of transactions with those related parties. The Board has rigorously adopted a process whereby members are required at each Board and committee meeting to declare any interest in any item on the agenda. If there is any financial conflict of interest they take no part in the discussion or decision and normally retire from the meeting room while the item is considered. These matters are detailed in the minutes of each meeting. The interests register is also reviewed and updated if required at each meeting. Minutes available on the Waitemata DHB's website:

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With regard to management (defined here as the senior management team), there is an annual reminder to declare any interests which are recorded in a register. For 2016/17 there were no specific issues of management having a conflict in the granting of a contract or consent. A separate system is operated by the Facilities and Development department which control the major facilities contracts the Board enters into. For 2016/17 there were no specific issues identified in that system of for the senior management team having a conflict in a decision making process.

41. What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2016/17? For each, what was the cost for each of its memberships? How does this compare to each of the previous four financial years?

Membership Association	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017
Australian Professional Society of Alcohol and other Drugs (APSAD)				\$ 936.69	\$ 901.31	\$ 867.00
Business Leaders Health & Safety Forum Inc					\$ 15,000.00	\$ 15,000.00
Business NZ Inc T/A Sustainable Business					\$ 13,140.00	\$ 15,000.00
Health Round Table	AUD \$ 16,000.00	AUD \$8000.00	AUD \$8000.00	\$ 8,931.83	* \$ 18,506.28	\$ 4,952.26
Institute of Public Administration NZ (IPANZ)				\$ 4,500.00	\$ 4,500.00	\$ 9,000.00
National Association of Opioid Treatment Providers				\$ 550.00	-	\$ 1,500.00
NZ Drug Foundation				\$ 2,282.61	\$ 2,217.39	\$ 283.00
NZ Inst of Hazardous Substance Mgmt Inc					\$ 500.00	\$ 500.00
Enviro-Mark Solutions Limited						\$ 3,250.00
				\$ 17,201.13	\$ 36,258.70	\$ 50,352.26
*Costs for 2015/16 are inclusive of the 2016/17 financial year						

GIFTS AND EXTERNAL RELATIONSHIPS

42. What policies were in place in 2017/18 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2017/18 financial year with the following details:

- **Gift or hospitality accepted**
- **Position of staff member who accepted**
- **Estimated value**
- **Date received**
- **Name of the organisation or individual who paid for/gave the gift or hospitality.**

The issue of gifts/hospitality is covered by the Board's Conflict of Interest Policy. The relevant section of the policy states:

“Accepting gifts / benefits from suppliers of goods or services.

Acceptance of a gift or other benefit from a supplier can be perceived as encouraging or obliging the employee to favour that supplier. Gifts and benefits can take many forms e.g. presents; travel; discounts on goods or services; tickets to events; funding to attend educational conferences or meetings. The term ‘benefit’ also includes a restaurant meal or hospitality at sports events or other entertainment. (Note: Sponsorship/benefits for the use of a particular Unit or Service, rather than for an individual, may be solicited from suppliers with the prior approval of a General Manager or the Chief Executive. The Executive Director of North Shore Hospital Foundation and/or West Auckland Health Services Foundation should advise of the intention to approach a supplier.)

Recommended Action:

An employee may accept a gift or benefit freely given by a supplier if:

- *the gift is an inexpensive Christmas gift or a token of appreciation or a minor industry give-away e.g. a diary, a calendar*

OR

- *the gift/benefit/hospitality is for the employee personally; and*
- *the total value does not exceed \$100; and*
- *the employee’s Manager agrees that it is appropriate to accept.*

Where the gift/benefit is worth more than \$100 the employee must discuss the matter with his/her Manager or Clinical Director before accepting. Consideration should be given to acceptance of the gift/benefit for the employee’s unit or service – but this is not always practicable.

When a gift/benefit worth more than \$100 is accepted, advice of that acceptance must be emailed to the employee’s General Manager. (General Managers must advise the Chief Executive Officer of any benefits they accept).

Offers of sponsorship to attend clinical conferences should be discussed with the clinician’s Clinical Director before acceptance. Offers accepted must be reported to the clinician’s General Manager.”

With regard to gifts received in the 2017/18 year, senior Managers and also officers employed in the Planning and Funding areas of the DHB are required to declare any gifts of a value exceeding \$100 and are given an annual reminder of this responsibility. These are included in an Interests Register.

Gifts declared for 2017/18 were as follows:

Date	Gift Declared
November 2017	- Deloitte Top 200, value unknown, gifted by Deloitte, attended by the Chief Medical Officer
November 2017	- Deloitte Top 200, value unknown, gifted by Deloitte, attended by the Chief Financial Officer
March 2018	- Strategic partner meeting lunch, value unknown, gifted by Vodafone, attended by Chief Executive
May 2018	- Luncheon with the Prime Minister, value unknown, gifted by Vodafone, attended by Chief Executive

43. What policies were in place in 2017/18 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2017/18 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual
- Reason given
- Estimated value
- Date given.

The DHB does not have a specific policy related to giving gifts to external organisations or individuals as this would be a rare event.

44. What policies were in place in 2017/18 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2017/18 financial year. For each, please provide the following details:

- Gift given
- Position of staff member
- Reason given
- Estimated value
- Date given.

Waitemata DHB has a long service recognition programme to show our appreciation of the service given to the community of the Waitemata DHB over many years.

During 2017/18 186 staff were given gifts of over \$100 by the Waitemata DHB for staff long service of 20+ years. A long service gift is a Westfield voucher of up to \$200.

Last year we gave similar gifts to 203 staff.

45. What potential conflicts of interest were identified regarding the board, management or senior staff in 2017/18? For each, please provide the following details:

- Conflict identified.
- Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.
- Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.
- Steps taken to mitigate any possible conflict in granting any contract, policy,

consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous three financial years.

Attached is a copy of the Waitemata DHB Board Members Interest Register as at 4 July 2018 ([Appendix 8](#)). A copy of the related party transactions report from the Annual Report for the 2017/18 year is attached ([Appendix 9](#)) and gives the value of transactions with those related parties. The Board has rigorously adopted a process whereby members are required at each Board and committee meeting to declare any interest in any item on the agenda. If there is any financial conflict of interest they take no part in the discussion or decision and normally retire from the meeting room while the item is considered. These matters are detailed in the minutes of each meeting. The interests register is also reviewed and updated if required at each meeting. Minutes available on the Waitemata DHB's website:

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46. What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2017/18? For each, what was the cost for each of its memberships? How does this compare to each of the previous four financial years?

Membership Association	2013/14	2014/15	2015/16	2016/17	2017/18
Australian Professional Society of Alcohol and other Drugs (APSAD)		937	901	867	924
Business Leaders Health & Safety Forum Inc			15,000	15,000	15,000
Business NZ Inc T/A Sustainable Business		8,932	13,140	15,000	15,000
Health Round Table	88,551	93,559	219,084*	150,220	92,475
Institute of Public Administration NZ (IPANZ)		550	4,500	9,000	4,500
National Association of Opioid Treatment Providers		2,283		1,500	1,500
NZ Drug Foundation			2,217	283	283
NZ Institute of Hazardous Substance Management Inc			500	500	500
Enviro-Mark Solutions Limited				3,250	31,117
Mayo Foundation for Medical Education and Research					6,970
New Zealand Automobile Association					13,773
Volunteering Auckland Trust					500
	88,551	106,261	255,342	195,620	182,542

* Costs for 2015/16 are inclusive of the 2016/17 financial year

GIFTS AND EXTERNAL RELATIONSHIPS

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- Gift or hospitality accepted
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Gifts and benefits can take many forms e.g. presents; travel; discounts on goods or services; tickets to events; funding to attend educational conferences or meetings. The term ‘benefit’ also includes a restaurant meal or hospitality at sports events or other entertainment.

Recommended Action.

An employee may accept a gift or benefit freely given by a supplier if:

- *The gift is an inexpensive Christmas gift or a token of appreciation or a minor industry give-away e.g. a diary, a calendar*

OR

- *the gift/benefit/hospitality is for the employee personally; and*
- *the total value does not exceed \$50; and*
- *the employee’s Manager agrees that it is appropriate to accept.*

Where the gift/benefit is worth more than \$50 the employee must discuss the matter with his/her Manager or Clinical Director before accepting. Consideration should be given to acceptance of the gift/benefit for the employee’s unit or service – but this is not always practicable.

When a gift/benefit worth more than \$50 is accepted, advice of that acceptance must be emailed to the employee’s General Manager. (GMs must advise the CEO of any benefits they accept).

Offers of sponsorship to attend clinical conferences should be discussed with the clinician’s Clinical Director before acceptance. Offers accepted must be reported to the clinician’s General Manager.”

Gifts declared for 2018/19 were as follows:

Date	Gift Declared
September 2018	- Intellectual Exchange Programme to Korea, value unknown, gifted by the Korean Government, attended by the Director of Nursing/Emergency Systems Planner
October 2018	- business lunch forum with the Prime Minister, value unknown, personally gifted by the Well Foundation Chair at no cost to the DHB or Foundation, attended by the Chief Executive
November 2018	- Deloitte Top 200, value unknown, gifted by Deloitte, attended by Chief Medical Officer
November 2018	- Deloitte Top 200, value unknown, gifted by Deloitte, attended by Chief Executive Officer
April 2019	- Inaugural Digital Changemaker Dinner, value unknown, attended by the Chief Information Officer

43. What policies were in place in 2018/19 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2017/18 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual
- Reason given
- Estimated value
- Date given

The DHB does not have a specific policy related to giving gifts to external organisations or individuals as this would be a rare event.

44. What policies were in place in 2018/19 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2018/19 financial year. For each, please provide the following details:

- Gift given
- Position of staff member
- Reason given
- Estimated value
- Date given

Waitematā DHB has a long service recognition programme to show our appreciation of the service given to the community of the Waitematā DHB over many years.

During 2018/19, 172 staff were given gifts of over \$100 by the Waitematā DHB for staff long service of 20+ years. A long service gift is a Westfield voucher of up to \$200. Last year we gave similar gifts to 186 staff.

45. What potential conflicts of interest were identified regarding the board, management or senior staff in 2018/19? For each, please provide the following details:

- Conflict identified
- Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.
- Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.
- Steps taken to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous three financial years.

Attached is a copy of the Waitemata DHB Board Members Interest Register as at 4 July 2018 ([Appendix 8](#)). A copy of the related party transactions report from the Annual Report for the 2018/19 year is attached ([Appendix 8](#)) and gives the value of transactions with those related parties. The Board has rigorously adopted a process whereby members are required at each Board and committee meeting to declare any interest in any item on the agenda. If there is any financial conflict of interest they take no part in the discussion or decision and normally retire from the meeting room while the item is considered. These matters are detailed in the minutes of each meeting. The interests register is also reviewed and updated if required at each meeting. Minutes are available on the Waitemata DHB's website:

<http://www.waitematadhb.govt.nz/about-us/leadership/board-meetings/>

With regard to management (defined here as the senior management team), there is an annual reminder to declare any interests which are recorded in a register. For 2018/19 there were no specific issues of management having a conflict in the granting of a contract or consent. A separate system is operated by the Facilities and Development department which control the major facilities contracts the Board enters into. For 2018/19 there were no specific issues identified in that system of for the senior management team having a conflict in a decision making process.

46. What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2018/19? For each, what was the cost for each of its memberships? How does this compare to each of the previous four financial years?

Membership Association	2014/15	2015/16	2016/17	2017/18	2018/19
Auckland Chamber of Commerce & Industry INC					\$120
Auckland Council Auckland Convention Bureau					\$540
Australian Professional Society of Alcohol and other Drugs (APSAD)	\$937	\$901	\$867	\$924	\$906
Business Leaders Health & Safety Forum Inc		\$15,000	\$15,000	\$15,000	
Business NZ Inc T/A Sustainable Business	\$8,932	\$13,140	\$15,000	\$15,000	
Health Round Table	\$93,559	\$219,084*	\$150,220	\$92,475	\$86,613
Institute of Public Administration NZ (IPANZ)	\$550	\$4,500	\$9,000	\$4,500	
National Association of Opioid Treatment Providers	\$2,283		\$1,500	\$1,500	\$850
NZ Drug Foundation		\$2,217	\$283	\$283	\$217
NZ Institute of Hazardous Substance Management Inc		\$500	\$500	\$500	
Enviro-Mark Solutions Limited			\$3,250	\$31,117	\$1,954
Mayo Foundation for Medical Education and Research				6,970	
New Zealand Automobile Association				\$13,773	\$7,315
Volunteering Auckland Trust				\$500	\$261
Volunteering New Zealand Incorporated					\$450
Total	\$106,260	\$36,259	\$195,620	\$182,542	\$99,225

* Costs for 2015/16 are inclusive of the 2016/17 financial year

GIFTS AND EXTERNAL RELATIONSHIPS

42. What policies were in place in 2019/20 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2019/20 financial year with the following details:
- Gift or hospitality accepted
 - Position of staff member who accepted
 - Estimated value
 - Date received
 - Name of the organisation or individual who paid for/gave the gift or hospitality.

The issue of gifts/hospitality is covered by the Board's Conflict of Interest Policy. The relevant section of the policy states:

"Accepting gifts / benefits from suppliers of goods or services.

Acceptance of a gift or other benefit from a supplier can be perceived as encouraging or obliging the employee to favour that supplier.

Gifts and benefits can take many forms e.g. presents; travel; discounts on goods or services; tickets to events; funding to attend educational conferences or meetings. The term 'benefit' also includes a restaurant meal or hospitality at sports events or other entertainment.

Recommended Action

An employee may accept a gift or benefit freely given by a supplier if:

- *The gift is an inexpensive Christmas gift or a token of appreciation or a minor industry give-away e.g. a diary, a calendar*

OR

- *the gift/benefit/hospitality is for the employee personally; and*
- *the total value does not exceed \$50; and*
- *the employee's Manager agrees that it is appropriate to accept.*

Where the gift/benefit is worth more than \$50 the employee must discuss the matter with his/her Manager or Clinical Director before accepting. Consideration should be given to acceptance of the gift/benefit for the employee's unit or service – but this is not always practicable.

When a gift/benefit worth more than \$50 is accepted, advice of that acceptance must be emailed to the employee's General Manager. (GMs must advise the CEO of any benefits they accept).

Offers of sponsorship to attend clinical conferences should be discussed with the clinician's

Clinical Director before acceptance. Offers accepted must be reported to the clinician's General Manager."

Gifts declared for 2019/20 were as follows:

Date	Gift Declared
November 2019	- Qlik, meal, approximate value of \$100, gifted to the Chief Information Officer
December 2019	- Deloitte Top 200, value unknown, gifted by Deloitte, invitation declined by Chief Executive Officer

43. What policies were in place in 2019/20 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2019/20 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual
- Reason given
- Estimated value
- Date given.

The DHB does not have a specific policy related to giving gifts to external organisations or individuals as this would be a rare event.

44. What policies were in place in 2019/20 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2019/20 financial year. For each, please provide the following details:

- Gift given
- Position of staff member
- Reason given
- Estimated value
- Date given

Long Service Recognition

During 2019/2020 Westfield Gift Vouchers were given to staff recognising their length of service.

\$ Value of Voucher (each)	Years of Service recognised	Total Number Issued FY2019/20
\$100.00	15 years	199
\$200.00	20 years +	115

CEO Recognition

During 2019/20 there were 367 staff recognised by their colleagues for their efforts and for bringing the Waitematā DHB values to life. Each staff member received acknowledgement from the Chief Executive and a small packet of chocolates valued at \$4.09 per packet.

45. What potential conflicts of interest were identified regarding the board, management or senior staff in 2019/20? For each, please provide the following details:

- **Conflict identified.**
- **Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.**
- **Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.**
- **Steps taken to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous three financial years.**

Attached is a copy of the Waitematā DHB Board Members Interest Register as at 10 July 2019 (Appendix 7). A copy of the related party transactions report from the Annual Report for the 2019/20 year is attached (Appendix 8) and gives the value of transactions with those related parties. The Board has rigorously adopted a process whereby members are required at each Board and Committee meeting to declare any interest in any item on the agenda. If there is any financial conflict of interest, they take no part in the discussion or decision and normally retire from the meeting room while the item is considered. These matters are detailed in the minutes of each meeting. The interests register is also reviewed and updated if required at each meeting. Minutes are available on the Waitematā DHB's website:

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With regard to management (defined here as the senior management team), there is an annual reminder to declare any interests which are recorded in a register. For 2019/20 there were no specific issues of management having a conflict in the granting of a contract or consent. A separate system is operated by the Facilities and Development department which control the major facilities contracts the Board enters into. For 2019/20 there were no specific issues identified in that system of for the senior management team having a conflict in a decision making process.

46. What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2019/20? For each, what was the cost for each of its memberships? How does this compare to each of the previous four financial years?

Membership Association	2015/16	2016/17	2017/18	2018/19	2019/20
Auckland Chamber of Commerce & Industry INC				\$120	\$ 240
Auckland Council				\$ 540	\$ 555
Australian Professional Society of Alcohol and other Drugs (APSAD)	\$ 901	\$ 867	\$ 924	\$ 906	\$ 1,756
Business Leaders Health & Safety Forum Inc	\$15,000	\$15,000	\$ 15,000		
Business NZ Inc T/A Sustainable Business	\$ 13,140	\$ 15,000	\$ 15,000		
Clinical and Laboratory Standards Institute					\$ 2,515
Equal Employment Opportunities Trust					\$ 2,950
Health Round Table *	\$ 219,084	\$150,220	\$ 92,475	\$ 86,613	\$ 90,306
Institute of Public Administration NZ (IPANZ)	\$4,500	\$ 9,000	\$ 4,500		\$ 4,500
National Association of Opioid Treatment Providers		\$ 1,500	\$ 1,500	\$ 850	\$ 850

Membership Association	2015/16	2016/17	2017/18	2018/19	2019/20
NZ Drug Foundation	\$ 2,217	\$ 283	\$ 283	\$ 217	
NZ Inst of Hazardous Substance Mgmt Inc	\$ 500	\$ 500	\$ 500		
NZ Nasc					\$ 174
Pasifika Medical Association Limited					\$ 209
Enviro-Mark Solutions Limited		\$ 3,250	\$ 31,117	\$ 1,954	\$ 19,850
Mayo Foundation for Medical Education and Research			\$ 6,970		\$ 15,354
New Zealand Automobile Association			\$ 13,773	\$ 7,315	
Volunteering Auckland Trust			\$ 500	\$ 261	
Volunteering New Zealand Incorporated				\$ 450	\$ 450
	\$ 255,343	\$ 195,620	\$ 182,542	\$ 99,226	\$ 139,709