

13 September 2023

s9(2)(a)

Mālō 'e lelei s9(2)(a)

## RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST

On 16 August 2023, you contacted the Ministry for Pacific Peoples (the Ministry) requesting under the Official Information Act 1982 (OIA), information relating to Ministry hospitality accounts. I have outlined your specific request and my response below.

*Can you please send me a breakdown of how much has been spent on staff functions over the last five years. Please include details of each function, when it was held, the purpose eg. leaving or welcome events, and how much was spent broken down by expense eg. food, travel, gifts etc.*

On 28 August 2023, we contacted you to clarify your request. On 31 August 2023, you replied and confirmed that the reference to staff functions related to functions such as welcomes, farewells and annual Christmas lunches and excluded regular business as usual training programmes.

We noted that we could provide the information for the 2022/23 financial year by the original deadline but required more time to provide you with the information for the remaining four financial years. Accordingly, appended to this letter is a table outlining staff functions including a breakdown of spend, for the 2022/23 financial year. We aim to provide you the remaining information by 11 October 2023.

In line with standard OIA practice, the Ministry proactively publishes some of its responses to OIA requests. As such, this letter may be published on the Ministry for Pacific Peoples' website. Your personal details will be removed, and the Ministry will not publish any information that would identify you or your organisation.

Should you wish to discuss this response with us, please feel free to contact the Ministry at: [oi\\_requests@mpp.govt.nz](mailto:oi_requests@mpp.govt.nz).

If you are dissatisfied with this response, you have the right, under section 28(3) of the OIA, to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Mālō 'aupito



Leatigaga Jason Tualima  
**Deputy Secretary,**  
**Corporate Services**

**Appendix 1: Ministry for Pacific Peoples' staff functions for the 2022/23 year**

| Date  | Event   | Purpose   | Cost breakdown (\$) |                        |                       |                          |               |                   | Amount (\$)       |                  |
|---|---|---|---------------------|------------------------|-----------------------|--------------------------|---------------|-------------------|-------------------|------------------|
|   |   |   | Venue               | Catering               | Travel                | Accommodation            | Event support | Koha and/or gifts |                   | Miscellaneous    |
| <b>INTERNAL PACIFIC LANGUAGE WEEKS CELEBRATIONS<sup>1</sup></b> |   |   |                     |                        |                       |                          |               |                   |                   |                  |
| 01/08/22-05/08/22   | Cook Islands Language Week                              | Activities held during the week to celebrate the culture and encourage the use of the relevant Pacific language among staff. Community members are also invited to partake in these celebrations. |                     | 1,621.61               |                       |                          |               | 962.21            | <b>2,583.82</b>   |                  |
| 05/09/22-09/09/22   | Tonga Language Week                                     | As above.   |                     | 3,440.00               |                       |                          |               | 436.06            | <b>3,876.06</b>   |                  |
| 26/09/22-30/09/22   | Tuvalu Language Week                                    | As above.   |                     | 2,940.57               |                       |                          |               | 434.79            | <b>3,375.36</b>   |                  |
| 03/10/22-07/10/22   | Fijian Language Week                                    | As above.   |                     | 2,334.78               |                       |                          |               | 434.00            | <b>2,768.78</b>   |                  |
| 17/10/22-21/10/22   | Niue Language Week                                      | As above.   |                     | 1,496.79               |                       |                          |               | 312.02            | <b>1,808.81</b>   |                  |
| 22/10/22-28/10/22   | Tokelau Language Week                                   | As above.   |                     | 1,676.74               |                       |                          |               | 434.78            | <b>2,111.52</b>   |                  |
| 08/05/23-12/05/23   | Rotuman Language Week                                   | As above.   |                     | 839.20                 |                       |                          |               | 401.90            | <b>1,241.10</b>   |                  |
| 29/05/23-02/06/23   | Samoa Language Week                                     | As above.   |                     | 420.65                 |                       |                          |               | 260.87            | <b>681.52</b>     |                  |
| 10/07/23-14/07/23   | Kiribati Language Week                                  | As above.   |                     | 434.78                 |                       |                          |               |                   | <b>434.78</b>     |                  |
| <b>END OF YEAR FUNCTIONS<sup>2</sup></b>                        |   |   |                     |                        |                       |                          |               |                   |                   |                  |
| 09/12/22-21/12/22   | Christmas function(s)                                   | Celebration(s) to commemorate the end of the year and thank staff for their hard work.  |                     | 2,277.34               |                       |                          |               |                   | <b>2,277.34</b>   |                  |
| <b>FAREWELLS, PŌWHIRI/WELCOME EVENTS AND PLANNING DAYS</b>      |   |   |                     |                        |                       |                          |               |                   |                   |                  |
| 27/07/22  | Farewell for Tier 2 leader                              | To farewell a Ministry staff member.  |                     | 2,810.00               |                       |                          |               | 146.09            | 180.00            | <b>3,136.09</b>  |
| 14/09/22  | Farewell for Tier 2 leader                              | To farewell a Ministry staff member.  |                     | 301.74                 |                       |                          |               | 137.47            |                   | <b>439.21</b>    |
| A13/10/22   | Former Secretary's farewell                             | To farewell the Ministry's outgoing Secretary.  | 13,149.52           | Included in venue hire | 5,806.22              | 1,337.42                 | 5,465.52      | 7,555.49          | 5,948.05          | <b>39,262.22</b> |
| 13/10/22-14/10/22   | All staff fono  | To undertake whole of Ministry planning and prioritisation work. This was the first all staff planning day since before COVID-19.   | 18,440.37           | Included in venue hire | 32,154.73             | 15,937.86                | 5,602.21      |                   | 21.86             | <b>72,157.01</b> |
| 01/02/23  | Incoming Secretary's pōwhiri                            | To welcome the Ministry's incoming Secretary.   | 1,400.00            | 1,364.20               | 1,247.27 <sup>3</sup> | Included in travel costs | 700.00        |                   | 1,320.00          | <b>6,031.47</b>  |
| 26/04/23  | Welcome ceremony and all-day induction for new starters | Ceremony to welcome all recent new starters to the Ministry and provide them with an induction and training   |                     | 425.20                 | 2,439.56 <sup>4</sup> |                          |               |                   | 109.46            | <b>2,974.22</b>  |
| <b>TOTAL</b>  |   |   |                     |                        |                       |                          |               |                   | <b>145,159.31</b> |                  |

**Notes**

- The koha/gifts section for internal PLW celebrations relates to costs incurred for payment of koha for guest speakers and prizes for activities that staff participate in.
- The Ministry subsidises up to \$25.00 per employee per year for either an 'all staff' event or a team event (but not both) with staff expected to cover any remaining costs. In 2022, Ministry teams held their own functions between the period 9 December-22 December 2022 – the catering amount referred to above is the total cost across all of these functions. Note, not all teams claimed the subsidy, and many did not claim the full amount. All costs incurred were for food and non-alcoholic drinks.
- The Ministry covered transport and accommodation costs for one guest speaker to the total value of \$1,247.27.
- The Ministry paid for four (out of 20) new starters, whose roles are based in other parts of the country, to travel to Wellington and attend the welcoming ceremony at the Ministry's national office.

12 October 2023

s9(2)(a)

Ni sa bula vinaka s9(2)(a)

## RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST (REF: DOIA009-2023/24)

On 16 August 2023, you contacted the Ministry for Pacific Peoples (the Ministry) requesting under the Official Information Act 1982 (OIA), information relating to Ministry staff functions. I have outlined your specific request and my response below.

*Can you please send me a breakdown of how much has been spent on staff functions over the last five years. Please include details of each function, when it was held, the purpose e.g., leaving or welcome events, and how much was spent broken down by expense e.g., food, travel, gifts etc.*

On 13 September 2023, we provided you with information for the 2022/23 financial year and advised that we would aim to provide you with the information for the remaining four financial years by 11 October 2023. Accordingly, appended to this letter is a table outlining staff functions and an expenditure breakdown from the 2018/19 financial year to the 2021/22 financial year.

Note that the Ministry occasionally welcomes new staff incurring catering and travel costs. The total amount spent on catering and travel is provided in the Ministry's annual review submissions which are publicly available on the Parliament website.

In line with standard OIA practice, the Ministry proactively publishes some of its responses to OIA requests. As such, this letter may be published on the Ministry for Pacific Peoples' website. Your personal details will be removed, and the Ministry will not publish any information that would identify you or your organisation.

Should you wish to discuss this response with us, please feel free to contact the Ministry at: [uia\\_requests@mpp.govt.nz](mailto:uia_requests@mpp.govt.nz).

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Vinaka vakalevu

A handwritten signature in blue ink, consisting of several overlapping, sweeping strokes that form a cursive, somewhat abstract shape.

**Danilo Coelho de Almeida**  
Deputy Secretary (Acting),  
Corporate Services



| Date   | Event                           | Purpose  | Cost breakdown (\$) |          |        |               |               |                         |               | Amount (\$)      |
|--|---------------------------------|--|---------------------|----------|--------|---------------|---------------|-------------------------|---------------|------------------|
|  |                                 |  | Venue               | Catering | Travel | Accommodation | Event support | Koha and/or gifts       | Miscellaneous |                  |
| 26/10/20-30/10/20  | Tokelau Language Week           | As above.  | N/A                 | 1,248.34 | N/A    | N/A           | N/A           | 362.19                  | N/A           | 1,610.53         |
| 10/05/21-14/05/21  | Rotuman Language Week           | As above.  | N/A                 | 944.00   | N/A    | N/A           | N/A           | N/A                     | N/A           | 944.00           |
| 31/05/21-04/06/21  | Samoa Language Week             | As above.  | N/A                 | N/A      | N/A    | N/A           | 340.79        | 90.00                   | N/A           | 430.79           |
| <b>END OF YEAR FUNCTIONS</b>                               |                                 |  |                     |          |        |               |               |                         |               |                  |
| 03/12/20-17/12/20  | Christmas function(s)           | Celebration(s) to commemorate the end of the year and thank staff for their hard work. | N/A                 | 4,933.27 | N/A    | N/A           | N/A           | N/A                     | N/A           | 4,933.27         |
| <b>FAREWELLS, PŌWHIRI/WELCOME EVENTS AND PLANNING DAYS</b> |                                 |  |                     |          |        |               |               |                         |               |                  |
| 09/10/20   | Farewell for Tier 2 leader      | To farewell a Ministry staff member.   | N/A                 | 552.50   | N/A    | N/A           | N/A           | N/A                     | N/A           | 552.50           |
| 04/06/21   | Farewell for two Tier 2 leaders | To farewell two Ministry staff members.  | N/A                 | N/A      | N/A    | N/A           | N/A           | 451.78<br>(225.89 each) | N/A           | 451.78           |
| <b>TOTAL</b>   |                                 |  |                     |          |        |               |               |                         |               | <b>19,241.57</b> |

**Appendix 4: Ministry for Pacific Peoples' staff functions for the 2021/22 financial year**

| Date  | Event                      | Purpose  | Cost breakdown (\$) |          |        |               |               |                   |               | Amount (\$)      |
|---|----------------------------|--|---------------------|----------|--------|---------------|---------------|-------------------|---------------|------------------|
|   |                            |  | Venue               | Catering | Travel | Accommodation | Event support | Koha and/or gifts | Miscellaneous |                  |
| <b>INTERNAL PACIFIC LANGUAGE WEEKS CELEBRATIONS</b> |                            |  |                     |          |        |               |               |                   |               |                  |
| 12/07/21-16/07/21                                   | Kiribati Language Week     | Activities held during the week to celebrate the culture and encourage the use of the relevant Pacific language among staff. | N/A                 | 80.87    | N/A    | N/A           | N/A           | 780.52            | N/A           | 861.39           |
| 02/08/21-06/08/21                                   | Cook Islands Language Week | As above.  | N/A                 | 1,614.35 | N/A    | N/A           | N/A           | 1200.00           | 480.00        | 3,294.35         |
| 06/09/21-10/09/21                                   | Tonga Language Week        | As above.  | N/A                 | N/A      | N/A    | N/A           | N/A           | N/A               | N/A           | 0.00             |
| 27/09/21-01/10/21                                   | Tuvalu Language Week       | As above.  | N/A                 | 530.00   | N/A    | N/A           | N/A           | 1,627.15          | N/A           | 2,157.15         |
| 04/10/21-08/10/21                                   | Fijian Language Week       | As above.  | N/A                 | 220.00   | N/A    | N/A           | N/A           | 1,266.13          | N/A           | 1,486.13         |
| 18/10/21-22/10/21                                   | Niue Language Week         | As above.  | N/A                 | 120.43   | N/A    | N/A           | N/A           | 1,629.97          | N/A           | 1,750.40         |
| 25/10/21-29/10/21                                   | Tokelau Language Week      | As above.  | N/A                 | N/A      | N/A    | N/A           | N/A           | 3,033.17          | N/A           | 3,033.17         |
| 09/05/22-13/05/22                                   | Rotuman Language Week      | As above.  | N/A                 | 1,569.78 | N/A    | N/A           | N/A           | N/A               | N/A           | 1,569.78         |
| 29/05/22-03/06/22                                   | Samoa Language Week        | As above.  | N/A                 | 156.09   | N/A    | N/A           | N/A           | N/A               | N/A           | 156.09           |
| <b>END OF YEAR FUNCTIONS</b>                        |                            |  |                     |          |        |               |               |                   |               |                  |
| 15/12/21-22/12/21                                   | Christmas function(s)      | Celebration(s) to commemorate the end of the year and thank staff for their hard work.                                       | N/A                 | 3,339.22 | N/A    | N/A           | N/A           | N/A               | N/A           | 3,339.22         |
| <b>TOTAL</b>  |                            |  |                     |          |        |               |               |                   |               | <b>17,647.68</b> |
| <b>GRAND TOTAL</b>                                  |                            |  |                     |          |        |               |               |                   |               | <b>43,255.00</b> |