

30 November 2020

s 9(2)(a)

Dear s 9(2)(a)

Request for Official Information

I refer to your request for information made under the Official Information Act 1982 (the Act), on 2 November 2020.

You have requested the following information:

1. *Gifts (both given and received, including offered and turned down): Please provide information on the amounts spent, the gifts given or received, and the recipients.*
2. *Koha, similar breakdown as above.*
3. *Tips/gratuities: Please provide a breakdown of the amount spent both domestically and internationally, including details of how much was paid and to whom. Please include details of the single largest tip or gratuity payment.*
4. *Hospitality/entertainment: Please provide a breakdown of how much was spent and on what. Please provide separate breakdowns for domestic and international.*
5. *Alcohol: Please provide separate figures as per above.*
6. *Air travel: Please provide a breakdown for both international and domestic, including for economy and business class air travel. Please include figures for both business travel and contributions or allowances towards personal travel.*
7. *Accommodation: Please provide a breakdown for both international and domestic. Please include figures for both business travel accommodation and contributions or allowances towards personal accommodation.*
8. *Taxis/corporate vehicles: Please provide a breakdown of taxi/corporate vehicle expenses for both domestic and international, including details of the single largest taxi bill.*
9. *Rental cars: Please provide similar figures for rental cars.*
10. *Moving expenses: Please provide a breakdown of how much was spent on personal moving expenses for relocating staff.*
11. *Parking/traffic offences: Please provide a breakdown of both parking and traffic offence expenses, both domestic and international.*
12. *Christmas functions: Please provide figures on expenses related to Christmas functions.*
13. *Social club: Please provide figures on expenses related to social clubs.*
14. *Correspondence: Please provide all correspondence for 2018, 2019 and 2020, both internal and external, including emails, letters, text messages, reports, advice etc, relating to concerns around sensitive expenditure. This should include all correspondence involving your relevant government department or agency and the Office of the Auditor General.*

In response to your request, please find enclosed the following eleven tables:

Tables one, two, three and four outlined below, are in relation to gifts, koha, mea alofa and tips.

- Table One: Number of gifts offered to the Ministry broken down by estimated value, offered by and the action/outcome for each financial year from 2018/19 to current (up to 31 October 2020).

- Table Two: Koha offered to the Ministry broken down by the amount and offered by for each financial year from 2018/19 to current (up to 31 October 2020).
- Table Three: Koha and mea alofa paid by the Ministry for each financial year from 2018/19 to current (up to 31 October 2020).
- Table Four: Amount paid by the Ministry for tips for each financial year from 2018/19 to current (up to 31 October 2020).

Tables five and six outlined below, are in relation to air travel and accommodation costs.

- Table Five: Air travel paid by the Ministry broken down domestically and internationally for each financial year from 2018/19 to current (up to 31 October 2020).
- Table Six: Accommodation paid by the Ministry broken down domestically and internationally for each financial year from 2018/19 to current (up to 31 October 2020).

Tables seven, eight and nine outlined below, is in relation to taxi, corporate and rental vehicles.

- Table Seven: Amount paid by the Ministry for taxis for each financial year from 2018/19 to current (up to 31 October 2020).
- Table Eight: Amount paid by the Ministry for corporate vehicles for each financial year from 2018/19 to current (up to 31 October 2020).
- Table Nine: Amount paid by the Ministry for rental vehicles broken down domestically and internationally for each financial year from 2018/19 to current (up to 31 October 2020).

Table ten outlined below, is in relation to relocation costs.

- Table Ten: Amount paid by the Ministry for relocation costs for each financial year from 2018/19 to current (up to 31 October 2020).

Table eleven outlined below, is in relation to Christmas function costs.

- Table Eleven: Amount paid by the Ministry for contribution costs towards Christmas functions for each financial year from 2018/19 to current (up to 31 October 2020).

Hospitality/entertainment: Please provide a breakdown of how much was spent and on what. Please provide separate breakdowns for domestic and international.

We have considered this part of your request, due to the amount of time required to collate this information it has been refused under section 18(f) of the Act – as the information cannot be made available without substantial manual collation.

Hospitality is culturally significant when meeting with Community groups. The Ministry has frequent interactions with Community groups, and usually provides some form of hospitality when hosting. Any hospitality provided is appropriate, modest, and reasonable.

Alcohol: Please provide separate figures as per above.

We have considered this part of your request, due to the amount of time required to collate this information it has been refused under section 18(f) of the Act – as the information cannot be made available without substantial manual collation.

The Ministry's policies around paying for alcohol include:

- Expenditure must have the prior approval of the Chief Executive
- Amounts must be modest
- Host responsibilities must be met

- The Ministry's code of conduct applies at all times
- Alcohol from mini-bars while travelling is the personal responsibility of the employee, and the Ministry will not pay for it

Parking/traffic offences: Please provide a breakdown of both parking and traffic offence expenses, both domestic and international.

The Ministry does not pay for parking or traffic offences. This is the personal responsibility of the person that incurred the offence; therefore, this part of your request has been refused under 18(e) of the Act as this information does not exist.

Social club: Please provide figures on expenses related to social clubs.

The Ministry does not contribute to social clubs therefore this part of your request has been refused under 18(e) of the Act as this information does not exist.

Correspondence: Please provide all correspondence for 2018, 2019 and 2020, both internal and external, including emails, letters, text messages, reports, advice etc, relating to concerns around sensitive expenditure. This should include all correspondence involving your relevant government department or agency and the Office of the Auditor General.

We have considered this part of your request, due to the amount of time required to collate this information it has been refused under section 18(f) of the Act – as the information cannot be made available without substantial manual collation.

In support of the principles and purposes of the Official Information Act 1982, the Ministry now proactively publishes its responses to Official Information Act requests. As such, this letter and the attached data tables may be published on the Ministry for Pacific People's website. Your personal details will be removed, and the Ministry will not publish any information that would identify you as the person who requested the information.

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

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Tofilau Iris Webster
**Deputy Chief Executive, Office of the Chief Executive
Ministry for Pacific Peoples**

Table One: Number of gifts offered to the Ministry broken down by estimated value, offered by and the action/outcome for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Gift offered	Estimated Value	Offered By	Action / Outcome
2018/19	Multi tool	\$100	Supplier	Accepted
2018/19	Petrol	\$30	Rural Primary Health Organisation	Accepted
2018/19	Mug Bangle	\$120	Community group	Accepted
2018/19	Book - The Cuba Street Project	\$40	The Wellington Company	Accepted
2018/19	Vase	\$120	Teachers Council of NZ	Accepted
2018/19	Painting/Art work	\$500	Ministry employee	Accepted
2019/2020	Tickets to sporting event	\$100	Air New Zealand	Accepted
2019/2020	Solomon Island artefacts	\$100	Ministry employee	Accepted

Table two: Koha offered to the Ministry broken down by the amount and offered by for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Koha offered	Amount	Offered By	Action / Outcome
2018/19	In gratitude for presenting a Pacific specific workshop	\$100	Charities Commission	Declined

Table three: Koha and mea alofa paid by the Ministry for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Amount
2018/19	\$4,800.00
2019/20	\$10,545.77
2020/21 (to 31/10/20)	\$6,887.20

Notes:

- Mea alofa is an important cultural component of the many interactions the Ministry has with Community groups.

Table four: Amount paid by the Ministry for tips for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Amount
2018/19	\$0
2019/20	\$0
2020/21 (to 31/10/20)	\$36

Notes

- Tips were paid to Uber.

Table Five: Air travel paid by the Ministry broken down domestically and internationally for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Domestic	International
2018/19	\$243,582.70	\$12,772.77
2019/20	\$269,337.52	\$39,486.90
2020/21 (to 31/10/20)	\$71,519.30	\$7,743.27

Notes:

- This is for business travel only, there were no contributions or allowances towards personal travel.
- The 2020/21 International fare was prepaid, as overseas travel is not yet feasible because of border restrictions.
- The Ministry's policy on class of travel is that domestic travel must be made in economy class.
- International travel may be made in other classes, depending on specific circumstances.
- Factors taken into consideration include where the duration of the flight is nine hours or more, where the staff member is expected to work on the flight, where the staff member is accompanying the Minister, and medical reasons.

Table six: Accommodation paid by the Ministry broken down domestically and internationally for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Domestic	International
2018/19	\$125,682.11	\$6,882.64
2019/20	\$152,193.22	\$14,262.82
2020/21 (to 31/10/20)	\$34,285.72	\$0.00

Table Seven: Amount paid by the Ministry for taxis broken down domestically and internationally for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Domestic	International
2018/19	\$49,317.93	\$61.12
2019/20	\$53,681.83	\$493.81
2020/21 (to 31/10/20)	\$10,698.84	\$0.00

Notes:

- The single largest taxi bill was \$221.57.

Table Eight: Amount paid by the Ministry for corporate vehicles for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Total
2018/19	\$18,040.15
2019/20	\$15,666.90
2020/21 (to 31/10/20)	\$3,079.03

Table Nine: Amount paid by the Ministry for rental vehicles broken down domestically and internationally for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Domestic	International
2018/19	\$5,723.71	\$254.70
2019/20	\$9,479.83	\$0.00
2020/21 (to 31/10/20)	\$2,706.73	\$0.00

Table ten: Amount paid by the Ministry for relocation costs for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Total
2018/19	\$0
2019/20	\$0
2020/21 (to 31/10/20)	\$5,777.48

Notes:

- There are two Ministry employees that are currently in the process of relocating from Auckland to Wellington.
- These relocations were at the request of and meet the needs of the Ministry.
- Neither relocation is complete yet, so final costs are not available.

Table Eleven: Amount paid by the Ministry for contribution costs towards Christmas functions for each financial year from 2018/19 to current (up to 31 October 2020).

Financial year	Total
2018	\$2,445.68
2019	\$2,719.68