

9 September 2021

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RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST

On 12 August 2021, you contacted the Ministry for Pacific Peoples (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information:

- *Any written evidence/documents your agency sent to a Select Committee in response to an Annual Review(s)/Financial Review(s) for each of the financial years 2015/2016 to 2020/2021.*

In response to your request, please find attached Word copies of the Annual Reviews sent to the Select Committee (the Committee) for each of the financial years 2015/2016 to 2019/20.

As you are aware, this information is publicly available on the Parliament website here: www.parliament.nz/en/site-search?term=Pacific+Peoples+Annual+Review

Please note the 2020/21 Annual Review round has not yet commenced. This information will be made available once the Committee releases it on the Parliament website.

Should you wish to discuss this response with us, please feel free to contact the Ministry at: oiia_requests@mpp.govt.nz.

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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Agnes Sefo
Deputy Secretary,
Office of the Secretary for Pacific Peoples



MINISTRY FOR PACIFIC PEOPLES
2015/16 ANNUAL REVIEW

Standard Questions

**Response provided by Chief Executive – Ministry for Pacific Peoples
to the Government Administration Committee on 17 February 2017**

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RESTRUCTURING/REVIEWS

Question 1:

What restructuring occurred during 2015/16 and each of the previous six financial years? Please provide copies of any evaluations carried out prior to restructuring and details of the structural change, the objective of restricting, staff increases or reductions as a result, and all costs associated with the change including costs of redundancy?

Answer 1:

2015/16

The Ministry completed a review of its Ministerial function to assess the capability (skills and experience) required to effectively support the Minister's office and further develop its nominations programme for crown appointed boards. Two new roles were established (and two disestablished) as a result of the review and filled by current staff. No staff redundancies occurred from the review or change.

2014/15

The Ministry undertook a review of its operating model and organisational structure in the 2014 year. The purpose of the change was to align the Ministry's capacity and capability to better reflect the geographical location of Pacific peoples in Auckland. This will allow the Ministry to better inform the development of policy advice to key partners, through 'on the ground' community intelligence, cross agency collaboration and innovation.

The change resulted in the creation of 16 new positions and 20 disestablished positions. Six new roles were created in Auckland, increasing the Ministry's capacity and capability in the region.

The cost of redundancies as at 30 June 2014 was \$542,000.

The State Services Commission & Treasury were consulted and PWC provided advice on the Ministry's organisational restructure. Fees in relation to the work performed by PWC were \$136,000.

Evaluations Prior to 2014

Two performance improvement reviews were carried out by the State Services Commission prior to 2012. In addition, there have been ongoing discussions with staff including discussions with NGOs, Church Ministers, Community leaders, Chief Executives of key departments and senior officials.

In 2012/13, an internal evaluation was carried out resulting in one Auckland based policy position being disestablished. The cost was \$56,672.

A review in 2009/10 focused on three core functions for the Ministry; Policy and Research, Regional Partnerships, and Corporate Services and Organisational Development. As a result, one person was made redundant at a cost of \$25,000.

Question 2:

Was any work conducted around mergers with other agencies in the 2015/16 year?
If so, for each such project, what agencies were being considered for mergers?

Answer 2:

No work was done by the Ministry around mergers of departments, ministries or other government funded agencies in the 2015/16 year.

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Question 3:

Was any rebranding undertaken in the 2015/16 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous six financial years?

Answer 3:

In 2015/16 the Ministry underwent a name change to the Ministry for Pacific Peoples. This included associated branding and logo changes. The Ministry spent \$10,000 for this work, a breakdown of costings is provided in the table below. There was no other rebranding for the previous six financial years.

WHO	WORK UNDERTAKEN	COST
Contractor for Maori consultation	Development of Te Reo translation for the Ministry of Pacific Island Affairs, and narrative of historic dealings of Ngati Whatua and Waikato Tainui with Pacific migrants.	\$2,000
Designer 1	Payment for logo and purchase worth of equipment or software licenses	\$1,500
Designer 2	Payment for logo and purchase worth of equipment or software licenses	\$1,500
Manukau Institute of Technology	Sponsorship of equipment for creative arts school	\$1,000
Two designers	Secondment to the Ministry for 80 hours at \$25 per hour to complete the style guide. \$2,000 per person.	\$4,000
		\$10,000

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Question 4:

Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation
 - The reason for the inquiry/investigation
 - The expected completion date
-

Answer 4:

The Ministry undertook a Performance Improvement Framework (PIF) review which commenced in early August 2016 and is expected to be completed soon.

The Ministry has previously been involved in the PIF review process in 2011 that resulted in a follow up PIF review in 2012.

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BUDGET INITIATIVES

Question 5:

For each new spending initiative introduced over the last seven Budgets (i.e Budget 2009, Budget 2010, Budget 2011, Budget 2012, Budget 2013, Budget 2014 and Budget 2015), what evaluation has been undertaken of its effectiveness during 2015/16 and what were the findings of that initiative? Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

Answer 5:

Budget 2015/16

Extension of Pacific Employment Support Service Programme 2015

An evaluation of the 2014/15 work was undertaken in 2015/16. The evaluation monitored progress against the targets against the core outcomes.

A new category of “Rollover Clients” was introduced to enable providers to work with existing clients to achieve employment outcomes. A new outcome of 12 months continuous employment was introduced for Rollover Clients to encourage ongoing post-placement support and assist to calculate long term savings to Government.

Analysis of the outcomes achieved (including projected accruals) for 2014-15 clients revealed that:

- an additional 274 new unique and eligible Pacific Youth participated in the programme and achieved 225 placements into employment or training;
- 271 Participations (85% of target) and 270 Completions (90% of target) were achieved;
- total employment placements are projected to reach 118, achieving 52% of the target of 220;
- total training placements are projected to reach 107 – 86% of the target of 125; and
- sustainable employment (> 6 months continuous employment) for individual clients are projected to reach 91 – 58% of the target of 156.

Budget 2014/15

Pacific Employment Support Service

The PESS programme identified a core goal to achieve 500 employment placements for Pacific Youth.

The overall programme was very successful and has exceeded expectations against a range of challenging targets. Analysis of the outcomes achieved reveals that:

- 501 individual Pacific Youth placed into employment - exceeded target of 500;

- Total employment placements were 559 and included placements into new jobs with new employers in roles involving higher skills and / or higher pay;
- Total individual client training placements achieved was 315 – 63% of the target of 500.
- 403 individual pacific youth projected to achieve sustainable employment (more than 6 months continuous employment) by 31 December 2014 – exceeds the target of 400.
- 80% of individual clients placed into employment achieved sustainable employment.
- 63% (723) of the 1150 individual clients enrolled into PESS were successfully placed into employment or training.

Implementation of a new Operating Model

The response to Q1 provides background information on the Ministry's operating model that was implemented from June 2014. The Ministry participated in a Performance Improvement Framework (PIF) review in the first quarter of 2016/17 to evaluate progress with the operating model and wider organisational changes initiated in 2014/15-2015/16.

Budget 2013

There were no new spending initiatives in Budget 2013.

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COST AND SERVICES CHANGES

Question 6:

What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

Answer 6:

For the 2015/16 financial year a copy of the Ministry Output Plan with the key outputs agreed to with the Minister is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2016 as the primary public document that reports on key achievements and costs for deploying these outputs.

The Ministry Annual Report link is sourced below:

<http://www.mpp.govt.nz/assets/Uploads/Final-Annual-Report-2016-Online-Version.pdf>

Released under the Official Information Act

Question 7:

What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

Answer 7:

No services were cut or curtailed in the 2015/16 financial year.

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Question 8:

What programmes or projects, if any, were delayed in the 2015/16 financial year and what was the reason for any delay in delivery or implementation?

Answer 8:

- **Develop a research/statistical report on contemporary Pacific peoples in New Zealand** – this was delayed until 2016/17 due to competing resource priorities and delivered in October 2016.
 - **Explore the delivery of Pacific Analysis Framework training to key partner agencies and deliverance of workshops to 5 agencies** - this was deferred until 2016/17 due to competing resource priorities.
 - **Kupenga database (Enterprise Content Management System or equivalent) established 30 June 2016** – this was delayed until 2016/17 due to competing resource priorities and delivered in July 2016.
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Question 9:

How much funding for specific projects, policies or programmes has been carried forward from the 2015/16 financial year to the current financial year? For each, please provide the following details:

- Name of project, policy or programme
- Amount of funding brought forward
- Amount of funding already spent
- Amount of funding originally budgeted for the project
- Estimation completion date.

Answer 9:

Please refer to table provided below

Name of project, policy or programme	Kupenga Programme – Implementation of a Document Management System to support the Ministry’s operating model.
Amount of funding brought forward	\$0.1m
Amount of funding already spent	\$760,699
Amount of funding originally budgeted for the project	\$846,440
Actual completion date	12 August 2016

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Question 10:

How many projects or contracts that were due to be completed in 2015/16 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2015/16?

Answer 10:

Please refer to table provided below

Name of project, policy or programme	Kupenga Programme – Implementation of a Document Management System to support the Ministry’s operating model.
Amount of funding brought forward	\$0.1m
Amount of funding already spent	\$760,699
Amount of funding originally budgeted for the project	\$846,440
Actual completion date	12 August 2016

Released under the Official Information Act

USER CHARGES

Question 11:

What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous financial year?

Answer 11:

The Ministry did not collect any user charges in the 2015/16 financial year.

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PROPERTY/CAPITAL WORKS

Question 12:

How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous six financial years?

Answer 12:

The Ministry budgeted \$650,000 in the 2015/16 year as its Permanent Legislative Authority. It spent \$549,000 (forecast). This was mostly made up of the final phase of capital and operating investment to support the new operating model.

The previous six years are shown in the table below:

Year	Spend	Budget
2015/16	\$530,000	\$650,000
2014/15	\$93,000	\$115,000
2013/14	\$66,617	\$111,000
2012/13	\$26,572	\$100,000
2011/12	\$3,500	\$100,000
2010/11	\$40,377	\$90,000
2009/10	-	\$40,000

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Question 13:

What land, building, and other assets were sold in 2015/16? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous six financial years?

Answer 13:

The Ministry sold no assets in 2015/16 or in the six years prior to that.

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Question 14:

How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous six financial years?

Answer 14:

Please refer to the information provided in the tables below:

Wellington					
Building	46-50 Bloomfield House, Lower Hutt	ASB Building, 101 – 103, The Terrace			
Lease Periods	Feb 16 – Current	Mar 16 - current	July 15 – Feb 16	July 09 – June 15	April 06 – June 09
Area leased	Co-location	676m ²	1250 m ²	1250 m ²	1250 m ²
Annual cost	\$15,264	\$230,000	\$324,714	\$373,421	\$308,750
Cost per m2	Not applicable	\$340	\$260	\$299	\$247

Auckland							
Building	Springs Road East Tamaki						22 Amersham Way Manukau City
Lease Periods	Jul 15 – Jun 16	Jul 14 – Jun 15	Jul 13 – Jun 14	Oct 12 – Jun 13	Oct 11 – Oct 12	Oct 10 – Oct 11	1 May 07 – Sept 10
Area leased	347m ²	347m ²	347m ²	347 m ²	347 m ²	347 m ²	390.1 m ²
Annual cost*	\$82,066	\$82,066	\$78,162	\$76,146	\$70,941	\$66,964	\$116,368
Cost per m2	\$237	\$237	\$225	\$219	\$204	\$193	\$298

* Excludes Opex catchup payments

Christchurch					
Building	120 Hereford St	66A Magdala Place			78 Armagh St
Lease Periods	Feb 16 – Current	Jul 14 – Jan 16	July 13 – June 14	May 12 – June 13	Jan 09 – Oct 11
Area leased	Co-location	80m ²	80m ²	80 m ²	132.4 m ²
Annual cost	\$41,881	\$18,647	\$18,647	\$18,261	\$22,687
Cost per m2	Not applicable	\$233	\$233	\$228	\$171

Question 15:

Were any of your offices relocated in 2015/16? In each case please provide where did the office moved from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous six financial years.

Answer 15:

Please refer to table provided below:

Year	Cost of Relocation
2015/16	\$34,799
2014/15	None
2013/14	None
2012/13	\$801
2011/12	\$2,591
2010/11	\$662
2009/10	None

The 2015/16 costs comprise of:

Architecture and Property services	\$23,137
Legal services	\$1,500
Moving costs	\$7,177
Signage	\$2,985
Total Relocation Costs	\$34,799

In order to achieve the benefits of government property co-location, in February 2016 our Christchurch team of two people moved from 66 Magdala Place to co-locate with other Government agencies at 120 Hereford St and our Central Regional team of 3 moved from the ASB House in the Wellington CBD to co-locate with TPK in Lower Hutt.

In order to achieve the benefits of better workflow, and a smaller footprint, In March 2016 our National Office team moved from Level Two ASB House in the Wellington CBD to Level One. The square metres occupied dropped from 620 square metres to 585 square metres, and achieved rent savings of \$12,000 per year.

Question 16:

How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2015/16 financial year? For each, please provide the following details:

- a. A description of the renovation carried out
- b. Location of the project
- c. Name of provider(s) or manufacturer(s)
- d. Type of product or service generally provided by the above
- e. Cost of the project
- f. Completion date
- g. Whether tenders were invited, if so, how many were received
- h. List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

Answer 16:

The Ministry did not pay for renovation, refurbishment or redecoration.

Released under the Official Information Act

Question 17:

What offices were closed in 2015/16 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous six financial years?

Answer 17:

Whilst offices relocated, no offices closed in 2015/16. No offices were closed in the previous six financial years.

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Question 18:

What offices did your department, agency or organisation open in 2015/16 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous six financial years?

Answer 18:

Whilst the Ministry had a Central Regional Team, this was located in Wellington. During 2015/16 this team relocated to a regional office in the Hutt. This was done to better serve clients, and was cost neutral.

No offices were opened in 2015/16 or for the last six financial years.

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Question 19:

How many regional offices or offices other than the department, agency or organisation's head office reduced their opening hours during the 2015/16 financial year listed by opening hours, date of change, and location? What were these for each of the previous six financial years?

Answer 19:

The Ministry did not reduce the opening hours of its regional offices during 2015/16, nor has it reduced the opening hours of these offices in the previous six financial years.

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Question 20:

How many vehicles did your department, agency or organisation own during the 2015/16 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous six financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Answer 20:

At 31 December 2016 the Ministry owned 7 cars in total. Further details on model, year and location are provided below.

Make and Model	Year	Primary Location	Cost
Mazda 2	2010	Auckland	\$20,779.38
Mazda 2	2010	Auckland	\$19,598.04
Hyundai i40	2012	Christchurch	\$24,511.00
Hyundai i40	2014	Hutt	\$27,680.46
Hyundai i40	2014	Christchurch	\$27,680.46
Hyundai Elantra FL 1.8 A6	2015	Auckland	\$22,326.33
Hyundai i40	2015	Auckland	\$28,187.96

The \$24,511 Hyundai i40 in Christchurch was purchased in 2015/16. The other cars were purchased in previous years.

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Question 21:

What was the total amount spent on purchasing vehicles during the 2015/16 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous six financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Answer 21:

I refer the Committee to our response to Question 20 for amounts spent and locations.

Released under the Official Information Act

Question 22:

Were any labour and/or contractor costs been capitalised into capital project costs during the 2015/16 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

Answer 22:

For the document management system supporting the new operating model, of the \$0.396m of costs capitalised, \$0.239m was paid to suppliers and \$0.157m was labour or contractor costs. The labour or contractor costs capitalised related to development of the capital asset.

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ICT

Question 23:

Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous six financial years?

Answer 23:

All Ministry staff are made aware that personal email accounts are not to be used for official Ministry business. In terms of breaches to this policy, none were identified or reported in the 2015/16 financial year or in the previous six financial years.

Released under the Official Information Act

Question 24:

What IT projects, if any, were shelved or curtailed in the 2015/16 year and how much will have been spent on each project before it is shelved or curtailed?

Answer 24:

No IT projects were shelved or curtailed in the 2015/16 financial year.

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Question 25:

What IT projects, if any, were completed or under way in the 2015/16 year?

For each, please provide the following details:

- Name of project
- Initial estimated budget
- Initial estimated time frame
- Start date
- Completion date or estimated completion date.
- Total cost at completion or estimated total cost at completion.

Answer 25:

The Ministry completed a significant upgrade of its IT infrastructure and supporting technology tools in the 2015/16 year. The purpose of the upgrade was to provide the necessary technology infrastructure to support the Ministry's operating model and replace outdated IT systems and tools.

Name	Est Budget	Est Time Frame	Start Date	Comp Date	Cost
Infrastructure as a Service (IaaS) & Office Productivity as a Service (OPaaS)	\$55,000	8 months	June 2015	IaaS – May 2016 OPaaS – June 2016	IaaS - \$35,340 OPaaS - \$6,082 Total – \$41,422
ECMaaS	\$846,440 (includes contingency of \$78,890)	12 months	June 2015	August 2016	\$760,699
Upgrade of workstations (technology support tools)	\$100,000	5 Months	October 2015	January 2016	\$63,810

Question 26:

How much was spent for software licensing fees in the 2015/16 financial year and how does this compare with spending in each of the previous six financial years?

Answer 26:

Please refer to the table provided below.

YEAR	COST
2015/16	\$14,312
2014/15	\$11,936
2013/14	\$10,287
2012/13	\$4,651
2011/12	\$6,188
2010/11	\$12,911
2009/10	\$13,304

Released under the Official Information Act

Question 27:

How many websites did your department, agency or organisation run in 2015/16 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

Answer 27:

The Ministry supported the following websites in 2015/16:

Name	URL	Purpose	Established	Annual Cost
Main Ministry website	www.mpp.govt.nz	Provide main information on the Ministry.	2001 – established 2015 - refreshed	\$8,280
Prime Minister's Pacific Youth Awards	www.pacificyouthawards.org.nz	Promotes the Prime Minister's Pacific Youth Awards.	2010	\$300
Mind Your Language Sites	www.learnniue.co.nz www.tuatuamai.co.nz/learncookislandsmaori/ www.learntokelau.co.nz/	Developed by the Ministry in partnership with Pacific communities. It provides on-line resources designed to help learn the Niuean, Cook Island and Tokelauan languages.	2009	\$1,788
Toloa STEM Scholarships	www.pacificstem.org.nz	Promotes the Toloa STEM Scholarships	2015	\$420

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Question 28:

How many data security issues were identified in 2015/16 and how many data security issues were there in each of the previous six financial years? If there were breaches, what were they and what are the titles of any reports into them?

Answer 28:

No data security issues were identified in the 2015/16 financial year or reported in the previous six years.

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Question 29:

How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2015/16 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous six financial years?

Answer 29:

The Ministry reports no lost or missing laptops, tablets and hard drives in the 2015/16 year or in the previous six financial years.

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REPORTS, PLANNING, AND EVALUATION

Question 30:

Please provide a list of all reports that were prepared in 2015/16 relating to:

- baseline update (if applicable)
 - value for money
 - savings identified
-

Answer 30:

The following reports were prepared during 2015/16:

- Annual Report 2014-15
- Four Year Plan 2016-2019
- Forecast Financial Statements
- Core Main Estimates of Appropriations
- Performance Information Supporting the Estimates
- March 2016 Baseline Update and
- October 2015 Baseline Update

Released under the Official Information Act

Question 31:

Please provide copies of the current work plan.

Answer 31:

A copy of the 2015/16 Output Plan is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2016 as the primary public document that reports on the output plan.

The Ministry Annual Report link is sourced below:

<http://www.mpp.govt.nz/assets/Uploads/Final-Annual-Report-2016-Online-Version.pdf>

Released under the Official Information Act

Question 32:

Please list projects and major policy initiatives progressed in 2015/16.

Answer 32:

For the 2015/16 financial year a copy of the Ministry Output Plan with the key outputs agreed to with the Minister is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2016 as the primary public document that reports on key achievements and costs for deploying these outputs.

The Ministry Annual Report link is sourced below:

<http://www.mpp.govt.nz/assets/Uploads/Final-Annual-Report-2016-Online-Version.pdf>

Released under the Official Information Act

Question 33:

Please provide copies of any reports made to the Minister in 2015/16 about performance against the agency or organisation's Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

Answer 33:

For the 2015/16 financial year a copy of the Ministry Output Plan with the key outputs agreed to with the Minister is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2016 as the primary public document that reports on key achievements and costs for deploying these outputs.

The Ministry Annual Report link is sourced below:

<http://www.mpp.govt.nz/assets/Uploads/Final-Annual-Report-2016-Online-Version.pdf>

Released under the Official Information Act

Question 34:

How many evaluations of policies or programmes were completed in 2015/16? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

Answer 34:

The following evaluation was completed for the 2015/16 period:

Name	Cost	Evaluator	Date completed
Pacific Employment Support Services (PESS)	\$44,017	Marlow Consulting Ltd	23 Oct 2015
KEY FINDINGS			
<ul style="list-style-type: none">• The 2014-15 programme was delivered under budget due to under-achievement of budgeted outcomes.• Total expenditure was approximately \$683,000 with a surplus of more than \$400,000.• 274 individual clients participated at an average cost of \$2,119 (compared to \$3,296 for the 2010-14 period)• 251 placements into employment or training (including Rollover Clients) at an average cost of \$2,313 (\$4,268 for the 2010-14 period)• The 2014-15 programme delivered direct attributable savings of \$512,525, long-term liability savings to Government of a minimum of \$10.65 Million and a return of \$15 for each \$1 invested			

Released under the Official Information Act

Question 35:

What reviews of capability were started or completed in 2015/16? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will they be completed?

Answer 35:

As noted in Question 4, the Ministry initiated in August 2016 a Performance Improvement Framework (PIF) review which is expected to be completed soon. The PIF will provide learnings in relation to the Ministry's capability strengths and areas for further improvement.

No reviews of department capability were started or completed in the 2015/16 year.

Released under the Official Information Act

Question 36:

Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2015/16 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

Answer 36:

The following evaluation was completed for the 2015/16 period:

Name	Cost	Evaluator	Date completed
Pacific Employment Support Services (PESS)	\$44,017	Marlow Consulting Ltd	23 Oct 2015
KEY FINDINGS <ul style="list-style-type: none">• The 2014-15 programme was delivered under budget due to under-achievement of budgeted outcomes.• Total expenditure was approximately \$683,000 with a surplus of more than \$400,000.• 274 individual clients participated at an average cost of \$2,119 (compared to \$3,296 for the 2010-14 period)• 251 placements into employment or training (including Rollover Clients) at an average cost of \$2,313 (\$4,268 for the 2010-14 period)• The 2014-15 programme delivered direct attributable savings of \$512,525, long-term liability savings to Government of a minimum of \$10.65 Million and a return of \$15 for each \$1 invested			

GIFTS AND EXTERNAL RELATIONSHIPS

Question 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.

Answer 37:

The receipt of gifts is covered in the Ministry's Sensitive Expenditure Policy which states:

All gifts and hospitality are the property of the Ministry for Pacific Peoples, as an organisation. The staff member's manager must be advised of the gift or hospitality, except where staff members are given infrequent, inexpensive gifts such as pens, badges, or calendars.

Gifts and hospitality with an estimated value of over \$50 (GST incl.) must be recorded in the Ministry's Gifts and Hospitality Register and forwarded to the Chief Executive who will determine how they should be used or distributed. Hospitality through the provision of meals is generally considered acceptable, but tickets to sporting events, theatrical productions, shows, or similar events are generally not.

This policy has been the same over the last five years.

No gifts were recorded in the register for the 2015/16 year.

Question 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 with the following details:

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

Answer 38:

The Ministry's Business Expenditure Policy provides guidelines for the giving of gifts to external organisations or individuals. No gifts were given in the 2015/16 year that were equal to or greater than \$50.

Released under the Official Information Act

Question 39:

What policies were in place in 2015/16 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.

Answer 39:

The Ministry's Business Expenditure Policy provides guidelines for the giving of gifts for staff leaving the Ministry or those who reach a significant career milestone (e.g. 20 years of service) or achievement. In the past financial year the Ministry did not contribute to gifts for staff that exceeded \$100 in value.

Released under the Official Information Act

Question 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.

Answer 40:

All staff are required to complete Declarations of Interest annually.

In 2015/16, one senior staff member declared his membership on a board for a primary health care practice. His involvement was not assessed as a conflict of interest as the Ministry has no funding or monitoring role over the health care practice.

No other conflicts of interest have been raised by senior staff.

Released under the Official Information Act

Question 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 six financial years?

Answer 41:

Please refer to the table provided below:

Name	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10
AA Services	-	-	-	-	-	-	-
Committee for Auckland	\$4,167	-	-	-	-	-	-
ComplyWith	-	\$3,550	\$3,550	\$3,400	\$3,400	-	-
EEO* Trust	-	\$650	\$650	\$222	\$425	\$222	\$240
GSB Supply Corp	-	-	-	-	-	-	-
Leadership Development Centre	\$4,250	\$4,064	\$2,995	\$3,294	\$3,294	\$3,950	\$3,950
Learning State	-	-	-	-	\$250	\$372	-
LIANZA	\$150	\$150	\$150	\$150	\$150	\$150	\$150
The Network of Public Sector Communicators	-	\$400	-	\$400	-	-	-
Institute of Public Administration New Zealand	\$1,745	\$495	\$124	-	-	-	-
Human Resources Institute of New Zealand	\$1,841	\$1,170	\$616	-	-	-	-
Public Relations Institute of NZ	\$320						
Transparency International NZ Inc	\$1,000	\$1,000	\$1000	-	-	-	-

*Equal Employment Opportunities Trust

INVOICES AND PROCUREMENT

Question 42:

How many penalties for late payment of an invoice did the Department/Ministry/Entity and its associated agencies incur in the 2014/15 year, and how does this compare to each of the previous six financial years?

Answer 42:

There were no penalties for the 2015/2016 year and for the previous six financial years.

Released under the Official Information Act

Question 43:

How many and what proportion of invoices and bills received in the 2015/16 financial year were not paid on time and how does this compare to each of the previous six financial years?

Answer 43:

To date, the Ministry has not had a key performance indicator in relation to late payment of bills and invoices. As a result, we do not have sufficient information to provide an accurate answer to this question.

The Ministry's policy regarding payment of invoices is to adhere to the terms of specific contractual arrangements and to otherwise follow general business practice of payment by the 20th of the following month.

Released under the Official Information Act

ADVERTISING, POLLING, AND PUBLIC RELATIONS

Question 44:

What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- a. Who conducted the work
- b. When the work commenced
- c. When it was completed (or due to be completed)
- d. Estimated total cost
- e. Whether tenders were invited; if so, how many were received.

Answer 44:

The Ministry as part of its business as usual regularly talks to members of the community about issues of concern. The Ministry has not carried out any formal poll, surveys or market research.

Released under the Official Information Act

Question 45:

How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous six financial years?

Answer 45:

Please refer to the table provided below:

Year	Spend
2015/16	\$54,028
2014/15	\$86,422
2013/14	\$41,432
2012/13	\$79,748
2011/12	\$89,518
-2010/11	\$94,361
2009/10	\$119,672

Released under the Official Information Act

Question 46:

For each advertising or public relations campaign or publication conducted or commissioned in the 2015/16 financial year, please provide the following:

- a. Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- b. Who conducted the project?
- c. Type of product or service generally provided by the above
- d. Date the work commenced
- e. Estimated completion date
- f. Total cost
- g. Whether the campaign was shown to the Controller and Auditor General
- h. Whether tenders were or are to be invited; if so, how many were or will be received.

Answer 46:

In the 2015/16 financial year the Ministry conducted:

1. A limited advertising campaign to attract applications for the Prime Minister's Pacific Youth Awards. Advertising services were provided by The Radio Network, National Pacific Radio and publishing services were provided by BaseTwo
2. Publication of Articles in the Spasifik magazine
3. A limited promotional campaign for the Pacific Languages Weeks

NAME OF PROJECT	PRIME MINISTER'S PACIFIC YOUTH AWARDS
<i>Details of the Project</i>	A project to attract young Pacific people to enter the Prime Minister's Pacific Youth Awards 2016 in one of eight categories.
<i>Who is conducting the project</i>	MPP
<i>Type of product or service generally provided by (b)</i>	Promotional activities through social media boosts, posters and radio campaign
<i>Dates – Commenced and estimated completion</i>	28 September– 16 November 2015
<i>Cost</i>	\$20,641
<i>Whether shown to Controller and Auditor General</i>	No
<i>Whether tenders were invited</i>	No

NAME OF PROJECT	SPASIFIK MAGAZINE
<i>Details of the Project</i>	The Spasifik Magazine is published throughout the year to promote Pacific issues and events.
<i>Who is conducting the project</i>	Oceania Media Ltd
<i>Type of product or service generally provided by (b)</i>	Publications
<i>Dates – Commenced and estimated completion</i>	2015-16
<i>Cost</i>	\$6,000

Whether shown to Controller and Auditor General	No
Whether tenders were invited	No

NAME OF PROJECT	PACIFIC LANGUAGE WEEKS PROMOTIONAL POSTERS
Details of the Project	Pacific Language Week Series – REGIONALS Pacific Language Week Series provide an opportunity for Pacific language and culture to be celebrated and promoted in many ways, some of those through song, dance, cultural events, speech competitions, and constitution day festivities. This is a series of 7 language weeks celebrated nationally and internationally of the Cook Islands, Fiji, Niue, Samoa, Tonga, Tokelau, Tuvalu Pacific languages and cultures.
Who is conducting the project	Ministry for Pacific Peoples in collaboration with Pacific communities; the Blue Star Works printing company located in Petone and various Pacific Graphic Designers – Vaitoa Baker – of Vai Creative, Auckland Tuvalu Community Trust, Cook Islands Ta'okotai'anga Charitable Trust (CIDANZ), Josefa Baro, Rizvan Tu'itahi of Vani Media, Nanai JR of Nanai Imagery
Type of product or service generally provided by (b)	Delivery of activities to support the celebration and promotion of Pacific languages and culture. The design, layout, language content and review, publication and print of our Pacific language week promotional posters
Dates – Commenced and estimated completion	July 2015 to June 2016
Cost	\$12,145.00 estimated cost (rate of \$1,735.00 per group)
Whether shown to Controller and Auditor General	No
Whether tenders were invited	No

NAME OF PROJECT	TOLOA STEM SCHOLARSHIPS
Details of the Project	This programme awards tertiary fee scholarships to Pacific students. The purpose of the Scholarships is to encourage Pacific students to pursue studies in STEM subjects (science, technology, engineering, and maths) at tertiary level, increasing the amount of Pacific peoples employed in STEM careers
Who is conducting the project	Internal
Type of product or service generally provided by b.	Promotional activities through social media boosts; emails to databases; open days at all offices; visits and marketing to tertiary institutions/colleges
Dates – Commenced and estimated completion	October 2015 to December 2015
Cost	The estimated total cost was \$1000.00
Whether shown to Controller and Auditor General	No
Whether tenders were invited	No

Question 47:

How many public relations and/or communications staff and contractors/consultants were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? How does that compare with each of the previous six financial years?

Answer 47:

Please refer to the table provided below.

YEAR	NO. OF STAFF (FTE)	TOTAL SALARY
2015/16	3.25	\$315,912
2014/15	3.0	\$245,000
2013/14	2.4	\$219,433
2012/13	2.6	\$250,134
2011/12	2.8	\$241,664
2010/11	2.8	\$231,099

Released under the Official Information Act

Question 48:

How much was spent in 2015/16 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, policies or marketing? How did this compare to each of the previous six financial years? For each invoice over \$1,000 in 2015/16 please provide the item purchased, the amount purchased, costs and the intended use.

Answer 48:

Please refer to the table below for the total spend on merchandise/promotional products:

Year	Amount
2015/16	\$13,250
2014/15	\$13,732
2013/14	\$5,132
2012/13	\$38,130
2011/12	\$8,220
2010/11	-
2009/10	-

The following invoice is the sole merchandise purchase in 2015/16 greater than \$1,000:

Item Purchased	Amount	Cost	Intended Use
Drink bottles design and purchase order	2,700	\$13,250	Giveaways at Pacific festivals and events supported by the Ministry.

Question 49:

How many press releases, if any, were released in the 2015/16 financial year? How many were released in each of the previous six financial years?

Answer 49:

Nil press releases for the 2015/16 financial year.

Please refer to table below for the previous six financial years.

YEAR	PRESS RELEASES
2014/15	0
2013/14	1
2012/13	1
2011/12	0
2010/11	Information unavailable
2009/10	Information unavailable

Released under the Official Information Act

OFFICIAL INFORMATION AND PRIVACY

Question 50:

In 2015/16, did the Department/Ministry/Entity and its associated agencies have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous six financial years?

Answer 50:

In 2015/16 the Ministerial Servicing group based in Head office, Wellington is responsible for supporting information requests for the Ministry's Minister's office.

Due to the small number of staff in this cohort group and to ensure the privacy of the individuals, breakdown of salary costs is not provided here.

Year	Number of staff
2015/16	2
2014/15	2
2013/14	1
2012/13	1
2011/12	1
2010/11	2
2009/10	2

Question 51:

What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2015/16? What were these numbers for each of the previous six financial years?

Answer 51:

The table below reflects the OIA requests made to the Ministry.

In addition to these requests the Ministry has also assisted with information for Ministerial OIA requests.

Year	OIA's Received	Response Time	Transferred	Declined
2015/16	32	28 – within 20 working days 1 – extension requested due to the scope of the request 1 – Ministerial request 2 – after 20 working days	1	-
2014/15	33	33 – responded to within 20 working days	-	2
2013/14	47	29 – responded to within 20 working days 1 – extension requested 17 – Ministerial requests	1	8
2012/13	16	16 – responded to within 20 working days	1 – partial transfer	1
2011/12	15	Information is unavailable for these years		
2010/11	10			
2009/10	22			

Released under the Official Information Act

Question 52:

What was the average response time for Official Information Act Requests during 2015/16? What was this number for each of the previous six financial years?

Answer 52:

Please refer to the table below for OIA's average response time.

Year	OIA's Average Response Time
2015/16	19.5 days
2014/15	16.4 days
2013/14	19.1 days
2012/13	16.3 days
2008/09 to 2011/12	Information on the response time for Official Information requests is not available for these years.

Released under the Official Information Act

Question 53:

How many complaints were received under the Privacy Act or Official Information Act during 2015/16 broken down by whether each has been upheld, dismissed, or still under investigation? How does this compare to each of the previous six financial years?

Answer 53:

Please refer to the table below for the number of complaints received by the Ministry.

Year	Total Complaints received	Complaints received through	Outcome
2015/16	Nil	Not applicable	Not applicable
2014/15	Nil	Not applicable	Not applicable
2013/14	1	Ombudsmen Office	Information released
2012/13	Nil	Not applicable	Not applicable
2011/12	Nil	Not applicable	Not applicable
2010/2011	Nil	Not applicable	Not applicable
2009/2010	Nil	Not applicable	Not applicable

Released under the Official Information Act

Question 54:

What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office?

Answer 54:

No Official Information requests, received directly by the Ministry, require Ministerial clearance.

It is the Ministry's practice of 'no surprises' that all Official Information requests are sent to the Minister's Office to keep them informed.

Released under the Official Information Act

Question 55:

Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

Answer 55:

All Official Information requests are treated the same, irrespective of the requestor.

Released under the Official Information Act

Question 56:

What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2015/16?

Answer 56:

Nil.

No Official Information requests, received directly by the Ministry, require Ministerial clearance.

It is the Ministry's practice of 'no surprises' that all Official Information requests are sent to the Minister's Office to keep them informed.

Released under the Official Information Act

Question 57:

Were any privacy issues been identified in the 2015/16 financial year and in the previous six financial years? If so, what were they and what are the titles of any reports into them?

Answer 57:

No privacy issues were identified in the 2015/16 year and nor were there any for the last six financial years.

Released under the Official Information Act

PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS

Question 58:

How many staff positions in the policy area were left unfilled in the 2015/16 financial year broken down by policy area in total? How did that compare with each of the previous six financial years? How is the agency or organisations continuing to carry out work in the absence of staff in these positions?

Answer 58:

The Ministry had no vacancies in its policy team as at 30 June 2016. It expects turnover in the 2016/17 year to be in line with its current attrition levels. Where vacancies occur the Ministry manages its work programme commitments through a process of prioritisation and redistribution of work across teams and functions.

The table below includes vacancy figures for the last six financial years, excluding 2015/16.

Year	Unfilled Positions
2014/15	2
2013/14	7
2012/13	7
2011/12	2
2010/11	3
2009/10	5

Question 59:

How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous six financial years? Please breakdown by:

- Role (e.g. policy/admin/operational)
- Classification (full and part-time)
- Office (e.g. geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

Answer 59:

The tables below provide a breakdown of permanent staff by location and role for the 2015/16 year (as at 30 June) and figures for the last six years.

Table 1 – 2015/16

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	8	8	-
Policy & Research	9	9	-
Operations	4	4	-
Auckland			
Corporate & Administration	1	1	-
Policy & Research	3	3	-
Operations	6	6	-
Christchurch			
Operations	2	2	-
Total	33	33	-

*The tables exclude fixed term staff (3) and those on secondment (2) to the Ministry at this present time.

Table 2 – 2014/15 as at 30 June 2015

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	10	10	-
Policy	4	4	-
Operations	5	5	-
Auckland			
Corporate & Administration	1	1	-
Policy	3	3	-
Operations	7	7	
Christchurch			
Operations	3	3	-
Total	33	33	

Table 3 – 2013/14

Regions	Total Staff	Full Time	Part Time
Wellington			
Administration	3	3	
Communications	1		1
Corporate	5	5	
Director	2	2	
Manager	3	3	
Ministerial Advisor	1	1	
OCE Advisor	1	1	
Policy	6	6	
Regional Advisor	3	3	
Auckland			
Administration	1	1	
Manager	1	1	
Chief/Principal Advisor	1	1	
Regional Advisor	4	4	
Christchurch			
Manager	1	1	
Regional Advisor	2	2	
Total	35	34	1

Table 4 – 2012/13

Regions & Roles	Total Staff	Full-Time	Part Time
Wellington			
Office of the Chief Executive	1	1	
Corporate/Admin	7	7	-
Policy & Research	6	5	1
Directors	3	3	-
Managers	2	2	-
Regional Advisors	3	3	-
Communications	3	1	2
Auckland			
Administration	1	1	-
Regional Advisers	4	3	1
Policy & Research	-	-	-
Managers	1	1	-
Christchurch			
Regional Advisers	2	2	-
Managers	1	1	-
TOTAL	34	30	4

Table 5 – 2011/12

Regions & Roles	Total Staff	Full-Time	Part time
Wellington			
Corporate/Admin & Governance	9	9	-
Policy & Research & Chief Advisors	7	6	1
Directors	3	3	-
Managers	2	2	-
Regional Advisors	3	3	-
Communications	3	2	1
Auckland			
Administration	1	1	-
Regional Advisers	6	6	-
Policy & Research	1	1	-
Managers	2	2	-
Christchurch			
Regional Advisers	2	2	-
Managers	1	1	-
TOTAL	40	38	2

Table 6 – 2010/11, 2009/10 and 2008/09

REGIONS AND ROLES	2010/11	2009/10	2008/09
Wellington			
Corporate/Administration and Governance	12	10	10
Policy	15	12	10
Directors/Managers	3	2	3
Communications and Relationships	3	2	5
Auckland			
Administration	1	1	1
Policy	-	7	3
Directors/Managers	2	2	-
Communications and Relationships	6	-	4
Christchurch			
Administration	-	-	-
Policy	-	4	1
Directors/Managers	1	1	-
Communications and Relationships	2	-	4
Total	45	41	41

Released under the Official Information Act

Question 60:

Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2015/16 and each of the previous six financial years, by age and gender.

Answer 60:

The tables below provide a breakdown of permanent staff by location, function and gender for the 2015/16 year (as at 30 June) and figures for the previous six years.

Table 1 – 2015/16

Regions & Roles	Total	Male	Female
Wellington			
Corporate & Administration	8	1	7
Policy & Research	9	2	7
Operations	4	2	2
Auckland			
Corporate & Administration	1	-	1
Policy & Research	3	1	2
Operations	6	4	2
Christchurch			
Operations	2	1	1
Total	33	11	22

The table above excludes fixed-term (including seconded) employees, casual employees and the Chief Executive.

Table 2 – 2014/15

Regions & Roles	Total	Female	Male
Wellington			
Corporate & Administration	10	9	1
Policy	4	2	2
Operations	5	3	2
Auckland			
Corporate & Administration	1	1	
Policy	3	1	2
Operations	7	3	4
Christchurch			
Operations	3	2	1
Total	33	21	12

The table above excludes fixed-term (including seconded) employees, casual employees and the Chief Executive.

Table 3 – 2013/14 – as at 30 June 2014

Regions & Roles	Total	Female	Male
Wellington			
Administration	3	3	
Communications	1	1	
Corporate	5	2	3
Director	2	2	
Manager	3	1	2
Ministerial	1	1	
Office of the Chief Executive	1		1
Policy	6	4	2
Regional Advisor	3	2	1
Auckland			
Administration	1	1	
Manager	1		1
Regional Advisor	4	3	1
Chief/Principal Advisor	1		1
Christchurch			
Manager	1		1
Regional Advisor	2	2	
Total	35	22	13

The table above excludes the chief executive, and fixed term staff.

Table 4 – 2012/13

Regions & Roles	Total	Male	Female
Wellington			
CEO & Office of the CE	1		1
Corporate / Admin	7	3	4
Policy & Research	6	2	4
Regional Advisor	3	1	2
Directors	3	1	2
Managers	2	1	1
Communications	3	1	2
Auckland			
Administration	1	-	1
Regional Advisors	4	2	2
Policy & Research	-	-	-
Managers	1	1	-
Christchurch			
Administration	-	-	-
Regional Advisors	2	-	2
Managers	1	1	-
TOTAL	34	13	21

Table 5 - 2011/12

Regions & Roles	Total	Male	Female
Wellington			
CEO / Corporate / Admin & Governance	9	4	5
Policy & Research	7	3	4
Regional Advisor	3	1	2
Directors	3	1	2
Managers	2	1	1
Communications	3	-	3
Auckland			
Administration	1	-	1
Regional Advisors	6	4	2
Policy & Research	1	-	1
Managers	2	2	0
Christchurch			
Regional Advisors	2	-	2
Managers	1	1	-
TOTAL	40	17	23

The above table includes permanent and fixed term staff and the Chief Executive.

Table 6 - 2010/11 & 2009/10

Regions & Roles	2010/11	Male	Female	2009/10	Male	Female
Wellington						
Corporate Administration and Governance	12	5	7	10	5	5
Policy & Research	15	7	8	12	6	6
Directors	3	1	2	2	-	2
Communications and relationships	3	-	3	2	1	1
Auckland						
Administration	1	-	1	1	-	1
Policy	-	-	-	7	5	2
Directors/Managers	2	2	-	2	2	-
Communications and relationships	6	3	3			
Christchurch						
Policy				4	3	1
Managers	1	1	-	1	1	-
Communications and relationships	2	-	2			
TOTAL	45	19	26	41	23	18

The Communications and Relationships Directorate was disbanded in the 2009/10

Question 61:

If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2015/16, what was the figure at which it was capped? How many FTEs were employed in 2015/16, and how does this compare to each of the previous six financial years?

Answer 61:

The table below provides a comparison of the Ministry's FTE numbers in the 2015/16 year and all other years since the policy was implemented in 2009.

Please note that the table excludes fixed-term (including seconded) employees, casual employees and the Chief Executive.

Year	Cap on FTEs	Actual FTEs
2015/16	42	38
2014/15	42	41
2013/14	42	35.0
2012/13	42	34.75
2011/12	42	39.4
2010/11	42	41.5
2009/10	46	41.6

Released under the Official Information Act

Question 62:

How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past six financial years?

Answer 62:

Refer to the table below for a comparison between back office and front line staff figures for 2015/16 (as at 30 June) and for the previous six years.

Please note that the table excludes fixed-term (including seconded) employees, casual employees and the Chief Executive.

Year	Total Staff	Front line	Back office
2015/16	33	73%	27%
2014/15	33	72%	28%
2013/14	35	75%	25%
2012/13	34	72%	28%
2011/12	40	78%	22%
2010/11	45	72%	28%
2009/10	41	73%	27%

Released under the Official Information Act

CONTRACTORS/TEMPORARY CONTRACTS

Question 63:

How many contractors and consultants, including those providing services, were engaged or employed in 2015/16 and what was the estimated total cost? How did this compare to each of the previous six financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous six financial years please provide the following details:-

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor
- Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged
- Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received
- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

Answer 63:

Details of the number of external contractors and consultants engaged and the total contractor/consultant expenditure in the last financial year and previous six years are as follows:

Year	Number	Spend
2015/16	41	\$660,768
2014/15	14	\$719,358
2013/14	16	\$590,702
2012/13	22	\$531,142
2011/12	22	\$273,894
2010/11	27	\$311,424
2009/10	14	\$235,749

The details of external contractors and consultants engaged by the Ministry for the 2015/16 year and the previous six years are outlined in appendix A.

Question 64:

Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this compare with each of the previous six financial years?

Answer 64:

Yes. In 2015/16 the Ministry administered a contract on behalf of the Crown with the Pacific Business Trust (PBT) for the provision of business related services to the Pacific community. The following annual payments have been made to PBT for the provision of these services:

Contract	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10
Pacific Business Trust	\$1.264m	\$1.264m	\$1.264m	\$1.264m	\$1.264m	\$1.264m	\$1,422m

Released under the Official Information Act

Question 65:

What is the policy of your department, agency or organisation on the use of consultants and contractors as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

Answer 65:

A number of factors are considered by the Ministry as to whether a contractor/consultant is sourced to backfill positions for a fixed term period. These factors include, current capacity or vacancy levels, current staff capability, criticality of the project, programme or work being delivered, timeframes for delivery.

As a small agency it is not feasible to retain in-house specialist skills permanently. For this reason, the Ministry may in certain years have a proportionately higher reliance, and subsequent spend on contractors and consultants where specialist skills are required for a fixed term period.

Released under the Official Information Act

Question 66:

How many consultants or contractors contracted in 2015/16 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance or other termination package or not? How many contractors hired in each of the previous six financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

Answer 66:

There were no consultants or contractors employed by the Ministry in the 2015/16 year who were previously employed (either permanent or fixed term) by the Ministry in the last two years.

For the last six financial years, only one fixed term employee was contracted in 2012/13 who was previously an employee within the two years prior to that year.

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Question 67:

Were any consultants or agencies contracted to provide communications, media or public relations advice or services in the 2015/16 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous six financial years?

Answer 67:

The Ministry contracted one communication specialist to provide support during periods of vacancy, media or public relations advice or services in the 2015/16 financial year.

The following table lists those contracted to provide communications, media or marketing advice or services in the last six years.

2015/16			
Communications Advice and Support	Contractor A	August – December 2015	\$54,080
2014/15			
Communications Advice and Support	Contractor A	August – November 2014	\$21,321
2013/14			
Communications and media cover advice	Contractor A	March 2013 – August 2014	\$39,000
General communications support	Contractor B	July – August 2013	\$18,000
2012/13			
Website upgrade	Webweaver Productions	December 2012- January 2014	\$10,000
Assistance with Speech Writing	Woven Pacific Communications Ltd	May – June 2013	\$960.00
2011/12			
Assistance with response to PIF recommendations on communications	Senate Communications Limited	September - December 2011	\$25,000
2010/11			
Speech Writing	Contractor A	October 2010 – March 2011	\$2,480

Development of internet site	Contractor B	May 2010-July 2011	\$7,778
2009/10			
Project management services for Leo Pasifika and Prime Ministers Awards	Crestani Communications Ltd	January – March 2010	\$23,110
Development of internet site	Contractor A	April – July 2010	\$15,002

Released under the Official Information Act

Question 68:

How many temporary staff were contracted by your department, agency or organisation in the 2015/16 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

Answer 68:

The Ministry contracted through Madison Recruitment four temporary staff to cover administration duties in the 2015/16 year. The total cost for all temporary staff was \$36,160.

The following table provides contract duration and hourly rate information on these four staff.

Role	Period	Hourly Rate
Team Administrator – Communications & Marketing	04/05/2015 – 03/07/2015	\$25.00
Receptionist / Team Administrator	06/07/2015 – 28/07/2015	\$22.00
Receptionist / Team Administrator	03/08/2015 – 03/09/2015	\$22.00
Receptionist / Team Administrator	04/09/2015 – 25/03/2016	\$22.00

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Question 69:

How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2015/16 financial year? How does this compare to the number hired on each of these contracts in each of the previous six financial years?

Answer 69:

The following table identifies the number of staff hired on three-month or less, three-to-six month, or six-to-nine month contracts in 2015/16 and the previous six financial years.

Year	3 months or less	3-6 months	6-9 months
2015/16	5	1	-
2014/15	7	-	-
2013/14	1	1	-
2012/13	1	-	2
2011/12	-	-	2
2010/11	Not available		
2009/10	Not Available		

Released under the Official Information Act

Question 70:

How many staff were employed on a fixed term contract in total in 2015/16? How does this compare to each of previous six financial years?

Answer 70:

The following table identifies the number of fixed term staff employed in 2015/16 and the previous six financial years.

Year	Number
2015/16	3
2014/15	4
2013/14	2
2012/13	7
2011/12	3
2010/11	Not available
2009/10	Not available

Released under the Official Information Act

COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES

Question 71:

How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

Answer 71:

No staff were hired with a 90 day probationary clause in their employment contract in the last financial year.

Released under the Official Information Act

Question 72:

Please provide a summary of any collective employment agreement negotiations completed in the 2015/16 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2015/16?

Answer 72:

The Ministry continues to support open and ongoing dialogue between PSA and staff, which have included a number of visits by union representatives to the Ministry's regional offices in the 2015/16 year. It is anticipated that this dialogue will continue in the 2016/17 year.

No collective employment agreement negotiations have been initiated/completed in the 2015/16 year.

Released under the Official Information Act

Question 73:

How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous six financial years?

Answer 73:

All staff employed in the 2015/16 and previous six financial years are or have been under an individual employment agreement.

Released under the Official Information Act

Question 74:

What specific instructions, directions or advice received in relation to employment agreement matters from the State Services Commission or responsible Minister in the 2015/16 financial year? If so, please provide details.

Answer 74:

The State Services Commission continues to provide guidance on its expectations of the Ministry and other government departments in relation to pay and employment conditions.

Released under the Official Information Act

LEAVE AND EAP

Question 75:

How many days of annual leave did employees have accrued on average during 2015/16? How does this compare to each of the previous six financial years? What strategies are used to encourage employees to reduce annual leave balances?

Answer 75:

On average employees had 11 days annual leave accrued during the 2015/16 year. In line with the Ministry's policy, employees are encouraged to take leave throughout the year to ensure they take the necessary timeout they need from work.

The table below provides the average number of annual leave days accrued by staff for 2015/16 and the past six financial years.

Year	Average
2015/16	11
2014/15	9
2013/14	12
2012/13	12
2011/12	11
2010/11	12
2009/10	12

Released under the Official Information Act

Question 76:

How many annual leave applications did the agency or organisation cancel or refuse during 2015/16? How does this compare to each of the previous six financial years?

Answer 76:

The Ministry provides a number of options to enable managers and staff to take the necessary time away from work as needed. These options range from taking annual leave, to taking leave without pay or anticipating leave. Each staff member's situation is managed on a case by case basis. As such no applications for annual leave were cancelled in the 2015/16 year.

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Question 77:

How many employees sold their fourth week of annual leave in the 2015/16 financial year? How does this compare to each of the previous financial years since this policy came into effect?

Answer 77:

One staff member requested to have their fourth week of leave paid out to them in the 2014/15 and 2015/16 year respectfully. No other requests were received since this policy came into effect in 2011.

Released under the Official Information Act

Question 78:

How many days of sick leave did employees take on average during 2015/16? How does this compare to each of the previous six financial years? What strategies are used to reduce the amount of sick leave employees need to take?

Answer 78:

On average staff took 7.2 days sick leave during the 2015/16 year. The Ministry through its health and safety practices and wellbeing support provides a number of mechanisms to support staff wellness and therefore reduce sick leave usage.

The table below provides figures for 2015/16 and the previous six years.

Year	Average Sick Leave
2015/16	7.2
2014/15	7.1
2013/14	8.6
2012/13	8.3
2011/12	7.7
2010/11	9.3
2009/10	8.1

Released under the Official Information Act

Question 79:

How much was spent on EAP or workplace counselling in the 2014/15 financial year and how did that compare to each of the previous six financial years?

Answer 79:

Please refer to the table provided below:

Year	Cost
2015/16	\$2,917
2014/15	\$1,130
2013/14	\$2,256
2012/13	\$1,182
2011/12	\$988
2010/11	\$1,827

Released under the Official Information Act

SECONDED STAFF

Question 80:

What was the number and cost of staff seconded to Ministerial offices during 2015/16 and how many of these had their salaries paid by the department, agency or organisation rather than Ministerial Services? What were these numbers in each of the previous six financial years?

Answer 80:

All staff seconded to the Minister's office in the 2015/16 and previous six years were paid by the Ministry. Specific salary costs are not reported here for privacy reasons.

Financial years	# of Staff	Paid by the Ministry or Ministerial Services
2015/16	1	Ministry
2014/15	1	Ministry
2013/14*	1	Ministry
2012/13*	1	Ministry
2011/12	1	Ministry
2010/11	1	Ministry

**In 2012/13 and 2014/15 there was a short transition period where two staff were based in the Minister's office to facilitate a handover.*

Released under the Official Information Act

Question 81:

What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2015/16 and what was it for each of the previous six financial years?

Answer 81:

The Ministry has utilised secondments to the Ministerial office to enable staff development and has on average one staff member on secondment to the office each year for the past six years. Turnover of staff in the office has reflected respective secondment arrangement start and end dates.

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Question 82:

How many staff members were seconded in 2015/16 and how does this compare to the previous three financial years? For each staff member seconded, please provide the following details:

- How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or 24 months or more);
- The role they were seconded to;
- The role they were seconded from;
- The reason for the secondment;
- The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

Answer 82:

Fixed term secondment arrangements have been used to bring in skills and expertise needed by the Ministry to support specific projects, fill short to medium term capability gaps, and cover staff leave.

In the 2015/16 year, the Ministry seconded five staff from various government agencies with a variety of expertise such as policy, HR, finance, and information management and ministerial services. These arrangements range from 4-24 month periods. Remuneration for seconded staff reflects a combination of the skills of the staff member, the responsibilities of the role and the secondment guidelines of the Ministry and other agencies.

To ensure the privacy of staff, specific details related to role and cost for these individuals are not reported here.

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Question 83:

Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2015/16; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

Answer 83:

The General Manager Capability Development has been seconded from the State Services Commission.

During 2015/16 the Ministry paid overseas travel for him to represent the Ministry in at a conference in Samoa as follows:

Position	Spend	Location travelled	Reason for Travel
GM Capability Development	\$2,255	Samoa	Speak at 50 th anniversary of the Fagasa teaching body re Samaon language week

This travel is also itemised in Question 93.

Released under the Official Information Act

STAFF TURNOVER/TERMINATION OF EMPLOYMENT

Question 84:

What was the staff turnover for 2015/16 and what was the staff turnover for each of the previous six financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2015/16?

Answer 84:

Actual staff turnover for 2015/16 and the previous financial years by category in numerical terms and as a percentage is noted in the following tables.

Roles	2015/16	
	Number	%
Corporate / Admin	5	11.9%
Policy & Research	-	-
Operations	2	4.7%
TOTAL	7	16.6%

Roles	2014/15 Actual*	
	Number	%
Corporate / Admin	1	2.3%
Policy & Research	1	2.3%
Operations	1	2.3%
TOTAL	3	7%

*As at 31 May 2015

Roles	2013/14 Actual*		2012/13 Actual	
	Number	%	Number	%
Corporate / Admin	-	-	1	10%
Communications	2	67%	1	33%
Policy & Research	-	-	3	25%
Regional Advisors	1	7%	-	-
Directors	-	-	-	-
TOTAL	3	8%	5	12%

*As at 31 May 2014

Roles	Staff Turnover by Year			
	2011/12 - Actual		2010/11 - Actual	
	Number	%	Number	%
Corporate / Admin	1	10%	2	16%
Communications	-	-	-	-
Policy & Research	2	15%	4	27%
Regional Advisors	2	11%	2	22%
Directors	-	-	-	-
TOTAL	5	11%	8	18%

Released under the Official Information Act

Question 85:

What was the average length of service in your department, agency or organisation and its associated agencies in the 2015/16 financial year and each of the previous six financial years? Please also provide this information broken down by age and gender.

Answer 85:

The table below shows the average length of service for staff for 2015/16 and the last six years.

Financial Year	Average Tenure in Years
2015/16	6.3
2014/15	5.2
2013/14	7.2
2012/13	6.6
2011/12	5.9
2010/11	5.6
2009/10	5.5

The average length of service for 2015/16 was 5.15. The below table provides information related to average length of service for the Ministry broken down by gender for 2015/16 and the previous six financial years. To maintain the privacy of individuals, information on age is not reported here.

Year	Average Length of Service	Average Length of Service by Gender	
		Male	Female
2015/16	5.15	6.8	8.2
2014/15	4.11	4.7	5.2
2013/14	7.4	8.8	6.5
2012/13	7.3	8.6	6.2
2011/12	6.0	7.4	4.9
2010/11	5.6	7.0	4.5
2009/10	5.5	6.6	4.5
2008/09	3.8	4.6	3.2

Question 86:

How many staff resigned during 2015/16, what were the reasons provided, and what are the possible implications for the Department/Ministry/Entity and its associated agencies? Please also provide the number broken down by age and gender.

Answer 86:

Seven staff resigned in the 2015/16 year with the primary reason being to pursue other career opportunities. To ensure the privacy of these staff, information related to age and gender are not reported here.

Released under the Official Information Act

Question 87:

How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2015/16 financial year? How does that compare to the number and amount spent in each of the previous six financial years?

Answer 87:

The number of redundancies and costs for 2015/16 and the previous six years is shown in the table below.

Financial Year	Number	Cost
2015/16	0	\$0
2014/15	0	\$0
2013/14	11	\$542,000
2012/13	1	\$56,672
2011/12	2	\$7,500
2010/11	0	-
2009/10	1	\$25,000

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Question 88:

How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2015/16 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous six financial years?

Answer 88:

The table below shows a breakdown of redundancies payments by band for the 2015/16 and the previous six financial years.

Band	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10
1-10,000	-	-	-	-	1	-	-
10,001 – 20,000	-	-	1	-	1	-	-
20,001 – 30,000	-	-	1	-	-	-	1
30,001 – 40,000	-	-	2	-	-	-	-
40,001 – 50,000	-	-	3	-	-	-	-
50,001 – 60,000	-	-	1	1	-	-	-
60,001 – 70,000	-	-	1	-	-	-	-
80,000-90,000	-	-	2	-	-	-	-

Released under the Official Information Act

SALARIES AND BONUSES

Question 89:

How much was spent on performance bonuses, incentive payments or additional leave in 2015/16 and each of the previous six financial years? Please provide a breakdown of the number of bonuses received during 2015/16 in \$5,000 bands. What were the specific criteria for such performance payments? Has there been any changes to the criteria since November 2008; if so, what specific changes and why?

Answer 89:

The Ministry refreshed its reward and remuneration policy in the 2015/16 year where staff performance is recognised and rewarded through its annual performance and remuneration review process. As part of this process, the Ministry may consider in line with available budget performance increases for staff.

In line with the Ministry's policy, one-off performance payments and other similar incentives (e.g. incentive payment and additional leave) are no longer an approach used to reward and recognise people for their performance.

Year	Amount	Staff
2015/16	\$0	0
2014/15	\$4,751	1
2013/14	\$10,000	5
2012/13	\$10,000	5
2011/12	\$27,000	13
2010/11	\$25,000	14
2009/10	\$25,000	5

Question 90:

In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous six financial years? Please also provide this information by age and gender.

Answer 90:

The table below includes staff on fixed term employment contracts, but excludes staff seconded to the Ministry, casual employees and the Chief Executive.

Salary Band (\$)	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10
40,000 - 49,999	-	1	1	1	2	2	3
50,000 - 59,999	4	6	4	3	5	11	7
60,000 - 69,999	11	8	7	9	7	3	5
70,000 - 79,999	5	6	4	6	6	4	5
80,000 - 89,999	3	3	4	5	5	6	7
90,000 - 99,999	6	6	5	6	8	5	5
100,000 - 109,999	1	4	3	4	5	4	4
110,000 - 119,999	2	2	2	2	2	1	1
120,000 - 129,999	2	1	2	2	2	3	-
130,000 - 139,999	1	1	1	1	-	1	-
140,000 - 149,999	-	-	-	-	-	-	1
150,000 - 159,999	-	1	1	1	2	1	2
160,000 - 169,999	-	1	1	1	-	-	-
170,000 - 179,999	1	1	1			-	
Total	36	41	36	41	44	41	42

Information related to age and gender have been withheld in line with employee privacy requirements.

TRAINING, TRAVEL AND OTHER EXPENSES

Question 91:

How much was spent on catering in the 2015/16 financial year? What policies were in place for the use of catering and were there any changes to these?

Answer 91:

The Ministry spent \$14,464 on catering in the 2015/16 year. This amount includes the catering of major event such as the Prime Minister's Pacific Youth Awards and language week launch events.

Expenditure on catering is covered by the Ministry Business Expenditure Policy and requires all catering requests must meet public sector expectations of transparency, probity and value for money.

All catering requests must be approved in advance by either the Chief Executive or the relevant manager with the appropriated delegated authority.

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Question 92:

How much was spent on domestic travel in the 2015/16 financial year and how does this compare to each of the previous six financial years? Please provide a list of the positions of the top twenty spenders on domestic travel for 2015/16 including the amount spent.

Answer 92:

Please refer to table below for total domestic travel in 2015/16 and the previous six years:

Year	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11	2009/10
Cost	\$184,495	\$196,396	\$194,803	\$161,092	\$250,085	\$215,116	\$224,434

Due to the small size of the Ministry we have only disclosed the top ten spenders on domestic travel. For 2015/16 these were:

Position	Spend
Chief Advisor Communications	20,998
Chief Executive	19,490
Deputy Chief Executive	16,159
GM Regional Partnerships	10,965
Business Development Manager	9,391
Events coordinator	6,091
Regional Manager: Northern	6,041
GM Capability Development	5,778
Senior Policy Advisor	4,967
Senior Communications Advisor	4,478

Question 93:

How much was spent on international travel in the 2015/16 financial year, how does this compare to each of the previous six financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2015/16, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

Answer 93:

The following table lists the total amount spent on international travel in 2015/16 and the previous six financial years.

Year	Cost	% Operating
2015/16	\$18,562	0.28%
2014/15	\$1,322	0.02%
2013/14	\$4,218	0.21%
2012/13	\$2,529	0.11%
2011/12	\$6,534	0.26%
2010/11	\$5,404	0.23%
2009/10	\$1,484	0.07%

The following table discloses staff who travelled internationally, amounts spent, location and reasoning.

Position	Spend	Location travelled	Reason for Travel
Chief Executive	\$6,676	Melbourne, Australia	ANZ School Of Government, CEs Forum
Chief Executive	\$2,613	Samoa	Regional Seasonal Employment conference
Chief Policy Advisor	\$2,544	Samoa	Regional Seasonal Employment conference
Deputy Chief Executive	\$2,548	Cook Islands	Launch of Cook Islands Language App
GM Capability Development (Wellington based)	\$2,255	Samoa	Speak at 50 th anniversary of the FAGASA teaching body re Samoa language week
Northern Regional Manager (Auckland based)	\$1,926	Samoa	Support the 50 th anniversary of the FAGASA teaching body re Samoan language week

Question 94:

How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous six financial years?

Answer 94:

Koru Club membership paid for by the Ministry is detailed below.

Year	Number
2015/16	2
2014/15	3
2013/14	4
2012/13	5
2011/12	1
2010/11	1
2009/10	2

Released under the Official Information Act

Question 95:

How many staff had the use of vehicles paid for by your department, agency or organisation in 2015/16; what are the estimated costs; how do these numbers compare to each of the previous six financial years?

Answer 95:

The Ministry has 7 pool vehicles that are available to all staff to use during work hours for work-related travel. These vehicles are critical to enabling the Ministry's workforce to be mobile, accessible to Pacific communities and other stakeholders in line with the Ministry's operating model.

No vehicles are assigned permanently to staff members.

Details for 2015/16 and the six prior financial years are as follows:

Year	Staff with Access	Running Costs	FBT
2015/16	All	\$18,243	\$15,706
2014/15	All	\$7,262	\$5,619
2013/14	All	\$5,661	\$855
2012/13	6	\$3,623	\$420
2011/12	14	\$5,967	\$432
2010/11	All	\$4,854	\$902
2009/10	-	-	-

The Ministry did not have any vehicles between March 2009 and September 2010 therefore no costs were incurred in that period.

Question 96:

How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2015/16? How does this compare to each of the previous six financial years? For each year please include:

- a. Purpose
- b. Venue
- c. Cost (including travel and accommodation costs)
- d. Activities undertaken

Answer 96:

The purpose of all-ministry away days is to enable regional and head office staff to get together to participate in whole of Ministry discussions around organisational strategy and development.

Please refer to table 1 for staff retreats/internal conferences and seminars and table 2 for offsite planning:

Table 1 – staff retreats/internal conferences

Year	Venue	Cost
2015/16	Brentwood Hotel (Wellington)	\$18,616
2014/15	MPIA offices in Wellington and Tatum Park, Levin (two events)	\$23,785
2013/14	Nil	-
2012/13	Brentwood Hotel (Wellington)	\$12,330
2011/12	Silverstream Retreat Upper Hutt (two events)	\$41,395
2010/11	Not available	-

The expenditure for offsite training in 2015/16 and the previous six financial years was:

Year	Cost
2015/16	\$7,775
2014/15	\$8,116
2013/14	Nil
2012/13	\$31,805
2011/12	\$43,632
2010/11	Not available
2009/10	Not available

Table 2 – 2015/16

Course	Venue / Provider	Equipment hired	No. of attendees	Cost
Confident and Creative Presentation Skills 2013	Victoria University of Wellington	N/A	4	\$4,426
Communication and presentation skills	Fresh Eyre	N/A	1	\$1,165
Leadership training	Leadership Development Centre	N/A	1	\$ 250
Microsoft Word Training	Auldhouse Computer Training	N/A	1	\$ 310
Leadership	Auaha for Women in Public Sector Summit	N/A	1	\$ 250
Communication Learning Forum	Comet Auckland	N/A	2	\$ 148
Hui-fono	Ace Aotearoa	N/A	1	\$ 52
First Aid	NZ Red Cross	N/A	3	\$1,174
Total				\$7,775

Table 3 – 2014/15

Course	Venue / Provider	Equipment hired	No. of attendees	Cost
Confident and Creative Presentation Skills 2013	Victoria University of Wellington	N/A	3	\$3,285
Video Editing Course	Yoobee School of Design Ltd	N/A	1	\$422
Practitioner Course Modules I and 2	The Treasury	N/A	1	\$2,800
Sign Language - Think.Sign.Connect Course	Deaf Aotearoa	N/A	1	\$170
CE Training	State Services	N/A	1	\$318

	Commission			
Communication Learning Forum	Comet Auckland	N/A	1	\$70
Hui-fono	Ace Aotearoa	N/A	3	\$157
Workshop	Evaluation Consult Wellington	N/A	2	\$590
Maori & Pasifika in vocational education and training forum	Industry Training Federation Wellington	N/A	1	\$304

Released under the Official Information Act

Question 97:

What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

Answer 97:

Staff are encouraged to provide feedback to inform improvements to conferences, seminars and team sessions. The overall measure of success of these types of initiatives is an increase in staff engagement and an increase in work related skills.

Released under the Official Information Act

Question 98:

How much was spent on staff training in 2015/16; and what percentage of the vote does the amount represent? How does this compare to each of the previous six financial years?

Answer 98:

Please refer to the table provided below:

Year	Amount	% of Dept Vote
2015/16	\$74,330	1.10%
2014/15	\$52,943	0.75%
2013/14	\$34,421	0.48%
2012/13	\$76,205	1.21%
2011/12	\$64,792	1.02%
2010/11	\$107,306	1.69%
2009/10	\$94,750	1.57%

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Question 99:

What specific activities or events were conducted that contributed towards staff morale in the last financial year?

Answer 99:

The Ministry ran the Gallup Q12 survey in May 2015 and again in June 2016 this year. The results from the survey are used to decide areas that the Ministry can focus on to lift staff engagement and morale.

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Question 100:

How much was spent on pay television in the last financial year? How much was spent in each of the previous six financial years and how much has been budgeted for the latest financial year?

Answer 100:

The Ministry did not subscribe to any pay TV subscription services in 2015/16 nor have we for the last six financial years.

Therefore no budget allocation has been set for the latest financial year.

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Question 101:

What is the total amount spent, if any, on speakers fees and/or speaker honorariums for year of the last seven financial years by event, event date, speaker and amount received?

Answer 101:

During the 2015/16 and 2014/15 year the Ministry has not paid speakers fees or honorariums.

Over prior years, the Ministry has not complied information at a level detailed enough to ascertain what was spent on speakers fees or honorariums over the six years prior to 2014/15.

Released under the Official Information Act

Question 102:

Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last seven financial years by speaker and event spoken at?

Answer 102:

During the 2015/16 and 2014/15 year the Ministry has not paid speakers fees or honorariums.

Over prior years, the Ministry has not complied information at a level detailed enough to ascertain what was spent on speakers fees or honorariums over the six years prior to 2014/15.

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MINISTRY FOR PACIFIC PEOPLES

2016/17 ANNUAL REVIEW

Standard Questions

**Response provided by Chief Executive – Ministry for Pacific Peoples
to the Social Services and Community Committee on 26 February 2018**

Released under the Official Information Act

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RESTRUCTURING/REVIEWS

Question 1:

What restructuring occurred during 2016/17 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

Answer 1:

2016/17

The Ministry completed no restructure to functions or teams in the 2016/17 year.

2015/16

The Ministry completed a review of its Ministerial function to assess the capability (skills and experience) required to effectively support the Minister's office and further develop its nominations programme for crown appointed boards. Two new roles were established (and two disestablished) as a result of the review and filled by current staff. No staff redundancies occurred from the review or change.

2014/15

The Ministry undertook a review of its operating model and organisational structure in the 2014 year. The purpose of the change was to align the Ministry's capacity and capability to better reflect the geographical location of Pacific peoples in Auckland. This will allow the Ministry to better inform the development of policy advice to key partners, through 'on the ground' community intelligence, cross agency collaboration and innovation.

The change resulted in the creation of 16 new positions and 20 disestablished positions. Six new roles were created in Auckland, increasing the Ministry's capacity and capability in the region.

The cost of redundancies as at 30 June 2014 was \$542,000.

The State Services Commission & Treasury were consulted and PWC provided advice on the Ministry's organisational restructure. Fees in relation to the work performed by PWC were \$136,000.

Evaluations Prior to 2014

Two performance improvement reviews were carried out by the State Services Commission prior to 2012. In addition, there have been ongoing discussions with staff including discussions with NGOs, Church Ministers, Community leaders, Chief Executives of key departments and senior officials.

In 2012/13, an internal evaluation was carried out resulting in one Auckland based policy position being disestablished. The cost was \$56,672.

A review in 2009/10 focused on three core functions for the Ministry; Policy and Research, Regional Partnerships, and Corporate Services and Organisational Development. As a result, one person was made redundant at a cost of \$25,000.

Question 2:

Was any work conducted around mergers with other agencies in the 2016/17 year? If so, for each such project, what agencies were being considered for mergers?

Answer 2:

No work was done by the Ministry around mergers of departments, ministries or other government funded agencies in the 2016/17 year.

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Question 3:

Was any rebranding undertaken in the 2016/17 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous six financial years?

Answer 3:

No rebranding was undertaken in the 2016/17 financial year.

In the 2015/16 financial year the Ministry underwent a name change to the Ministry for Pacific Peoples. This included associated branding and logo changes. The Ministry spent \$10,000 for this work, a breakdown of costings is provided in the table below. There was no other rebranding for the previous five financial years.

WHO	WORK UNDERTAKEN	COST
Contractor for Maori consultation	Development of Te Reo translation for the Ministry of Pacific Island Affairs, and narrative of historic dealings of Ngati Whatua and Waikato Tainui with Pacific migrants.	\$2,000
Designer 1	Payment for logo and purchase worth of equipment or software licenses	\$1,500
Designer 2	Payment for logo and purchase worth of equipment or software licenses	\$1,500
Manukau Institute of Technology	Sponsorship of equipment for creative arts school	\$1,000
Two designers	Secondment to the Ministry for 80 hours at \$25 per hour to complete the style guide. \$2,000 per person.	\$4,000
Total		\$10,000

Question 4:

Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation
- The reason for the inquiry/investigation
- The expected completion date

Answer 4:

A Performance Improvement Framework (PIF) review of the Ministry was completed in May 2017. The purpose of the PIF was to inform the strategic direction of the Ministry in further fulfilling its system role in providing advice to inform better outcomes for Pacific people. The PIF was completed by external reviewers contracted by the State Services Commission (SSC).

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BUDGET INITIATIVES

Question 5:

For each new spending initiative introduced over the last six Budgets (i.e Budget 2011, Budget 2012, Budget 2013, Budget 2014, Budget 2015 and Budget 2016), what evaluation has been undertaken of its effectiveness during 2016/17 and what were the findings of that initiative? Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

Answer 5:

Budget 2016/17

Tolua Scholarships

\$0.300m from 2016/17 onwards to allow the continuation and expansion of the Tolua Scholarships programme which support Pacific students to study STEM (science, technology, engineering, maths) subjects.

Programmes funded from this appropriation are being monitored for accountability purposes, this will be completed by 30 June 2018 for the Tolua Kenese Club and aspects of the Tolua Community Fund. A review of the implementation and effectiveness of Tolua Tertiary Scholarships is scheduled for 2018/19.

Pacific Employment Support Service

\$1.150m from 2016/17 onwards for the Pacific Employment Service programme aimed at improving training and employment opportunities for Pacific youth.

The 4-year programme began in September 2016 and the mid programme evaluation is planned for completion by end of June 2018.

Project Tatupu

\$0.250m in 2016/17 only to investigate regional housing and employment opportunities for Pacific people. This one-off funding allowed the completion of an independent feasibility study, which was published on the Ministry's website. The study found that under certain conditions there were potential benefits in regional labour and housing markets for some Pacific families currently living in Auckland. The study continues to inform the Ministry's engagement with mainstream agencies delivering programmes in housing and employment areas.

Pacific Cultural Centre

\$0.250m in 2016/17 only to study the viability of a Pacific Cultural Centre in Auckland. This one-off funding allowed the completion of an independent feasibility study, which was published on the Ministry's website. The study found that there was unmet demand in the cultural tourism area, and that the revenue from this market could make a Pacific Cultural Centre financially self-supporting in the longer term. The study continues to inform the Ministry's engagement with urban and economic development agencies in Auckland.

Budget 2015/16

Extension of Pacific Employment Support Service Programme 2015

An evaluation of the 2014/15 work was undertaken in 2015/16. The evaluation monitored progress against the targets against the core outcomes.

A new category of “Rollover Clients” was introduced to enable providers to work with existing clients to achieve employment outcomes. A new outcome of 12 months continuous employment was introduced for Rollover Clients to encourage ongoing post-placement support and assist to calculate long term savings to Government.

Analysis of the outcomes achieved (including projected accruals) for 2014-15 clients revealed that:

- an additional 274 new unique and eligible Pacific Youth participated in the programme and achieved 225 placements into employment or training;
- 271 Participations (85% of target) and 270 Completions (90% of target) were achieved;
- total employment placements are projected to reach 118, achieving 52% of the target of 220;
- total training placements are projected to reach 107 – 86% of the target of 125; and
- sustainable employment (> 6 months continuous employment) for individual clients are projected to reach 91 – 58% of the target of 156.

Budget 2014/15

Pacific Employment Support Service

The PESS programme identified a core goal to achieve 500 employment placements for Pacific Youth.

The overall programme was very successful and has exceeded expectations against a range of challenging targets. Analysis of the outcomes achieved reveals that:

- Total employment placements were 559 and included placements into new jobs with new employers in roles involving higher skills and / or higher pay;
- Total individual client training placements achieved was 315 – 63% of the target of 500.
- 403 individual Pacific youth projected to achieve sustainable employment (more than 6 months continuous employment) by 31 December 2014 – exceeds the target of 400.
- 80% of individual clients placed into employment achieved sustainable employment.
- 63% (723) of the 1150 individual clients enrolled into PESS were successfully placed into employment or training.

Implementation of a new Operating Model

The response to Q1 provides background information on the Ministry’s operating model that was implemented from June 2014. The Ministry participated in a Performance Improvement Framework (PIF) review in the first quarter of 2016/17 to evaluate progress with the operating model and wider organisational changes initiated in 2014/15-2015/16.

Budget 2013/14

There were no new spending initiatives in Budget 2013/14.

COST AND SERVICES CHANGES

Question 6:

What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

Answer 6:

For the 2016/17 financial year a copy of the Ministry Output Plan with the key outputs agreed to with the Minister is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2017 as the primary public document that reports on key achievements and costs for deploying these outputs.

The Ministry Annual Report link is sourced below:

<http://www.mpp.govt.nz/assets/Uploads/MPP7547-Annual-Report-Pages-WEB.pdf>

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Question 7:

What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

Answer 7:

No services were cut or curtailed in the 2016/17 financial year.

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Question 8:

What programmes or projects, if any, were delayed in the 2016/17 financial year and what was the reason for any delay in delivery or implementation?

Answer 8:

Design and implement the Yavu Pacific engagement guidelines – delayed to allow for consultation and advice with key stakeholders to commence in the finalisation of this document. Expected to be delivered in the 2017/18 year.

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Question 9:

How much funding for specific projects, policies or programmes has been carried forward from the 2016/17 financial year to the current financial year? For each, please provide the following details:

- Name of project, policy or programme
- Amount of funding brought forward
- Amount of funding already spent
- Amount of funding originally budgeted for the project
- Estimation completion date.

Answer 9:

Please refer to the tables provided below:

Name of project, policy or programme	Skills Training and Employment Appropriation (M50). The Ministry received funding of \$1.0m for the Pacific Employment Support Services (PESS) contracts. These contracts have been set up as two-year outcome funded contracts from 1 July 2016 to 30 June 2018. The outcomes will not be evenly spread over the two years with about \$0.4m of this year's committed appropriation now expected to be delivered in 2017-18. Therefore \$0.4m was transferred from 2016-17 to 2017-18.
Amount of funding brought forward	\$400,000
Amount of funding already spent	\$400,000
Amount of funding originally budgeted for the project	\$1,000,000
Estimated completion date	30 June 2018

Name of project, policy or programme	Policy Advice and Ministerial Servicing Multi Category Appropriation (M50) - The Ministry budgeted in 2016-17 for operating costs connected with the move of the Auckland office to an office more accessible to Pacific communities. The Ministry was to be sharing a lease with Te Puni Kokiri (TPK) in Manukau. This move was delayed to early 2017-18 and an expense transfer of \$0.050 million from 2016-2017 to 2017-18 was sought.
Amount of funding brought forward	\$50,000
Amount of funding already spent	\$12,794
Amount of funding originally budgeted for the project	\$50,000

Actual completion date	4 October 2017
-------------------------------	----------------

The expense transfer was to cater for the cost of moving furniture and fittings to the new premises. After the expense transfer, TPK offered to provide furniture and fittings and to bill for these through slightly increased lease operating costs. This saved depreciation and moving costs in 2017-18. The savings were applied in internal reprioritisation to meet new government priorities.

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Question 10:

How many projects or contracts that were due to be completed in 2016/17 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2016/17?

Answer 10:

Design and implement the Yavu Pacific engagement guidelines – delayed to allow for consultation and advice with key stakeholders to commence in the finalisation of this document. Expected to be delivered in the 2017/18 year.

Released under the Official Information Act

USER CHARGES

Question 11:

What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous six financial years?

Answer 11:

The Ministry did not collect any user charges in the 2016/17 financial year nor did it for the previous six financial years.

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PROPERTY/CAPITAL WORKS

Question 12:

How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous six financial years?

Answer 12:

The Ministry budgeted \$100,000 in the 2016/17 year as its Permanent Legislative Authority. It spent \$67,000.

The previous six years are shown in the table below:

Year	Spend	Budget
2015/16	\$549,000	\$650,000
2014/15	\$93,000	\$115,000
2013/14	\$66,617	\$111,000
2012/13	\$26,572	\$100,000
2011/12	\$3,500	\$100,000
2010/11	\$40,377	\$90,000

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Question 13:

What land, building, and other assets were sold in 2016/17? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous six financial years?

Answer 13:

The Ministry sold no assets in 2016/17 or in the six years prior to that. However, the Ministry did dispose of one vehicle after it was deemed irreparable after an accident. The Ministry received \$25,000 from its insurer as settlement for the claim.

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Question 14:

How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous six financial years?

Answer 14:

Please refer to the information provided in the tables below:

Wellington				
Building	46-50 Bloomfield House, Lower Hutt	ASB Building, 101 – 103, The Terrace		
Lease Periods	Feb 16 – Current	Mar 16 - current	July 15 – Feb 16	July 09 – June 15
Area leased	Co-location	676m ²	1250 m ²	1250 m ²
Annual cost	\$15,264	\$199,553	\$324,714	\$373,421
Cost per m2	Not applicable	\$295	\$260	\$299

Auckland							
Building	Springs Road East Tamaki						
Lease Periods	Jul 16 – June 17	Jul 15 – Jun 16	Jul 14 – Jun 15	Jul 13 – Jun 14	Oct 12– Jun 13	Oct 11– Oct 12	Oct 10– Oct 11
Area leased	347m ²	347m ²	347m ²	347m ²	347 m ²	347 m ²	347 m ²
Annual cost*	\$82,066	\$82,066	\$82,066	\$78,162	\$76,146	\$70,941	\$66,964
Cost per m2	\$237	\$237	\$237	\$225	\$219	\$204	\$193

* Excludes Opex catchup payments

Auckland							
Building	Auckland Policy Office						
Lease Periods	Jul 16 – June 17	Jul 15 – Jun 16	Jul 14 – Jun 15	Jul 13 – Jun 14	Oct 12– Jun 13	Oct 11– Oct 12	Oct 10– Oct 11
Area leased	Co-location	Co-location	-	-	-	-	-
Annual cost*	\$24,800	31,207	-	-	-	-	-
Cost per m2	Not applicable	Not applicable	-	-	-	-	-

* Before 2015/16, the State Services Commission absorbed the cost. From July 2016, they charged the Ministry on a co-location basis for two seats.

Christchurch					
Building	120 Hereford St	66A Magdala Place			78 Armagh St
Lease Periods	Feb 16 – Current	Jul 14 – Jan 16	July 13 – June 14	May 12 – June 13	Jan 09 – Oct 11
Area leased	Co-location	80m ²	80m ²	80 m ²	132.4 m ²
Annual cost	\$38,531	\$18,647	\$18,647	\$18,261	\$22,687
Cost per m2	Not applicable	\$233	\$233	\$228	\$171

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Question 15:

Were any of your offices relocated in 2016/17? In each case please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous six financial years.

Answer 15:

Please refer to table provided below:

Year	Relocation	Cost of Relocation
2016/17	-	Nil
2015/16	Christchurch Office – 66 Magadala Pl to 120 Hereford St	\$34,799
2014/15	-	Nil
2013/14	-	Nil
2012/13	Balance of costs for 78 Armagh St to 66a Magdala Place	\$801
2011/12	78 Armagh St to 66a Magdala Place	\$2,591
2010/11	-	Nil

The 2015/16 costs comprise of:

Architecture and Property services	\$23,137
Legal services	\$1,500
Moving costs	\$7,177
Signage	\$2,985
Total Relocation Costs	\$34,799

In order to achieve the benefits of government property co-location, in February 2016 our Christchurch team of two people moved from 66 Magdala Place to co-locate with other Government agencies at 120 Hereford St and our Central Regional team of 3 moved from the ASB House in the Wellington CBD to co-locate with TPK in Lower Hutt.

In order to achieve the benefits of better workflow, and a smaller footprint, In March 2016 our National Office team moved from Level Two ASB House in the Wellington CBD to Level One. The square metres occupied dropped from 620 square metres to 585 square metres and achieved rent savings of \$12,000 per year.

Question 16:

How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2016/17 financial year? For each, please provide the following details:

- a. A description of the renovation carried out
 - b. Location of the project
 - c. Name of provider(s) or manufacturer(s)
 - d. Type of product or service generally provided by the above
 - e. Cost of the project
 - f. Completion date
 - g. Whether tenders were invited, if so, how many were received
 - h. List separately any single item of furniture or fixture worth more than \$2,500 with its cost.
-

Answer 16:

The Ministry did not pay for renovation, refurbishment or redecoration.

Released under the Official Information Act

Question 17:

What offices were closed in 2016/17 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous six financial years?

Answer 17:

Whilst offices relocated, no offices closed in 2016/17. No offices were closed in the previous six financial years.

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Question 18:

What offices did your department, agency or organisation open in 2016/17 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous six financial years?

Answer 18:

No offices were opened in 2016/17 or for the last six financial years.

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Question 19:

How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2016/17 financial year listed by new and former opening hours, date of change, and location?

Answer 19:

The Ministry did not reduce the opening hours of its regional offices during 2016/17.

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Question 20:

How many vehicles did your department, agency or organisation own during the 2016/17 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous six financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Answer 20:

At 30 June 2017 the Ministry owned 7 cars in total. Further details on model, year and location are provided below and for previous six financial years.

2016/17

Make and Model	Year	Primary Location	Cost
Mazda 2	2010	Auckland	\$20,779.38
Hyundai Elantra	2015	Auckland	\$22,326.33
Hyundai Elantra	2015	Christchurch	\$22,766.01
Hyundai i40	2014	Hutt	\$27,680.46
Hyundai i40	2014	Christchurch	\$27,680.46
Hyundai Elantra	2015	Auckland	\$22,326.33
Hyundai i40	2015	Auckland	\$28,187.96

2015/16

Make and Model	Year	Primary Location	Cost
Mazda 2	2010	Auckland	\$20,779.38
Mazda 2	2010	Auckland	\$19,598.04
Hyundai i40	2012	Christchurch	\$24,511.00
Hyundai i40	2014	Hutt	\$27,680.46
Hyundai i40	2014	Christchurch	\$27,680.46
Hyundai Elantra FL 1.8 A6	2015	Auckland	\$22,326.33
Hyundai i40	2015	Auckland	\$28,187.96

2014/15

Make and Model	Year	Primary Location	Cost
Mazda 2	2010	Auckland	\$20,779.38
Mazda 2	2010	Auckland	\$19,598.04
2007 Ford Mondeo Wagon (Leased)	2011	Christchurch	-
Hyundai i40	2014	Wellington	\$27,680.46
Hyundai i40	2014	Christchurch	\$27,680.46

Hyundai Elantra FL 1.8 A6	2015	Auckland	\$22,326.33
Hyundai Elantra FL 1.8 A6	2015	Auckland	\$22,326.33
Hyundai i40	2015	Auckland	\$28,187.96

2013/14

Make and Model	Year	Primary Location	Cost
Mazda 2 (FPD218)	2010	Auckland	\$20,779.38
Mazda 2 (FPD219)	2010	Auckland	\$19,598.04
Hyundai i40 (HNA828)	2014	Wellington	-
Hyundai i40 (HNA829)	2014	Christchurch	\$27,680.46

In the **2012/13**, **2011/12** and **2010/11** financial years the Ministry had two pool vehicles based in the Auckland office. The Ministry spent \$40,377 on the purchase of these 2 vehicles in the 2010/11 year.

Released under the Official Information Act

Question 21:

What was the total amount spent on purchasing vehicles during the 2016/17 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous six financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Answer 21:

No vehicles were purchased in the 2016/17 financial year.

I refer the Committee to our response to Question 20 for amounts spent and locations for the previous six financial years.

Released under the Official Information Act

Question 22:

Were any labour and/or contractor costs been capitalised into capital project costs during the 2016/17 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

Answer 22:

There were no labour and/or contractor costs capitalised into capital project costs during the 2016/17 financial year.

Released under the Official Information Act

ICT

Question 23:

Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous six financial years?

Answer 23:

All Ministry staff are made aware that personal email accounts are not to be used for official Ministry business. In terms of breaches to this policy, none were identified or reported in the 2016/17 financial year or in the previous six financial years.

Released under the Official Information Act

Question 24:

What IT projects, if any, were shelved or curtailed in the 2016/17 year and how much will have been spent on each project before it is shelved or curtailed?

Answer 24:

No IT projects were shelved or curtailed in the 2016/17 financial year.

Released under the Official Information Act

Question 25:

What IT projects, if any, were completed or under way in the 2016/17 year? For each, please provide the following details:

- Name of project
- Initial estimated budget
- Initial estimated time frame
- Start date
- Completion date or estimated completion date.
- Total cost at completion or estimated total cost at completion.

Answer 25:

Please refer to the table provided below:

Name	Est Budget	Est Time Frame	Start Date	Comp Date	Cost
Northern Region Office Relocation	\$15,000	5 months	April 2017	Aug 2017	\$7,940

Released under the Official Information Act

Question 26:

How much was spent for software licensing fees in the 2016/17 financial year and how does this compare with spending in each of the previous six financial years?

Answer 26:

Please refer to the table provided below.

YEAR	COST
2016/17	\$16,978
2015/16	\$14,312
2014/15	\$11,936
2013/14	\$10,287
2012/13	\$4,651
2011/12	\$6,188
2010/11	\$12,911

Released under the Official Information Act

Question 27:

How many websites did your department, agency or organisation run in 2016/17 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

Answer 27:

The Ministry supported the following websites in 2016/17:

Name	URL	Purpose	Established	Annual Cost
Main Ministry website	www.mpp.govt.nz	Provide main information on the Ministry.	2001 – established 2015 - refreshed	\$11,763
Mind Your Language Sites	www.learnniue.co.nz www.learntokelau.co.nz/	Developed by the Ministry in partnership with Pacific communities. It provides on-line resources designed to help learn the Niuean and Tokelauan languages.	2009	\$1,695

Released under the Official Information Act

Question 28:

How many data security issues were identified in 2016/17 and how many data security issues were there in each of the previous six financial years? If there were breaches, what were they and what are the titles of any reports into them?

Answer 28:

No data security issues were identified in the 2016/17 financial year or reported in the previous six financial years.

Released under the Official Information Act

Question 29:

How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2016/17 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous six financial years?

Answer 29:

The Ministry logged a lost property report with the Police for a single laptop. The Ministry actioned its response protocols for lost/stolen devices to ensure our network security is preserved. To date the lost device has not been recovered.

The Ministry reports no lost or missing laptops, tablets and hard drives for the previous six financial years.

Released under the Official Information Act

REPORTS, PLANNING, AND EVALUATION

Question 30:

Please provide a list of all reports that were prepared in 2016/17 relating to:

- baseline update (if applicable)
 - value for money
 - savings identified
-

Answer 30:

The following reports were prepared during 2016/17:

- Annual Report 2015-16
- Forecast Financial Statements
- Core Main and Supplementary Estimates of Appropriations
- Performance Information Supporting the Estimates
- March 2017 Baseline Update and
- October 2016 Baseline Update

Released under the Official Information Act

Question 31:

Please provide copies of the current work plan.

Answer 31:

A copy of the Ministry's Output Plan is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2017 as the primary public document that reports on the output plan.

The Ministry Annual Report link is sourced below:

<http://www.mpp.govt.nz/assets/Uploads/MPP7547-Annual-Report-Pages-WEB.pdf>

Released under the Official Information Act

Question 32:

Please list projects and major policy initiatives progressed in 2016/17.

Answer 32:

For the 2016/17 financial year a copy of the Ministry Output Plan with the key outputs agreed to with the Minister is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2017 as the primary public document that reports on key achievements and our financial statements.

The Ministry Annual Report link is sourced below:

<http://www.mpp.govt.nz/assets/Uploads/MPP7547-Annual-Report-Pages-WEB.pdf>

Released under the Official Information Act

Question 33:

Please provide copies of any reports made to the Minister in 2016/17 about performance against the agency or organisation's Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

Answer 33:

For the 2016/17 financial year a copy of the Ministry Output Plan with the key outputs agreed to with the Minister is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2017 as the primary public document that reports on key achievements and our financial statements.

The Ministry Annual Report link is sourced below:

<http://www.mpp.govt.nz/assets/Uploads/MPP7547-Annual-Report-Pages-WEB.pdf>

Released under the Official Information Act

Question 34:

How many evaluations of policies or programmes were completed in 2016/17? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

Answer 34:

The following evaluation was completed for the period 2016/17 period:

Name	Cost	Evaluator	Date completed
PESS Assurance Review	\$12,870	Marlow Consulting Ltd	30 Jun 2017
Key Findings: <ul style="list-style-type: none">• The programme targets for pathway and placement outcomes have been achieved with the exception of training placements which achieved 97% of the target.• In the 9 months to 30 June 2017, providers have enrolled 350 new clients into the PESS programme and have achieved 125 placements into employment and 87 placements into training.			

Name	Cost	Evaluator	Date completed
Pacific Business Trust	\$5,330	Marlow Consulting Ltd	30 Jun 2017
Key Findings: <p>Improvement across all service areas including business processes, systems, achievement and verification of outcomes and reporting, and confirms that PBT has met or exceeded all high-level programme goals and met all but one of the underlying service measures for one programme only.</p>			

Question 35:

What reviews of capability were started or completed in 2016/17? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will they be completed?

Answer 35:

A Performance Improvement Framework (PIF) review of the Ministry was completed in May 2017. The purpose of the PIF was to inform the strategic direction of the Ministry in further fulfilling its system role in providing advice to inform better outcomes for Pacific people. The PIF was completed by external reviewers contracted by the State Services Commission (SSC).

Released under the Official Information Act

Question 36:

Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2016/17 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

Answer 36:

Please refer to the table below.

Name	Cost	Evaluator	Date completed
PESS Assurance Review	\$12,870	Marlow Consulting Ltd	30 Jun 2017
Key Findings: <ul style="list-style-type: none">• The programme targets for pathway and placement outcomes have been achieved with the exception of training placements which achieved 97% of the target.• In the 9 months to 30 June 2017, providers have enrolled 350 new clients into the PESS programme and have achieved 125 placements into employment and 87 placements into training.			

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Key Findings: <p>Improvement across all service areas including business processes, systems, achievement and verification of outcomes and reporting, and confirms that PBT has met or exceeded all high-level programme goals and met all but one of the underlying service measures for one programme only.</p>			

GIFTS AND EXTERNAL RELATIONSHIPS

Question 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.

Answer 37:

The receipt of gifts is covered in the Ministry's Business Expenditure Policy which states:

All gifts and hospitality are the property of the Ministry for Pacific Peoples, as an organisation. The staff member's manager must be advised of the gift or hospitality, except where staff members are given infrequent, inexpensive gifts such as pens, badges, or calendars.

Gifts and hospitality with an estimated value of over \$50 (GST incl.) must be recorded in the Ministry's Gifts and Hospitality Register and forwarded to the Chief Executive who will determine how they should be used or distributed. Hospitality through the provision of meals is generally considered acceptable, but tickets to sporting events, theatrical productions, shows, or similar events are generally not.

This policy has been the same over the last five years.

Corporate gifts or hospitality received in 2016/17:

Gift/Hospitality Accepted	Position of staff member who accepted	Estimated Value	Date received	Offered By
1 x Blunt XS Metro Umbrella (black)	Acting Chief Executive	\$94.00	7/06/2017	Pacific Perspectives

Question 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.

Answer 38:

The Ministry's Business Expenditure Policy provides guidelines for the giving of gifts to external organisations or individuals.

In 2016/17 a Blue and Pink Tivaevae was given as a farewell gift to former Minister for Pacific Peoples. It cost \$450 and was given on the 22 December 2016.

On 3 November 2016, gifts were given to participants at the Ombudsman Conference by the Chief Executive totalling \$122.90.

No gifts were given in the 2015/16 year that were valued as equal to or greater than \$50.

Released under the Official Information Act

Question 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.

Answer 39:

The Ministry's Business Expenditure Policy provides guidelines for the giving of gifts for staff leaving the Ministry or those who reach a significant career milestone (e.g. 20 years of service) or achievement.

In the 2016/17 financial year the Chief Executive of the Ministry (who was an employee of the State Service Commission) concluded her term and the Ministry gave her a Pacific inspired carving with a gold plaque in recognition of her significant contribution to the Ministry over five years. It had a value of \$550 and was given to her at her farewell on the on the 19th June 2017.

Released under the Official Information Act

Question 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 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.

Answer 40:

All staff are required to complete Declarations of Interest annually.

In 2016/17, there were two recordings of interest declared; however, signed off as having no conflict with MPP objectives.

Released under the Official Information Act

Question 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 six financial years?

Answer 41:

Please refer to the table provided below:

Name	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
Committee for Auckland	\$4,167	\$4,167	-	-	-	-	-
ComplyWith	\$3,550	-	\$3,550	\$3,550	\$3,400	\$3,400	-
-EEO* Trust	\$304	-	\$650	\$650	\$222	\$425	\$222
Leadership Development Centre	\$6,031	\$4,250	\$4,064	\$2,995	\$3,294	\$3,294	\$3,950
Learning State	-	-	-	-	-	\$250	\$372
LIANZA	-	\$150	\$150	\$150	\$150	\$150	\$150
The Network of Public Sector Communicators	-	-	\$400	-	\$400	-	-
Institute of Public Administration New Zealand	\$569	\$1,745	\$495	\$124	-	-	-
Human Resources Institute of New Zealand	\$1,080	\$1,841	\$1,170	\$616	-	-	-
Public Relations Institute of NZ	\$368	\$320	-	-	-	-	-
Transparency International NZ Inc	\$1,000	\$1,000	\$1,000	\$1000	-	-	-

*Equal Employment Opportunities Trust

INVOICES AND PROCUREMENT

Question 42:

How many penalties for late payment of an invoice were incurred in the 2016/17 year and what was the total cost of that. How does this compare to each of the previous six financial years?

Answer 42:

There were no penalties for late payment of an invoice in the 2016/17 year and for the previous six financial years.

Released under the Official Information Act

Question 43:

How many and what proportion of invoices and bills received in the 2016/17 financial year were not paid on time, and how does this compare to each of the previous six financial years?

Answer 43:

The Ministry had no late payments for 2016/17 year or for the previous six financial years.

The Ministry's policy regarding payment of invoices is to adhere to the terms of specific contractual arrangements and to otherwise follow general business practice of payment by the 20th of the following month.

Released under the Official Information Act

ADVERTISING, POLLING, AND PUBLIC RELATIONS

Question 44:

What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- a. Who conducted the work
- b. When the work commenced
- c. When it was completed (or due to be completed)
- d. Estimated total cost
- e. Whether tenders were invited; if so, how many were received.

Answer 44:

The Ministry as part of its business as usual regularly talks to members of the community about issues of concern, and does not generally carry out any formal poll, surveys or market research.

During 2016/17, following an open tender process through which four proposals were received, the Ministry contracted with the New Zealand Institute of Economic Research (NZIER) to undertake a feasibility study for a Pacific Cultural Centre in Auckland. As an input to the study, NZIER contracted with Colmar Brunton to undertake market research on both international and domestic cultural tourism. The research engaged 1,500 respondents in Australia, China and the USA, and 1,000 respondents within New Zealand. The research was undertaken between September and November 2016. While the cost of the Colmar Brunton research was not paid directly by the Ministry, the initial cost estimates for the international and domestic tourism survey work was \$60,000.

Released under the Official Information Act

Question 45:

How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous six financial years?

Answer 45:

Please refer to the table provided below:

Year	Spend
2016/17	\$103,384
2015/16	\$78,399
2014/15	\$86,422
2013/14	\$41,432
2012/13	\$79,748
2011/12	\$89,518
2010/11	\$94,361

Released under the Official Information Act

Question 46:

For each advertising or public relations campaign or publication conducted or commissioned in the 2016/17 financial year, please provide the following:

- a. Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- b. Who conducted the project?
- c. Type of product or service generally provided by the above
- d. Date the work commenced
- e. Estimated completion date
- f. Total cost
- g. Whether the campaign was shown to the Controller and Auditor General
- h. Whether tenders were or are to be invited; if so, how many were or will be received.

Answer 46:

Please refer to the tables provided below.

NAME OF PROJECT	PRIME MINISTER'S PACIFIC YOUTH AWARDS
<i>Details of the Project</i>	A project to attract young Pacific people to enter the Prime Minister's Pacific Youth Awards 2016 in one of eight categories.
<i>Who is conducting the project</i>	MPP
<i>Type of product or service generally provided by (b)</i>	Promotional activities through social media boosts, posters and radio campaign
<i>Dates – Commenced and estimated completion</i>	Sept 2016 – December 2016
<i>Cost (related to publicity)</i>	\$ 14,154
<i>Whether shown to Controller and Auditor General</i>	Made available to Audit New Zealand
<i>Whether tenders were invited</i>	No

NAME OF PROJECT	SPASIFIK MAGAZINE
<i>Details of the Project</i>	The Spasifik Magazine is published throughout the year to promote Pacific issues and events.
<i>Who is conducting the project</i>	Oceania Media Ltd
<i>Type of product or service generally provided by (b)</i>	Publications
<i>Dates – Commenced and estimated completion</i>	Annual
<i>Cost (related to publicity)</i>	\$ 6,000
<i>Whether shown to Controller and Auditor General</i>	Made available to Audit New Zealand
<i>Whether tenders were invited</i>	No

NAME OF PROJECT	PACIFIC LANGUAGE WEEKS PROMOTIONAL POSTERS
Details of the Project	Pacific Language Week Series – REGIONALS Pacific Language Week Series provide an opportunity for Pacific language and culture to be celebrated and promoted in many ways, some of those through song, dance, cultural events, speech competitions, and constitution day festivities. This is a series of 7 language weeks celebrated nationally and internationally of the Cook Islands, Fiji, Niue, Samoa, Tonga, Tokelau, Tuvalu Pacific languages and cultures.
Who is conducting the project	Ministry for Pacific Peoples in collaboration with Pacific communities; the Blue Star Works printing company located in Petone and various Pacific Graphic Designers – Vaitoa Baker – of Vai Creative, Auckland Tuvalu Community Trust, Cook Islands Ta'okotai'anga Charitable Trust (CIDANZ), Josefa Baro, Rizvan Tu'itahi of Vani Media, Nanai JR of Nanai Imagery
Type of product or service generally provided by (b)	Delivery of activities to support the celebration and promotion of Pacific languages and culture. The design, layout, language content and review, publication and print of our Pacific language week promotional posters
Dates – Commenced and estimated completion	July 2016 to June 2017
Cost (related to publicity)	\$27,417
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	TOLOA TERTIARY STEM SCHOLARSHIPS
Details of the Project	This programme awards tertiary fee scholarships to Pacific students. The purpose of the Scholarship is to encourage Pacific students to pursue studies in STEM subjects (science, technology, engineering, and maths) at tertiary level, increasing the amount of Pacific peoples employed in STEM careers
Who is conducting the project	Internal
Type of product or service generally provided by b.	Promotional activities through social media boosts; emails to databases; part of Ministry's display stand at PolyFest and Pasifika Festival; open days at all offices; visits and marketing to tertiary institutions/colleges; website
Dates – Commenced and estimated completion	October 2016 – March 2017
Cost (related to publicity)	\$34,535
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	KAPASA
<i>Details of the Project</i>	Kapasa is a policy development tool designed to support mainstream policy teams to consider and incorporate a Pacific perspective in the development of interventions and programmes that may have an impact on Pacific peoples. This project was implemented in collaboration with The Policy Project (DPMC) and is part of a broader suite of work to lift overall policy capability in the New Zealand public sector.
<i>Who is conducting the project</i>	Led by the Ministry and informed by relevant government partners, including the DPMC.
<i>Type of product or service generally provided by (b)</i>	Electronic and printed collateral to support face-to-face training and facilitation in the use of Kapasa.
<i>Dates – Commenced and estimated completion</i>	July 2016 - June 2017
<i>Cost (related to publicity)</i>	\$20,560.17.
<i>Whether shown to Controller and Auditor General</i>	Made available to Audit New Zealand
<i>Whether tenders were invited</i>	No

NAME OF PROJECT	CONTEMPORARY REPORT
<i>Details of the Project</i>	Publication of 2016/17 Contemporary Pacific Status Report. This statistical report provides a detailed snapshot of Pacific communities in New Zealand. Based on data from Census 2013, the report captures ethnic-specific trends relevant to the Tongan, Samoan, Fijian, Tokelauan, Tuvaluan, Niuean and Cook Islands Maori population groups.
<i>Who is conducting the project</i>	Lead by the Ministry in consultation with StatsNZ.
<i>Type of product or service generally provided by (b)</i>	Printed and online publication (86-pages).
<i>Dates – Commenced and estimated completion</i>	July 2016-June 2017. Published November 2016.
<i>Cost (related to publicity)</i>	\$30,981
<i>Whether shown to Controller and Auditor General</i>	Made available to Audit New Zealand
<i>Whether tenders were invited</i>	No

Question 47:

How many public relations and/or communications staff, contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? Provide a numerical and percentage breakdown of public relations or communications staff by employment status i.e. permanent, contractor/consultant, provider of professional service. For each of these provide a comparison with each of the previous six financial years?

Answer 47:

YEAR	NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
2016/17	2.90	97%	3%	Staff Salaries		\$267,589
				1 X contract for service	3,540	
				2 X Madison Recruitment	\$6,274	\$15,915
				Total	\$9,814	\$283,504
2015/16	3.25	84%	16%	Staff Salaries		\$315,912
				1 X contract for service	\$54,080	
				2 X Madison Recruitment	\$5,930	
				Total	\$60,010	\$315,912

2014/15	3.0	90%	10%	Staff Salaries One Individual invoiced directly Total	23,821 \$23,821	\$245,000 \$245,000
2013/14	2.4	74%	26%	Staff Salaries Two Individuals invoiced directly Total	\$57,000 \$57,000	\$219,433 \$219,433
2012/13	2.6	96%	4%	Staff Salaries Two Individuals invoiced directly Total	\$10,960 \$10,960	\$250,134 \$250,134
2011/12	2.8	90%	10%	Staff Salaries One Individual invoiced directly Total	\$25,000 \$25,000	\$241,664 \$241,664
2010/11	2.8	96%	4%	Staff Salaries Two Individuals invoiced directly Total	\$10,258 \$10,258	\$231,099 \$231,099

* These percentages were calculated based on amounts paid, not FTE.

Question 48:

How much was spent in 2016/17 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, polices or marketing? How did this compare to each of the previous six financial years? For each invoice over \$1,000 in 2016/17 please provide the item purchased, the amount purchased, costs and the intended use.

Answer 48:

Please refer to the table below for the total spend on merchandise/promotional products:

Year	Amount
2016/17	\$15,777
2015/16	\$13,250
2014/15	\$13,732
2013/14	\$5,132
2012/13	\$38,130
2011/12	\$8,220
2010/11	-

Released under the Official Information Act

Question 49:

How many press releases, if any, were released in the 2016/17 financial year? How many were released in each of the previous six financial years?

Answer 49:

There were nil press releases for the 2016/17 financial year.

Please refer to table below for the previous six financial years.

YEAR	PRESS RELEASES
2016/17	0
2015/16	0
2014/15	0
2013/14	1
2012/13	1
2011/12	0
2010/11	Information unavailable

Released under the Official Information Act

OFFICIAL INFORMATION AND PRIVACY

Question 50:

In 2016/17, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous six financial years?

Answer 50:

In 2016/17 the Ministerial Servicing group based in Head office, Wellington is responsible for supporting information requests for the Ministry's Minister's office.

Due to the small number of staff in this cohort group and to ensure the privacy of the individuals, breakdown of salary costs is not provided here.

Year	Number of staff
2016/17	2
2015/16	2
2014/15	2
2013/14	1
2012/13	1
2011/12	1
2010/11	2

Released under the Official Information Act

Question 51:

What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2016/17? What were these numbers for each of the previous six financial years?

Answer 51:

The table below reflects the OIA requests made to the Ministry.

In addition to these requests the Ministry has also assisted with information for Ministerial OIA requests.

Year	OIA's Received	Response Time	Transferred	Declined
2016/17	22	15 – within 20 working days 3 – Ministerial requests 1 – Withdrawn	2	1
2015/16	32	28 – within 20 working days 1 – extension requested due to the scope of the request 1 – Ministerial request 2 – after 20 working days	1	-
2014/15	33	33 – responded to within 20 working days	-	2
2013/14	47	29 – responded to within 20 working days 1 – extension requested 17 – Ministerial requests	1	8
2012/13	16	16 – responded to within 20 working days	1 – partial transfer	1
2011/12	15	Information is unavailable for these years		
2010/11	10			

Question 52:

What was the average response time for Official Information Act Requests during 2016/17?
What was this number for each of the previous six financial years?

Answer 52:

Please refer to the table below for OIA's average response time.

Year	OIA's Average Response Time
2016/17	18.3 days
2015/16	19.5 days
2014/15	16.4 days
2013/14	19.1 days
2012/13	16.3 days
2008/09 to 2011/12	Information on the response time for Official Information requests is not available for these years.

Released under the Official Information Act

Question 53:

How many complaints were received under the Privacy Act or Official Information Act during 2016/17 broken down by whether each has been upheld, dismissed, or still under investigation? How does this compare to each of the previous six financial years?

Answer 53:

Please refer to the table below for the number of complaints received by the Ministry.

Year	Total Complaints received	Complaints received through	Outcome
2016/17	Nil	Not applicable	Not applicable
2015/16	Nil	Not applicable	Not applicable
2014/15	Nil	Not applicable	Not applicable
2013/14	1	Ombudsman Office	Information released
2012/13	Nil	Not applicable	Not applicable
2011/12	Nil	Not applicable	Not applicable
2010/2011	Nil	Not applicable	Not applicable

Released under the Official Information Act

Question 54:

What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

Answer 54:

No Official Information requests, received directly by the Ministry, require Ministerial clearance.

It is the Ministry's practice of 'no surprises' that all Official Information requests are sent to the Minister's Office to keep them informed.

This policy has not changed since the new government was sworn in.

Released under the Official Information Act

Question 55:

Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

Answer 55:

All Official Information requests are treated the same, irrespective of the requestor.

Released under the Official Information Act

Question 56:

What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2016/17?

Answer 56:

Nil.

No Official Information requests, received directly by the Ministry, require Ministerial clearance.

It is the Ministry's practice of 'no surprises' that all Official Information requests are sent to the Minister's Office to keep them informed.

Released under the Official Information Act

Question 57:

Were any privacy issues been identified in the 2016/17 financial year and in the previous six financial years? If so, what were they and what are the titles of any reports into them?

Answer 57:

No privacy issues were identified in the 2016/17 year and nor were there any for the last six financial years.

Released under the Official Information Act

PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS

Question 58:

How many staff positions in the policy area were left unfilled in the 2016/17 financial year broken down by policy area in total? How did that compare with each of the previous six financial years? How is the agency or organisations continuing to carry out work in the absence of staff in these positions?

Answer 58:

The table below includes policy vacancy figures for the last six financial years.

Year	Unfilled Positions
2016/17	2
2015/16	0
2014/15	2
2013/14	7
2012/13	7
2011/12	2
2010/11	3

Released under the Official Information Act

Question 59:

How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous six financial years? Please breakdown by:

- Role (e.g. policy/admin/operational)
- Classification (full and part-time)
- Office (e.g. geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

Answer 59:

The tables below provide a breakdown of permanent staff by location and role for the 2016/17 year (as at 30 June) and figures for the last six years.

Table 1 – 2016/17

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	8	8	-
Policy & Research	10	10	-
Operations	4	4	-
Auckland			
Corporate & Administration	1	1	-
Policy & Research	2	2	-
Operations	7	7	-
Christchurch			
Operations	2	2	-
Total	34	34	-

**This table exclude staff on fixed term contracts or seconded into MPP*

Table 2 – 2015/16

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	8	8	-
Policy & Research	9	9	-
Operations	4	4	-
Auckland			
Corporate & Administration	1	1	-

Policy & Research	3	3	-
Operations	6	6	-
Christchurch			
Operations	2	2	-
Total	33	33	-

*The tables exclude fixed term staff (3) and those on secondment (2) to the Ministry at this present time.

Table 3 – 2014/15 as at 30 June 2015

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	10	10	-
Policy	4	4	-
Operations	5	5	-
Auckland			
Corporate & Administration	1	1	-
Policy	3	3	-
Operations	7	7	
Christchurch			
Operations	3	3	-
Total	33	33	

Table 4 – 2013/14

Regions	Total Staff	Full Time	Part Time
Wellington			
Administration	3	3	
Communications	1		1
Corporate	5	5	
Director	2	2	
Manager	3	3	
Ministerial Advisor	1	1	
OCE Advisor	1	1	
Policy	6	6	
Regional Advisor	3	3	
Auckland			
Administration	1	1	
Manager	1	1	
Chief/Principal Advisor	1	1	
Regional Advisor	4	4	
Christchurch			

Manager	1	1	
Regional Advisor	2	2	
Total	35	34	1

Table 5 – 2012/13

Regions & Roles	Total Staff	Full-Time	Part Time
Wellington			
Office of the Chief Executive	1	1	
Corporate/Admin	7	7	-
Policy & Research	6	5	1
Directors	3	3	-
Managers	2	2	-
Regional Advisors	3	3	-
Communications	3	1	2
Auckland			
Administration	1	1	-
Regional Advisers	4	3	1
Policy & Research	-	-	-
Managers	1	1	-
Christchurch			
Regional Advisers	2	2	-
Managers	1	1	-
TOTAL	34	30	4

Table 6 – 2011/12

Regions & Roles	Total Staff	Full-Time	Part time
Wellington			
Corporate/Admin & Governance	9	9	-
Policy & Research & Chief Advisors	7	6	1
Directors	3	3	-
Managers	2	2	-
Regional Advisors	3	3	-
Communications	3	2	1
Auckland			
Administration	1	1	-
Regional Advisers	6	6	-
Policy & Research	1	1	-
Managers	2	2	-
Christchurch			

Regional Advisers	2	2	-
Managers	1	1	-
TOTAL	40	38	2

Table 7 – 2010/11, 2009/10 and 2008/09

REGIONS AND ROLES	2010/11
Wellington	
Corporate/Administration and Governance	12
Policy	15
Directors/Managers	3
Communications and Relationships	3
Auckland	
Administration	1
Policy	-
Directors/Managers	2
Communications and Relationships	6
Christchurch	
Administration	-
Policy	-
Directors/Managers	1
Communications and Relationships	2
Total	45

Released under the Official Information Act

Question 60:

Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2016/17 and each of the previous six financial years, by age and gender.

Answer 60:

The tables below provide a breakdown of permanent staff by location, function and gender for the 2016/17 year (as at 30 June) and figures for the previous six years. Note that previously we did not record age over the past six years. For 2016/17, this time we have included table with break-down by age group below.

Table 1 – 2016/17

The table below includes demographics by age and gender.

Regions & Roles	20-29		30-39		40-49		50-59		60 +		Total
	M	F	M	F	M	F	M	F	M	F	
Wellington											
Corporate & Administration	-	1	-	-	1	3	1	1	-	1	8
Policy & Research and Ministerial Services	-	-	1	4	1	3	-	1	-	-	10
Operations	-	-	-	-	-	2	1	1	-	-	4
Auckland											
Corporate & Administration	-	-	-	-	-	1	-	-	-	-	1
Policy & Research and Ministerial Services	-	-	-	1	1	-	-	-	-	-	2
Operations	-	1	1	2	2	-	-	1	-	-	7
Christchurch											
Operations	-	-	-	-	1	1	-	-	-	-	2
Total	-	2	2	7	6	10	2	4	-	1	34

The table above excludes fixed-term (included seconded in) employees, casual employees and the CE.

Table 2 – 2015/16

Regions & Roles	Total	Male	Female
Wellington			
Corporate & Administration	8	1	7
Policy & Research	9	2	7
Operations	4	2	2
Auckland			
Corporate & Administration	1	-	1
Policy & Research	3	1	2

Operations	6	4	2
Christchurch			
Operations	2	1	1
Total	33	11	22

The table above excludes fixed-term (including seconded) employees, casual employees and the Chief Executive.

Table 3 – 2014/15

Regions & Roles	Total	Female	Male
Wellington			
Corporate & Administration	10	9	1
Policy	4	2	2
Operations	5	3	2
Auckland			
Corporate & Administration	1	1	
Policy	3	1	2
Operations	7	3	4
Christchurch			
Operations	3	2	1
Total	33	21	12

The table above excludes fixed-term (including seconded) employees, casual employees and the Chief Executive.

Table 4 – 2013/14

Regions & Roles	Total	Female	Male
Wellington			
Administration	3	3	
Communications	1	1	
Corporate	5	2	3
Director	2	2	
Manager	3	1	2
Ministerial	1	1	
Office of the Chief Executive	1		1
Policy	6	4	2
Regional Advisor	3	2	1
Auckland			
Administration	1	1	
Manager	1		1
Regional Advisor	4	3	1
Chief/Principal Advisor	1		1
Christchurch			
Manager	1		1
Regional Advisor	2	2	
Total	35	22	13

The table above excludes the chief executive, and fixed term staff.

Table 5 – 2012/13

Regions & Roles	Total	Male	Female
Wellington			
CEO & Office of the CE	1		1
Corporate / Admin	7	3	4
Policy & Research	6	2	4
Regional Advisor	3	1	2
Directors	3	1	2
Managers	2	1	1
Communications	3	1	2
Auckland			
Administration	1	-	1
Regional Advisors	4	2	2
Policy & Research	-	-	-
Managers	1	1	-
Christchurch			
Administration	-	-	-
Regional Advisors	2	-	2
Managers	1	1	-
TOTAL	34	13	21

Table 6 - 2011/12

Regions & Roles	Total	Male	Female
Wellington			
CEO / Corporate / Admin & Governance	9	4	5
Policy & Research	7	3	4
Regional Advisor	3	1	2
Directors	3	1	2
Managers	2	1	1
Communications	3	-	3
Auckland			
Administration	1	-	1
Regional Advisors	6	4	2
Policy & Research	1	-	1
Managers	2	2	0
Christchurch			
Regional Advisors	2	-	2
Managers	1	1	-
TOTAL	40	17	23

The above table includes permanent and fixed term staff and the Chief Executive.

Table 7 - 2010/11

Regions & Roles	2010/11	Male	Female
Wellington			
Corporate Administration and Governance	12	5	7
Policy & Research	15	7	8
Directors	3	1	2
Communications and relationships	3	-	3
Auckland			
Administration	1	-	1
Policy	-		
Directors/Managers	2	2	-
Communications and relationships	6	3	3
Christchurch			
Policy			
Managers	1	1	-
Communications and relationships	2	-	2
TOTAL	45	19	26

Released under the Official Information Act

Question 61:

If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2016/17, what was the figure at which it was capped? How many FTEs were employed in 2016/17, and how does this compare to each of the previous six financial years?

Answer 61:

The table below provides a comparison of the Ministry's FTE numbers in the 2016/17 year and all other years. Since 2010/11, we operated within a FTE cap of 42.

Please note that the table below excludes fixed-term, seconded and casual employees as well as the Chief Executive and any vacancies at year end.

Year	Actual FTEs
2016/17	34
2015/16	38
2014/15	41
2013/14	35.0
2012/13	34.75
2011/12	39.4
2010/11	41.5

Released under the Official Information Act

Question 62:

How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past six financial years?

Answer 62:

Refer to the table below for a comparison between back office and frontline staff figures for 2016/17 (as at 30 June) and for the previous six years.

Please note that the table excludes fixed-term, seconded, casual employees and the Chief Executive.

Year	Total Staff	Frontline	Back office
2016/17	34	74%	26%
2015/16	33	73%	27%
2014/15	33	72%	28%
2013/14	35	75%	25%
2012/13	34	72%	28%
2011/12	40	78%	22%
2010/11	45	72%	28%

Released under the Official Information Act

CONTRACTORS/TEMPORARY CONTRACTS

Question 63:

How many contractors and consultants, including those providing services, were engaged or employed in 2016/17 and what was the estimated total cost? How did this compare to each of the previous six financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous six financial years please provide the following details:-

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor
- Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged
- Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received
- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

Answer 63:

Details of the number of external contractors and consultants engaged and the total contractor/consultant expenditure in the last financial year and previous six years are as follows:

Year	Number	Spend
2016/17	17	\$720,490
2015/16	41	\$660,768
2014/15	14	\$719,358
2013/14	16	\$590,702
2012/13	22	\$531,142
2011/12	22	\$273,894
2010/11	27	\$311,424

This does not include fixed term contractors paid through payroll

The details of external contractors and consultants engaged by the Ministry for the 2016/17 year and the previous six years are outlined in appendix A.

Question 64:

Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this compare with each of the previous six financial years?

Answer 64:

In 2016/17 the Ministry administered a fifteen-month contract (with the original contract ending 31 March 2017, and a variation to that contract for a further six months, ending 30 September 2017) on behalf of the Crown with the Pacific Business Trust (PBT) for the provision of business related services to the Pacific community. The following annual payments (excluding GST) have been made to PBT, within the terms of these contracts, for the provision of services during 2016/17:

Contract	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
Pacific Business Trust	\$1.269m	\$1.264m	\$1.264m	\$1.264m	\$1.264m	\$1.264m	\$1.264m

The financial year that the contracts relating to these payments were awarded differ slightly to the financial year that the payments were made. However the services were delivered consistently across each financial year and the payments were appropriately made in each of the financial years in accordance with the contracts awarded.

Released under the Official Information Act

Question 65:

What is the policy of your department, agency or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

Answer 65:

A number of factors are considered by the Ministry as to whether a contractor/consultant is sourced to backfill positions for a fixed term period. These factors include, current capacity or vacancy levels, current staff capability, criticality of the project, programme or work being delivered, timeframes for delivery.

As a small agency it is not feasible to retain in-house specialist skills permanently. For this reason, the Ministry may in certain years have a proportionately higher reliance, and subsequent spend on contractors and consultants where specialist skills are required for a fixed term period.

Released under the Official Information Act

Question 66:

How many consultants or contractors or people providing professional services contracted in 2016/17 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance or other termination package or not? How many contractors hired in each of the previous six financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

Answer 66:

There were no consultants or contractors employed by the Ministry in the 2016/17 year who were previously employed (either permanent or fixed term) by the Ministry in the last two years.

For the last six financial years, only one fixed term employee was contracted in 2012/13 who was previously an employee within the two years prior to that year.

Released under the Official Information Act

Question 67:

Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2016/17 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous six financial years?

Answer 67:

The Ministry contracted two communication specialists to provide support during periods of vacancy, media or public relations advice or services in the 2016/17 financial year.

The following table lists those contracted to provide communications, media or marketing advice or services in the last six years.

2016/17			
Communications Advice and Support	Contract for services	March – June 2017	\$15,915
Communications Advice and Support	Madison Recruitment	May – August 2016	\$ 6,274
2015/16			
Communications Advice and Support	Contract for services	August – December 2015	\$54,080
Communications Advice and Support	Madison Recruitment	May – August 2016	\$ 5,930
2014/15			
Communications Advice and Support	Contractor A	August – November 2014	\$23,821
2013/14			
Communications and media cover advice	Contractor A	March 2013 – August 2014	\$39,000
General communications support	Contractor B	July – August 2013	\$18,000
2012/13			
Website upgrade	Webweaver Productions	December 2012- January 2014	\$10,000
Assistance with Speech Writing	Woven Pacific Communications Ltd	May – June 2013	\$960
2011/12			
Assistance with response to PIF recommendations on communications	Senate Communications Limited	September - December 2011	\$25,000

2010/11			
Speech Writing	Contractor A	October 2010 – March 2011	\$2,480
Development of internet site	Contractor B	May 2010-July 2011	\$7,778

Released under the Official Information Act

Question 68:

How many temporary staff were contracted by your department, agency or organisation in the 2016/17 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

Answer 68:

The Ministry used Madison Recruitment and contract for services for the 2016/17 year. The total cost for all temporary staff was \$38,890.

The following table provides contract duration and hourly rate information on these staff.

Role	Period	Hourly Rate
Website Content & IT Administrator	24/05/2017 – 07/07/2017	\$25.00
Business Continuity Advisor	29/05/2017 – 30/06/2017	\$137.40
Accounts Payable Specialist	13/06/2017 – 14/08/2017	\$34.29
Reception Administrator	16/01/2017 – 03/02/2017	\$26.20
Communications Advisor	07/03/2017 – 07/06/2017	\$39.30
Communications Advisor	27/05/2016 – 02/08/2016	\$40.08
Regional Advisor	22/06/2016 – 22/12/2016	\$30.00

Released under the Official Information Act

Question 69:

How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2016/17 financial year? How does this compare to the number hired on each of these contracts in each of the previous six financial years?

Answer 69:

The following table identifies the number of staff hired on three-month or less, three-to-six month, or six-to-nine month contracts in 2016/17 and the previous six financial years.

Year	3 months or less	3-6 months	6-9 months
2016/17	7	1	1
2015/16	5	1	-
2014/15	7	-	-
2013/14	1	1	-
2012/13	1	-	2
2011/12	-	-	2
2010/11	Not available		

Released under the Official Information Act

Question 70:

How many staff were employed on a fixed term contract in total in 2016/17? How does this compare to each of previous six financial years?

Answer 70:

The following table identifies the number of fixed term staff employed in 2016/17 and the previous six financial years.

Year	Number
2016/17	6
2015/16	3
2014/15	4
2013/14	2
2012/13	7
2011/12	3
2010/11	Not available

Released under the Official Information Act

COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES

Question 71:

How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

Answer 71:

No staff were hired with a 90-day probationary clause in their employment contract in the last financial year.

Released under the Official Information Act

Question 72:

Please provide a summary of any collective employment agreement negotiations completed in the 2016/17 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2017/18?

Answer 72:

The Ministry continues to support open and ongoing dialogue between PSA and staff, which have included a number of visits by union representatives to the Ministry's regional offices in the 2016/17 year. It is anticipated that this dialogue will continue in the 2017/18 year.

No collective employment agreement negotiations have been initiated/completed in the 2016/17 year.

Released under the Official Information Act

Question 73:

How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous six financial years?

Answer 73:

All staff employed in the 2016/17 and previous six financial years are or have been under an individual employment agreement.

Released under the Official Information Act

Question 74:

Were any specific instructions, directions or advice received in relation to employment agreement matters from the State Services Commission or responsible Minister in the 2016/17 financial year? If so, please provide details.

Answer 74:

The State Services Commission continues to provide guidance to the Ministry and other government departments in relation to pay and employment conditions, in line with the Government's expectations.

Released under the Official Information Act

LEAVE AND EAP

Question 75:

How many days of annual leave did employees have accrued on average during 2016/17? How does this compare to each of the previous six financial years? What strategies are used to encourage employees to reduce annual leave balances?

Answer 75:

On average employees had 10 days annual leave accrued during the 2016/17 year. In line with the Ministry's policy, employees are encouraged to take leave throughout the year to ensure they take the necessary timeout they need from work.

The table below provides the average number of annual leave days accrued by staff for 2016/17 and the past six financial years.

Year	Average
2016/17	10
2015/16	11
2014/15	9
2013/14	12
2012/13	12
2011/12	11
2010/11	12

Released under the Official Information Act

Question 76:

How many annual leave applications did the agency or organisation cancel or refuse during 2016/17? How does this compare to each of the previous six financial years?

Answer 76:

No applications for annual leave were cancelled or refused in the 2016/17 year by the Ministry.

The Ministry provides a number of options to enable managers and staff to take the necessary time away from work as needed. These options range from taking annual leave, to taking leave without pay or anticipating leave. Each staff member's situation is managed on a case by case basis.

Released under the Official Information Act

Question 77:

How many employees sold their fourth week of annual leave in the 2016/17 financial year?
How does this compare to each of the previous financial years since this policy came into effect?

Answer 77:

Two staff members cashed up a week of their annual leave in the 2016/17 financial year. One staff member requested to have their fourth week of leave paid out to them in the 2014/15 and 2015/16 year respectfully. No other requests were received since this policy came into effect in 2011.

Released under the Official Information Act

Question 78:

How many days of sick leave did employees take on average during 2016/17? How does this compare to each of the previous six financial years? What strategies are used to reduce the amount of sick leave employees need to take?

Answer 78:

On average staff took 6.7 days sick leave during the 2016/17 year. The Ministry through its health and safety practices and wellbeing support provides a number of mechanisms to support staff wellness and therefore reduce sick leave usage.

The table below provides figures for 2016/17 and the previous six years.

Year	Average Sick Leave
2016/17	6.7
2015/16	7.2
2014/15	7.1
2013/14	8.6
2012/13	8.3
2011/12	7.7
2010/11	9.3

Released under the Official Information Act

Question 79:

How much was spent on EAP or workplace counselling in the 2016/17 financial year and how did that compare to each of the previous six financial years?

Answer 79:

Please refer to the table provided below:

Year	Cost
2016/17	\$525
2015/16	\$2,917
2014/15	\$1,130
2013/14	\$2,256
2012/13	\$1,182
2011/12	\$988
2010/11	\$1,827

Released under the Official Information Act

SECONDED STAFF

Question 80:

What was the number and cost of staff seconded to Ministerial offices during 2016/17 and how many of these had their salaries paid by the department, agency or organisation rather than Ministerial Services? What were these numbers in each of the previous six financial years? For each staff member seconded, please provide the following details:

- How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or 24 months or more);
 - The role they were seconded to;
 - The role they were seconded from;
 - The reason for the secondment;
 - The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.
-

Answer 80:

All staff seconded to the Minister's office in the 2016/17 and previous six years were paid by the Ministry. Specific salary costs are not reported here for privacy reasons.

Financial years	# of Staff	Paid by	Secondment length	Seconded to	Seconded from
2016/17	1	Ministry	18 months	13/04/2018	03/10/2016
2016/17	1	Ministry	7 months	02/10/2016	09/04/2016
2015/16	1	Ministry	14 months	08/04/2016	02/02/2015
2014/15	1	Ministry	9 months	24/12/2014	17/03/2014
2013/14*	1	Ministry	2 months	14/03/2014	20/12/2013
2012/13*	1	Ministry	6 months	14/09/2012	12/03/2012
2012/13	1	Ministry	4 months	29/03/2013	19/11/2012
2011/12	1	Ministry	15 months	09/03/2012	

*In 2012/13 and 2014/15 there was a short transition period where two staff were based in the Minister's office to facilitate a handover.

Question 81:

What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2016/17 and what was it for each of the previous six financial years?

Answer 81:

The Ministry has utilised secondments to the Ministerial office to enable staff development and has on average one staff member on secondment to the office each year for the past six years. Turnover of staff in the office has reflected respective secondment arrangement start and end dates.

Released under the Official Information Act

Question 82:

Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2016/17; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

Answer 82:

No travel or accommodation costs were covered for staff who were seconded to the Ministry during the 2016/17 year.

Released under the Official Information Act

STAFF TURNOVER/TERMINATION OF EMPLOYMENT

Question 83:

What was the staff turnover for 2016/17 and what was the staff turnover for each of the previous six financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2016/17?

Answer 83:

Actual staff turnover for 2016/17 and the previous financial years by category in numerical terms and as a percentage is noted in the following tables.

Roles	2016/17		2015/16	
	Number	%	Number	%
Corporate / Admin	2	4.6	5	11.9%
Policy & Research and Ministerial Services	3	6.9	-	-
Operations	3	6.9	2	4.7%
TOTAL	8	19%	7	16.6%

The turnover rate displayed above for 2016/17 is not a cause for concern.

Roles	2013/14 Actual*		2012/13 Actual	
	Number	%	Number	%
Corporate / Admin	-	-	1	10%
Communications	2	67%	1	33%
Policy & Research	-	-	3	25%
Regional Advisors	1	7%	-	-
Directors	-	-	-	-
TOTAL	3	8%	5	12%

* As at 31 May 2014

Roles	Staff Turnover by Year			
	2011/12 - Actual		2010/11 - Actual	
	Number	%	Number	%
Corporate / Admin	1	10%	2	16%
Communications	-	-	-	-

Policy & Research	2	15%	4	27%
Regional Advisors	2	11%	2	22%
Directors	-	-	-	-
TOTAL	5	11%	8	18%

Released under the Official Information Act

Question 84:

What was the average length of service in your department, agency or organisation in the 2016/17 financial year and each of the previous six financial years? Please also provide this information broken down by age and gender.

Answer 84:

The table below shows the average length of service for staff for 2016/17 and the last six years.

Financial Year	Average Tenure in Years
2016/17	5.7
2015/16	6.4
2014/15	5.7
2013/14	7.4
2012/13	7.3
2011/12	6.0
2010/11	5.6

The average length of service for 2016/17 was 5.7 years. The table below provides information related to average length of service for the Ministry broken down by gender for 2016/17 and the previous six financial years. To maintain the privacy of individuals, information on age is not reported here.

Year	Average Length of Service	Average Length of Service by Gender	
		Male	Female
2016/17	5.7	5.1	6.0
2015/16	6.4	6.8	8.2
2014/15	5.7	4.7	5.2
2013/14	7.4	8.8	6.5
2012/13	7.3	8.6	6.2
2011/12	6.0	7.4	4.9
2010/11	5.6	7.0	4.5

Question 85:

How many staff resigned during 2016/17, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

Answer 85:

Eight staff resigned in the 2016/17 year with the primary reason being to pursue other career opportunities. To ensure the privacy of these staff, information related to age and gender are not reported here.

Released under the Official Information Act

Question 86:

How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2016/17 financial year? How does that compare to the number and amount spent in each of the previous six financial years?

Answer 86:

The number of redundancies and costs for 2016/17 and the previous six years is shown in the table below.

Financial Year	Number	Cost
2016/17	0	\$0
2015/16	0	\$0
2014/15	0	\$0
2013/14	11	\$542,000
2012/13	1	\$56,672
2011/12	2	\$7,500
2010/11	0	-

Released under the Official Information Act

Question 87:

How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2016/17 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous six financial years?

Answer 87:

The table below shows a breakdown of redundancies payments by band for the 2016/17 and the previous six financial years.

Band	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
1-10,000	-	-	-	-	-	1	-
10,001 – 20,000	-	-	-	1	-	1	-
20,001 – 30,000	-	-	-	1	-	-	-
30,001 – 40,000	-	-	-	2	-	-	-
40,001 – 50,000	-	-	-	3	-	-	-
50,001 – 60,000	-	-	-	1	1	-	-
60,001 – 70,000	-	-	-	1	-	-	-
80,000-90,000	-	-	-	2	-	-	-

Released under the Official Information Act

SALARIES AND BONUSES

Question 88:

How much was spent on performance bonuses, incentive payments or additional leave in 2016/17 and each of the previous six financial years? Please provide a breakdown of the number of bonuses received during 2016/17 in \$5,000 bands. What were the specific criteria for such performance payments? Has there been any changes to the criteria since November 2008; if so, what specific changes and why?

Answer 88:

In line with the Ministry's policy, one-off performance payments and other similar incentives (e.g. incentive payment and additional leave) are no longer an approach used to reward and recognise people for their performance.

Year	Amount	Staff
2016/17	\$0	0
2015/16	\$0	0
2014/15	\$4,751	1
2013/14	\$10,000	5
2012/13	\$10,000	5
2011/12	\$27,000	13
2010/11	\$25,000	14

Released under the Official Information Act

Question 89:

In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous six financial years? Please also provide this information by age and gender.

Answer 89:

The table below includes staff on fixed term employment contracts, but **excludes** staff seconded to the Ministry, casual employees and the Chief Executive.

Salary Band (\$)	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
40,000 - 49,999	-	-	1	1	1	2	2
50,000 - 59,999	1	4	6	4	3	5	11
60,000 - 69,999	8	11	8	7	9	7	3
70,000 - 79,999	9	5	6	4	6	6	4
80,000 - 89,999	4	3	3	4	5	5	6
90,000 - 99,999	6	6	6	5	6	8	5
100,000 - 109,999	4	1	4	3	4	5	4
110,000 – 119,999	1.6	2	2	2	2	2	1
120,000 - 129,999	3	2	1	2	2	2	3
130,000 - 139,999	1	1	1	1	1	-	1
140,000 - 149,999	1	-	-	-	-	-	-
150,000 - 159,999	-	-	1	1	1	2	1
160,000 – 169,999	-	-	1	1	1	-	-
170,000 – 179,999	1	1	1	1			-
Total	39.6	36	41	36	41	44	41

Information related to age and gender have been withheld in line with employee privacy requirements.

TRAINING, TRAVEL AND OTHER EXPENSES

Question 90:

How much was spent on catering in the 2016/17 financial year? What policies were in place for the use of catering and were there any changes to these?

Answer 90:

The Ministry spent \$30,840 on catering in the 2016/17 year. This amount includes the catering for the Prime Ministers Pacific Youth Awards, the seven Pacific language week launch events and the Toloa STEM events.

Expenditure on catering is covered by the Ministry Business Expenditure Policy and requires all catering requests must meet public sector expectations of transparency, probity and value for money.

All catering requests must be approved in advance by either the Chief Executive or the relevant manager with the appropriated delegated authority.

Released under the Official Information Act

Question 91:

How much was spent on domestic travel in the 2016/17 financial year and how does this compare to each of the previous six financial years? Please provide a list of the positions of the top twenty spenders on domestic travel for 2016/17 including the amount spent.

Answer 91:

Please refer to table below for total domestic travel in 2016/17 and the previous six years:

Year	2016/17	2015/16	2014/15	2013/14	2012/13	2011/12	2010/11
Cost	\$216,954	\$184,495	\$196,396	\$194,803	\$161,092	\$250,085	\$215,116

Due to the small size of the Ministry we have only disclosed the top ten spenders on domestic travel (flights/taxis/accommodation), for 2016/17 these were:

Position	Spend
Chief Executive	\$20,999
National Policy Manager	\$13,279
GM Capability Development/ GM Regional Partnerships	\$13,260
Regional Manager - Northern	\$11,723
Chief Advisor Communications	\$10,154
Deputy Chief Executive	\$9,073
Regional Manager - Southern	\$6,534
Senior Regional Advisor - Southern	\$4,567
Senior Research and Evaluation Advisor	\$4,539
Senior Communications Advisor	\$4,484

Question 92:

How much was spent on international travel in the 2016/17 financial year, how does this compare to each of the previous six financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2016/17, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

Answer 92:

The following table lists the total amount spent on international travel in 2016/17 and the previous six financial years.

Year	Cost	% Operating
2016/17	\$ 29,184	0.43%
2015/16	\$18,562	0.28%
2014/15	\$1,322	0.02%
2013/14	\$4,218	0.21%
2012/13	\$2,529	0.11%
2011/12	\$6,534	0.26%
2010/11	\$5,404	0.23%

The following table lists staff who travelled internationally, cost of travel, destination and reason for travel.

Position	Cost	Destination	Reason for Travel
Chief Executive	\$1,072	Melbourne	Presenting at ANZSOG India Executive Leadership Programme
Chief Executive	\$12,892	New York	NZ Government delegation to the United Nations Economic and Social Council 61st Commission on the Status of Women
Deputy Chief Executive	\$15,220	New York	NZ Government delegation to the United Nations Economic and Social Council 61st Commission on the Status of Women

Notes: The Chief Executive and Deputy Chief Executive were asked to be a part of the New Zealand Government delegation to the United Nations Economic and Social Council 61st Commission on the Status of Women. The session took place at the United Nations Headquarters in New York from 13 to 24 March 2017. The Chief Executive and Deputy Chief Executive returned on different dates to enable them to cover different parts of the Commission's meeting schedule. Their role was to provide support to the head of the delegation in relation to the status of Pacific women in New Zealand. It was also a valuable opportunity for the Ministry to participate in global discussions on women's economic wellbeing, leadership and issues such as the gender and ethnic pay gap for women. The New Zealand delegation list for the Commission meeting was prepared by the Ministry for Women and was approved by the Minister of Foreign Affairs.

Question 93:

How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous six financial years? What is the policy regarding entitlement to Koru Club membership?

Answer 93:

Koru Club membership paid for by the Ministry is detailed below.

Year	Number
2016/17	2
2015/16	2
2014/15	3
2013/14	4
2012/13	5
2011/12	1
2010/11	1

The Ministry Travel Policy Section 5.6 on Airline Memberships states that:

“The Ministry will pay for the cost of airline membership for:

- The Chief Executive
- Employees who are expected to travel on a frequent basis (more than 20 return flights in any calendar year)
- Those employees expressly approved by the Chief Executive.

Only employees of the Ministry are entitled to have airline memberships paid for by the Ministry.”

Question 94:

How many staff had the use of vehicles paid for by your department, agency or organisation in 2016/17; what are the estimated costs; how do these numbers compare to each of the previous six financial years?

Answer 94:

During 2016/17 the Ministry had 7 pool vehicles that are available to all staff to use during work hours for work-related travel. These vehicles are critical to enabling the Ministry's workforce to be mobile, accessible to Pacific communities and other stakeholders in line with the Ministry's operating model.

No vehicles are assigned permanently to staff members.

Details for 2016/17 and the six prior financial years are as follows:

Year	Staff with Access	Running Costs	FBT
2016/17	All	\$18,737	\$11,966
2015/16	All	\$18,243	\$15,706
2014/15	All	\$7,262	\$5,619
2013/14	All	\$5,661	\$855
2012/13	6	\$3,623	\$420
2011/12	14	\$5,967	\$432
2010/11	All	\$4,854	\$902

Released under the Official Information Act

Question 95:

How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2016/17? How does this compare to each of the previous six financial years? For each year please include:

- a. Purpose
- b. Venue
- c. Cost (including travel and accommodation costs)
- d. Activities undertaken

Answer 95:

The purpose of all-ministry away days is to enable regional and head office staff to get together to participate in whole of Ministry discussions around organisational strategy and development.

Please refer to table 1 for staff retreats/internal conferences and seminars and table 2 for offsite planning:

Table 1 – staff retreats/internal conferences

Year	Venue	Cost
2016/17	Pacific Islanders Presbyterian Church (Wellington)	\$11,915
2015/16	Brentwood Hotel (Wellington)	\$18,616
2014/15	MPIA offices in Wellington and Tatum Park, Levin (two events)	\$23,785
2013/14	Nil	-
2012/13	Brentwood Hotel (Wellington)	\$12,330
2011/12	Silverstream Retreat Upper Hutt (two events)	\$41,395
2010/11	Not available	-

The expenditure for offsite training in 2016/17 and the previous six financial years was:

Year	Cost
2016/17	\$6,999
2015/16	\$7,775
2014/15	\$8,116
2013/14	Nil
2012/13	\$31,805
2011/12	\$43,632
2010/11	Not available

Table 2 – 2016/17

Course	Venue / Provider	Equipment hired	No. of attendees	Cost
Machinery of Government	Civicsquare Limited	N/A	15	\$620
Communication and presentation skills	Fresh Eyre	N/A	4	\$5,029
Leadership training	Leadership Development Centre	N/A	1	\$ 250
Leadership	Auaha for Women in Public Sector Summit	N/A	5	\$ 1,100

Table 3 – 2015/16

Course	Venue / Provider	Equipment hired	No. of attendees	Cost
Confident and Creative Presentation Skills 2013	Victoria University of Wellington	N/A	4	\$4,426
Communication and presentation skills	Fresh Eyre	N/A	1	\$1,165
Leadership training	Leadership Development Centre	N/A	1	\$ 250
Microsoft Word Training	Auldhouse Computer Training	N/A	1	\$ 310
Leadership	Auaha for Women in Public Sector Summit	N/A	1	\$ 250
Communication Learning Forum	Comet Auckland	N/A	2	\$ 148
Hui-fono	Ace Aotearoa	N/A	1	\$ 52
First Aid	NZ Red Cross	N/A	3	\$1,174
Total				\$7,775

Table 4 – 2014/15

Course	Venue / Provider	Equipment hired	No. of attendees	Cost
Confident and Creative Presentation Skills 2013	Victoria University of Wellington	N/A	3	\$3,285
Video Editing Course	Yoobee School of Design Ltd	N/A	1	\$422
Practitioner Course Modules 1 and 2	The Treasury	N/A	1	\$2,800
Sign Language - Think.Sign.Connect Course	Deaf Aotearoa	N/A	1	\$170
CE Training	State Services Commission	N/A	1	\$318
Communication Learning Forum	Comet Auckland	N/A	1	\$70
Hui-fono	Ace Aotearoa	N/A	3	\$157
Workshop	Evaluation Consult Wellington	N/A	2	\$590
Maori & Pasifika in vocational education and training forum	Industry Training Federation Wellington	N/A	1	\$304

Question 96:

What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

Answer 96:

Staff are encouraged to provide feedback to inform improvements to conferences, seminars and team sessions. The overall measure of success of these types of initiatives is an increase in staff engagement and an increase in work related skills.

Released under the Official Information Act

Question 97:

How much was spent on staff training in 2016/17; and what percentage of the vote does the amount represent? How does this compare to each of the previous six financial years?

Answer 97:

In the 2016/17 year the Ministry focused internally on developing and embedding practices and upskilling staff to utilise the various technology systems/tools that were part of its ICT rebuild programme. This included the implementation of the Content Management System, as part of the Kupenga Programme.

Please refer to the table provided below:

Year	Amount	% of Dept Vote
2016/17	\$32,328	0.47%
2015/16	\$74,330	1.10%
2014/15	\$52,943	0.75%
2013/14	\$34,421	0.48%
2012/13	\$76,205	1.21%
2011/12	\$64,792	1.02%
2010/11	\$107,306	1.69%

Released under the Official Information Act

Question 98:

What specific activities or events were conducted that contributed towards staff morale in the last financial year?

Answer 98:

The Ministry ran the Gallup Q12 survey in May 2017. The 2017 result showed significant improvements have been made in staff engagement from the previous year with an overall grand mean of 4.09 out of 5.00.

The Ministry also held its annual staff fono in April 2017 to support staff engagement and organisational wide strategic planning.

Released under the Official Information Act

Question 99:

How much was spent on pay television in the last financial year? How much was spent in each of the previous six financial years and how much has been budgeted for the latest financial year?

Answer 99:

The Ministry did not subscribe to any pay TV subscription services in 2016/17 nor have we for the last six financial years.

Therefore no budget allocation has been set for the latest financial year.

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Question 100:

What is the total amount spent, if any, on speakers fees and/or speaker honorariums for year of the last seven financial years by event, event date, speaker and amount received?

Answer 100:

During the 2016/17, 2015/16 and 2014/15 year the Ministry had not paid speakers fees or honorariums.

Over prior years, the Ministry has not complied information at a level detailed enough to ascertain what was spent on speakers fees or honorariums over the six years prior to 2014/15.

Released under the Official Information Act

Question 101:

Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last seven financial years by speaker and event spoken at?

Answer 101:

During 2016/17, \$481 of travel and accommodation costs were paid for a guest speaker at the Staff Fono held at the Pacific Island Presbyterian Church.

Over prior years, the Ministry has not complied information at a level detailed enough to ascertain what was spent on speakers fees or honorariums over the four years prior to 2014/15.

Released under the Official Information Act

Question 102:

What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

Answer 102:

The Ministry has not established any units or task forces to conduct or complete reviews on specific issues, or provide advice and analysis to support the Ministry's work.

Released under the Official Information Act

Question 103:

What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces; or the seismic resilience of key infrastructure? What is the total cost of this work?

Answer 103:

The Ministry does not own the buildings it occupies. It has requested and received satisfactory reports from landlords providing acceptable levels of assurance of building seismic safety. With respect to seismic resilience, the Ministry has spent \$2,348 on survival equipment and packs for staff and these packs have been distributed to staff in all offices. The Ministry also commissioned a Business Continuity Evaluation which completed at the end of June 2017. The Ministry spent \$24,972 in 2016/17 on this evaluation. The total cost of this seismic resilience work in 2016/17 was \$27,320.

Released under the Official Information Act

Question 104:

What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2016/17 compare to previous years? What is the total cost of this work?

Answer 104:

The Ministry has not taken any actions to lower greenhouse emissions in 2016/17, nor has it measured the level of its emissions.

Released under the Official Information Act

Question 105:

What actions, if any, have been taken to improve the gender pay gap; and how does the gender pay gap in 2016/17 compare to previous years? What is the total cost of this work?

Answer 105:

The gender pay gap currently shows a negative of -4.7%. MPP is committed to remunerating effectively based on role fit irrespective of gender.

The table below captures the previous four years which shows MPP's commitment to narrowing the gender pay gap since 2014/15.

Financial Period	Gender Pay Gap
2016/17	-4.7%
2015/16	-1.8%
2014/15	2.5%
2013/14	19.5%
2012/13	13.1%

The Ministry is also continuing to work with SSC on Diversity and Inclusion.

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Question 106:

What specific work, if any, has the department, agency or organisation undertaken in relation to the Government's 100 day plan? Has this required the employment of additional staff, contractors or consultants; if so, for what purpose? What is the total or budgeted cost for undertaking this work?

Answer 106:

The Ministry has provided a supporting role through the provision of second opinion policy advice as part of business as usual practice and wider government consultation. There has been no requirement for the employment of additional staff, contractors or consultants.

Released under the Official Information Act

ADDITIONAL QUESTIONS

LEAVE ENTITLEMENTS

Question 107:

How many days of annual leave are employees entitled to? If this varies by role, please state by role. If this has changed over the past 6 years, please state by year.

Answer 107:

All employees are entitled to 20 days (four weeks) plus three Ministry leave days between Christmas and New Year per year, with the exception of staff on legacy employment agreements (4%) who are entitled to 25 days annual leave per annum.

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Question 108:

How many days of sick leave are employees entitled to? If this varies by role, please state by role. If this has changed over the past 6 years, please state by year.

Answer 108:

All employees are entitled to 10 sick days each year which falls on their anniversary date, with the exception of staff who are on legacy employment agreements (3%) who receive 12 sick days per annum.

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Question 109:

How many days of sick leave are employees entitled to? If this varies by role, please state by role. If this has changed over the past 6 years, please state by year.

Answer 109:

This question is a duplicate of question 108.

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Question 110:

How many days of parental leave (paid or unpaid) are employees entitled to? If this varies by role, please state by role. If this has changed over the past 6 years, please state by year.

Answer 110:

Our Parental Leave Policy states that parental leave covers unpaid leave up to 52 weeks from employment. Parental leave also covers maternity leave, partner's / paternity leave and extended leave.

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FAMILY VIOLENCE

Question 111:

Does your organization have a family violence policy? If so, please provide a copy.

Answer 111:

A family violence policy for Ministry staff is currently under development.

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Question 112:

How many instances have been reported to your organization where employees are victims of family violence in the financial year in review and each of the previous six financial years?

Answer 112:

The Ministry received no reports of family violence where an employee is a victim. Regular updates received from our employee assistance provider who reports on a number of workplace and personal issues also report nil issues relating to family violence.

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Question 113:

How many instances have been reported where employees are perpetrators of family violence in the financial year in review and the previous six financial years?

Answer 113:

The Ministry received no reports of family violence where an employee is a perpetrator. Regular updates received from our employee assistance provider who reports on a number of workplace and personal issues also report nil issues relating to family violence.

Released under the Official Information Act

Question 114:

If your organisation's family violence policy includes additional leave, how many days of additional leave were taken in the financial year in review and each of the previous six financial years?

Answer 114:

A family violence policy for Ministry staff is currently under development.

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Question 115:

If your organisation's family violence policy includes financial support, what was the total cost of this financial support in the financial year in review and each of the previous six financial years?

Answer 115:

A family violence policy for Ministry staff is currently under development.

Released under the Official Information Act



**MINISTRY FOR PACIFIC PEOPLES
RESPONSES TO
2017/18 ANNUAL REVIEW**

Released under the Official Information Act

**Responses provided by the Chief Executive – Ministry for Pacific Peoples
to the Social Services and Community Committee on 7 December 2018**

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RESTRUCTURING/REVIEWS

Question 1:

What restructuring occurred during 2017/18 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

Answer 1:

In 2017/18 the Ministry started a change management process to put a new structure in place for the organisation. This was due to findings from the PIF report and a number of vacancies and changes at the senior level. The process began in May 2017 and was completed in September 2018.

Specific objectives for the change were to:

- Create an agile and connected organisation that is more responsive to our changing environment
- Further respond to the PIF and communications review recommendations to enable the Ministry to fulfil its system leadership role
- Increase alignment and coordination of corporate functions to more effectively support the needs of the Ministry in smarter and more collaborative ways
- Increase programme coordination and support and community facing capacity in the regional partnerships function to streamline and target community engagement delivery.

Costs for the organisational change is expected to be less than \$80k.

2016/17

The Ministry completed no restructure to functions or teams in the 2016/17 year.

2015/16

The Ministry completed a review of its Ministerial function to assess the capability (skills and experience) required to effectively support the Minister's office and further develop its nominations programme for crown appointed boards. Two new roles were established (and two disestablished) as a result of the review and filled by current staff. No staff redundancies occurred from the review or change.

Question 2:

Was any work conducted around mergers with other agencies in the 2017/18 year? If so, for each such project, what agencies were being considered for mergers?

Answer 2:

No work was done by the Ministry around mergers of departments, ministries or other government funded agencies in the 2017/18 year.

Question 3:

Was any rebranding undertaken in the 2017/18 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous four financial years?

Answer 3:

No rebranding was undertaken in the 2017/18 or 2016/17 financial years.

In the 2015/16 financial year the Ministry underwent a name change to the Ministry for Pacific Peoples. This included associated branding and logo changes. The Ministry spent \$10,000 for this work, a breakdown of costings is provided in the table below. There was no other rebranding for the previous five financial years.

2015/16

WHO	WORK UNDERTAKEN	COST
Contractor for Maori consultation	Development of Te Reo translation for the Ministry of Pacific Island Affairs, and narrative of historic dealings of Ngati Whatua and Waikato Tainui with Pacific migrants.	\$2,000
Designer 1	Payment for logo and purchase worth of equipment or software licenses	\$1,500
Designer 2	Payment for logo and purchase worth of equipment or software licenses	\$1,500
Manukau Institute of Technology	Sponsorship of equipment for creative arts school	\$1,000
Two designers	Secondment to the Ministry for 80 hours at \$25 per hour to complete the style guide. \$2,000 per person.	\$4,000
Total		\$10,000

Question 4:

Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation
- The reason for the inquiry/investigation
- The expected completion date

Answer 4:

There are no inquiries or investigations currently being undertaken into the Ministry's performance by any external agency.

Question 5:

How many reviews, working groups, inquiries or similar does the department operate or participate in? Please list by title.

Answer 5:

There are no reviews, working groups, inquiries or similar that the Ministry operates or participates in.

Question 6:

For each review, working group or inquiry, what is the estimated cost for 2018/19, 19/20, and 20/21?

Answer 6:

There are no reviews, working groups, inquiries or similar that the Ministry operates or participates in.

Question 7:

For each review, working group or inquiry, what are the key dates and milestones including start dates, regular reporting dates, and end dates?

Answer 7:

There are no reviews, working groups, inquiries or similar that the Ministry operates or participates in.

Question 8:

For each review, working group or inquiry how many departmental staff are involved by head count and by FTE?

Answer 8:

There are no reviews, working groups, inquiries or similar that the Ministry operates or participates in.

Question 9:

For each review, working group or inquiry what reports, briefings or documents have been produced? Please list by title and date produced.

Answer 9:

There are no reviews, working groups, inquiries or similar that the Ministry operates or participates in.

BUDGET INITIATIVES

Question 10:

For each new spending initiative introduced over the last seven Budgets (ie Budget 2011, Budget 2012, Budget 2013, Budget 2014, Budget 2015, Budget 2016, and Budget 2017), what evaluation has been undertaken of its effectiveness during 2017/18 and what were the findings of that initiative? Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

Answer 10:

Budget 2017/18

Pacific Employment Support Service

In August 2018 the Programme Evaluation confirmed outcomes and financial results for the 2016-18 programme following the financial year-end reconciliation process. Over seven years the programme has delivered excellent results:

- More than 2,000 Pacific Youth have completed PESS programme activities to become ready for work and / or ready to undertake further training
- 1,072 placements into employment
- 231 sustainable employment outcomes of over 12-months continuous employment¹
687 placements into training and 142 completed training qualifications¹.

Budget 2016/17

Toloa Scholarships

\$0.300m from 2016/17 onwards to allow the continuation and expansion of the Toloa Scholarships programme which support Pacific students to study STEM (science, technology, engineering, maths) subjects.

Programmes funded from this appropriation are being monitored for accountability purposes, this will be completed by 30 June 2018 for the Toloa Kenese Club and aspects of the Toloa Community Fund. A review of the implementation and effectiveness of Toloa Tertiary Scholarships is scheduled for 2018/19.

Pacific Employment Support Service

\$1.150m from 2016/17 onwards for the Pacific Employment Service programme aimed at improving training and employment opportunities for Pacific youth.

The 4-year programme began in September 2016 and the mid programme evaluation is planned for completion by end of June 2018.

Project Tatupu

\$0.250m in 2016/17 only to investigate regional housing and employment opportunities for Pacific people. This one-off funding allowed the completion of an independent feasibility study, which was

¹ Measured from 2014 onwards

published on the Ministry's website. The study found that under certain conditions there were potential benefits in regional labour and housing markets for some Pacific families currently living in Auckland. The study continues to inform the Ministry's engagement with mainstream agencies delivering programmes in housing and employment areas.

Pacific Cultural Centre

\$0.250m in 2016/17 only to study the viability of a Pacific Cultural Centre in Auckland. This one-off funding allowed the completion of an independent feasibility study, which was published on the Ministry's website. The study found that there was unmet demand in the cultural tourism area, and that the revenue from this market could make a Pacific Cultural Centre financially self-supporting in the longer term. The study continues to inform the Ministry's engagement with urban and economic development agencies in Auckland.

Budget 2015/16

Extension of Pacific Employment Support Service Programme 2015

An evaluation of the 2014/15 work was undertaken in 2015/16. The evaluation monitored progress against the targets against the core outcomes.

A new category of "Rollover Clients" was introduced to enable providers to work with existing clients to achieve employment outcomes. A new outcome of 12 months continuous employment was introduced for Rollover Clients to encourage ongoing post-placement support and assist to calculate long term savings to Government.

Analysis of the outcomes achieved (including projected accruals) for 2014-15 clients revealed that:

- an additional 274 new unique and eligible Pacific Youth participated in the programme and achieved 225 placements into employment or training;
- 271 Participations (85% of target) and 270 Completions (90% of target) were achieved;
- total employment placements are projected to reach 118, achieving 52% of the target of 220;
- total training placements are projected to reach 107 – 86% of the target of 125; and
- sustainable employment (> 6 months continuous employment) for individual clients are projected to reach 91 – 58% of the target of 156.

Budget 2014/15

Pacific Employment Support Service

The PESS programme identified a core goal to achieve 500 employment placements for Pacific Youth.

The overall programme was very successful and has exceeded expectations against a range of challenging targets. Analysis of the outcomes achieved reveals that:

- Total employment placements were 559 and included placements into new jobs with new employers in roles involving higher skills and / or higher pay;
- Total individual client training placements achieved was 315 – 63% of the target of 500.
- 403 individual Pacific youth projected to achieve sustainable employment (more than 6 months continuous employment) by 31 December 2014 – exceeds the target of 400.
- 80% of individual clients placed into employment achieved sustainable employment.
- 63% (723) of the 1150 individual clients enrolled into PESS were successfully placed into employment or training.

Implementation of a new Operating Model

The Ministry's operating model was implemented from June 2014. The Ministry participated in a Performance Improvement Framework (PIF) review in the first quarter of 2016/17 to evaluate progress with the operating model and wider organisational changes initiated in 2014/15-2015/16.

Budget 2013/14

There were no new spending initiatives in Budget 2013/14.

COST AND SERVICE CHANGES

Question 11:

What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

Answer 11:

For the 2017/18 financial year, the Ministry's Output Plan with the key outputs agreed to with the Minister is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2018 as the primary public document that reports on key achievements and costs for deploying these outputs.

The Ministry Annual Report link is sourced below:

<http://www.mpp.govt.nz/assets/Uploads/Annual-Report-2020.pdf>

Question 12:

What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

Answer 12:

No services, functions or outputs were cut or curtailed in the 2017/18 financial year.

Question 13:

What programmes or projects, if any, were delayed in the 2017/18 financial year and what was the reason for any delay in delivery or implementation?

Answer 13:

Promotions, Business Development – Pacific Business Trust. This programme was renegotiated with the Pacific Business Trust to be delivered between April 2018 to June 2019.

Skills, Training and Employment – Pacific Employment Support Services (PESS). The level of Pacific Employment Support Services (PESS) in 2017/18 lifted significantly over 2016/17 and reached \$1.040m against the appropriation of \$1.4m. However, there was a pipeline of outcomes built up in 2017/18 which are due to be recognised in early 2018/19.

Policy Advice and Ministerial Servicing – Pacific Aotearoa Vision Summit. Due to the timing of focus groups and online engagement, analysis of feedback received that was expected in June was rescheduled for early 2018/19. The hosting of a Pacific Vision summit was scheduled for November 2018.

Practice Model – Implementation of Customer Relationship Management (CRM) tool. Due to the availability of our IT partner, Intergen and the importance of co designing and testing the CRM tool, implementation was delayed by three months. The CRM tool *Lalaga* went live on 30 September 2018.

Question 14:

How much funding for specific projects, policies or programmes has been carried forward from the 2017/18 financial year to the current financial year? For each, please provide the following details:

- Name of project, policy or programme
- Amount of funding brought forward
- Amount of funding already spent
- Amount of funding originally budgeted for the project
- Estimation completion date.

Answer 14:

Please refer to the tables provided below:

Name of project, policy or programme	Promotions Business Development. The Ministry negotiated a contract with the Pacific Business Trust to deliver two years of outputs in a contract period from April 2018 to 30 June 2019. This expense transfer provided the funding flexibility to enable this multi-year agreement.
Amount of funding brought forward	\$752,000
Amount of funding already spent	\$295,000
Amount of funding originally budgeted for the project	\$1,409,000
Estimated completion date	30 June 2019

Name of project, policy or programme	Skills, Training and Employment – Pacific Employment Support Services (PESS). The level of Pacific Employment Support Services (PESS) in 2017/18 lifted significantly over 2016/17 and reached \$1.040m against the appropriation of \$1.4m. However, there was a pipeline of outcomes built up in 2017/18 which are due to be recognised in early 2018/19. The expense transfer enabled this pipeline of outcomes to be funded
Amount of funding brought forward	\$ 300,000
Amount of funding already spent	\$ 300,000

Amount of funding originally budgeted for the project	\$ 1,400,000
Estimated completion date	30 June 2019

Name of project, policy or programme	<p>Pacific Aotearoa Vision Summit. Resources have been reprioritised internally to support the new government's priority for the development of a Pacific vision. The original budget for expense transfer was:</p> <ul style="list-style-type: none"> • Due to the timing of focus groups and online engagement, analysis of feedback received that was expected in June was rescheduled for early 2018/19. • The hosting of a Pacific Vision summit was scheduled for November 2018.
Amount of funding brought forward	\$ 89,000 (less than originally budgeted, because more focus group and engagement work occurred before June than anticipated when the budget was set.)
Amount of funding already spent	\$ 89,000
Amount of funding originally budgeted for the project	\$ 160,000
Estimated completion date	30 November 2018

Name of project, policy or programme	Implementation of the CRM (customer relationship management) tool, part of the Practice Model
Amount of funding brought forward	\$ 60,000
Amount of funding already spent	\$ 47,000 (with the remainder to be spent on nominations workflow to CRM and implementation)
Amount of funding originally budgeted for the project	\$ 60,000
Estimated completion date	30 September 2018 (implementation date with Nominations Go Live scheduled for June 2019)

Question 15:

How many projects or contracts that were due to be completed in 2017/18 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2017/18?

Answer 15:

Please refer to the tables provided below:

Project name	Community Housing Provider
Total budgeted cost	Nil
Actual cost	Nil
Purpose	To increase the number of Pacific organisations registered as a Community Housing Provider and/or Transitional Housing provider
Why it was not completed in 2017/18	<p>The key challenge in progressing Pacific NGO's through to registration has been to build their experience to be able to deliver social housing provision for Pacific peoples. To meet CHP registration requirements set by the Community Housing Regulatory Authority the Pacific NGOs must show capacity in:</p> <ul style="list-style-type: none"> • Governance • Management • Financial viability • Tenancy management and • Property and asset management. <p>Pacific NGO's have limited experience in delivering social housing. This challenge has resulted in our Pacific organisation's needing more time to establish new entities with housing policies separate from their existing structures, individual housing plans, developing financial viability and building the case to show Pacific NGO's can successfully manage social housing properties.</p>

USER CHARGES

Question 16:

What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous financial year?

Answer 16:

The Ministry did not collect any user charges in the 2017/18 financial year nor did it for the previous financial year.

PROPERTY/CAPITAL WORKS

Question 17:

How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous four financial years?

Answer 17:

The Ministry budgeted \$100,000 in the 2017/18 year as its Permanent Legislative Authority. It spent \$81,000.

The previous four years are shown in the table below:

Year	Spend	Budget
2016/17	\$67,000	\$100,000
2015/16	\$549,000	\$650,000
2014/15	\$93,000	\$115,000
2013/14	\$66,617	\$111,000

The Ministry's spend in 2015/16 was mostly made up of the final phase of capital and operating investment to support the new operating model.

Question 18:

What land, building, and other assets were sold in 2017/18? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous four financial years?

Answer 18:

No assets were sold in 2017/18. The Ministry followed IT equipment disposal process in disposing of a small number of irreparable IT items. Due to claim excesses, it was not worth submitting insurance claims.

The Ministry also disposed of a Motor Vehicle in 2017/18, which was deemed irreparable after an accident. The Ministry received \$22,000 (plus GST of \$3,000) in July 2018 from its insurer as settlement for the claim. As per the terms of the policy, the insurer took possession of the vehicle. The Ministry disposed of no assets in the previous four years.

Question 19:

How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous four financial years?

Answer 19:

Please refer to the information provided in the tables below:

National Office (and Central Regional Office prior to Feb 2016):

Building	ASB Building, 101 – 103, The Terrace			
	Jul 17 – Jun 18	Mar 16 – Jun 17	Jul 15 – Feb 16	July 09 – Jun15
Lease Periods				
Area leased	676m ²	676m ²	1250 m ²	1250 m ²
Annual cost	\$199,553	\$199,553	\$324,714	\$373,421

Cost per m2	\$295	\$295	\$260	\$299
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Central Regional Office

Building	TPK House, Porirua	46-50 Bloomfield House, Lower Hutt	
Lease Periods	Feb 18 – June 18	Jul 17 – Jan 18	Feb 16 – Jun 17
Area leased	Co-location	Co-location	Co-location
Annual cost	\$79,540	\$15,264	\$15,264
Cost per m2	Not applicable	Not applicable	Not applicable

Figures provided by TPK. The TPK House increase includes Fit Out Costs spread over the term of the lease.

Northern Regional Office

Building	9 Ronwood Avenue, Manukau	Springs Road East Tamaki			
Lease Periods	Jul 17 – Jun 18	Jul 16 – Jun 17	Jul 15 – Jun 16	Jul 14 – Jun 15	Jul 13 – Jun 14
Area leased	Co-location	347m ²	347m ²	347m ²	347m ²
Annual cost*	\$92,500	\$82,066	\$82,066	\$82,066	\$78,162
Cost per m2	N/A	\$237	\$237	\$237	\$225

* Excludes Opex catchup payments

Building	Auckland Policy Office				
Lease Periods	Jul 17 – Jun 18	Jul 16 – Jun 17	Jul 15 – Jun 16	Jul 14 – Jun 15	Jul 13 – Jun 14
Area leased	Co-location	Co-location	Co-location	-	-
Annual cost*	\$24,800	\$24,800	31,207	-	-
Cost per m2	Not applicable	Not applicable	Not applicable	-	-

* Before 2015/16, the State Services Commission absorbed the cost. From July 2016, they charged the Ministry on a co-location basis for two seats.

Southern Regional Office

Building	120 Hereford St, Christchurch Integrated Government Accommodation	66A Magdala Place			
Lease Periods	Jul 17 – Jun 18	Feb 16 – Jun 17	Jul 14 – Jan 16	July 13 – Jun 14	May 12 – Jun 13
Area leased	Co-location	Co-location	80m ²	80m ²	80 m ²
Annual cost	\$35,151	\$38,531	\$18,647	\$18,647	\$18,261
Cost per m2	Not applicable	Not applicable	\$233	\$233	\$228

Question 20:

Were any of your offices relocated in 2017/18? In each case please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous four financial years.

Answer 20:

Please refer to table below:

Year	Relocation	Cost of Relocation
2017/18	From 46-50 Bloomfield House, Lower Hutt to TPK House, 12 Hagley St, Porirua	\$3,254
	7 Springs Rd, East Tamaki to TPK House, 9 Ronwood Ave, Manukau	\$3,450
2016/17	-	Nil
2015/16	Christchurch Office – 66A Magadala Pl to 120 Hereford St	\$34,799
2014/15	-	Nil
2013/14	-	Nil

The 2015/16 costs comprise:

Architecture and Property services	\$23,137
Legal services	\$1,500
Moving costs	\$7,177
Signage	\$2,985
Total Relocation Costs	\$34,799

Question 21:

How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2017/18 financial year? For each, please provide the following details:

- A description of the renovation carried out
- Location of the project
- Name of provider(s) or manufacturer(s)
- Type of product or service generally provided by the above
- Cost of the project
- Completion date
- Whether tenders were invited, if so, how many were received
- List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

Answer 21:

The Ministry did not pay for renovation, refurbishment or redecoration that cost more than \$5,000 in the 2017/18 financial year.

Question 22:

What offices were closed in 2017/18 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous four financial years?

Answer 22:

Whilst offices relocated, no offices closed in 2017/18. No offices were closed in the previous four financial years.

Question 23:

What offices did your department, agency or organisation open in 2017/18 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous four financial years?

Answer 23:

No offices were opened in 2017/18 or for the last four financial years.

Question 24:

How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2017/18 financial year listed by new and former opening hours, date of change, and location?

Answer 24:

The Ministry did not reduce the opening hours of its regional offices during 2017/18.

Question 25:

How many vehicles did your department, agency or organisation own during the 2017/18 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Answer 25:

At 30 June 2018 the Ministry owned 8 cars in total. Further details on model, year and location are provided below and for previous four financial years.

2017/18

Make and Model	Year	Primary Location	Cost
Hyundai Tucson	2018	Porirua	\$25,037

Hyundai i40 wagon	2017	Auckland	\$29,341
Hyundai Elantra	2015	Auckland	\$22,326
Hyundai Elantra FL 1.8	2015	Auckland	\$22,766
Hyundai i40 wagon	2014	Porirua	\$27,680
Hyundai i40 wagon	2014	Christchurch	\$27,680
Hyundai Elantra	2015	Auckland	\$22,326
Mazda 3	2010	Christchurch	\$20,779

2016/17

Make and Model	Year	Primary Location	Cost
Mazda 2	2010	Christchurch	\$20,779
Hyundai Elantra	2015	Auckland	\$22,326
Hyundai Elantra	2015	Auckland	\$22,766
Hyundai i40	2014	Hutt	\$27,680
Hyundai i40	2014	Christchurch	\$27,680
Hyundai Elantra	2015	Auckland	\$22,326
Hyundai i40	2015	Auckland	\$28,187

2015/16

Make and Model	Year	Primary Location	Cost
Mazda 2	2010	Auckland	\$20,779
Mazda 2	2010	Auckland	\$19,598
Hyundai i40	2012	Christchurch	\$24,511
Hyundai i40	2014	Hutt	\$27,680
Hyundai i40	2014	Christchurch	\$27,680
Hyundai Elantra FL 1.8 A6	2015	Auckland	\$22,326
Hyundai i40	2015	Auckland	\$28,187

2014/15

Make and Model	Year	Primary Location	Cost
Mazda 2	2010	Auckland	\$20,779
Mazda 2	2010	Auckland	\$19,598
2007 Ford Mondeo Wagon (Leased)	2011	Christchurch	-
Hyundai i40	2014	Wellington	\$27,680
Hyundai i40	2014	Christchurch	\$27,680
Hyundai Elantra FL 1.8 A6	2015	Auckland	\$22,326

Hyundai Elantra FL 1.8 A6	2015	Auckland	\$22,326
Hyundai i40	2015	Auckland	\$28,187

2013/14

Make and Model	Year	Primary Location	Cost
Mazda 2 (FPD218)	2010	Auckland	\$20,779
Mazda 2 (FPD219)	2010	Auckland	\$19,598
Hyundai i40 (HNA828)	2014	Wellington	-
Hyundai i40 (HNA829)	2014	Christchurch	\$27,680

Question 26:

What was the total amount spent on purchasing vehicles during the 2017/18 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Answer 26:

One 2018 Hyundai Tucson 2.0 was purchased in 2017/18 for \$25,037 and is assigned to the Porirua office.

I refer the Committee to our response to Question 25 for amounts spent and locations for the previous four financial years.

Question 27:

Were any labour and/or contractor costs been capitalised into capital project costs during the 2017/18 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

Answer 27:

There were no labour and/or contractor costs capitalised into capital project costs during the 2017/18 financial year.

ICT

Question 28:

Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those

policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous four financial years?

Answer 28:

Yes. All Ministry staff are made aware that personal email accounts are not to be used for official Ministry business. In terms of breaches to this policy, none were identified or reported in the 2017/18 financial year or in the previous four financial years.

Question 29:

What IT projects, if any, were shelved or curtailed in the 2017/18 year and how much will have been spent on each project before it is shelved or curtailed?

Answer 29:

No IT projects were shelved or curtailed in the 2017/18 financial year.

Question 30:

What IT projects, if any, were completed or under way in the 2017/18 year? For each, please provide the following details:

Answer 30:

No IT projects were completed or underway in the 2017/18 year

Question 31:

How much was spent for software licensing fees in the 2017/18 financial year and how does this compare with spending in each of the previous four financial years?

Answer 31:

Please refer to the table below:

YEAR	COST
2017/18	\$36,840
2016/17	\$16,978
2015/16	\$14,312
2014/15	\$11,936
2013/14	\$10,287

The significant increase in 2017/18 over 2016/17 was attributable to increased IT Security software licensing.

Question 32:

How many websites did your department, agency or organisation run in 2017/18 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

Answer 32:

The Ministry supported the following websites in 2017/18:

Name	URL	Purpose	Established	Annual Cost
Main Ministry website	www.mpp.govt.nz	Provides main information on the Ministry.	2001 – established 2015 - refreshed	\$10,343

Question 33:

How many data security issues were identified in 2017/18 and how many data security issues were there in each of the previous four financial years? If there were breaches, what were they and what are the titles of any reports into them?

Answer 33:

No data security issues were identified in the 2017/18 financial year or reported in the previous four financial years.

Question 34:

How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2017/18 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous four financial years?

Answer 34:

The Ministry reported no lost or missing laptops, tablets and hard drives for the 2017/18 period.

REPORTS, PLANNING, AND EVALUATION

Question 35:

Please provide a list of all reports that were prepared in 2017/18 relating to:

- baseline update (if applicable)
- value for money

- savings identified

Answer 35:

The following reports were prepared during 2017/18:

- Annual Report 2016/17
- Forecast Financial Statements
- Core Main and Supplementary Estimates of Appropriations
- Performance Information Supporting the Estimates
- March 2018 Baseline Update and
- October 2017 Baseline Update

Question 36:

Please provide copies of the current work plan.

Answer 36:

A copy of the Ministry's Output Plan for the 2017/18 financial year is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2018 as the primary public document that reports on the output plan.

The Ministry Annual Report link is sourced below:

<http://www.mpp.govt.nz/assets/Uploads/Annual-Report-2020.pdf>

Question 37:

Please list projects and major policy initiatives progressed in 2017/18.

Answer 37:

For the 2017/18 financial year a copy of the Ministry Output Plan with the key outputs agreed to with the Minister is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2018 as the primary public document that reports on key achievements and our financial statements.

The Ministry Annual Report link is sourced below: <http://www.mpp.govt.nz/assets/Uploads/Annual-Report-2020.pdf>

Question 38:

Please provide copies of any reports made to the Minister in 2017/18 about performance against the agency or organisation's Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

Answer 38:

For the 2017/18 financial year a copy of the Ministry Output Plan with the key outputs agreed to with the Minister is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2017 as the primary public document that reports on key achievements and our financial statements.

The Ministry Annual Report link is sourced below: <http://www.mpp.govt.nz/assets/Uploads/Annual-Report-2020.pdf>

Question 39:

How many evaluations of policies or programmes were completed in 2017/18? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

Answer 39:

The following evaluations were completed for the 2017/18 period:

Name	Cost	Evaluator	Date completed
2016-18 PESS Evaluation	\$28,300	Marlow Consulting Ltd	21 August 2018

Key Findings:

- Outcomes achieved for the full 22-month initial term have exceeded for outcome categories of participations, completions, employment placement, total placement outcomes, and some post-placement outcomes. The exceptions are 6-months employment (64%), training placements (86%), Level 1-3 qualifications (66%) and Level 7-9 qualifications (67%).
- Over seven years to June 2018, providers have enrolled more than 2000 clients, placed 1072 into employment and 687 into training
- Overall programme savings to Government of \$36.95m against an investment of \$6.8m
- Return on investment from employment services of \$10.53 for each \$1 invested

Note: the previous one-year mid-term assessment was completed in 2017. This cost is for the two year full evaluation

Question 40:

What reviews of capability were started or completed in 2017/18? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will they be completed?

Answer 40:

One review was completed in the 2017/18 year.

The Ministry's communications function was reviewed following the PIF report in May 2017. The communications review was undertaken by two independent reviewers; CliftonChambers, Commercial and Public Law and the Deputy Chief Executive, Public Affairs, NZ Police. The review

commenced on 10 October 2017 and was completed on 18 December 2017 with a final report presented to MPP's Chief Executive.

Question 41:

Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2017/18 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

Answer 41:

Please refer to the table provided below:

Name	Cost	Evaluator	Date completed
2016-18 PESS Evaluation	\$28,300	Marlow Consulting Ltd	21 Aug 2018
Key Findings: <ul style="list-style-type: none">Outcomes achieved for the full 22-month initial term have exceeded for outcome categories of participations, completions, employment placement, total placement outcomes, and some post-placement outcomes. The exceptions are 6-months employment (64%), training placements (86%), Level 1-3 qualifications (66%) and Level 7-9 qualifications (67%).Over seven years to June 2018, providers have enrolled more than 2000 clients, placed 1072 into employment and 687 into trainingOverall programme savings to Government of \$36.95m against an investment of \$6.8mReturn on investment from employment services of \$10.53 for each \$1 invested			

GIFTS AND EXTERNAL RELATIONSHIPS

Question 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.

Answer 42:

The receipt of gifts is covered by the Ministry's Gifts, Hospitality and Entertainment Policy. This policy is more comprehensive in its guidance than the guidance in the previous year under the Business Expenditure Policy.

It covers cultural gifts and regifting as follows:

“In Pacific cultures, the gifting and re-gifting of cultural gifts such as tapas, and other artwork is important. If offered a cultural gift, a staff member of the Ministry may accept it on behalf of the Ministry. The gift will be entered in the gifts register and owned by the Ministry. Cultural gifts received may be displayed, or re-gifted by the Ministry. When re-gifted, the regifting will be recorded in the register as given.”

Corporate gifts or hospitality received in 2017/18

Date gift / hospitality received	Recipient	Gift or Hospitality accepted	Offered By	Estimated Value	Action / Outcome of gift / hospitality
06 July 2017	Chief Executive	Hurricanes Super Rugby scarf	Pacific Perspectives	\$30.00	Accepted on behalf of the Ministry and held by the Ministry.
12 September 2017	Chief Executive	1 x Tongan Tapa in wooden frame	Wellington Tongan Language Council	\$600.00	Accepted on behalf of the Ministry and held by the Ministry.
12 September 2017	Chief Executive	1 x Tapa Cloth	Wellington Tongan Language Council	Unknown	Accepted on behalf of the Ministry and held by the Ministry.
17 February 2018	Regional Manager, Southern	Gift Card	Koko Time – Teachers Union Pacific Professional Development	\$60.00	Accepted and held at Southern Region
7 March 2018	General Manager Regional Partnerships	1 box of Corn Beef (12 tins of 3lb)	Samoan Methodist Church King Street Auckland	Approx \$60	Accepted on behalf of the Ministry and held by the Ministry.
5 April 2018	Chief Policy Advisor	70 x 47 medium block print – Rangitoto Sunset Irina Velman	NZ Pasifika Principals Association	\$230	Accepted on behalf of the Ministry and held by the Ministry.
1 June 2018	Regional Manager, Southern	White ceramic bowl with island pattern and University of Canterbury wooden sign	University of Canterbury	\$50.00	Accepted and held at Southern Region
13 June 2018	Regional Manager, Southern	2 x beacon lights for MPP vehicles	Statistics New Zealand	Free	Accepted and held in both Southern vehicles
25 June 2018	Regional Manager, Southern	\$50 cash	Pasifika Power Up West Station	\$50.00	Accepted on behalf of the Ministry and

					held by the Ministry at Southern office.
26 June 2018	Senior Regional Advisor	\$30 cash	Community stakeholder	\$30.00	Accepted on behalf of the Ministry and held by the Ministry at Southern office.

Corporate gifts or hospitality received in 2016/17:

Gift/Hospitality Accepted	Position of staff member who accepted	Estimated Value	Date received	Offered By
1 x Blunt XS Metro Umbrella (black)	Acting Chief Executive	\$94.00	7/06/2017	Pacific Perspectives

Question 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.

Answer 43:

The giving of gifts to external organisations and individuals is covered by the Ministry's Gifts, Hospitality and Entertainment Policy which is attached. This policy is more comprehensive in its guidance than the guidance in the previous year under the Business Expenditure Policy.

It covers cultural gifts and regifting as follows:

"In Pacific cultures, the gifting and re-gifting of cultural gifts such as tapas, and other artwork is important. If offered a cultural gift, a staff member of the Ministry may accept it on behalf of the Ministry. The gift will be entered in the gifts register and owned by the Ministry. Cultural gifts received may be displayed, or re-gifted by the Ministry. When re-gifted, the regifting will be recorded in the register as given."

Date	Recipient	Item / Description	Gifted By	Value (estimated)	Purpose	Outcome
24 October 2017	Hon Alfred Ngaro	1 x Tapa Cloth	Chief Executive	Unknown	Gifted to outgoing Minister for Pacific Peoples	Accepted

4 December 2017	David Sinkins	1 x Paua Bowl 1 X MPP Island Shirt	Chief Executive	\$100	Gifted to former Chair for Assurance, Risk and Advisory Committee	Accepted
27 March 2018	Adrian Orr - new role as Governor of the Reserve Bank	1 x Tapa Cloth	Chief Executive	Unknown	Gifted to Adrian Orr, Governor of the Reserve Bank (at this Powhiri at RBNZ)	Accepted

Question 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.

Answer 44:

The giving of gifts to staff is covered by the Ministry's Gifts, Hospitality and Entertainment Policy. This policy is more comprehensive in its guidance than the guidance in the previous year under the Business Expenditure Policy.

The Policy has a section on farewells which states:

Functions held to farewell staff members should give regard to the length and breadth of service across the Ministry and to stakeholders. It is equitable and appropriate to consider the scale of other functions provided for other staff with similar service.

In general, the Ministry will contribute the following:

Gift	For staff whose service exceeds 12 months in length, a gift of up to \$100 excluding GST
2 – 10 years	Catering costs of up to \$10 per person attending the function up to a maximum of \$100 excluding GST
10 – 20 years	Catering costs of up to \$15 per person attending the function up to a maximum of \$200 excluding GST
Over 20 years	CE to determine costs of catering and gifts on a case by case basis

There is an expectation that staff will contribute towards the cost of an appropriate gift.

Apart from farewells, no gifts were given in the 2017/18 year that were valued as equal to or greater than \$100.

Question 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.

Answer 45:

All staff are required to complete Declarations of Interest on an annual basis. No conflicts were identified for the 2017/18 year, or the previous three financial years.

In 2016/17, there were two recordings of interest declared and in 2015/16 there was one interest declared, however all were signed off as having no conflict with the Ministry's objectives.

In the 2014/15 and 2013/14 financial years, there were no conflicts identified.

Question 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?

Answer 46:

Please refer to the table provided below:

Name	2017/18	2016/17	2015/16	2014/15	2013/14
Committee for Auckland	-	\$4,167	\$4,167	-	-
ComplyWith	\$3,730	\$3,550	-	\$3,550	\$3,550
-EEO* Trust	\$500	\$304	-	\$650	\$650
Leadership Development Centre	-	\$6,031	\$4,250	\$4,064	\$2,995
LIANZA	-	-	\$150	\$150	\$150
The Network of Public Sector Communicators	-	-	-	\$400	-
Institute of Public Administration New Zealand	\$520	\$569	\$1,745	\$495	\$124

Human Resources Institute of New Zealand	-	\$1,080	\$1,841	\$1,170	\$616
Public Relations Institute of NZ	-	\$368	\$320	-	-
Transparency International NZ Inc	-	\$1,000	\$1,000	\$1,000	\$1000

*Equal Employment Opportunities Trust. (Now the Central Fund for Diversity Networks Support)

INVOICES AND PROCUREMENT

Question 47:

How many penalties for late payment of an invoice were incurred in the 2017/18 year and what was the total cost of that. How does this compare to each of the previous four financial years?

Answer 47:

There were no penalties for late payment of an invoice in the 2017/18 year and for the previous four financial years.

Question 48:

How many and what proportion of invoices and bills received in the 2017/18 financial year were not paid on time, and how does this compare to each of the previous four financial years?

Answer 48:

The Ministry had no late payments for 2017/18 year or for the previous four financial years.

The Ministry's policy regarding payment of invoices is to adhere to the terms of specific contractual arrangements and to otherwise follow general business practice of payment by the 20th of the following month.

ADVERTISING, POLLING, AND PUBLIC RELATIONS

Question 49:

What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- a. Who conducted the work
- b. When the work commenced
- c. When it was completed (or due to be completed)
- d. Estimated total cost
- e. Whether tenders were invited; if so, how many were received.

Answer 49:

The Ministry as part of its business as usual regularly talks to members of the community about issues of concern, and does not generally carry out any formal poll, surveys or market research.

Question 50:

How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous four financial years?

Answer 50:

Please refer to the table provided below:

Year	Spend
2017/18	\$107,541
2016/17	\$103,384
2015/16	\$78,399
2014/15	\$86,422
2013/14	\$41,432

Question 51:

For each advertising or public relations campaign or publication conducted or commissioned in the 2017/18 financial year, please provide the following:

- a. Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- b. Who conducted the project
- c. Type of product or service generally provided by the above
- d. Date the work commenced
- e. Estimated completion date
- f. Total cost
- g. Whether the campaign was shown to the Controller and Auditor-General
- h. Whether tenders were or are to be invited; if so, how many were or will be received.

Answer 51:

Please refer to the tables provided below:

NAME OF PROJECT	PRIME MINISTER'S PACIFIC YOUTH AWARDS
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Details of the Project	A project to attract young Pacific people to enter the Prime Minister's Pacific Youth Awards 2018 in one of eight categories.
Who is conducting the project	MPP
Type of product or service generally provided by (b)	Promotional activities through social media boosts, posters and radio campaign
Dates – Commenced and estimated completion	Mar 2018 – June 2018
Cost (related to publicity)	\$ 7,800
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	PACIFIC LANGUAGE WEEKS PROMOTIONAL POSTERS
Details of the Project	<p>Pacific Language Week Series.</p> <p>Pacific Language Week Series provide an opportunity for Pacific languages and cultures to be celebrated and promoted in many ways, some of those through song, dance, cultural events, speech competitions, and constitution day festivities. This is a series of 7 language weeks celebrated nationally and internationally of the Cook Islands, Fiji, Niue, Samoa, Tonga, Tokelau, Tuvalu Pacific languages and cultures.</p>
Who is conducting the project	MPP in collaboration with Pacific Language Week Committees – membership comprising of Pacific leaders from each ethnic specific community representing their respective communities.
Type of product or service generally provided by (b)	<p>MPP engages suppliers to create design, publication and print of each Language Week poster, graphics for promoting each respective week; and also Pacific community groups to plan and deliver the official launches and activities to support the celebration and promotion of Pacific languages and culture for each Language Week.</p> <p>A number of suppliers and groups involved including Blue Star Works printing company located in Petone and various Pacific Graphic Designers – Vaitoa Baker – of Vai Creative, Auckland Tuvalu Community Trust, Cook Islands Ta'okotai'anga Charitable Trust (CIDANZ), Josefa Baro, Rizvan Tu'itahi of Vani Media, Nanai JR of Nanai Imagery.</p>
Dates – Commenced and estimated completion	July 2017 to June 2018
Cost (related to publicity)	\$29,174
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	TOLOA TERTIARY STEM SCHOLARSHIPS
Details of the Project	This programme awards tertiary fee scholarships to Pacific students. The purpose of the Scholarship is to encourage

	Pacific students to pursue studies in STEM subjects (science, technology, engineering, and maths) at tertiary level, increasing the amount of Pacific peoples employed in STEM careers
Who is conducting the project	MPP
Type of product or service generally provided by (b)	Promotional activities through social media boosts; emails to databases; part of Ministry's display stand at PolyFest and Pasifika Festival; open days at all offices; visits and marketing to tertiary institutions/colleges; website
Dates – Commenced and estimated completion	October 2017 – March 2018
Cost (related to publicity)	\$28,662
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	SPASIFIK MAGAZINE
Details of the Project	The Spasifik Magazine is published throughout the year to promote Pacific issues and events.
Who is conducting the project	Oceania Media Ltd
Type of product or service generally provided by (b)	Publications
Dates – Commenced and estimated completion	Annual
Cost (related to publicity)	\$ 6,000
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

Question 52:

How many public relations and/or communications staff, contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? How does that compare with each of the previous four financial years? Provide a numerical and percentage breakdown of public relations or communications staff by employment status ie permanent, contractor/consultant, provider of professional service.

Answer 52:

A reliance on communications contractors in the 2017/18 year was required during a time of turnover, review and difficulty recruiting into these positions.

Please refer to the tables below:

2017/18

NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
3.0	49%	51%	Madison recruitment X1	\$55,576	
			Contract for Services X2	\$106,883	
			Staff members X2		\$156,739
			Total		\$319,198

2016/17

NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
2.90	97%	3%	Staff Salaries		\$267,589
			1 X contract for service	\$3,540	
			2 X Madison Recruitment	\$6,274	\$15,915
			Total	\$9,814	\$283,504

2015/16

NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
3.25	84%	16%	Staff Salaries		\$315,912
			1 X contract for service	\$54,080	
			2 X Madison Recruitment	\$5,930	
			Total	\$60,010	\$315,912

2014/15

NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
3.0	90%	10%	Staff Salaries		\$245,000
			One Individual invoiced directly	23,821	
			Total	\$23,821	\$245,000

2013/14

NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
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STAFF (FTE)					
2.4	74%	26%	Staff Salaries		\$219,433
			Two Individuals invoiced directly	\$57,000	
			Total	\$57,000	\$219,433

Question 53:

How much was spent in 2017/18 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, policies or marketing? How did this compare to each of the previous four financial years? For each invoice over \$1,000 in 2017/18 please provide the item purchased, the amount purchased, costs and the intended use.

Answer 53:

Year	Amount
2017/18	\$28,551
2016/17	\$15,777
2015/16	\$13,250
2014/15	\$13,732
2013/14	\$5,132

The 2017/18 spend were for the following items which were distributed at community events and Pasifika festivals that the Ministry participates in:

- 1,000 Avanti totes for \$1,670
- 2,700 Eco Pens for \$2,576
- 3,300 Everest bottles for \$14,454
- 2,450 Fans for \$6,606
- 6 Teardrop Flags for \$2,194
- 30 Tee Shirts/Plain Polos for \$1,051

Question 54:

How many press releases, if any, were released in the 2017/18 financial year? How many were released in each of the previous four financial years?

Answer 54:

There were nil press releases for the 2017/18 financial year.

Please refer to table below for the previous four financial years.

YEAR	*PR's

2016/17	0
2015/16	0
2014/15	0
2013/14	1

**Press releases*

OFFICIAL INFORMATION AND PRIVACY

Question 55:

In 2017/18, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous four financial years?

Answer 55:

In 2017/18 the Ministerial Servicing group based in Head office, Wellington is responsible for supporting information requests for the Ministry's Minister's office.

Due to the small number of staff in this cohort group and to ensure the privacy of the individuals, breakdown of salary costs is not provided here.

Year	Number of staff
2017/18	2
2016/17	2
2015/16	2
2014/15	2
2013/14	1

Question 56:

What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2017/18? What were these numbers for each of the previous four financial years?

Answer 56:

The table below reflects the OIA requests made to the Ministry.

In addition to these requests the Ministry has also assisted with information for Ministerial OIA requests.

Year	OIA's Received	Response Time	Transferred	Declined
2017/18	37	16 – Within 20 working days 17 – Ministerial requests 1 – After 20 working days 1 – Extension requested 2 – Withdrawn	2	-
2016/17	22	15 – within 20 working days 3 – Ministerial requests 1 – Withdrawn	2	1
2015/16	32	28 – within 20 working days 1 – extension requested due to the scope of the request 1 – Ministerial request 2 – after 20 working days	1	-
2014/15	33	33 – responded to within 20 working days	-	2
2013/14	47	29 – responded to within 20 working days 1 – extension requested 17 – Ministerial requests	1	8

Question 57:

What was the average response time for Official Information Act Requests during 2017/18? What was this number for each of the previous four financial years?

Answer 57:

Please refer to the table below for OIA's average response time.

Year	Average Response Time
2017/18	16.8 days
2016/17	18.3 days
2015/16	19.5 days
2014/15	16.4 days
2013/14	19.1 days

Question 58:

How many complaints were received under the Privacy Act or Official Information Act during 2017/18 broken down by whether each has been upheld, dismissed, or still under investigation? How does this compare to each of the previous four financial years?

Answer 58:

Please refer to the table below for the number of complaints received by the Ministry.

Year	Complaints received	Complaints received through	Outcome
2017/18	2	Ombudsman Office	Both complaints were closed, and no investigations were undertaken
2016/17	Nil	Not applicable	Not applicable
2015/16	Nil	Not applicable	Not applicable
2014/15	Nil	Not applicable	Not applicable
2013/14	1	Ombudsman Office	Information released

Question 59:

What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

Answer 59:

No Official Information requests, received directly by the Ministry, require Ministerial clearance.

It is the Ministry's practice of 'no surprises' that all Official Information requests are sent to the Minister's Office to keep them informed.

This policy has not changed since the new government was sworn in.

Question 60:

Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

Answer 60:

All Official Information requests are treated the same, irrespective of the requestor.

Question 61:

What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2017/18?

Answer 61:

Nil.

No Official Information requests, received directly by the Ministry, require Ministerial clearance.

Question 62:

Were any privacy issues identified in the 2017/18 financial year and in the previous four financial years? If so, what were they and what are the titles of any reports into them?

Answer 62:

No privacy issues were identified in the 2017/18 year and nor were there any for the last four financial years.

PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS

Question 63:

How many staff positions in the policy area were left unfilled in the 2017/18 financial year broken down by policy area in total? How did that compare with each of the previous four financial years? How is the agency or organisation continuing to carry out work in the absence of staff in these positions?

Answer 63:

The table below includes policy vacancy figures for the 2017/18 year and the last four financial years.

Year	Unfilled Positions
2017/18	1
2016/17	2
2015/16	0
2014/15	2
2013/14	7

Question 64:

How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous four financial years? Please breakdown by:

- Role (e.g. policy/admin/operational)
- Classification (full and part-time)
- Office (e.g. geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

Answer 64:

The tables below provide a breakdown of permanent staff by location and role for the 2017/18 year and figures for the last four financial years.

2017/18

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate and Administration	12	11	1
Policy and Research	9	9	-
Operations	4	4	-
Auckland			
Corporate and Administration	1	1	-
Policy and Research	3	3	-
Operations	9	9	-
Christchurch			
Policy and Research	1	1	-
Operations	3	3	-
Total	42	41	1

**This table exclude staff on fixed term contracts or secondment*

2016/17

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	8	8	-
Policy & Research	10	10	-
Operations	4	4	-
Auckland			
Corporate & Administration	1	1	-
Policy & Research	2	2	-
Operations	7	7	-
Christchurch			
Operations	2	2	-
Total	34	34	-

**This table exclude staff on fixed term contracts or seconded into MPP*

2015/16

Regions	Total Staff	Full Time	Part Time
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Wellington			
Corporate & Administration	8	8	-
Policy & Research	9	9	-
Operations	4	4	-
Auckland			
Corporate & Administration	1	1	-
Policy & Research	3	3	-
Operations	6	6	-
Christchurch			
Operations	2	2	-
Total	33	33	-

*The tables exclude fixed term staff (3) and those on secondment (2) to the Ministry at this present time.

2014/15

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	10	10	-
Policy	4	4	-
Operations	5	5	-
Auckland			
Corporate & Administration	1	1	-
Policy	3	3	-
Operations	7	7	-
Christchurch			
Operations	3	3	-
Total	33	33	

2013/14

Regions	Total Staff	Full Time	Part Time
Wellington			
Administration	3	3	
Communications	1		1
Corporate	5	5	
Director	2	2	
Manager	3	3	
Ministerial Advisor	1	1	
OCE Advisor	1	1	
Policy	6	6	
Regional Advisor	3	3	
Auckland			
Administration	1	1	

Manager	1	1	
Chief/Principal Advisor	1	1	
Regional Advisor	4	4	
Christchurch			
Manager	1	1	
Regional Advisor	2	2	
Total	35	34	1

Question 65:

Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2017/18 and each of the previous four financial years, by age and gender.

Answer 65:

The tables below provide a breakdown of permanent staff by location, function and gender for the 2017/18 year and figures for the previous four years. Note that previously we did not record age over the past six years. For 2017/18 and 2016/17, we have included table with break-down by age group below.

2017/18

The table below includes demographics by age and gender.

Regions & Roles	20-29		30-39		40-49		50-59		60 +		Total
	M	F	M	F	M	F	M	F	M	F	
Wellington											
Corporate and Administration				1	1	5	1	3		1	12
Policy and Research		3		2	3	1					9
Operations			1			1	1	1			4
Auckland											
Corporate and Administration								1			1
Policy and Research		1			2						3
Operations		1	2	2	2	1		1			9
Christchurch											
Policy and Research					1						1
Operations					1	1	1				3
Total		5	3	5	10	9	3	6		1	42

The table above excludes fixed-term, seconded or casual employees and the CE.

2016/17

The table below includes demographics by age and gender.

Regions & Roles	20-29		30-39		40-49		50-59		60 +		Total
	M	F	M	F	M	F	M	F	M	F	
Wellington											
Corporate & Administration	-	1	-	-	1	3	1	1	-	1	8
Policy & Research and Ministerial Services	-	-	1	4	1	3	-	1	-	-	10
Operations	-	-	-	-	-	2	1	1	-	-	4
Auckland											
Corporate & Administration	-	-	-	-	-	1	-	-	-	-	1
Policy & Research and Ministerial Services	-	-	-	1	1	-	-	-	-	-	2
Operations	-	1	1	2	2	-	-	1	-	-	7
Christchurch											
Operations	-	-	-	-	1	1	-	-	-	-	2
Total	-	2	2	7	6	10	2	4	-	1	34

The table above excludes fixed-term (included seconded in) employees, casual employees and the CE.

2015/16

Regions & Roles	Total	Male	Female
Wellington			
Corporate & Administration	8	1	7
Policy & Research	9	2	7
Operations	4	2	2
Auckland			
Corporate & Administration	1	-	1
Policy & Research	3	1	2
Operations	6	4	2
Christchurch			
Operations	2	1	1
Total	33	11	22

The table above excludes fixed-term (including seconded) employees, casual employees and the Chief Executive.

2014/15

Regions & Roles	Total	Female	Male
Wellington			
Corporate & Administration	10	9	1
Policy	4	2	2
Operations	5	3	2
Auckland			

Corporate & Administration	1	1	
Policy	3	1	2
Operations	7	3	4
Christchurch			
Operations	3	2	1
Total	33	21	12

The table above excludes fixed-term (including seconded) employees, casual employees and the Chief Executive.

2013/14

Regions & Roles	Total	Female	Male
Wellington			
Administration	3	3	
Communications	1	1	
Corporate	5	2	3
Director	2	2	
Manager	3	1	2
Ministerial	1	1	
Office of the Chief Executive	1		1
Policy	6	4	2
Regional Advisor	3	2	1
Auckland			
Administration	1	1	
Manager	1		1
Regional Advisor	4	3	1
Chief/Principal Advisor	1		1
Christchurch			
Manager	1		1
Regional Advisor	2	2	
Total	35	22	13

The table above excludes the chief executive, and fixed term staff.

Question 66:

If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2017/18, what was the figure at which it was capped? How many FTEs were employed in 2017/18, and how does this compare to each of the previous four financial years?

Answer 66:

MPP have operated within an FTE cap of 42 for the last four years. MPPs actual FTE as at 30 June 2018 was 37 and excludes contractors, fixed-term, seconded and casual employees, the Chief Executive, and vacancies at year end. Since 2010/11, we operated within a FTE cap of 42.

Year	Actual FTEs
2017/18	37
2016/17	34

2015/16	38
2014/15	41
2013/14	35.0

Question 67:

How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past four financial years?

Answer 67:

Refer to the table below for a comparison between back office and frontline staff figures for 2017/18 (as at 30 June) and for the previous four years.

Please note that the table excludes fixed-term, seconded, casual employees and the Chief Executive.

Year	Total Staff	Frontline	Back office
2017/18	37	70%	30%
2016/17	34	74%	26%
2015/16	33	73%	27%
2014/15	33	72%	28%
2013/14	35	75%	25%

CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS OF PROFESSIONAL SERVICES

Question 68:

How many contractors, consultants, including those providing professional services, were engaged or employed in 2017/18 and what was the estimated total cost? How did this compare to each of the previous four financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous four financial years please provide the following details:

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor
- Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged
- Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received

- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

Answer 68:

Details of the number of external contractors and consultants engaged and the total contractor/consultant expenditure in the last financial year and previous four years are as follows:

Year	Number	Spend
2017/18	15	\$565,042
2016/17	17	\$720,490
2015/16	41	\$660,768
2014/15	14	\$719,358
2013/14	16	\$590,702

This does not include fixed term contractors paid through payroll

The details of external contractors and consultants engaged by the Ministry for the 2017/18 year and the previous four years are outlined in Appendix A.

Question 69:

Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this compare with each of the previous four financial years?

Answer 69

On 9 April 2018 the Ministry signed a contract with the Pacific Business Trust (PBT) with a term of 14 months and 21 days. The total contract value was for \$2,065,333 exclusive of GST.

In 2016/17 the Ministry administered a fifteen-month contract (with the original contract ending 31 March 2017, and a variation to that contract for a further six months, ending 30 September 2017) on behalf of the Crown with the Pacific Business Trust (PBT) for the provision of business-related services to the Pacific community. The following annual payments (excluding GST) have been made to PBT, within the terms of these contracts, for the provision of services:

Contract	2017/18	2016/17	2015/16	2014/15	2013/14
Pacific Business Trust	\$0.607m	\$1.269m	\$1.264m	\$1.264m	\$1.264m

The financial year that the contracts relating to these payments were awarded differ slightly to the financial year that the payments were made. However, the services were delivered consistently across each financial year and the payments were appropriately made in each of the financial years in accordance with the contracts awarded.

Question 70:

What is the policy of your department, agency or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

Answer 70:

The Ministry considers a number of factors before engaging a contractor/consultant for a fixed term period. These factors include current capability or capacity of permanent staff, criticality of the project, programme or work being delivered, and timeframes for delivery.

As a small agency it is not feasible to retain in-house specialist skills permanently. For this reason, the Ministry may in certain years have a proportionately higher reliance, and subsequent spend on contractors and consultants where specialist skills are required for a fixed term period.

Question 71:

How many consultants, contractors or people providing professional services contracted in 2017/18 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance or other termination package or not? How many contractors hired in each of the previous four financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

Answer 71:

Nil. There were no consultants or contractors employed by the Ministry in the 2017/18 year who were previously employed (either permanent or fixed term) by the Ministry in the last two years.

In the past four financial years (2013/14 - 2016/17) there have been no contractors hired that had previously been permanent employees.

Question 72:

Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2017/18 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous four financial years?

Answer 72

As per question 52, the Ministry contracted three communication specialists to provide support during periods of vacancy, media or public relations advice or services in the 2017/18 financial year. An additional communications specialist was engaged to support the Ministry's brand and communication strategy following the review.

The following table lists those contracted to provide communications, media or marketing advice for the past four financial years.

2017/18

Communications and social media support	Contract for Services	December 2017 – June 2018	\$77,858
Communications, media and marketing advice and support	Contract for Services	July – November 2017	\$29,025
Communications, media and marketing advice and support	Contract for Services	July – November 2017	\$55,776
Communications advice and support	Brand Strategy & Communication Strategy	March – June 2018	\$18,000
2016/17			
Communications Advice and Support	Contract for services	March – June 2017	\$15,915
Communications Advice and Support	Madison Recruitment	May – August 2016	\$ 6,274
2015/16			
Communications Advice and Support	Contract for services	August – December 2015	\$54,080
Communications Advice and Support	Madison Recruitment	May – August 2016	\$ 5,930
2014/15			
Communications Advice and Support	Contractor A	August – November 2014	\$23,821

Question 73:

How many temporary staff were contracted by your department, agency or organisation in the 2017/18 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

Answer 73:

There were no temporary/casual staff employed by the Ministry in the 2017/18 year. This year's answer follows recent guidance from the State Services Commission in classifying fixed term contractors not paid through payroll as contractors. In previous years answers, these were classified as casual/temp staff.

Question 74:

How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2017/18 financial year? How does this compare to the number hired on each of these contracts in each of the previous four financial years?

Answer 74:

The following table identifies the number of staff hired on three-month or less, three-to-six month, or six-to-nine month contracts in 2017/18 and the previous four financial years.

Year	3 months or less	3-6 months	6-9 months
2017/18	3	2	1
2016/17	7	1	1
2015/16	5	1	-
2014/15	7	-	-
2013/14	1	1	-

Question 75:

How many staff were employed on a fixed term contract in total in 2017/18? How does this compare to each of previous four financial years?

Answer 75:

The following table identifies the number of fixed term staff employed in 2017/18 and the previous four financial years.

Year	Number
2017/18	6
2016/17	6
2015/16	3
2014/15	4
2013/14	2

COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES

Question 76:

How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

Answer 76:

No staff were hired with a 90-day probationary clause in their employment contract in the last financial year.

Question 77:

Please provide a summary of any collective employment agreement negotiations completed in the 2017/18 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2018/19?

Answer 77:

No collective employment agreement negotiations were initiated/completed in the 2017/18 year.

The Ministry continues to support an open dialogue between PSA and staff. It is anticipated that this dialogue will continue in the 2018/19 year.

Question 78:

How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous four financial years?

Answer 78:

All staff employed in the 2017/18 year and the previous four financial years are on an individual employment agreement. The Ministry does not have collective agreements.

Question 79:

Were any specific instructions, directions or advice received in relation to employment agreement matters from the State Services Commission or responsible Minister in the 2017/18 financial year? If so, please provide details.

Answer 79:

There were no direct instructions, directions and advice received. However the State Services Commission continues to provide guidance to all government departments in relation to pay and employment conditions, in line with the Government's expectations.

LEAVE AND EAP

Question 80:

How many days of annual leave did employees have accrued on average during 2017/18? How does this compare to each of the previous four years? What strategies are used to encourage employees to reduce annual leave balances?

Answer 80

On average employees had fourteen days annual leave accrued during the 2017/18 year.

In line with the Ministry's policy, employees are encouraged to take leave throughout the year to ensure they take the necessary timeout they need from work.

The table below provides the average number of annual leave days accrued by staff for 2017/18 and the previous four financial years.

Year	Average
2017/18	14
2016/17	10
2015/16	11
2014/15	9
2013/14	12

Question 81:

How many annual leave applications did the agency or organisation cancel or refuse during 2017/18? How does this compare to each of the previous four financial years?

Answer 81:

No applications for annual leave were cancelled or refused in the 2017/18 year by the Ministry.

The Ministry provides a number of options to enable managers and staff to take the necessary time away from work as needed. These options range from taking annual leave, to taking leave without pay or anticipating leave. Each staff member's situation is managed on a case by case basis.

Question 82:

How many employees sold their fourth week of annual leave in the 2017/18 financial year? How does this compare to each of the previous financial years since this policy came into effect?

Answer 82:

No employees sold their fourth week of annual leave in the 2017/18 year between 01 July 2017 and 30 June 2018.

One staff member requested to have their fourth week of leave paid out to them in the 2014/15 and 2015/16 year respectfully. No other requests were received since this policy came into effect in 2011.

Question 83:

How many days of sick leave did employees take on average during 2017/18? How does this compare to each of the previous four financial years? What strategies are used to reduce the amount of sick leave employees need to take?

Answer 83:

On average staff took 4.2 days sick leave during the 2017/18 year. The Ministry through its health and safety practices and wellbeing support provides a number of mechanisms to support staff wellness and therefore reduce sick leave usage.

The table below provides figures for 2017/18 and the previous four years.

Year	Average Sick Leave
2017/18	4.2
2016/17	6.7
2015/16	7.2
2014/15	7.1
2013/14	8.6

Question 84:

How much was spent on EAP or workplace counselling in the 2017/18 financial year and how did that compare to each of the previous four financial years?

Answer 84:

The table below outlines workplace counselling expenditure for the 2017/18 year, and previous four years.

Year	Cost
2017/18	\$1,063
2016/17	\$525
2015/16	\$2,917
2014/15	\$1,130
2013/14	\$2,256

SECONDED STAFF

Question 85:

What was the number and cost of staff seconded to Ministerial offices during 2017/18 and how many of these had their salaries paid by the department, agency or organisation rather than Ministerial Services? What were these numbers in each of the previous four financial years? For each staff member seconded, please provide the following details:

- How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or 24 months or more);
- The role they were seconded to;

- The role they were seconded from;
- The reason for the secondment;
- The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

Answer 85:

All staff seconded to the Minister’s office in the 2017/18 and previous four years were paid by the Ministry. Specific salary costs are not reported here for privacy reasons.

Financial years	# of Staff	Paid by	Secondment length	Seconded from	Seconded to
2017/18	1	Ministry	5 months	16/04/2018	28/09/2018
2016/17	1	Ministry	18 months	03/10/2016	13/04/2018
2016/17	1	Ministry	7 months	09/04/2016	02/10/2016
2015/16	1	Ministry	14 months	02/02/2015	08/04/2016
2014/15	1	Ministry	9 months	17/03/2014	24/12/2014
2013/14*	1	Ministry	2 months	20/12/2013	14/03/2014

**In 2014/15 there was a short transition period where two staff were based in the Minister’s office to facilitate a handover.*

Question 86:

What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2017/18 and what was it for each of the previous four financial years?

Answer 86:

The Ministry has utilised secondments to the Ministerial office to enable staff development and has on average one staff member on secondment to the office each year for the past four years. Turnover of staff in the office has reflected respective secondment arrangement start and end dates.

Question 87:

Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2017/18; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

Answer 87:

No travel or accommodation costs were covered for staff who were seconded to the Ministry during the 2017/18 year.

STAFF TURNOVER/TERMINATION OF EMPLOYMENT

Question 88:

What was the staff turnover for 2017/18 and what was the staff turnover for each of the previous four financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2018/19?

Answer 88:

Actual staff turnover for 2017/18 and the previous four financial years by category in numerical terms and as a percentage is noted in the following tables.

Roles	2017/18		2016/17		2015/16	
	Number	%	Number	%	Number	%
Corporate and Administration	3	7.1%	2	4.6%	5	11.9%
Policy and Research	2	4.7%	3	6.9%	-	-
Operations	1	2.4%	3	6.9%	2	4.7%
TOTAL	6	14.3%	8	19%	7	16.6%

The turnover rate displayed above for 2017/18 is not a cause for concern.

Roles	2013/14 Actual*		2012/13 Actual	
	Number	%	Number	%
Corporate / Admin	-	-	1	10%
Communications	2	67%	1	33%
Policy & Research	-	-	3	25%
Regional Advisors	1	7%	-	-
Directors	-	-	-	-
TOTAL	3	8%	5	12%

* As at 31 May 2014

Question 89:

What was the average length of service in your department, agency or organisation in the 2017/18 financial year and each of the previous four financial years? Please also provide this information broken down by age and gender.

Answer 89:

The table below shows the average length of service for staff for 2017/18 and the last four years.

Financial Year	Average Tenure in Years
2017/18	4.9
2016/17	5.7
2015/16	6.4
2014/15	5.7
2013/14	7.4

The table below provides information related to average length of service for the Ministry broken down by gender for 2017/18 and the previous four financial years. To maintain the privacy of individuals, information on age is not reported here.

Year	Average Length of Service	Average Length of Service by Gender	
		Male	Female
2017/18	4.9	3.4	5.6
2016/17	5.7	5.1	6.0
2015/16	6.4	6.8	8.2
2014/15	5.7	4.7	5.2
2013/14	7.4	8.8	6.5

Question 90:

How many staff resigned during 2017/18, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

Answer 90:

Five staff resigned in the 2017/18 year with the primary reason being to pursue other career opportunities, followed by travel and/or family reasons. Possible implications for the Ministry was that critical capability and institutional knowledge would be lost. To protect the privacy of these staff, information related to age and gender are not reported here.

Question 91:

How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2017/18 financial year? How does that compare to the number and amount spent in each of the previous four financial years?

Answer 91:

The number of payments and related costs for 2017/18 and the previous four years is shown in the table below.

Financial Year	Number	Cost
2017/18	2	\$58,283

2016/17	0	\$0
2015/16	0	\$0
2014/15	0	\$0
2013/14	11	\$542,000

Question 92:

How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2017/18 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous four financial years?

Answer 92:

The table below shows a breakdown of redundancies payments by band for the 2017/18 and the previous four financial years.

Band	2017/18	2016/17	2015/16	2014/15	2013/14
1-10,000	-	-	-	-	-
10,001 – 20,000	1	-	-	-	1
20,001 – 30,000	-	-	-	-	1
30,001 – 40,000	-	-	-	-	2
40,001 – 50,000	1	-	-	-	3
50,001 – 60,000	-	-	-	-	1
60,001 – 70,000	-	-	-	-	1
80,000 – 90,000	-	-	-	-	2

SALARIES AND BONUSES

Question 93:

How much was spent on performance bonuses, incentive payments or additional leave in 2017/18 and each of the previous four financial years? Please provide a breakdown of the number of bonuses received during 2017/18 in \$5,000 bands. What were the specific criteria for such performance payments? Has there been any changes to the criteria since November 2008; if so, what specific changes and why?

Answer 93:

In line with the Ministry's policy, one-off performance payments and other similar incentives (e.g. incentive payment and additional leave) are no longer an approach used to reward and recognise people for their performance.

Year	Amount	Staff
2017/18	\$0	0
2016/17	\$0	0
2015/16	\$0	0
2014/15	\$4,751	1
2013/14	\$10,000	5

Question 94:

In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous four financial years? Please also provide this information by age and gender.

Answer 94:

The table below includes all permanent and fixed term staff throughout the year, but **excludes** staff seconded to the Ministry, casual employees and the Chief Executive.

Salary Band (\$)	2017/18	2016/17	2015/16	2014/15	2013/14
40,000 - 49,999	-	-	-	1	1
50,000 - 59,999	3	1	4	6	4
60,000 - 69,999	4	8	11	8	7
70,000 - 79,999	10	9	5	6	4
80,000 - 89,999	5	4	3	3	4
90,000 - 99,999	5	6	6	6	5
100,000 - 109,999	6	4	1	4	3
110,000 - 119,999	6	1.6	2	2	2
120,000 - 129,999	4	3	2	1	2
130,000 - 139,999	-	1	1	1	1
140,000 - 149,999	1	1	-	-	-
150,000 - 159,999	1	-	-	1	1
160,000 - 169,999	-	-	-	1	1
170,000 - 179,999	1	1	1	1	1
Total	46	39.6	36	41	36

Information related to age and gender have been withheld in line with employee privacy requirements.

TRAINING, TRAVEL AND OTHER EXPENSES

Question 95:

How much was spent on catering in the 2017/18 financial year? What policies were in place for the use of catering and were there any changes to these?

Answer 95:

The Ministry spent \$72,498 on catering in the 2017/18 year.

Expenditure on catering is covered by the Ministry Business Expenditure Policy and the Gifts, Hospitality and Entertainment Policy. These policies require all catering requests to meet public sector expectations of transparency, probity and value for money.

All catering requests must be approved in advance by either the Chief Executive or the relevant manager with the appropriated delegated authority.

Question 96:

How much was spent on domestic travel in the 2017/18 financial year and how does this compare to each of the previous four financial years? Provide a breakdown of spending on airfares, taxis/UBER and rental cars. Please provide a list of the positions of the top twenty spenders on domestic travel for 2017/18 including the amount spent.

Answer 96:

Please refer to table below for total domestic travel in 2017/18 and the previous four years:

Year	2017/18	2016/17	2015/16	2014/15	2013/14
Airfares	\$190,841	\$131,639	\$101,267	\$109,891	\$92,165
Accommodation	\$67,579	\$42,250	\$48,229	\$43,115	\$56,272
Taxis, UBER and Rental cars	\$54,536	\$43,065	\$34,999	\$43,390	\$46,366
Total Cost	\$312,955	\$216,954	\$184,495	\$196,396	\$194,803

The increase in spend over the last financial year is mostly due to increased focus on building relationships with stakeholder groups but has also been driven by the increased price of flights.

Due to the small size of the Ministry we have only disclosed the top ten spenders on domestic travel (flights/taxis/accommodation), for 2017/18 these were:

Position	Total
Chief Executive	\$27,540
General Manager, Regional Partnerships	\$23,550
Regional Manager, Southern	\$21,478
General Manager, Capability Development	\$16,127
Regional Manager, Northern	\$13,852

Communications Manager	\$10,774
Acting Deputy Chief Executive	\$10,260
Regional Manager, Central	\$9,853
Programme Manager	\$9,167
Acting National Policy Manager	\$6,861

Both the Chief Executive and GM Regional Partnerships started in early 2017/18, and travel to enable face to face engagement with stakeholders was critical.

Question 97:

What domestic airlines are used by staff and why? Provide a breakdown of spending on each airline used in 2017/18 financial year and how does this compare to each of the previous four financial years?

Answer 97:

Our Travel Administrators seek the best value for money. Where flights are booked in advance, Air New Zealand has generally found to provide the best value. Occasionally, where a flight is required at short notice, Jetstar has been found to provide a better deal. The breakdown of spend by airline is as follows:

Domestic Airlines	2017/18	2016/17	2015/16	2014/15	2013/14
Air New Zealand	\$183,302	\$129,523	\$101,267	\$109,891	\$92,165
Jetstar	\$7,539	\$2,116	0\$	\$0	\$0
Total domestic airfares	\$190,841	\$131,639	\$101,267	\$109,891	\$92,165

Question 98:

How much was spent on international travel in the 2017/18 financial year, how does this compare to each of the previous four financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2017/18, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

Answer 98:

The following table lists the total amount spent on international travel in 2017/18 and the previous four financial years.

Year	Cost	% Operating
2017/18	\$5,270	0.07%
2016/17	\$ 29,184	0.43%
2015/16	\$18,562	0.28%
2014/15	\$1,322	0.02%
2013/14	\$4,218	0.21%

Year	2017/18	2016/17	2015/16	2014/15	2013/14
Total Cost	\$5,270	\$29,184	\$18,562	\$1,322	\$4,218
% Operating	0.07%	0.43%	0.28%	0.02%	0.21%
Airfares	\$2,128	\$17,019	\$7,088	\$1,322	\$2,535
Accommodation, taxi and other	\$3,142	\$12,165	\$11,474	\$0	\$2,143

The following table lists staff who travelled internationally, cost of travel, destination and reason for travel.

Position	Type	Cost	Destination	Reason for Travel
Chief Executive	Airfare	\$968	Melbourne	ANZSOG CEO Forum in Melbourne, Australia
Chief Executive	Accommodation	\$341		
Chief Executive	Taxi & other	\$263		
Chief Executive	Airfare	-	Pacific Islands	Prime Minister's Pacific Mission Visit 2018
Chief Executive	Accommodation	\$1505		
Chief Executive	Taxi & other	\$181		
C. Scott	Airfare	\$1,160	Pacific Islands	Prime Minister's Pacific Mission Visit 2018
C. Scott	Accommodation	\$852		

Question 99:

How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous four financial years? What is the policy regarding entitlement to Koru Club membership?

Answer 99:

Koru Club membership paid for by the Ministry is detailed below.

Year	Number
2017/18	1
2016/17	2
2015/16	2
2014/15	3
2013/14	4

The Ministry Travel Policy on Airline Memberships states that:

In general, the Ministry will pay the cost of airline membership for:

- The Chief Executive;
- Staff expected to travel more than 20 return flights in a calendar year.

Any other staff member must have the prior written approval of the Chief Executive to obtain airline membership. The Ministry will not pay the cost for airline membership of any consultants or contractors. Staff must not purchase private airline membership for personal use by using the

Ministry's corporate rate. Membership forms must be signed by Tier Two Managers and approved by the Chief Executive.

Question 100:

How many staff had the use of vehicles paid for by your department, agency or organisation in 2017/18; what are the estimated costs; how do these numbers compare to each of the previous four financial years?

Answer 100:

During 2017/18 the Ministry had 8 pool vehicles that are available to all staff to use during work hours for work-related travel. These vehicles are critical to enabling the Ministry's workforce to be mobile, accessible to Pacific communities and other stakeholders in line with the Ministry's operating model.

No vehicles are assigned permanently to staff members.

Details for 2017/18 and the four prior financial years are as follows:

Year	Staff with Access	Running Costs	FBT
2017/18	All	\$21,357	\$11,356
2016/17	All	\$18,737	\$11,966
2015/16	All	\$18,243	\$15,706
2014/15	All	\$7,262	\$5,619
2013/14	All	\$5,661	\$855

Question 101:

How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2017/18? How does this compare to each of the previous four financial years? For each year please include:

- Purpose
- Venue
- Cost (including travel and accommodation costs)
- Activities undertaken

Answer 101:

The purpose of all-ministry away days is to enable regional and head office staff to get together to participate in whole of Ministry discussions around organisational strategy and development.

Please refer to table 1 for staff retreats/internal conferences and seminars and table 2 for offsite planning:

Table 1 – staff retreats/internal conferences

Year	Venue	Cost
2017/18	Aotea Lodge (Porirua)	*\$29,117
2016/17	Pacific Islanders Presbyterian Church (Wellington)	\$11,915
2015/16	Brentwood Hotel (Wellington)	\$18,616
2014/15	MPIA offices in Wellington and Tatum Park, Levin (two events)	\$23,785
2013/14	Nil	-

*There were two different all-Ministry away days held in 2017/18.

The expenditure for offsite training in 2017/18 and the previous four financial years is provided in the tables below:

Year	Cost
2017/18	*\$44,225
2016/17	\$6,999
2015/16	\$7,775
2014/15	\$8,116
2013/14	Nil

*As a response to the PIF to improve and increase staff capability, a renewed focus on people was undertaken.

2017/18 Breakdown

Course	Venue / Provider	Equipment hired	No. of attendees	Cost
Machinery of Government	Civicsquare Limited	N/A	10	\$9,909
Leadership training	Digby Scott	N/A	10	\$14,000
Leadership	Auaha for IPANZ	N/A	4	\$ 600
Leadership	Auaha for Women in Public Sector Summit	N/A	4	\$ 850
Coaching	Waiheke Management Consulting	N/A	4	\$1,607
Successful Policy Writing	Write Limited	N/A	13	\$14,280
SAP Training	Realtech	N/A	2	\$1,155
Health & Safety – Online course	AMS Group Ltd	N/A	9	\$3,274

2016/17 Breakdown

Course	Venue / Provider	Equipment hired	No. of attendees	Cost
Machinery of Government	Civicsquare Limited	N/A	15	\$620
Communication and presentation skills	Fresh Eyre	N/A	4	\$5,029
Leadership training	Leadership Development Centre	N/A	1	\$ 250
Leadership	Auaha for Women in Public Sector Summit	N/A	5	\$ 1,100

2015/16 Breakdown

Course	Venue / Provider	Equipment hired	No. of attendees	Cost
Confident and Creative Presentation Skills 2013	Victoria University of Wellington	N/A	4	\$4,426
Communication and presentation skills	Fresh Eyre	N/A	1	\$1,165
Leadership training	Leadership Development Centre	N/A	1	\$ 250
Microsoft Word Training	Auldhouse Computer Training	N/A	1	\$ 310
Leadership	Auaha for Women in Public Sector Summit	N/A	1	\$ 250
Communication Learning Forum	Comet Auckland	N/A	2	\$ 148
Hui-fono	Ace Aotearoa	N/A	1	\$ 52
First Aid	NZ Red Cross	N/A	3	\$1,174
Total				\$7,775

2014/15 Breakdown

Course	Venue / Provider	Equipment hired	No. of attendees	Cost
Confident and Creative Presentation Skills 2013	Victoria University of Wellington	N/A	3	\$3,285

Video Editing Course	Yoobee School of Design Ltd	N/A	1	\$422
Practitioner Course Modules 1 and 2	The Treasury	N/A	1	\$2,800
Sign Language - Think.Sign.Connect Course	Deaf Aotearoa	N/A	1	\$170
CE Training	State Services Commission	N/A	1	\$318
Communication Learning Forum	Comet Auckland	N/A	1	\$70
Hui-fono	Ace Aotearoa	N/A	3	\$157
Workshop	Evaluation Consult Wellington	N/A	2	\$590
Maori & Pasifika in vocational education and training forum	Industry Training Federation Wellington	N/A	1	\$304

Question 102:

What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

Answer 102:

Staff are encouraged to provide feedback to inform content specific improvements to internal conferences, seminars and team sessions. The overall measure of success for these types of initiatives is an increase in staff engagement, building our cultural capital and increasing skills and knowledge to use in the workplace and with the communities we serve.

Question 103:

How much was spent on staff training in 2017/18; and what percentage of the vote does the amount represent? How does this compare to each of the previous four financial years?

Answer 103:

Please refer to the table provided below:

Year	Amount	% of Dept Vote
2017/18	\$55,473	0.73%
2016/17	\$32,328	0.47%
2015/16	\$74,330	1.10%
2014/15	\$52,943	0.75%

2013/14	\$34,421	0.48%
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Question 104:

What specific activities or events were conducted that contributed towards staff morale in the last financial year?

Answer 104:

The Ministry ran the Gallup Q12 survey in November 2017, a six month check in to see how we were progressing. The results were positive with an increase of 0.07. The result was 4.16 out of 5 compared to 4.09 reported in May 2017.

The Ministry held staff fono in December 2017 and June 2018 to support staff engagement. Teams also participate in planning days that incorporate team building activity.

Question 105:

How much was spent on pay television subscriptions (such as SKY and Netflix) in the last financial year and for how many subscriptions? How much was spent in each of the previous four financial years and how much has been budgeted for the latest financial year?

Answer 105:

The Ministry did not subscribe to any pay TV subscription services in 2017/18 nor have we for the last four financial years.

Therefore no budget allocation has been set for the latest financial year.

Question 106:

What is the total amount spent, if any, on speakers fees and/or speaker honorariums for year of the last seven financial years by event, event date, speaker and amount received?

Answer 106:

During the 2017/18, 2016/17, 2015/16 and 2014/15 year the Ministry had not paid speakers fees or honorariums.

Over prior years, the Ministry has not complied information at a level detailed enough to ascertain what was spent on speakers fees or honorariums.

Question 107:

Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last seven financial years by speaker and event spoken at?

Answer 107:

The Ministry has not paid for any travel and/or accommodation costs in the 2017/18 year for guest speakers.

During 2016/17, \$481 of travel and accommodation costs were paid for a guest speaker at the Staff Fono held at the Pacific Island Presbyterian Church. Over prior years, the Ministry has not complied information at a level detailed enough to ascertain what was spent on speakers fees or honorariums.

Question 108:

What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

Answer 108:

The Ministry has not established any units or task forces to conduct or complete reviews on specific issues or provide advice and analysis to support the Ministry's work.

Question 109:

What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces; or the seismic resilience of key infrastructure? What is the total cost of this work?

Answer 109:

The Ministry does not own the buildings it occupies. It has requested and received satisfactory reports from landlords providing acceptable levels of assurance of building seismic safety.

A business continuity and disaster recovery plan is in place to ensure business can continue should our buildings, infrastructure or technology become adversely affected.

Question 110:

What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2017/18 compare to previous years? What is the total cost of this work?

Answer 110:

The Ministry has not taken any actions to lower greenhouse emissions in 2017/18, nor has it measured the level of its emissions. The Ministry does however keep its cars serviced, uses a

recycling system, and turns lights and computers off when they are not in use, keeping wastage to a minimum.

Question 111:

What actions, if any, have been taken to improve the gender pay gap; and how does the gender pay gap in 2017/18 compare to previous years? What is the total cost of this work?

Answer 111:

The gender pay gap for the Ministry is reported annually to the State Services Commission. The Ministry is taking a proactive approach to reviewing the pay information and developing a plan to reduce the gap. The cost for this work currently is nil.

Financial Period	Gender Pay Gap
2017/18	7.2
2016/17	-4.7%
2015/16	-1.8%
2014/15	2.5%
2013/14	19.5%

Question 112:

What specific work, if any, has the department, agency or organisation undertaken in relation to the Government's 100 day plan? Has this required the employment of additional staff, contractors or consultants; if so, for what purpose? What is the total or budgeted cost for undertaking this work?

Answer 112:

None.

ADDITIONAL QUESTIONS

Question 113:

How many briefings has your department presented to your responsible Minister in the last year?

Answer 113:

The Ministry provided 80 briefings to the Minister for Pacific Peoples in the 2017/18 financial year.

Question 114:

How many reports has your department presented to your responsible Minister in the last year?

Answer 114:

The Ministry has provided 48 reports to the Minister for Pacific Peoples.

Question 115:

How many meetings have your officials attended with your responsible Minister in the last year?

Answer 115:

In the 2017/18 financial year, Ministry officials attended 10 meetings with the former Minister for Pacific Peoples, Hon Alfred Ngaro and have attended 22 meetings with the current Minister, Hon Aupito William Sio.

Question 116:

What processes does your department use to insure political impartiality in all functions and process you undertake?

Answer 116:

The Ministry's code of conduct and induction practices discuss what it means to be politically impartial. This is also discussed between managers and staff in relation to work programmes and when setting performance standards and expectations.

Question 117:

Can the Ministry present the action plan with the PBT as noted in the CE overview remarks on page 7 of the annual report.

Answer 117:

An Outcome Agreement from April 2018 – 30 June 2019 has been agreed by both parties (Pacific Business Trust and Ministry for Pacific Peoples) to deliver outcomes which include the following:

- 45 Promotion and Recognition of Pacific Businesses
- 34 Pacific Businesses continuously trading for a period of more than 12 months from the date they commenced trading
- 55 newly established businesses or existing Pacific businesses achieve one or more Pacific growth measures
- 26 newly established businesses or existing Pacific businesses gain new customers and increase revenues
- 114 new jobs created in newly established Pacific businesses or existing Pacific businesses.

Pacific Business Trust have completed the following:

- Interim analysis of the Pacific Business Environment
- Completed a Pacific social enterprise and socially innovative businesses environmental scan
- Delivery of the Pacific Business Awards Event
- Delivery of Pacific Tech Project Events and workshops (Kiwa Nuanua, Digital Moana and Tech Start Up weekend Auckland Pasifika events)
- Delivery of construction and trades enterprise ecosystem programme workshops
- Delivery of Mahuki Magnitude 7 workshops and
- Delivery of Te Papa Pacific Product Design Workshop.

Question 118:

What are the specific details re the concerns raised on page 27 of the annual report of the interim analysis of the Pacific Business environment re the sample sizes and also the integrity of the findings?

Answer 118:

The Ministry worked closely with Treasury and PBT in the development of the New Zealand Pacific Economy Report and support the key findings of the report. The questions raised about the sample size was shared with the steering group and it has been addressed in the report.

Question 119:

What was the dialogue with PBT and their response to the concerns raised by the Ministry from this interim analysis?

Answer 119:

The Ministry will work with PBT and Treasury to further analyse the findings of the report in more detail and explore with other key government agencies across the public sector, ways in which we can maximise the strengths that Pacific New Zealanders have shown through the data collected.

The New Zealand Pacific Economy report can be found here

<https://treasury.govt.nz/sites/default/files/2018-11/nz-pacific-economy-nov18.pdf>

Question 120:

What actions has the ministry agreed to in partnership with PBT in order to remedy those concerns raised?

Answer 120:

The Ministry is committed to working with PBT to ensure the best outcome for Pacific communities and businesses in New Zealand.

Question 121:

What actions, plans and goals are in place by the Ministry to achieve its goals of equal opportunities in the work place especially in relation to pacific leadership in the public sector?

Answer 121:

Internally the Ministry supports Tupu Tai and Tupu Toa internships, a policy graduate development programme for Pacific youth as well as a number of awards and secondments across the system.

The Ministry is also a part of the Papa Pounamu a Diversity and Inclusion Chief Executives group and our Chief Executive is the Chair of Pou Matawaka – the ethnic pay gap official's group. Both groups have a strong focus on increasing diversity in leadership across the public sector including Pacific.

The Ministry's Nominations Service maintains a database of skilled Pacific people who are available for appointment to state sector boards, advisory groups and committees. When board vacancies arise or specific requests from Ministers or agencies are received, the Ministry supports the nomination of Pacific people with relevant skills and experiences that match the requirements.

Question 122:

What conversations and agreements have been made across the public sector with other government departments in relation to equal opportunities for pacific leadership?

Answer 122:

The Ministry is a part of the Papa Pounamu a Diversity and Inclusion Chief Executives group and our Chief Executive is Chair of the Pou Matawaka – the ethnic pay gap official's group. Both groups have a strong focus on increasing diversity in leadership across the public sector including Pacific. The group is currently looking into qualitative research on lived experiences of public servants from diverse backgrounds completed -findings informing activities. A report is due by the end of 2018 and the team will look to implement any recommendations in 2020. It has also identified Pacific women's pay gap as a priority and will work across government to identify ways to help close this gap in 2019. Career Boards, and specifically Auckland Career Board plays a role in enhancing career opportunities for Pacific public servants.

Question 123:

What conversations and corresponding actions are in place to address the issue of Pay equity in roles within the organisation as noted in page 15 of the annual report?

Answer 123:

The Ministry supports diversity and inclusion initiatives across the system and has undertaken an analysis to understand the current state of our gender and ethnic pay gap to determine what needs to be done. Pay equity will be part of this analysis.

Our recruitment processes are sound and decisions around starting salary are discussed to ensure equal pay and pay equity issues are at the fore front. A review of all job descriptions and remuneration bands are underway, and unconscious bias training will be offered in the new year.

Question 124:

What succession developments plans does the Ministry have in place for recruitment into both the ministry and also the public sector as noted in page 15 of the annual report 'ensuring pacific success is about our talented pacific people flourishing and accomplishing in the workplace'?

Answer 124:

At a leadership level the Ministry participates in Career Boards, SSC's talent management process for functional and system leaders identifying and supporting those ready to move up now and in the next two to three years.

The Ministry also supports internships and graduate programmes and offers pastoral care for Pacific early in career.

Question 125:

As the Crown principal advisor on policies and interventions for achieving better outcomes for pacific people, can the ministry outline the scope of the ministries advisory roles across the public sector in the last year?

Answer 125:

The Ministry has been involved in a number of advisory groups across government.

The Ministry is the Crown's premier advisor on policies and interventions that improve better outcomes for Pacific Peoples in New Zealand. In every advisory role we are in, we ensure that we communicate the Pacific perspective into the development of these polices and interventions.

Question 126:

What was the breakdown of the responsibility in each of those advisory roles over the last year?

Answer 126:

Please refer to our response provided in question 125.

Question 127:

How does the Ministry measure the success of those advisory roles and what evidence affirms this?

Answer 127:

We see success when the Pacific perspective is adopted and incorporated into policies and interventions that will have an impact on Pacific People.

Question 128:

What are the learnings from these advisory roles and how would the ministry change the settings to improve the position and effectiveness of the advisory roles?

Answer 128:

We are working with key government agencies to ensure that we are part of the conversations in the initial phases of the development of key policies and interventions.

Question 129:

From the Polyfest Review 2018 what does the ministry see as its primary role in the future partnership with the Polyfest Trust?

Answer 129:

The Ministry has and will continue to be a supporter of the Polyfest Trust, and in particular the Trust's current and future activities which align with the achievement of Pacific Aotearoa, Lalanga Fou.

Question 130:

Does the ministry foresee any future financial contributions to the Polyfest Trust as it seeks to transition into the recommendations from the review?

Answer 130:

The Ministry looks forward to the Trust's adopting of the review recommendations towards the Trust's sustainability and future growth. A contribution will be made in the current financial year towards the Trust's transition, at this stage, to be completed at end of 2019/early 2020. Future financial contributions to the Polyfest Trust events and year-round activities will be assessed through the Ministry's contestable funding pools and/or base-line resourcing.

Question 131:

What is the Ministry view and desire for the future of the Pacific Employment and Entrepreneurship scheme given its successful results as noted on page 24 of the annual report?

Answer 131:

Thank you for recognising the successful results. Subject to funding over the next three years, the Pacific community are keen to see the Pacific NEET programme rolled out into regions and the wider Auckland, Wellington and Christchurch.

The Ministry has developed an agile model that can be replicated and launched with sufficient funding in place. This model will cater to both regions and metropolitan cities. This can be achieved separately or together.

Question 132:

What have been the challenges with the other Pacific NGO's in processing through to registration as CHP's, page 26 annual report?

Answer 132:

The key challenge in progressing Pacific NGO's through to registration has been to build their experience to be able to deliver social housing provision for Pacific peoples. To meet CHP registration requirements set by the Community Housing Regulatory Authority the Pacific NGOs must show capacity in:

- Governance
- Management
- Financial viability
- Tenancy management and
- Property and asset management.

Pacific NGO's having limited experience in delivering social housing. This challenge has resulted in more time to establish new entities with housing policies separate from their existing structures, individual housing plans, developing financial viability and building the case to show Pacific NGO's can successfully manage social housing properties.

Question 133:

What is the plan for the future to progress these NGO's and other potential providers to become registered CHP's?

Answer 133:

The Ministry's funding is limited to supporting the current Pacific NGOs which are Alliance Community Initiatives Trust, Cook Island Development Agency New Zealand and Totara Seed Trust. The Pacific Housing Network administered by Community Housing Aotearoa provides support to other Pacific NGO's by providing a platform and an opportunity to share information, and work together in the social housing sector and/or towards CHP registration.

Question 134:

Can the Ministry report on the progress of PEC and what roles the Ministry plays in monitoring the organisation?

Answer 134:

The Ministry does not have a monitoring role with PEC.

PEC has undergone a number of key internal changes in the last financial year to address key challenges around funding and sustainability, in order for the organisation to continue to provide advocacy, leadership and delivery of Pacific community languages. The Ministry retains an ex-officio representation on the Board, and regular meetings with the Director and Board Chair.

Question 135:

What concerns were previously raised regarding PEC and how are they being addressed?

Answer 135:

The Ministry is not aware of any irregularities with PEC. Any concerns are addressed on a case by case basis.

Question 136:

What targets and plans have been in place to ensure the success of PEC into the future?

Answer 136:

The Ministry has an agreement in place with PEC to steward the government's \$438,000.00 (exc.gst) funding with key deliverables, with monthly and quarterly reporting requirements.

The Ministry continues to play its role in ensuring appropriate board appointments are recommended to the Minister with the appropriate governance, expertise and skills required.

The Ministry continues to work in partnership with PEC Board Chair and Director, around PEC's contribution to the realisation of the Ministry's new Pacific Aotearoa Goals and in particular, Goal 1: Thriving Pacific Languages, Cultures and Identities.

Question 137:

Can the Ministry present a breakdown of the process and progress of the pacific World War one memorial?

Answer 137:

No.

The process has been led by the Ministry of Culture and Heritage and sponsored by the Ministry of Foreign Affairs.



**MINISTRY FOR PACIFIC PEOPLES
RESPONSES TO
2018/19 ANNUAL REVIEW**

Released under the Official Information Act

**Responses to written questions 1-111 provided by the
Chief Executive – Ministry for Pacific Peoples to the
Social Services and Community Committee on 5 February 2019**

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Released under the Official Information Act

RESTRUCTURING/REVIEWS

Question 1:

What restructuring occurred during 2018/19 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

Answer 1:

2018/19

No restructuring occurred during 2018/19.

2017/18

The Ministry started a change management process to put a new structure in place for the organisation. This was due to findings from the PIF report and a number of vacancies and changes at the senior level. The process began in May 2017 and was completed in September 2018.

Specific objectives for the change were to:

- Create an agile and connected organisation that is more responsive to our changing environment
- Further respond to the PIF and communications review recommendations to enable the Ministry to fulfil its system leadership role
- Increase alignment and coordination of corporate functions to more effectively support the needs of the Ministry in smarter and more collaborative ways
- Increase programme coordination and support and community facing capacity in the regional partnerships function to streamline and target community engagement delivery.

There were five roles impacted during the process. Three of five were reassigned and two choose redundancy at the cost of \$65,139.86 to the Ministry.

2016/17

No restructuring occurred during 2016/17.

2015/16

The Ministry completed a review of its Ministerial function to assess the capability (skills and experience) required to effectively support the Minister's office and further develop its nominations programme for crown appointed boards. Two new roles were established (and two disestablished) as a result of the review and filled by current staff. No staff redundancies occurred from the review or change.

Question 2:

Was any work conducted around mergers with other agencies in the 2018/19 year? If so, for each such project, what agencies were being considered for mergers?

Answer 2:

No work was done around mergers of departments, ministries or other government funded agencies during the 2018/19 financial year.

2018/19 ANNUAL REVIEW OF THE MINISTRY FOR PACIFIC PEOPLES

Question 3:

Was any rebranding undertaken in the 2018/19 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous four financial years?

Answer 3:

Please refer to the table below for the 2018/19 financial year.

2018/19

From 1 July, the Pacific Employment Support Services (PESS) was re-branded as Tupu Aotearoa. The total cost of this work was \$18,150.00. A breakdown of costings is provided in the table below.

WHO	WORK UNDERTAKEN	COST
Design agency	Discovery – research into the background of the existing service and its journey into the future, review core audience groups, identify the digital and print touchpoints and ideate the direction for the future narrative.	\$2,310.00
Design agency	Define – crafting the narrative for the rebrand ensuring a Pacific lens and design principles are incorporated from the outset.	\$3,300.00
Design agency	Design – Design concepts for the digital and print visual identity and extended visual language.	\$8,910.00
Design agency	Delivery – Final visual identity and assets with a brand style guide and suite of agreed design assets.	\$3,630.00
TOTAL		\$18,150.00

No rebranding was undertaken in the 2017/18 or 2016/17 financial years.

In the 2015/16 financial year the Ministry underwent a name change to the Ministry for Pacific Peoples. This included associated branding and logo changes. The Ministry spent \$10,000 for this work. A breakdown of costings is provided in the table below. There was no other rebranding for the previous five financial years.

WHO	WORK UNDERTAKEN	COST
Contractor for Maori consultation	Development of Te Reo translation for the Ministry of Pacific Island Affairs, and narrative of historic dealings of Ngati Whatua and Waikato Tainui with Pacific migrants.	\$2,000
Designer 1	Payment for logo and purchase worth of equipment or software licenses	\$1,500
Designer 2	Payment for logo and purchase worth of equipment or software licenses	\$1,500
Manukau Institute of Technology	Sponsorship of equipment for creative arts school	\$1,000
Two designers	Secondment to the Ministry for 80 hours at \$25 per hour to complete the style guide. \$2,000 per person.	\$4,000
TOTAL		\$10,000

Question 4:

Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation
- The reason for the inquiry/investigation
- The expected completion date

Answer 4:

No

Question 5:

How many reviews, working groups, inquiries or similar does the department operate or participate in? Please list by title.

Answer 5:

None

Question 6:

For each review, working group or inquiry, what is the estimated cost for 2018/19, 19/20, 20/21 and 21/22?

Answer 6:

See response to Question 5.

Question 7:

For each review, working group or inquiry, what are the key dates and milestones including start dates, regular reporting dates, and end dates?

Answer 7:

See response to Question 5.

Question 8:

For each review, working group or inquiry how many departmental staff are involved by head count and by FTE?

Answer 8:

See response to Question 5.

Question 9:

For each review, working group or inquiry what reports, briefings or documents have been produced? Please list by title and date produced.

Answer 9:

See response to Question 5.

BUDGET INITIATIVES

Question 10:

For each new spending initiative introduced over the last seven Budgets (ie, Budget 2012, Budget 2013, Budget 2014, Budget 2015, Budget 2016, Budget 2017 and Budget 2018), what evaluation has been undertaken of its effectiveness during 2018/19 and what were the findings of that initiative? Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

Answer 10:

Budget 2018/19

Pacific Employment Support Service

In August 2019, the Annual Evaluation confirmed outcomes and financial results for 2018-19 following the financial year-end reconciliation process. After eight years of services, the programme has delivered the following results:

- 2,650 Pacific People's participated in the programme to prepare them for work and / or training (increase of 33% from 2017/18)
- 1,319 placements into employment (23% increase)
- 316 sustainable employment outcomes of over 12-months continuous employment (37% increase)
- 819 placements into training (19% increase) and 231 completed training qualifications (63% increase)

Budget 2017/18

Pacific Employment Support Service

In August 2018 the Programme Evaluation confirmed outcomes and financial results for the 2016-18 programme following the financial year-end reconciliation process. Over seven years the programme has delivered excellent results:

- More than 2,000 Pacific Youth have completed PESS programme activities to become ready for work and / or ready to undertake further training
- 1,072 placements into employment
- 231 sustainable employment outcomes of over 12-months continuous employment¹
687 placements into training and 142 completed training qualifications¹.

¹ Measured from 2014 onwards

Budget 2016/17

Tolosa Scholarships

\$0.300m from 2016/17 onwards to allow the continuation and expansion of the Tolosa Scholarships programme which support Pacific students to study STEM (science, technology, engineering, maths) subjects.

Programmes funded from this appropriation are being monitored for accountability purposes, this will be completed by 30 June 2018 for the Tolosa Kenese Club and aspects of the Tolosa Community Fund.

Pacific Employment Support Service

\$1.150m from 2016/17 onwards for the Pacific Employment Service programme aimed at improving training and employment opportunities for Pacific youth.

The 4-year programme began in September 2016 and the mid programme evaluation is planned for completion by end of June 2018.

Project Tatupu

\$0.250m in 2016/17 only to investigate regional housing and employment opportunities for Pacific people. This one-off funding allowed the completion of an independent feasibility study, which was published on the Ministry's website. The study found that under certain conditions there were potential benefits in regional labour and housing markets for some Pacific families currently living in Auckland. The study continues to inform the Ministry's engagement with mainstream agencies delivering programmes in housing and employment areas.

Pacific Cultural Centre

\$0.250m in 2016/17 only to study the viability of a Pacific Cultural Centre in Auckland. This one-off funding allowed the completion of an independent feasibility study, which was published on the Ministry's website. The study found that there was unmet demand in the cultural tourism area, and that the revenue from this market could make a Pacific Cultural Centre financially self-supporting in the longer term. The study continues to inform the Ministry's engagement with urban and economic development agencies in Auckland.

Budget 2015/16

Extension of Pacific Employment Support Service Programme 2015

An evaluation of the 2014/15 work was undertaken in 2015/16. The evaluation monitored progress against the targets against the core outcomes.

A new category of "Rollover Clients" was introduced to enable providers to work with existing clients to achieve employment outcomes. A new outcome of 12 months continuous employment was introduced for Rollover Clients to encourage ongoing post-placement support and assist to calculate long term savings to Government.

Analysis of the outcomes achieved (including projected accruals) for 2014-15 clients revealed that:

- an additional 274 new unique and eligible Pacific Youth participated in the programme and achieved 225 placements into employment or training;
- 271 Participations (85% of target) and 270 Completions (90% of target) were achieved;
- total employment placements are projected to reach 118, achieving 52% of the target of 220;
- total training placements are projected to reach 107 – 86% of the target of 125; and
- sustainable employment (> 6 months continuous employment) for individual clients are projected to reach 91 – 58% of the target of 156.

Budget 2014/15

Pacific Employment Support Service

The PESS programme identified a core goal to achieve 500 employment placements for Pacific Youth.

The overall programme was very successful and has exceeded expectations against a range of challenging targets. Analysis of the outcomes achieved reveals that:

- Total employment placements were 559 and included placements into new jobs with new employers in roles involving higher skills and / or higher pay;
- Total individual client training placements achieved was 315 – 63% of the target of 500.
- 403 individual Pacific youth projected to achieve sustainable employment (more than 6 months continuous employment) by 31 December 2014 – exceeds the target of 400.
- 80% of individual clients placed into employment achieved sustainable employment.
- 63% (723) of the 1150 individual clients enrolled into PESS were successfully placed into employment and training

Implementation of a new Operating Model

The Ministry's operating model was implemented from June 2014. The Ministry participated in a Performance Improvement Framework (PIF) review in the first quarter of 2016/17 to evaluate progress with the operating model and wider organisational changes initiated in 2014/15-2015/16.

Budget 2013/14

There were no new spending initiatives in Budget 2013/14.

COST AND SERVICE CHANGES

Question 11:

What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

Answer 11:

For the 2018/19 financial year, the Ministry's Output Plan with the key outputs agreed to with the Minister is enclosed for information.

The Ministry regards its Annual Report for the year ending 30 June 2018 as the primary public document that reports on key achievements and costs for deploying these outputs.

The Ministry's Annual Report can be found at the link below on the mpp.govt.nz website:

<https://www.mpp.govt.nz/assets/Uploads/MPP9879-AR-2019-FINAL-compressed.pdf>

Question 12:

What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

Answer 12:

As part of the Budget 2019 process, \$0.250million was reprioritised from the Promotions and Business Development appropriation.

Question 13:

What programmes or projects, if any, were delayed in the 2018/19 financial year and what was the reason for any delay in delivery or implementation?

Answer 13:

There were none.

Question 14:

How much funding for specific projects, policies or programmes has been carried forward from the 2018/19 financial year to the current financial year? For each, please provide the following details:

- Name of project, policy or programme
- Amount of funding brought forward
- Amount of funding already spent
- Amount of funding originally budgeted for the project
- Estimation completion date.

Answer 14:

None

Question 15:

How many projects or contracts that were due to be completed in 2018/19 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2018/19?

Answer 15:

Please refer to the table below:

Project name	Establish a framework for new language support functions
Total budgeted cost	Ongoing
Actual cost	Ongoing
Purpose	To promote Pacific language revitalisation and maintenance to ensure there is increased awareness, growth in the number of speakers and Pacific languages are highly valued. For Pacific peoples, language, culture and identity are inextricably linked with their health, wellbeing and life-long success.
Why it was not completed in 2018/19	A work programme needed to be completed before the development of the framework for establishing the new language functions within the Ministry. The work programme has now been finalised and work on the framework has commenced.

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Project name	Contemporary Report (Policy)
Total budgeted cost	Nil
Purpose	To update the Contemporary Report (the Report) which was first published in 2016. The Report will offer a present-day snapshot of the Pacific people's population in NZ. Information from various data sources, including the 2018 Census, are brought together into one easily accessible document and highlights the current statistical position of Pacific people's in NZ.
Why it was not completed in 2018/19	The Report relies significantly on the 2018 Census data, however there was a significant undercount of the 2018 Census. Statistics NZ were to release information in September 2019, including general and Maori population counts, general and Maori electorates and census totals. It was not yet clear how much of this data will have a Pacific ethnic breakdown.

Project name	Kau Tuli Advisory Group
Total budgeted cost	\$28,000.00
Actual cost	Nil
Purpose	<p>Purpose of Kau Tuli is to support the Ministry to demonstrate:</p> <ul style="list-style-type: none"> • Ministry's core values • Commitment to Goal 4 of Lalanga Fou "Confident, thriving and resilient Pacific young people" through the youth wellbeing initiative outlined in the Ministry's 2019/20 Output Plan • Commitment to its mission of "Effecting positive change for Pacific peoples" through developing Pacific young leaders and advisors in inform its work"
Why it was not completed in 2018/19	The Kau Tuli Advisory group was not set up due to competing priorities.

USER CHARGES

Question 16:

What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous financial year?

Answer 16:

The Ministry did not collect any user charges in the 2018/19 financial year nor did it for the previous financial year.

PROPERTY/CAPITAL WORKS

Question 17:

How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous four financial years?

Answer 17:

The Ministry budgeted \$100,000 in the 2018/19 year through its Permanent Legislative Authority. It spent \$40,000. The previous four financial years are provided in the table below.

Year	Spend	Budget
2018/19	\$40,000	\$100,000
2017/18	\$81,000	\$100,000
2016/17	\$67,000	\$100,000
2015/16	\$549,000*	\$650,000
2014/15	\$93,000	\$115,000

*The Ministry's spend in 2015/16 was mostly made up of the final phase of capital and operating investment to support the new operating model.

Question 18:

What land, building, and other assets were sold in 2018/19? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous four financial years?

Answer 18:

2018/19

No assets were sold in 2018/19.

2017/18

In 2017, the Ministry disposed of a Motor Vehicle, which was deemed irreparable after an accident. The Ministry received \$22,000 (plus GST of \$3,000) in July 2018 from its insurer as settlement for the claim. As per the terms of the policy, the insurer took possession of the vehicle.

The Ministry disposed of no assets in the previous three years.

Question 19:

How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous four financial years?

Answer 19:

Please refer to the information provided in the tables below:

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National Office (and Central Regional Office prior to Feb 2016):

Building	ASB Building, 101 – 103, The Terrace			
Lease Periods	Jul 17 – Jun 19	Mar 16 – Jun 17	Jul 15 – Feb 16	July 09 – Jun15
Area leased	676m ²	676m ²	1250 m ²	1250 m ²
Annual cost	\$199,553	\$199,553	\$324,714	\$373,421
Cost per m2	\$295	\$295	\$260	\$299

Central Regional Office

Building	TPK House, Porirua	46-50 Bloomfield House, Lower Hutt	
Lease Periods	Feb 18 – June 19	Jul 17 – Jan 18	Feb 16 – Jun 17
Area leased	Co-location	Co-location	Co-location
Annual cost	\$79,540	\$15,264	\$15,264
Cost per m2	N/A	N/A	N/A

Figures provided by TPK. The TPK House increase includes Fit Out Costs spread over the term of the lease.

Northern Regional Office

Building	Manukau	Springs Road East Tamaki			
Lease Periods	Jul 18 – Jun 19	Jul 17 – Jun 18	Jul 16 – Jun 17	Jul 15 – Jun 16	Jul 14 – Jun 15
Area leased	Co-location	Co-location	347m ²	347m ²	347m ²
Annual cost*	\$92,500	\$92,500	\$82,066	\$82,066	\$82,066
Cost per m2	N/A	N/A	\$237	\$237	\$237

* Excludes Opex catchup payments

Building	Auckland Policy Office				
Lease Periods	Jul 18 – Jun 19	Jul 17 – Jun 18	Jul 16 – Jun 17	Jul 15 – Jun 16	Jul 14 – Jun 15
Area leased	Co-location	Co-location	Co-location	Co-location	-
Annual cost*	\$5,000	\$24,800	\$24,800	\$31,207	-
Cost per m2	N/A	N/A	N/A	N/A	-

* Before 2015/16, the State Services Commission absorbed the cost. From July 2016, they charged the Ministry on a co-location basis for two seats.

Southern Regional Office

Building	120 Hereford St, Christchurch*		66A Magdala Place		
Lease Periods	Jul 18 – Jun 19	Jul 17 – Jun 18	Jul 16 – Jun 17	Jul 15 – Jun 16	Jul 14 – Jun 15
Area leased	Co-location	Co-location	80m ²	80m ²	80 m ²
Annual cost	\$35,151	\$38,531	\$18,647	\$18,647	\$18,261
Cost per m2	N/A	N/A	\$233	\$233	\$228

* Integrated Government Accommodation

Question 20:

Were any of your offices relocated in 2018/19? In each case please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous four financial years.

Answer 20:

Please refer to table below.

Year	Relocation	Cost
2018/19	-	Nil
2017/18	From 46-50 Bloomfield House, Lower Hutt to TPK House, 12 Hagley St, Porirua	\$3,254
	7 Springs Rd, East Tamaki to TPK House, 9 Ronwood Ave, Manukau	\$3,450
2016/17	-	Nil
2015/16	Christchurch Office – 66A Magadala Pl to 120 Hereford St	\$34,799
2014/15	-	Nil

The 2015/16 costs comprise:

Architecture and Property services	\$23,137
Legal services	\$1,500
Moving costs	\$7,177
Signage	\$2,985
Total Relocation Costs	\$34,799

Question 21:

How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2018/19 financial year? For each, please provide the following details:

- A description of the renovation carried out
- Location of the project
- Name of provider(s) or manufacturer(s)
- Type of product or service generally provided by the above
- Cost of the project
- Completion date
- Whether tenders were invited, if so, how many were received
- List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

Answer 21:

The Ministry did not pay for renovation, refurbishment or redecoration that cost more than \$5,000 in the 2018/19 financial year.

Question 22:

What offices were closed in 2018/19 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous four financial years?

Answer 22:

No offices closed in 2018/19 or in the previous four financial years.

Question 23:

What offices did your department, agency or organisation open in 2018/19 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous four financial years?

Answer 23:

No offices were opened in 2018/19 or in the last four financial years.

Question 24:

How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2018/19 financial year listed by new and former opening hours, date of change, and location?

Answer 24:

The Ministry did not reduce the opening hours of its regional offices during 2018/19.

Question 25:

How many vehicles did your department, agency or organisation own during the 2018/19 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Answer 25:

As at 30 June 2019, the Ministry owns eight cars in total. Further details on model, year and location are provided below including for the previous four financial years.

2018/19

Make and Model	Year	Primary Location
Hyundai Tucson	2018	Porirua
Hyundai i40 wagon	2017	Auckland
Hyundai Elantra	2015	Auckland
Hyundai Elantra FL 1.8	2015	Auckland
Hyundai i40 wagon	2014	Porirua
Hyundai i40 wagon	2014	Christchurch

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Hyundai Elantra	2015	Auckland
Mazda	2010	Christchurch

2017/18

Make and Model	Year	Primary Location
Hyundai Tucson	2018	Porirua
Hyundai i40 wagon	2017	Auckland
Hyundai Elantra	2015	Auckland
Hyundai Elantra FL 1.8	2015	Auckland
Hyundai i40 wagon	2014	Porirua
Hyundai i40 wagon	2014	Christchurch
Hyundai Elantra	2015	Auckland
Mazda	2010	Christchurch

2016/17

Make and Model	Year	Primary Location
Hyundai Elantra	2015	Auckland
Hyundai Elantra	2015	Auckland
Hyundai i40	2014	Hutt
Hyundai i40	2014	Christchurch
Hyundai Elantra	2015	Auckland
Hyundai i40	2015	Auckland
Mazda	2010	Christchurch

2015/16

Make and Model	Year	Primary Location
Mazda 2	2010	Auckland
Mazda 2	2010	Auckland
Hyundai i40	2012	Christchurch
Hyundai i40	2014	Hutt
Hyundai i40	2014	Christchurch
Hyundai Elantra FL 1.8 A6	2015	Auckland
Hyundai i40	2015	Auckland

2014/15

Make and Model	Year	Primary Location
Mazda 2	2010	Auckland
Mazda 2	2010	Auckland
2007 Ford Mondeo Wagon (Leased)	2011	Christchurch

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Hyundai i40	2014	Wellington
Hyundai i40	2014	Christchurch
Hyundai Elantra FL 1.8 A6	2015	Auckland
Hyundai Elantra FL 1.8 A6	2015	Auckland
Hyundai i40	2015	Auckland

Question 26:

What was the total amount spent on purchasing vehicles during the 2018/19 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

Answer 26:

Nothing was spent on purchasing vehicles during the 2018/19 financial year. The table below provides the spend on vehicles for the previous four financial years and the office they are assigned to.

Financial Year	Amount	Vehicle Model	Office
2017/18	\$25,037	2018 Hyundai Tuscon	Porirua
2017/18	\$29,341	2017 Hyundai i40 Wagon	Auckland
2016/17	Nil		
2015/16	\$22,766	2015 Hyundai Elantra	Auckland
2014/15	\$22,326	2015 Hyundai Elantra	Auckland
2014/15	\$22,326	2015 Hyundai Elantra	Auckland

Question 27:

Were any labour and/or contractor costs been capitalised into capital project costs during the 2018/19 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

Answer 27:

No

ICT

Question 28:

Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous four financial years?

Answer 28:

Yes, the Ministry's 'ICT Acceptable Use Policy' contains policy relating to the acceptable use of ICT networks and devices for staff. The use of personal email accounts to conduct Ministry business is a prohibited activity under this policy. There were no breaches identified or reported in the 2018/19 financial year or in the previous four financial years.

Question 29:

What IT projects, if any, were shelved or curtailed in the 2018/19 year and how much will have been spent on each project before it is shelved or curtailed?

Answer 29:

There were none.

Question 30:

What IT projects, if any, were completed or under way in the 2018/19 year? For each, please provide the following details:

- Name of project
- Initial estimated budget
- Initial estimated time frame
- Start date
- Completion date or estimated completion date.
- Total cost at completion or estimated total cost at completion.

Answer 30:

Please refer to the table below:

Name of project, policy or programme	Implementation of the Customer Relationship Management (CRM) tool
Initial estimated budget	\$60,000
Start date	April 2019
Completion date	June 2019
Total cost at completion	\$47,000

Question 31:

How much was spent for software licensing fees in the 2018/19 financial year and how does this compare with spending in each of the previous four financial years?

Answer 31:

Please refer to the table below:

YEAR	COST
2018/19	\$75,701
2017/18	\$36,840
2016/17	\$16,978

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2015/16	\$14,312
2014/15	\$11,936

The significant increase in 2018/19 over 2016/17 and 2017/18 was attributable to increased IT Security software licensing.

Question 32:

How many websites did your department, agency or organisation run in 2018/19 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

Answer 32:

The Ministry supported two websites in 2018/19 at an annual cost of \$13,754. Please refer to the table below for details on the two websites.

Name	URL	Purpose	Established	Cost
Main Ministry website	www.mpp.govt.nz	Provides main information on the Ministry.	2001	\$13,574
Pacific Aotearoa	www.pacificaotea.org.nz	A site to bring life to the voices of our Pacific communities, that also reflects the Ministry new Vision and goals.	2018	\$180

Question 33:

How many data security issues were identified in 2018/19 and how many data security issues were there in each of the previous four financial years? If there were breaches, what were they, how were these addressed and what are the titles of any reports into them? What involvement, if any, was there from either the GCSB or the National Cyber Security Centre?

Answer 33:

No data security issues were identified in the 2018/19 financial year or reported in the previous four financial years. The Ministry has been proactive in identifying risks and working with the Government Chief Digital Officer, the Government Communications Security Bureau, the National Cyber Security Centre and the CERT NZ guidelines.

Question 34:

How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2018/19 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous four financial years?

Answer 34:

None

REPORTS, PLANNING, AND EVALUATION

Question 35:

Please provide a list of all reports that were prepared in 2018/19 relating to:

- baseline update (if applicable)
- value for money
- savings identified

Answer 35:

The following reports were prepared during 2018/19:

- Annual Report 2017/18
- Main and Supplementary Estimates of Appropriations
- March 2019 Baseline Update and
- October 2018 Baseline Update

Question 36:

Please provide copies of the current work plan.

Answer 36:

A copy of the Ministry's Output Plan for the 2018/19 financial year is enclosed.

The Ministry regards its Annual Report for the year ending 30 June 2019 as the primary public document that reports on the output plan.

The Ministry Annual Report link is sourced below:

<https://www.mpp.govt.nz/assets/Uploads/MPP9879-AR-2019-FINAL-compressed.pdf>

Question 37:

Please list projects and major policy initiatives progressed in 2018/19.

Answer 37:

Please refer to the response for Question 36.

Question 38:

Please provide copies of any reports made to the Minister in 2018/19 about performance against the agency or organisation's Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

Answer 38:

Please refer to the response for Question 36.

Question 39:

How many evaluations of policies or programmes were completed in 2018/19? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

Answer 39:

The following evaluation was completed in the 2018/19 period:

Name	Cost	Evaluator	Completed
2018-19 PESS Performance Review	\$36,215	Marlow Consulting Ltd	28 August 2018
Key Findings: <ul style="list-style-type: none"> • The 2018-19 performance and cumulative results over eight years demonstrate that the Tupu Aotearoa programme has been highly successful and remained relevant over a long period of time. • MPP, in conjunction with current providers has developed a sound platform capable of supporting successful expansion into regional and metropolitan areas outside Auckland • Overall programme savings to Government from reduced liabilities of \$45.17m against an investment of \$8.2m programme costs. • Return on investment is \$11.52 for each \$1 invested in employment services from 2016-19. • Attributing to increased capability the average cost per placement is trending down: <ul style="list-style-type: none"> ○ From 2010-2019 the average cost per placement for 2,210 placements into employment or training is \$3,704 ○ For the three years from 2016-19, the cost was \$3,332 ○ For 2018-19, the cost was \$3,126 per placement 			

Question 40:

What reviews of capability were started or completed in 2018/19? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will they be completed?

Answer 40:

None

Question 41:

Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2018/19 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

Answer 41:

Please refer to the table below.

Name	Cost	Evaluator	Date completed
2018-19 PESS Performance Review	\$36,215	Marlow Consulting Ltd	28 August 2018
Key Findings:			
<ul style="list-style-type: none"> • The 2018-19 performance and cumulative results over eight years demonstrate that the Tupu Aotearoa programme has been highly successful and remained relevant over a long period of time. • MPP, in conjunction with current providers has developed a sound platform capable of supporting successful expansion into regional and metropolitan areas outside Auckland • Overall programme savings to Government from reduced liabilities of \$45.17m against an investment of \$8.2m programme costs. • Return on investment is \$11.52 for each \$1 invested in employment services from 2016-19. • Attributing to increased capability the average cost per placement is trending down: <ul style="list-style-type: none"> ○ From 2010-2019 the average cost per placement for 2,210 placements into employment or training is \$3,704 ○ For the three years from 2016-19, the cost was \$3,332 ○ For 2018-19, the cost was \$3,126 per placement 			

GIFTS AND EXTERNAL RELATIONSHIPS

Question 42:

What policies were in place in 2018/19 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 2018/19 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.

Answer 42:

The receipt of gifts is covered by the Ministry's *Hospitality, Gifts and Entertainment Policy* and is reviewed regularly. There were no changes made to the policy during the 2018/19 financial year.

Please refer to the tables below for gifts accepted by staff in the 2018/19 and 2017/18 financial years. Note that policy guidelines provided to staff around gifting, states that gifts with a value of less than \$50 do not need to be recorded on the Ministry's gift register.

Table showing a breakdown of gifts received in the 2018-19 Financial Year

Gift/Hospitality Accepted	Position of staff member who accepted	Estimated Value	Date received	Offered By
Tattoo Book	CE's Office	\$200	Jan 2019	MFAT
Book	CE's Office	\$100	May 2019	Samoan Language Week - VUW
Cash		\$100		
Gift Card	Manager Regional Partnerships Southern	\$60.00	17/2/2018	Kako Time – Teachers Union

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				Pacific Professional Development
White ceramic bowl with island pattern and University of Canterbury wooden sign	Manager Regional Partnerships Southern	\$50.00	1/6/2018	University of Canterbury
\$50 cash	Manager Regional Partnerships Southern	\$50.00	25/6/2018	Pasifika Power Up West Station
Multi Tool	ICT Services Manager	\$100	30/10/2018	Intergen
\$100 Mug Bangle	Manager Regional Partnerships Southern	\$120	1/11/18	Te Matua a Maui Workforce Series
Money in envelope for gratitude for presenting a Pacific specific Workshop	Manager Regional Partnerships Central	\$100	14/03/19	Charities Commission
Vase	Senior Advisor Regional Partnerships Central	\$120	16/05/19	Teachers Council of NZ
Painting/Artwork by Maureen Thirtle (NZ artist)	Ministry for Pacific Peoples	\$500	21/06/19	Andrew Nijse

Table showing a breakdown of gifts received in the 2017-18 Financial Year

Date gift / hospitality received	Recipient	Gift or Hospitality accepted	Offered By	Estimated Value
12 Sep 2017	Chief Executive	1 x Tongan Tapa in wooden frame	Wellington Tongan Language Council	\$600.00
12 Sept 2017	Chief Executive	1 x Tapa Cloth	Wellington Tongan Language Council	\$2,500
20 Sept 2017	CE's Office	1 x sculptured plaque	Victoria University	\$80.00
23 Oct 2017	CE's Office	2 x fans	Tuvalu Tamaliki & Matua	\$100
23 Nov 2017	CE's Office	1 x Elderberry & Kate Voucher	The Wellington Company	\$100
18 Dec 2017	CE's Office	2 x Gift Baskets	Skills Update	\$100
20 Dec 2017	CE's Office	2 x Gift Baskets	Skills Update	\$100
17 Feb 2018	Regional Manager, Southern	Gift Card	Koko Time – Teachers Union Pacific Professional Development	\$60.00
7 Mar 2018	General Manager Regional Partnerships	1 box of Corn Beef (12 tins of 3lb)	Samoan Methodist Church King Street Auckland	\$60
5 Apr 2018	Chief Policy Advisor	70 x 47 medium block print – Rangitoto Sunset Irina Velman	NZ Pasifika Principals Association	Unknown

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1 Jun 2018	Regional Manager, Southern	White ceramic bowl with island pattern and University of Canterbury wooden sign	University of Canterbury	\$50.00
25 Jun 2018	Regional Manager, Southern	\$50 cash	Pasifika Power Up West Station	\$50.00

Question 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.

Answer 43:

The giving of gifts is covered by the Ministry's *Hospitality, Gifts and Entertainment Policy*. There were no changes made to the policy during the 2018/19 financial year.

Please refer to the tables below relating to gifts the Ministry presented in the 2018-19 and 2017-18 financial years.

2018/19

Date given	10/08/2018
Recipient	TPK Regional Manager
Gift given	Throw, Chocolate & potted plant
Estimated value	\$85.00
Reason given	Departure gift

Date given	8/04/2019
Recipient	6 x Pou Matawaka Guest Speakers
Gift given	Various small gifts
Estimated value	\$184.94
Reason given	Gratitude for providing expertise to the workshop

2017/18

Date given	27/03/2018
Recipient	Adrian Orr – Governor of the Reserve Bank
Gift given	1x Tapa Cloth
Estimated value	\$2,500
Reason given	Gift presented at powhiri held at Reserve Bank NZ

Date given	4/12/2017
Recipient	Chair of the Assurance, Risk and Advisory Committee (ARAC)

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Gift given	1x Paua bowl and 1x MPP Island shirt
Estimated value	\$100
Reason given	Outgoing Chair of ARAC

Date given	24/10/2017
Recipient	Hon Alfred Ngaro (former Minister for MPP)
Gift given	1x Tapa Cloth
Estimated value	\$2,500
Reason given	Departing gift

Question 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.

Answer 44:

The giving of gifts to staff is covered by the Ministry's *Hospitality, Gifts and Entertainment Policy*. There were no changes made to the policy during the 2018/19 financial year.

No gifts were given in the 2018/19 or the previous financial year that were valued as equal to or greater than \$100.

Question 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.

Answer 45:

All staff are required to complete Declarations of Interest on an annual basis. No conflicts were identified for the 2018/19 and 2017/2018 financial years.

In 2016/17, there were two recordings of interest declared and in 2015/16 there was one interest declared, however all were signed off as having no conflict with the Ministry's objectives.

In the 2014/15 and 2013/14 financial years, there were no conflicts identified.

Question 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?

Answer 46:

Please refer to the table provided below:

Name	2018/19	2017/18	2016/17	2015/16	2014/15
Committee for Auckland	-	-	\$4,167	\$4,167	-
ComplyWith	\$3,920	\$3,730	\$3,550	-	\$3,550
-EEO* Trust	\$390	\$500	\$304	-	\$650
Leadership Development Centre	\$5,531	-	\$6,031	\$4,250	\$4,064
LIANZA	-	-	-	\$150	\$150
The Network of Public Sector Communicators	-	-	-	-	\$400
Institute of Public Administration New Zealand	\$520	\$520	\$569	\$1,745	\$495
Human Resources Institute of New Zealand	-	-	\$1,080	\$1,841	\$1,170
Public Relations Institute of NZ	-	-	\$368	\$320	-
Transparency International NZ Inc	-	-	\$1,000	\$1,000	\$1,000

*Equal Employment Opportunities Trust. (Now the Central Fund for Diversity Networks Support)

INVOICES AND PROCUREMENT

Question 47:

How many penalties for late payment of an invoice were incurred in the 2018/19 year and what was the total cost of that. How does this compare to each of the previous four financial years?

Answer 47:

There were no penalties for late payment of an invoice in the 2018/19 year or for the previous four financial years.

Question 48:

How many and what proportion of invoices and bills received in the 2018/19 financial year were not paid on time, and how does this compare to each of the previous four financial years?

Answer 48:

The Ministry had no late payments for 2018/19 year or for the previous four financial years.

ADVERTISING, POLLING, AND PUBLIC RELATIONS

Question 49:

What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- Who conducted the work
- When the work commenced
- When it was completed (or due to be completed)
- Estimated total cost
- Whether tenders were invited; if so, how many were received.

Answer 49:

As part of the Ministry's business as usual operations, staff engage with members of the community about a range of subjects and does not generally carry out any formal poll, surveys or market research. The Ministry does have a Survey Monkey account and we have captured some feedback from events by way of a survey. The total cost for this subscription over the 2018/19 financial year was \$516.00.

Question 50:

How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous four financial years?

Answer 50:

Please refer to the table provided below:

Year	Spend
2018/19	\$98,865
2017/18	\$107,541
2016/17	\$103,384
2015/16	\$78,399
2014/15	\$86,422

Question 51:

For each advertising or public relations campaign or publication conducted or commissioned in the 2018/19 financial year, please provide the following:

- Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- Who conducted the project
- Type of product or service generally provided by the above
- Date the work commenced
- Estimated completion date
- Total cost
- Whether the campaign was shown to the Controller and Auditor-General
- Whether tenders were or are to be invited; if so, how many were or will be received.

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Answer 51:

Please refer to the table provided below.

NAME OF PROJECT	PRIME MINISTER'S PACIFIC YOUTH AWARDS
Details of the Project	A project to attract young Pacific people to enter the Prime Minister's Pacific Youth Awards 2018 in one of eight categories.
Who is conducting the project	MPP
Type of product or service generally provided	Promotional activities through social media boosts, flyers and radio campaign
Dates – Commenced and estimated completion	May 2018 – September 2019
Cost (related to publicity)	\$9,756.43
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	PACIFIC LANGUAGE WEEKS PROMOTIONAL POSTERS
Details of the Project	Pacific Language Week Series. Pacific Language Week Series provide an opportunity for Pacific languages and cultures to be celebrated and promoted in many ways, some of those through song, dance, cultural events, speech competitions, and constitution day festivities. This is a series of 7 language weeks celebrated nationally and internationally of the Cook Islands, Fiji, Niue, Samoa, Tonga, Tokelau, Tuvalu Pacific languages and cultures.
Who is conducting the project	MPP in collaboration with Pacific Language Week Committees – membership comprising of Pacific leaders from each ethnic specific community representing their respective communities.
Type of product or service generally provided	MPP engages suppliers to create design, publication and print of each Language Week poster, graphics for promoting each respective week; and also Pacific community groups to plan and deliver the official launches and activities to support the celebration and promotion of Pacific languages and culture for each Language Week.
Dates – Commenced and estimated completion	July 2018 to June 2019
Cost (related to publicity)	\$7,700.75
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	TOLOA TERTIARY STEM SCHOLARSHIPS
Details of the Project	This programme awards tertiary fee scholarships to Pacific students. The purpose of the Scholarship is to encourage Pacific students to pursue studies in STEM subjects (science, technology, engineering, and maths) at tertiary level, increasing the number of Pacific peoples employed in STEM careers
Who is conducting the project	MPP

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Type of product or service generally provided	Promotional activities through social media boosts; emails to databases; part of Ministry's display stand at PolyFest and Pasifika Festival; open days at all offices; visits and marketing to tertiary institutions/colleges; website
Dates – Commenced and estimated completion	5 October open - 7 November 2018 applications closed online via website with social media platforms promotion of previous recipients
Cost (related to publicity)	\$21,544
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	Pacific Aotearoa / Tuli takes Flight
Details of the Project	Pacific Aotearoa was an opportunity to acknowledge the changing context for Pacific peoples in Aotearoa. It looked at ways to support current and future Pacific generations to be successful and to contribute, shape and maximise Pacific people's participation in the future of Aotearoa.
Who is conducting the project	MPP
Type of product or service generally provided	Engagements with wider Pacific communities across Aotearoa, key stakeholders and government
Dates – Commenced and estimated completion	July 2018 – ongoing
Cost (related to publicity)	\$22,008.25
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	Tupu Aotearoa
Details of the Project	The rebranding of the Pacific Employment Support Services (PESS) programme to Tupu Aotearoa. With the growth of the successful PESS programme it was important to invest in a brand and developing its values.
Who is conducting the project	MPP
Type of product or service generally provided	Design concepts and developments and logo and brand imagery
Dates – Commenced and estimated completion	February 2019 – 1 July 2019
Cost (related to publicity)	\$20,872.50
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	Annual Report
Details of the Project	The Annual Report is a key accountability document. It sets out the operating context, our strategic direction, what we aimed to achieve over the previous 12 months and what we did achieve-
Who is conducting the project	MPP

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Type of product or service generally provided	Design and layout of the Ministry's Annual Report (Report), to create the Report from concept through to final print ready files
Dates – Commenced and estimated completion	August 2018 – October 2018
Cost (related to publicity)	\$15,983.39
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

Question 52:

How many public relations and/or communications staff, contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? How does that compare with each of the previous four financial years? Provide a numerical and percentage breakdown of public relations or communications staff by employment status ie permanent, contractor/consultant, provider of professional service.

Answer 52:

A reliance on communications contractors in the 2018/19 year was required during a period of turnover, and difficulty recruiting into these positions.

Please refer to the tables below for 2018/19 and the previous four financial years.

2018/19

NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
4	67%	33%	Contract for Services x 1	\$40,973.75	
			Fixed Term x 1	\$20,000	
			Staff members x 4		\$212,020
			Total		\$272,994

2017/18

NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
3.0	49%	51%	Madison recruitment X1	\$55,576	
			Contract for Services X2	\$106,883	
			Staff members X2		\$156,739
			Total		\$319,198

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2016/17

NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
2.90	97%	3%	Staff Salaries		\$267,589
			1 X contract for service	\$3,540	
			2 X Madison Recruitment	\$6,274	\$15,915
			Total	\$9,814	\$283,504

2015/16

NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
3.25	84%	16%	Staff Salaries		\$315,912
			1 X contract for service	\$54,080	
			2 X Madison Recruitment	\$5,930	
			Total	\$60,010	\$315,912

2014/15

NO. OF STAFF (FTE)	PERMANENT STAFF % *	CONTRACTOR STAFF % *	CONTRACT PROVIDER	TOTAL (\$) CONTRACTOR	TOTAL (\$) SALARY
3.0	90%	10%	Staff Salaries		\$245,000
			One Individual invoiced directly	23,821	
			Total	\$23,821	\$245,000

Question 53:

How much was spent in 2018/19 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, polices or marketing? How did this compare to each of the previous four financial years? For each invoice over \$1,000 in 2018/19 please provide the item purchased, the amount purchased, costs and the intended use.

Answer 53:

Please refer to the table below.

Year	Amount
2018/19	\$15,782
2017/18	\$28,551

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2016/17	\$15,777
2015/16	\$13,250
2014/15	\$13,732

The 2018/19 spend was comprised of:

- 62 T-shirts costing \$1,155
- 4 Banners costing \$1,195
- Fans & posters for Pacific Aotearoa costing \$9,660.88
- Pacific Festivals fans costing \$3,772

Question 54:

How many press releases, if any, were released in the 2018/19 financial year? How many were released in each of the previous four financial years?

Answer 54:

Nil

OFFICIAL INFORMATION AND PRIVACY

Question 55:

In 2018/19, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous four financial years?

Answer 55:

The Ministerial Services business unit based in the Ministry's Head Office in Wellington is responsible for supporting and processing information requests for the responsible portfolio ministers.

Due to the small number of staff in this cohort and to ensure the privacy of the individuals, breakdown of salary costs is not provided.

Please refer to the table below for financial years and number of staff.

Year	# of staff
2018/19	2
2017/18	2
2016/17	2
2015/16	2
2014/15	3

Question 56:

What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2018/19? What were these numbers for each of the previous four financial years?

Answer 56:

The table below reflects the number of OIA requests made to the Ministry. In addition to these requests the Ministry has also assisted with information for Ministerial OIA requests.

Year	OIA's Received	Response Time	Transferred	Declined
2018/19	48	32 – Within 20 working days 13 – Ministerial requests 1 – After 20 working days 2 – Extensions requested	-	5 – as the information did not exist
2017/18	37	16 – Within 20 working days 17 – Ministerial requests 1 – After 20 working days 1 – Extension requested 2 – Withdrawn	2	-
2016/17	22	15 – within 20 working days 3 – Ministerial requests 1 – Withdrawn	2	1 - as the information did not exist
2015/16	32	28 – within 20 working days 1 – extension requested due to the scope of the request 1 – Ministerial request 2 – after 20 working days	1	-
2014/15	33	33 – responded to within 20 working days	-	2

Question 57:

What was the average response time for Official Information Act Requests during 2018/19? What was this number for each of the previous four financial years?

Answer 57:

The table below provides the average response time to Official Information Act requests for 2018-19 and the previous four financial years.

Year	Average Response Time
2018/19	16.7 days
2017/18	16.8 days
2016/17	18.3 days
2015/16	19.5 days
2014/15	16.4 days

Question 58:

How many complaints were received under the Privacy Act or Official Information Act during 2018/19 broken down by whether each has been upheld, dismissed, or still under investigation? How does this compare to each of the previous four financial years?

Answer 58:

Please refer to the table below for the number of complaints received by the Ministry.

Year	Complaints received	Complaints received through	Outcome
2018/19	1	Ombudsman Office	Complaint was closed, no investigation undertaken
2017/18	2	Ombudsman Office	Both complaints were closed, and no investigations were undertaken
2016/17	Nil	Not applicable	Not applicable
2015/16	Nil	Not applicable	Not applicable
2014/15	Nil	Not applicable	Not applicable

Question 59:

What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

Answer 59:

No Official Information requests, received directly by the Ministry, require Ministerial clearance.

It is the Ministry's practice of 'no surprises' that all Official Information requests are sent to the Minister's Office for their information. This practice has not changed since the new government was sworn in.

Question 60:

Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

Answer 60:

All information requests are treated the same, irrespective of the requestor.

Question 61:

What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2018/19?

Answer 61:

None.

Question 62:

Were any privacy issues identified in the 2018/19 financial year and in the previous four financial years? If so, what were they and what are the titles of any reports into them?

Answer 62:

No. There were none for the last four financial years.

PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS**Question 63:**

How many staff positions in the policy area were left unfilled in the 2018/19 financial year broken down by policy area in total? How did that compare with each of the previous four financial years? How is the agency or organisation continuing to carry out work in the absence of staff in these positions?

Answer 63:

The table below identifies policy vacancies for the 2018/19 year and the last four financial years.

Year	Unfilled Positions
2018/19	0
2017/18	1
2016/17	2
2015/16	0
2014/15	2

Question 64:

How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous four financial years? Please breakdown by:

- Role (e.g. policy/admin/operational)
- Classification (full and part-time)
- Office (e.g. geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

Answer 64:

The tables below provide a breakdown of permanent staff by location and role for the 2018/19 year and figures for the last four financial years.

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate and Administration	14	14	-
Policy and Research	9	9	-

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Operations	4	4	-
Auckland			
Corporate and Administration	1	1	-
Policy and Research	3	2	1
Operations	9	9	-
Christchurch			
Policy and Research	1	1	-
Operations	3	3	-
Total	44	43	1

**This table excludes staff on fixed term contracts or secondment and is based on figures as at 30 June 2019*

2017/18

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate and Administration	12	11	1
Policy and Research	9	9	-
Operations	4	4	-
Auckland			
Corporate and Administration	1	1	-
Policy and Research	3	3	-
Operations	9	9	-
Christchurch			
Policy and Research	1	1	-
Operations	3	3	-
Total	42	41	1

**This table exclude staff on fixed term contracts or secondment*

2016/17

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	8	8	-
Policy & Research	10	10	-
Operations	4	4	-
Auckland			
Corporate & Administration	1	1	-
Policy & Research	2	2	-
Operations	7	7	-
Christchurch			
Operations	2	2	-
Total	34	34	-

2015/16

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	8	8	-

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Policy & Research	9	9	-
Operations	4	4	-
Auckland			
Corporate & Administration	1	1	-
Policy & Research	3	3	-
Operations	6	6	-
Christchurch			
Operations	2	2	-
Total	33	33	-

2014/15

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	10	10	-
Policy	4	4	-
Operations	5	5	-
Auckland			
Corporate & Administration	1	1	-
Policy	3	3	-
Operations	7	7	-
Christchurch			
Operations	3	3	-
Total	33	33	

Question 65:

Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2018/19 and each of the previous four financial years, by age and gender.

Answer 65:

The tables below provide a breakdown of permanent staff by location, function and gender for the 2018/19 year and figures for the previous four years. Note that previously we did not record age over the past six years. For the last three years, we have included a table with break-down by age group below.

2018/19

The table below includes demographics by age and gender.

Regions & Roles	20-29		30-39		40-49		50-59		60 +		Total
	M	F	M	F	M	F	M	F	M	F	
Wellington											
Corporate and Administration		1	1	4		5	1			1	13
Policy and Research		5		2	2						9
Operations			1			1	1	1			4

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Auckland											
Corporate and Administration								1			1
Policy and Research					1	1					2
Operations		2	2	1	2	1		1			9
Christchurch											
Policy and Research					1						1
Operations		1				1	1				3
Total		9	5	7	6	9	3	3		1	43

The table above excludes fixed term, seconded or casual employees and the CE.43 staff members accounted for and 1 staff member is under the age of 20 years old.

2017/18

The table below includes demographics by age and gender.

Regions & Roles	20-29		30-39		40-49		50-59		60 +		Total
	M	F	M	F	M	F	M	F	M	F	
Wellington											
Corporate and Administration				1	1	5	1	3		1	12
Policy and Research		3		2	3	1					9
Operations			1			1	1	1			4
Auckland											
Corporate and Administration								1			1
Policy and Research		1			2						3
Operations		1	2	2	2	1		1			9
Christchurch											
Policy and Research					1						1
Operations					1	1	1				3
Total		5	3	5	10	9	3	6		1	42

The table above excludes fixed-term, seconded or casual employees and the CE.

2016/17

The table below includes demographics by age and gender.

Regions & Roles	20-29		30-39		40-49		50-59		60 +		Total
	M	F	M	F	M	F	M	F	M	F	
Wellington											
Corporate & Administration	-	1	-	-	1	3	1	1	-	1	8
Policy & Research and Ministerial Services	-	-	1	4	1	3	-	1	-	-	10
Operations	-	-	-	-	-	2	1	1	-	-	4
Auckland											
Corporate & Administration	-	-	-	-	-	1	-	-	-	-	1
Policy & Research and Ministerial Services	-	-	-	1	1	-	-	-	-	-	2
Operations	-	1	1	2	2	-	-	1	-	-	7
Christchurch											

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Operations	-	-	-	-	1	1	-	-	-	-	2
Total	-	2	2	7	6	10	2	4	-	1	34

The table above excludes fixed-term (included seconded in) employees, casual employees and the CE.

2015/16

Regions & Roles	Total	Male	Female
Wellington			
Corporate & Administration	8	1	7
Policy & Research	9	2	7
Operations	4	2	2
Auckland			
Corporate & Administration	1	-	1
Policy & Research	3	1	2
Operations	6	4	2
Christchurch			
Operations	2	1	1
Total	33	11	22

The table above excludes fixed-term (including seconded) employees, casual employees and the Chief Executive.

2014/15

Regions & Roles	Total	Female	Male
Wellington			
Corporate & Administration	10	9	1
Policy	4	2	2
Operations	5	3	2
Auckland			
Corporate & Administration	1	1	
Policy	3	1	2
Operations	7	3	4
Christchurch			
Operations	3	2	1
Total	33	21	12

The table above excludes fixed-term (including seconded) employees, casual employees and the Chief Executive.

Question 66:

If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2018/19, what was the figure at which it was capped? How many FTEs were employed in 2018/19, and how does this compare to each of the previous four financial years?

Answer 66:

On 1 May 2018 Cabinet agreed to remove the cap on core government administration and stop annual reporting of staffing numbers, effective from June 2018. The table below provides figures for the previous four financial years.

Year	Actual FTEs
2018/19	44
2017/18	37
2016/17	34
2015/16	38
2014/15	41

Question 67:

How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past four financial years?

Answer 67:

The table below provides the number of back office and frontline staff percentages for 2018/19 (as at 30 June) and for the previous four years. Note that the table excludes fixed term, seconded, casual employees and the Chief Executive.

Financial Year	Total Staff	Frontline	Back office
2018/19	50	61%	39%
2017/18	47	70%	30%
2016/17	34	74%	26%
2015/16	33	73%	27%
2014/15	33	72%	28%

CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS OF PROFESSIONAL SERVICES

Question 68:

How many contractors, consultants, including those providing professional services, were engaged or employed in 2018/19 and what was the estimated total cost? How did this compare to each of the previous four financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous four financial years please provide the following details:

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor
- Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged
- Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received

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- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

Answer 68:

Details of the number of external contractors and consultants engaged and the total contractor/consultant expenditure in the last financial year and previous four years are as follows:

Year	Number	Spend
2018/19	31	\$979,689
2017/18	15	\$565,042
2016/17	17	\$720,490
2015/16	41	\$660,768
2014/15	14	\$719,358

This does not include fixed term contractors paid through payroll

The details of external contractors and consultants engaged by the Ministry for the 2018/19 year and the previous four years are outlined in Appendix A.

Question 69:

Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this compare with each of the previous four financial years?

Answer 69:

The table below provides payments made under the contract with the Pacific Business Trust for the provision of services.

Contract	2018/19	2017/18	2016/17	2015/16	2014/15
Pacific Business Trust	\$1.638m	\$1.264m	\$1.264m	\$1.264m	\$1.264m

Question 70:

What is the policy of your department, agency or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

Answer 70:

The Ministry considers a number of factors before engaging a contractor/consultant for a fixed term period. These factors include current capability or capacity of permanent staff, criticality of the project, programme or work being delivered, and timeframes for delivery.

As a small agency it is not feasible to retain in-house specialist skills permanently. For this reason, the Ministry may in certain years have a proportionately higher reliance, and subsequent spend on contractors and consultants where specialist skills are required for a fixed term period.

Question 71:

How many consultants, contractors or people providing professional services contracted in 2018/19 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance or other termination package or not? How many contractors hired in each of the previous four financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

Answer 71:

There were no consultants or contractors employed by the Ministry in the 2018/19 year who were previously employed (either permanent or fixed term) by the Ministry in the last two years.

In the past four financial years (2014/15 - 2017/18) there have been no contractors hired that had previously been permanent employees.

Question 72:

Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2018/19 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous four financial years?

Answer 72:

Please refer to the table below:

2018/19			
Communications and social media support	Contract for Services	July 2018- June 2019	\$40,973.75
2017/18			
Communications and social media support	Contract for Services	December 2017 – June 2018	\$77,858
Communications, media and marketing advice and support	Contract for Services	July – November 2017	\$29,025
Communications, media and marketing advice and support	Contract for Services	July – November 2017	\$55,776
Communications advice and support	Brand Strategy & Communication Strategy	March – June 2018	\$18,000
2016/17			
Communications Advice and Support	Contract for services	March – June 2017	\$15,915
Communications Advice and Support	Madison Recruitment	May – August 2016	\$ 6,274
2015/16			
Communications Advice and Support	Contract for services	August – December 2015	\$54,080
Communications Advice and Support	Madison Recruitment	May – August 2016	\$ 5,930

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2014/15			
Communications Advice and Support	Contractor A	August – November 2014	\$23,821

Question 73:

How many temporary staff were contracted by your department, agency or organisation in the 2018/19 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

Answer 73:

There were no temporary/casual staff employed by the Ministry in the 2018/19 year.

Question 74:

How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2018/19 financial year? How does this compare to the number hired on each of these contracts in each of the previous four financial years?

Answer 74:

The following table identifies the number of staff hired on three-month or less, three-to-six months, or six-to-nine months contracts in 2018/19 and the previous four financial years.

Year	3 months or less	3-6 months	6-9 months
2018/19	2	4	3
2017/18	3	2	1
2016/17	7	1	1
2015/16	5	1	-
2014/15	7	-	-

Question 75:

How many staff were employed on a fixed term contract in total in 2018/19? How does this compare to each of previous four financial years?

Answer 75:

The following table identifies the number of fixed term staff employed in 2018/19 and the previous four financial years.

Year	Number
2018/19	7
2017/18	6
2016/17	6
2015/16	3
2014/15	4

COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES

Question 76:

How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

Answer 76:

None

Question 77:

Please provide a summary of any collective employment agreement negotiations completed in the 2018/19 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2019/20?

Answer 77:

Nil

Question 78:

How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous four financial years?

Answer 78:

All staff employed in the 2018/19 year and the previous four financial years are on individual employment agreements.

Question 79:

Were any specific instructions, directions or advice received in relation to employment agreement matters from the State Services Commission or responsible Minister in the 2018/19 financial year? If so, please provide details.

Answer 79:

No

LEAVE AND EAP

Question 80:

How many days of annual leave did employees have accrued on average during 2018/19? How does this compare to each of the previous four years? What strategies are used to encourage employees to reduce annual leave balances?

Answer 80:

On average employees had 13 days annual leave accrued during the 2018/19 year.

In line with the Ministry's policy, employees are encouraged to take leave throughout the year to ensure they take the necessary timeout they need from work.

The table below provides the average number of annual leave days accrued by staff for 2018/19 and the previous four financial years.

Year	Average
2018/19	13
2017/18	14
2016/17	10
2015/16	11
2014/15	9

Question 81:

How many annual leave applications did the agency or organisation cancel or refuse during 2018/19? How does this compare to each of the previous four financial years?

Answer 81:

A number of changes were made to leave applications, however no applications for annual leave were cancelled or refused in the 2018/19 year by the Ministry and for the previous four financial years.

Question 82:

How many employees sold their fourth week of annual leave in the 2018/19 financial year? How does this compare to each of the previous financial years since this policy came into effect?

Answer 82:

Five employees sold their fourth week of annual leave in the 2018/19 year, while there were no staff members who did this in the 2017/18 financial year.

One staff member requested to have their fourth week of leave paid out to them in the 2014/15 and 2015/16 year respectively. No other requests were received since this policy came into effect in 2011.

Question 83:

How many days of sick leave did employees take on average during 2018/19? How does this compare to each of the previous four financial years? What strategies are used to reduce the amount of sick leave employees need to take?

Answer 83:

The Ministry through its health and safety practices and wellbeing support provides a number of mechanisms to support staff wellness and therefore reduce sick leave usage.

The table below provides the average figures for the 2018/19 and the previous four financial years.

Year	Average Sick Leave days
2018/19	5.1
2017/18	4.2
2016/17	6.7
2015/16	7.2
2014/15	7.1

Question 84:

How much was spent on EAP or workplace counselling in the 2018/19 financial year and how did that compare to each of the previous four financial years?

Answer 84:

The table below provides workplace counselling expenditure for the 2018/19 and the previous four financial years.

Year	Cost
2018/19	\$1,060
2017/18	\$1,063
2016/17	\$525
2015/16	\$2,917
2014/15	\$1,130

SECONDED STAFF**Question 85:**

What was the number and cost of staff seconded to Ministerial offices during 2018/19 and how many of these had their salaries paid by the department, agency or organisation rather than Ministerial Services? What were these numbers in each of the previous four financial years? For each staff member seconded, please provide the following details:

- How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or 24 months or more);
- The role they were seconded to;
- The role they were seconded from;
- The reason for the secondment;
- The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

Answer 85:

All staff seconded to the Minister's office in the 2018/19 and previous four years were paid by the Ministry. Specific salary costs are not reported here for privacy reasons. Both incumbents were seconded from Policy Advisor positions within their respective agencies to the role of Private Secretary.

Financial years	# of Staff	Paid by	Secondment length	Seconded from	Seconded to
2016/17 - 2018/19	1	Ministry	36 months	03/10/2016	31/10/2019
2018/19	1	Ministry	12 months	01/04/2019	01/04/2020
2016/17	1	Ministry	7 months	09/04/2016	02/10/2016
2015/16	1	Ministry	14 months	02/02/2015	08/04/2016
2014/15	1	Ministry	9 months	17/03/2014	24/12/2014

**In 2014/15 there was a short transition period where two staff were based in the Minister's office to facilitate a handover.*

Question 86:

What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2018/19 and what was it for each of the previous four financial years?

Answer 86:

The Ministry utilises secondments to the Ministerial office as an opportunity for staff growth and development and has on average seconded one staff member to the office each year for the past

four years. Turnover of staff in the office has reflected respective secondment arrangement start and end dates.

Question 87:

Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2018/19; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

Answer 87:

One staff member was seconded from one role to another in 2018/19, the travel costs for this secondment was \$3,225.73.

No costs were covered for staff who were seconded into other roles for the previous the three financial years.

STAFF TURNOVER/TERMINATION OF EMPLOYMENT

Question 88:

What was the staff turnover for 2018/19 and what was the staff turnover for each of the previous four financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2019/20?

Answer 88:

Actual staff turnover for 2018/19 and the previous four financial years by category in numerical terms and as a percentage is noted in the following tables.

The Ministry's turnover rate is not a cause for concern. The Ministry encourages and supports the professional development of staff and understands that this may result in career opportunities being pursued elsewhere.

Roles	2018/19		2017/18		2016/17		2015/16	
	Number	%	Number	%	Number	%	Number	%
Corporate and Administration	2	4.7	3	7.1	2	4.6	5	11.9
Policy and Research	2	4.7	2	4.7	3	6.9	-	-
Operations	3	7.1	1	2.4	3	6.9	2	4.7
TOTAL	7	16.7	6	14.3	8	19	7	16.6

Roles	2014/15 Actual	
	Number	%
Corporate / Admin	-	-
Communications	2	67
Policy & Research	-	-
Regional Advisors	1	7
Directors	-	-
TOTAL	3	8

Question 89:

What was the average length of service in your department, agency or organisation in the 2018/19 financial year and each of the previous four financial years? Please also provide this information broken down by age and gender.

Answer 89:

The table below shows the average length of service for staff for 2018/19 and the previous four years and broken down further by gender. To maintain the privacy of individuals, information on age is not reported.

Year	Average Length of Service	Average Length of Service by Gender	
		Male	Female
2018/19	3.9	2.7	4.5
2017/18	4.9	3.4	5.6
2016/17	5.7	5.1	6.0
2015/16	6.4	6.8	8.2
2014/15	5.7	4.7	5.2

Question 90:

How many staff resigned during 2018/19, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

Answer 90:

Seven staff (3 females and 4 males) resigned in the 2018/19 financial year with the primary reason being to pursue other career opportunities, followed by family reasons. To protect the privacy of these staff, information related to age is not provided.

Question 91:

How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2018/19 financial year? How does that compare to the number and amount spent in each of the previous four financial years?

Answer 91:

The number of payments and related costs for 2018/19 and the previous four years is shown in the table below.

Financial Year	Number	Cost
2018/19	2	\$65,139
2017/18	2	\$58,283
2016/17	0	\$0
2015/16	0	\$0
2014/15	0	\$0

Question 92:

How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2018/19 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous four financial years?

Answer 92:

The table below shows a breakdown of redundancies payments by band for the 2018/19 and the previous four financial years.

Note, a restructure commenced in the 2017/18 year, and concluded in the 2018/19 year.

Band	2018/19	2017/18	2016/17	2015/16	2014/15
1-10,000	-	-	-	-	-
10,001 – 20,000	1	1	-	-	-
20,001 – 30,000	-	-	-	-	-

30,001 – 40,000	-	-	-	-	-
40,001 – 50,000	1	1	-	-	-
50,001 – 60,000	-	-	-	-	-
60,001 – 70,000	-	-	-	-	-
80,000 – 90,000	-	-	-	-	-

SALARIES AND BONUSES

Question 93:

How much was spent on performance bonuses, incentive payments or additional leave in 2018/19 and each of the previous four financial years? Please provide a breakdown of the number of bonuses received during 2018/19 in \$5,000 bands. What were the specific criteria for such performance payments? Has there been any changes to the criteria since October 2017; if so, what specific changes and why?

Answer 93:

Nil.

Year	Amount	Staff
2018/19	\$0	0
2017/18	\$0	0
2016/17	\$0	0
2015/16	\$0	0
2014/15	\$4,751	1

Question 94:

In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous four financial years? Please also provide this information by age and gender.

Answer 94:

The table below includes all permanent and fixed term staff throughout the year, but **excludes** staff seconded to the Ministry, casual employees and the Chief Executive.

Information related to age and gender have been withheld in line with employee privacy requirements.

Salary Band (\$)	2018/19	2017/18	2016/17	2015/16	2014/15
40,000 - 49,999	1	-	-	-	1
50,000 - 59,999	5	3	1	4	6
60,000 - 69,999	6	4	8	11	8
70,000 - 79,999	10	10	9	5	6
80,000 - 89,999	6	5	4	3	3

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90,000 - 99,999	8	5	6	6	6
100,000 - 109,999	4	6	4	1	4
110,000 – 119,999	2	6	1.6	2	2
120,000 - 129,999	5	4	3	2	1
130,000 - 139,999	0	-	1	1	1
140,000 - 149,999	1	1	1	-	-
150,000 - 159,999	3	1	-	-	1
160,000 – 169,999	0	-	-	-	1
170,000 – 179,999	0	1	1	1	1
Total	51	46	39.6	36	41

TRAINING, TRAVEL AND OTHER EXPENSES

Question 95:

How much was spent on catering in the 2018/19 financial year? What policies were in place for the use of catering and were there any changes to these?

Answer 95:

The Ministry spent \$148,819 on catering in the 2018/19 year. The spend is mostly due to the increased number of community and stakeholder engagements that were held across New Zealand in relation to the Ministry's Pacific Vision engagements and Summit.

Expenditure on catering is covered by the Ministry's *Hospitality, Gifts and Entertainment Policy*. These policies require all catering requests to meet public sector expectations of transparency, probity and value for money.

All catering requests must be approved in advance by either the Chief Executive or the relevant manager with the delegated authority.

Question 96:

How much was spent on domestic travel in the 2018/19 financial year and how does this compare to each of the previous four financial years? Provide a breakdown of spending on airfares, taxis/UBER and rental cars. Please provide a list of the positions of the top twenty spenders on domestic travel for 2018/19 including the amount spent.

Answer 96:

Please refer to table below for total domestic travel in 2018/19 and the previous four years:

Year	2018/19	2017/18	2016/17	2015/16	2014/15
Airfares	\$243,583	\$190,841	\$131,639	\$101,267	\$109,891
Accommodation	\$125,682	\$67,579	\$42,250	\$48,229	\$43,115
Taxis, UBER and Rental cars	\$56,941	\$54,536	\$43,065	\$34,999	\$43,390
Total Cost	\$426,206	\$312,955	\$216,954	\$184,495	\$196,396

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The increase in spend over the 2018/19 financial year is mostly due to the Pacific Vision community engagements, in which a total of 99 community groups were engaged with across New Zealand, the Tuli takes Flights Fono' and the Summit.

The spend over the 2017/18 financial year was mostly due to increased focus on building relationships with stakeholder groups but was also driven by the increased price of flights.

Due to the small size of the Ministry we have only disclosed the top ten spenders on domestic travel (flights/taxis/accommodation), for 2018/19 these were:

Position	Total
General Manager, Regional Partnerships	31,812
Chief Executive	25,448
Regional Manager, Southern	22,477
General Manager, Office of the Chief Executive	22,226
National Policy Manager	18,580
Programme Manager	17,620
Senior Policy Advisor	17,327
Senior Advisor, Regional Partnerships	13,727
Regional Manager, Central	10,560
Principal Policy Advisor	9,100

Question 97:

What domestic airlines are used by staff and why? Provide a breakdown of spending on each airline used in 2018/19 financial year and how does this compare to each of the previous four financial years?

Answer 97:

Our Travel Administrators seek the best value for money. Where flights are booked in advance, Air New Zealand has generally found to provide the best value. Occasionally, where a flight is required at short notice, Jetstar has been found to provide a better deal. The breakdown of spend by airline is as follows:

Domestic Airlines	2018/19	2017/18	2016/17	2015/16	2014/15
Air New Zealand	\$240,530	\$183,302	\$129,523	\$101,267	\$109,891
Jetstar	\$3,053	\$7,539	\$2,116	0\$	\$0
Total domestic airfares	\$243,583	\$190,841	\$131,639	\$101,267	\$109,891

Question 98:

How much was spent on international travel in the 2018/19 financial year, how does this compare to each of the previous four financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2018/19, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited, and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

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Answer 98:

The following table lists the total amount spent on international travel in 2018/19 and the previous four financial years.

Year	Cost	% Operating
2018/19	\$19,655	0.24%
2017/18	\$5,270	0.07%
2016/17	\$ 29,184	0.43%
2015/16	\$18,562	0.28%
2014/15	\$1,322	0.02%

The following table lists expenditure on international travel during 2018/19 broken down by cost of travel, destination and reason for travel.

Position	Airfare	Accom	Taxi & other	Destination	Reason for Travel
Chief Executive	\$1,094.29	\$905.38	\$562.65	Melbourne	ANZSOG CEO Forum
Chief Executive	0.00	\$401.14	0.00	Vanuatu	Prime Minister's Pacific Mission Visit 2019
GM, Regional Partnerships	\$403.71	0.00	\$109.46	Melbourne	Attend Melbourne Business School
Senior Adviser Regional Partnership	\$1,060.10	0.00	\$1,094.40	Niue	Niue Language Conference
Senior Policy Adviser	\$930.10	\$1,399.13	\$815.41	Niue	Niue Language Conference
Director Policy	0.00	0.00	\$301.04	Sydney	International Peace Youth Group
Policy Advisor	0.00	0.00	\$300.00	Sydney	International Peace Youth Group

Question 99:

How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous four financial years? What is the policy regarding entitlement to Koru Club membership? What is the total amount paid for Koru Club memberships during the 2018/19 financial year?

Answer 99:

Koru Club membership paid for by the Ministry is detailed below.

Year	Number	Year	Number
2018/19	3	2015/16	2
2017/18	2	2014/15	3
2016/17	2		

The Ministry Travel Policy on Airline Memberships states that:

In general, the Ministry will pay the cost of airline membership for:

- The Chief Executive;
- Staff expected to travel more than 20 return flights in a calendar year.

Any other staff member must have the prior written approval of the Chief Executive to obtain airline membership. The Ministry will not pay the cost for airline membership of any consultants or contractors. Staff must not purchase private airline membership for personal use by using the Ministry's corporate rate. Membership forms must be signed by Tier Two Managers and approved by the Chief Executive.

Question 100:

How many staff had the use of vehicles paid for by your department, agency or organisation in 2018/19; what are the estimated costs; how do these numbers compare to each of the previous four financial years?

Answer 100:

During 2018/19 the Ministry had a pool of eight vehicles that are available to all staff to use during work hours for work-related travel. These vehicles are critical to enabling the Ministry's workforce to be mobile, accessible to Pacific communities and other stakeholders in line with the Ministry's operating model.

No vehicles are assigned permanently to staff members.

Details for 2018/19 and the four prior financial years are outlined in the table below:

Year	Running Costs	FBT
2018/19	\$18,040	\$3,889
2017/18	\$21,357	\$11,356
2016/17	\$18,737	\$11,966
2015/16	\$18,243	\$15,706
2014/15	\$7,262	\$5,619

Question 101:

How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2018/19? How does this compare to each of the previous four financial years? For each year please include:

- a. Purpose
- b. Venue
- c. Cost (including travel and accommodation costs)
- d. Activities undertaken

Answer 101:

The purpose of all-ministry away days is to enable regional and head office staff to participate in whole of Ministry discussions around organisational strategy and development.

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Please refer to tables below for staff retreats/internal conferences and seminars and offsite planning.

Staff retreats/internal conferences

Year	Venue	Cost
2018/19	Silverstream Retreat	\$34,523
	Aotea Lodge (Porirua)	\$16,909
2017/18	Aotea Lodge (Porirua)	\$15,456
	Aotea Lodge (Porirua)	\$13,661
2016/17	Pacific Islanders Presbyterian Church (Wellington)	\$11,915
2015/16	Brentwood Hotel (Wellington)	\$18,616
2014/15	MPIA offices in Wellington and Tatum Park, Levin (two events)	\$23,785

The expenditure for offsite training in 2018/19 and the previous four financial years is provided in the tables below:

Year	Cost
2018/19	\$23,813
2017/18	\$44,225
2016/17	\$6,999
2015/16	\$7,775
2014/15	\$8,116

2018/19 Breakdown

Course	Venue / Provider	No. of attendees	Cost
Team building workshop	D65 Fitness, Auckland	15	\$350
Team building / Venue hire	Rainbow's End, Auckland	15	\$587
Nutrition course	The National Heart Foundation of New Zealand, Auckland	17	\$591
Cohesive Team Behaviours workshop	Jordan Scott Consulting, Wellington	14	\$1,750
Team Building and Collaboration workshop	Jordan Scott Consulting, Porirua	4	\$1,250
Planning meeting	Auckland office	15	\$115
Planning meeting	Christchurch office	4	\$220
Policy planning meeting	Thrive Adventure Centre, Carterton	11	\$2,697
Nutrition workshop	The National Heart Foundation of New Zealand, Auckland	15	\$522
First Aid course	AlSCO, Auckland	3	\$630
CPA course fees	CPA Australia, Wellington	1	\$2,070
Business writing essentials	Write Limited, Wellington	1	\$660

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Business writing essentials	Write Limited, Wellington	1	\$660
First Aid course	Medi Train, Wellington	4	\$626
General Management Programme	Melbourne Business School Ltd, Melbourne Australia	1	\$11,086

2017/18 Breakdown

Course	Venue / Provider	No. of attendees	Cost
Machinery of Government	Civicsquare Limited	10	\$9,909
Leadership training	Digby Scott	10	\$14,000
Leadership	Auaha for IPANZ	4	\$ 600
Leadership	Auaha for Women in Public Sector Summit	4	\$ 850
Coaching	Waiheke Management Consulting	4	\$1,607
Successful Policy Writing	Write Limited	13	\$14,280
SAP Training	Realttech	2	\$1,155
Health & Safety – Online course	AMS Group Ltd	9	\$3,274

2016/17 Breakdown

Course	Venue / Provider	No. of attendees	Cost
Machinery of Government	Civicsquare Limited	15	\$620
Communication and presentation skills	Fresh Eyre	4	\$5,029
Leadership training	Leadership Development Centre	1	\$250
Leadership	Auaha for Women in Public Sector Summit	5	\$ 1,100

2015/16 Breakdown

Course	Venue / Provider	No. of attendees	Cost
Confident and Creative Presentation Skills 2013	Victoria University of Wellington	4	\$4,426
Communication and presentation skills	Fresh Eyre	1	\$1,165
Leadership training	Leadership Development Centre	1	\$250
Microsoft Word Training	Auldhouse Computer Training	1	\$310
Leadership	Auaha for Women in Public Sector Summit	1	\$250
Communication Learning Forum	Comet Auckland	2	\$148
Hui-fono	Ace Aoteoroa	1	\$52
First Aid	NZ Red Cross	3	\$1,174
Total			\$7,775

2014/15 Breakdown

Course	Venue / Provider	No. of attendees	Cost
Confident and Creative Presentation Skills 2013	Victoria University of Wellington	3	\$3,285
Video Editing Course	Yoobee School of Design Lt	1	\$422
Practitioner Course Modules I and 2	The Treasury	1	\$2,800
Sign Language - Think.Sign.Connect Course	Deaf Aotearoa	1	\$170
CE Training	State Services Commission	1	\$318
Communication Learning Forum	Comet Auckland	1	\$70
Hui-fono	Ace Aotearoa	3	\$157
Workshop	Evaluation Consult Wellington	2	\$590
Maori & Pasifika in vocational education and training forum	Industry Training Federation Wellington	1	\$304

Question 102:

What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

Answer 102:

Staff are encouraged to provide feedback to inform improvements to conferences, seminars and team sessions. Written and verbal feedback from Ministry staff is used to inform the design of future internal conferences, team sessions and the value of external seminars.

Question 103:

How much was spent on staff training in 2018/19; and what percentage of the vote does the amount represent? How does this compare to each of the previous four financial years?

Answer 103:

Please refer to the table provided below:

Year	Amount	% of Dept Vote
2018/19	\$31,845	0.39%
2017/18	\$55,473	0.73%
2016/17	\$32,328	0.47%
2015/16	\$74,330	1.10%
2014/15	\$52,943	0.75%

Question 104:

What specific activities or events were conducted that contributed towards staff morale in the last financial year?

Answer 104:

The Ministry encourages and supports several activities and events that contribute to staff morale. For example, the Ministry held a staff fono in June 2019 to engage staff around the new priorities and build cultural competencies amongst staff. Community members were invited to share their

innovations and successes with staff. Leaders came together to talk about the behaviours of a cohesive team and what as leaders we can action. Each team participated in a planning day which encourages buy in, clarity of vision and team collaboration. The Ministry also celebrated each language week, with staff leading the development of week-long programme for all staff to participate and enjoy.

Question 105:

How much was spent on pay television subscriptions (such as SKY and Netflix) in the last financial year and for how many subscriptions? How much was spent in each of the previous four financial years and how much has been budgeted for the latest financial year?

Answer 105:

Nil.

No budget has been allocated for the latest financial year.

Question 106:

What is the total amount spent, if any, on speakers' fees and/or speaker honorariums for year of the last seven financial years by event, event date, speaker and amount received?

Answer 106:

During the 2018/19, 2017/18, 2016/17, 2015/16 and 2014/15 financial years the Ministry did not pay any speakers fees or honorariums.

Over prior years, the Ministry has not compiled information at a level detailed enough to ascertain what was spent on speakers' fees or honorariums.

Question 107:

Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last seven financial years by speaker and event spoken at?

Answer 107:

In 2018/19 the Ministry paid \$9,097 travel costs for a guest speaker for the Pacific Aotearoa Summit, no accommodation was required.

The Ministry did not pay for any travel and/or accommodation costs in the 2017/18 year for guest speakers.

In 2016/17, \$481 of travel and accommodation costs were paid for a guest speaker who spoke at the Staff Fono.

Question 108:

What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

Answer 108:

The Ministry has not established any units or task forces to conduct or complete reviews on specific issues or provide advice and analysis to support the Ministry's work.

Question 109:

What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces; or the seismic resilience of key infrastructure? What is the total cost of this work?

Answer 109:

The Ministry does not own the buildings it occupies. It has requested and received satisfactory reports from landlords providing acceptable levels of assurance of building seismic safety.

Question 110:

What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2018/19 compare to previous years? What is the total cost of this work?

Answer 110:

The Ministry has not taken any actions to lower greenhouse emissions in 2018/19, nor has it measured the level of its emissions. The Ministry does however keep its cars serviced, uses a recycling system, and turns lights and computers off when they are not in use, keeping wastage to a minimum.

The Ministry is considering lower emission vehicles where appropriate.

Question 111:

What actions, if any, have been taken to improve the gender pay gap; and how does the gender pay gap in 2018/19 compare to previous years? What is the total cost of this work?

Answer 111:

The gender pay gap for the Ministry is reported annually to the State Services Commission. The Ministry is taking a proactive approach to reviewing the pay information and progressing a plan to reduce the gap. The cost for this work currently is nil.

Financial Period	Gender Pay Gap
2018/19	5.4
2017/18	7.2
2016/17	-4.7%
2015/16	-1.8%
2014/15	2.5%

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2019/20 ANNUAL REVIEW OF THE MINISTRY FOR PACIFIC PEOPLES

Responses to written questions 1-127

Submitted on 5 March 2021

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1-9. RESTRUCTURING/REVIEWS

Question 1: What restructuring occurred during 2019/20 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

2019/20 - No restructuring occurred during the 2019/20 financial year.

2018/19 - No restructuring occurred during the 2018/19 financial year.

2017/18 - The Ministry started a change management process to put a new structure in place for the organisation. This was due to findings from the Performance Improvement Framework (PIF) report and a number of vacancies and changes at the senior level. The process began in May 2017 and was completed in September 2018.

Specific objectives for the change were to:

- create an agile and connected organisation that is more responsive to our changing environment,
- further respond to the PIF and communications review recommendations to enable the Ministry to fulfil its system leadership role,
- increase alignment and coordination of corporate functions to better support the needs of the Ministry in smarter and more collaborative ways,
- increase programme coordination and support and community facing capacity in the regional partnerships function to streamline and target community engagement delivery.

There were five roles impacted during the process. Of these, three were reassigned, and two chose redundancy at the cost of \$65,139.86 to the Ministry.

2016/17 - No restructuring occurred during the 2016/17 financial year.

2015/16 - The Ministry completed a review of its Ministerial function to assess the capability (skills and experience) required to effectively support the Minister's office and further develop its nominations programme for crown appointed boards. Two new roles were established (and two disestablished) as a result of the review and filled by current staff. No staff redundancies occurred from the review or change.

Question 2: Was any work conducted around mergers with other agencies in the 2019/20 year? If so, for each such project, what agencies were being considered for mergers?

No.

Question 3: Was any rebranding undertaken in the 2019/20 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous four financial years?

2019/20 – There was no rebranding undertaken in the 2019/20 financial year.

Details about rebranding undertaken in the previous four financial years is provided overleaf.

2018/19 - From 1 July, the Pacific Employment Support Services (PESS) was re-branded as Tupu Aotearoa. The total cost of this work was \$18,150.00. A breakdown of costings is provided in the table below.

WHO	WORK UNDERTAKEN	COST
Design agency	<i>Discovery</i> – research into the background of the existing service and its journey into the future; review core audience groups; identify the digital and print touchpoints; and ideate the direction for the future narrative.	\$2,310.00
Design agency	<i>Define</i> – crafting the narrative for the rebrand ensuring a Pacific lens and the design principles are incorporated from the outset.	\$3,300.00
Design agency	<i>Design</i> – Design concepts for the digital and print visual identity and extended visual language.	\$8,910.00
Design agency	<i>Delivery</i> – Final visual identity and assets with a brand style guide and suite of agreed design assets.	\$3,630.00
TOTAL		\$18,150.00

2017/18 - No rebranding was undertaken in the 2017/18 financial year.

2016/17 - No rebranding was undertaken in the 2016/17 financial year.

Question 4: Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation
- The reason for the inquiry/investigation
- The expected completion dates

No.

Question 5: How many reviews, working groups, inquiries or similar does the department operate or participate in? Please list by title.

None.

Question 6: For each review, working group or inquiry, what is the estimated cost for the next three financial years?

See response to Question 5.

Question 7: For each review, working group or inquiry, what are the key dates and milestones including start dates, regular reporting dates, and end dates?

See response to Question 5.

Question 8: For each review, working group or inquiry how many departmental staff are involved by head count and by FTE?

See response to Question 5.

Question 9: For each review, working group or inquiry what reports, briefings or documents have been produced? Please list by title and date produced.

See response to Question 5.

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10. BUDGET INITIATIVES

Question 10: For each new spending initiative introduced over the last three Budgets what evaluation (if any) has been undertaken of its effectiveness during 2019/20 and what were the findings of that initiative? Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

Budget 2019/20

There were no new initiatives introduced in Budget 2019/20. Please note, this does not include initiatives funded by the COVID-19 Response and Recovery Fund, which was allocated after the Estimates were finalised.

The evaluation for the Tupu Aotearoa programme was originally planned to be undertaken in March 2020. However, due to the COVID-19 pandemic and the subsequent national lockdown, this was delayed to September 2020 and completed in November 2020.

Budget 2018/19

Pacific Employment Support Service (now known as Tupu Aotearoa)

In August 2019, the Annual Evaluation confirmed outcomes and financial results for 2018-19 following the financial year-end reconciliation process. After eight years of services, the programme has delivered the following results:

- 2,650 Pacific peoples participated in the programme to prepare them for work and / or training (increase of 33% from 2017/18).
- 1,319 placements into employment (23% increase).
- 316 sustainable employment outcomes of over 12-months continuous employment (37% increase).
- 819 placements into training (19% increase) and 231 completed training qualifications (63% increase).

Budget 2017/18

Pacific Employment Support Service (now known as Tupu Aotearoa)

In August 2018, the Programme Evaluation confirmed outcomes and financial results for the 2016-18 programme following the financial year-end reconciliation process. Over seven years, the programme delivered the following results:

- More than 2,000 Pacific youth have completed PESS programme activities to become ready for work and/or ready to undertake further training.
- 1,072 placements into employment.
- 231 sustainable employment outcomes of over 12-months continuous employment¹
687 placements into training and 142 completed training qualifications¹

¹ Measured from 2014 onwards

Budget 2016/17

Tolosa Scholarships

From 2016/17 onwards, \$0.300m was allocated to allow the continuation and expansion of the Tolosa Scholarships programme which support Pacific students to study STEM (science, technology, engineering, maths) subjects.

Programmes funded from this appropriation are being monitored for accountability purposes, this will be completed by 30 June 2018 for the Tolosa Kenese Club and aspects of the Tolosa Community Fund.

Pacific Employment Support Service (now known as Tupu Aotearoa)

\$1.150m from 2016/17 onwards for the Pacific Employment Service programme aimed at improving training and employment opportunities for Pacific youth. The 4-year programme began in September 2016 and the mid programme evaluation is planned for completion by end of June 2018.

Project Tatupu

\$0.250m in 2016/17 only to investigate regional housing and employment opportunities for Pacific people. This one-off funding allowed the completion of an independent feasibility study, which was published on the Ministry's website. The study found that under certain conditions, there were potential benefits in regional labour and housing markets for some Pacific families currently living in Auckland. The study continues to inform the Ministry's engagement with mainstream agencies delivering programmes in housing and employment areas.

Pacific Cultural Centre

\$0.250m in 2016/17 only to study the viability of a Pacific Cultural Centre in Auckland. This one-off funding allowed the completion of an independent feasibility study, which was published on the Ministry's website. The study found that there was unmet demand in the cultural tourism area, and that the revenue from this market could make a Pacific Cultural Centre financially self-supporting in the longer term. The study continues to inform the Ministry's engagement with urban and economic development agencies in Auckland.

11-15. COST AND SERVICE CHANGES

Question 11: What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

The following services, functions, and outputs were introduced in the last financial year:

Ensuring Pacific Languages survive within New Zealand's Pacific Communities – to support Pacific languages to thrive in New Zealand, through investment in education, research, and community engagements, a new set of language support functions within the Ministry were set up. This included a new Ministry based Pacific Languages Unit. During this period, the Ministry supported two new language weeks (Rotuma and Kiribati), of which, Rotuma was delivered in the financial year. The funding allocated for 2019/20 was \$2.264m.

Enhance Pacific Economic Development - to deliver a wider range of business-facing services, including mentoring, training, and marketing research and advice to a larger cohort of Pacific businesses. The funding allocated for 2019/20 was \$1.310m.

Reducing the high rate of Pacific young people aged 15-29 years Not in Employment, Education and Training (NEET) – increasing the coverage of the Pacific Employment Support Service/Tupu Aotearoa programme. Funding for this was provided from the Provincial Growth Fund for Regional (non-metropolitan) areas, and Budget 19 for Metropolitan areas. The funding allocated for 2019/20 was \$6.003m.

COVID-19 response – In response to COVID-19, the Ministry adjusted its delivery model. Key outputs during this time included:

- COVID-19 response planning
- COVID-19 communications
- COVID-19 cross agency co-ordination
- Implementing our community outreach programme
- Supporting programme and provider delivery
- Providing a Pacific lens to the COVID-19 cross Government response
- Pacific evidence and insights.

The cost associated with the COVID-19 response (from reprioritisation) was \$0.055 million.

Question 12: What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

In the financial year 2019/20, the Ministry did not plan to cut, reduce, or reprioritise funding from any functions or outputs in order to make a cost saving. With impacts of COVID-19 beginning in March 2019, the Ministry adjusted its work programme and associated funding to respond to the pandemic.

Please refer to the Ministry's response to questions 13 and 14 for further information.

Question 13: What programmes or projects, if any, were delayed in the 2019/20 financial year and what was the reason for any delay in delivery or implementation?

As noted in the answer to question 12, the Ministry adjusted its work programme to respond to the COVID-19 pandemic.

The programmes that had delayed milestones and outputs included:

- Kau Tuli – Youth Advisory Group Programme
- All of Government Wellbeing Strategy
- Pacific Aotearoa – report back to stakeholders
- Pacific Languages Strategy
- Pacific High-Tech Strategy – Future of Work
- Evaluation of Tupu Aotearoa
- All of Government Pacific Employment Action Plan
- Research into the Pacific Economy
- Youth Wellbeing Project
- Toloa Community fund and Toloa Kenese fund
- Pacific Wellbeing Indicators and Benchmarking

Question 14: How much funding for specific projects, policies or programmes has been carried forward from the 2019/20 financial year to the current financial year? For each, please provide the following details:

- Name of project, policy, or programme
- Amount of funding brought forward
- Amount of funding already spent
- Amount of funding originally budgeted for the project
- Estimation completion date.

The table below outlines funding carried forward from 2019/20 to 2020/21.

Programme	Funding brought forward	Funds spent	Appropriation
Tupu Aotearoa	\$400,000	\$3,813,000	\$4,309,000
Pacific Business Development programme	\$68,000	\$1,925,000	\$1,857,000

Both programmes are provided under contracts with providers that span the 2019/20 and 2020/21 financial years. The unused 2019/20 appropriation was carried forward to 2020/21 so that contractual payments to Providers can be met if they meet targets under the contracts. It is expected that the carried forward amounts will be fully utilised in 2020/21.

Question 15: How many projects or contracts that were due to be completed in 2019/20 were shelved, curtailed, or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2019/20?

Please see answers to questions 13 and 14 for the projects that were pushed into outyears. No projects or contracts were shelved or curtailed in the 2019/20 financial year.

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16. USER CHARGES

Question 16: What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous financial year?

The Ministry did not collect any user charges in either 2019/20 or the previous financial year.

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17-27. PROPERTY/CAPITAL WORKS

Question 17: How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous four financial years?

The Ministry budgeted \$600,000 in the 2019/20 financial year through its Permanent Legislative Authority. The following table sets out the Ministry's capital plan (budget) and the actual expenditure for 2019/20 and the previous four financial years.

Year	Spend	Budget
2019/20	\$345,000	\$600,000
2018/19	\$40,000	\$100,000
2017/18	\$81,000	\$100,000
2016/17	67000	\$100,000
2015/16	\$549,000*	\$650,000

*The Ministry's spend in 2015/16 was mostly made up of the final phase of capital and operating investment to support the new operating model.

Question 18: What land, building, and other assets were sold in 2019/20? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous four financial years?

2019/20 - No assets were sold in the 2019/20 financial year.

2018/19 - No assets were sold in the 2018/19 financial year

2017/18 - In 2017, the Ministry disposed of a Motor Vehicle, which was deemed irreparable after an accident. The Ministry received \$22,000 (plus GST of \$3,000) in July 2018 from its insurer as settlement for the claim. As per the terms of the policy, the insurer took possession of the vehicle.

2016/17 - 2015/16 - The Ministry disposed of no assets in the 2016/17 and 2015/16 financial years.

Question 19: How much floor space does your department, agency, or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous four financial years?

The following five tables set out the area and cost for each of the Ministry's premises leases for 2019/20 and each of the previous four financial years.

National Office (and Central Regional Office prior to Feb 2016)

Building	ASB Building, 101 – 103, The Terrace			
	Jul 17 – Jun 20	Mar 16 – Jun 17	Jul 15 – Feb 16	July 09 – Jun15
Area leased	676m ²	676m ²	1250 m ²	1250 m ²
Annual cost	\$199,553	\$199,553	\$324,714	\$373,421
Cost per m2	\$295	\$295	\$260	\$299

Central Regional Office

Building	TPK House, Porirua	46-50 Bloomfield House, Lower Hutt	
Lease Periods	Feb 18 – June 20	Jul 17 – Jan 18	Feb 16 – Jun 17
Area leased	Co-location	Co-location	Co-location
Annual cost	\$79,540	\$15,264	\$15,264
Cost per m2	Not applicable	Not applicable	Not applicable

Note: Figures provided by TPK. The TPK House increase includes Fit Out Costs spread over the term of the lease.

Northern Regional Office

Building	Manukau	Springs Road East Tamaki			
Lease Periods	Jul 18 – Jun 20	Jul 17 – Jun 18	Jul 16 – Jun 17	Jul 15 – Jun 16	Jul 14 – Jun 15
Area leased	Co-location	Co-location	347m ²	347m ²	347m ²
Annual cost*	\$92,500	\$92,500	\$82,066	\$82,066	\$82,066
Cost per m2	N/A	N/A	\$237	\$237	\$237

* Excludes Opex catchup payments

Building	Auckland Policy Office				
Lease Periods	Jul 18 – Jun 20	Jul 17 – Jun 18	Jul 16 – Jun 17	Jul 15 – Jun 16	Jul 14 – Jun 15
Area leased	Co-location	Co-location	Co-location	Co-location	-
Annual cost*	\$5,000	\$24,800	\$24,800	\$31,207	-
Cost per m2	Not applicable	Not applicable	Not applicable	Not applicable	-

* Before 2015/16, the State Services Commission absorbed the cost. From July 2016, they charged the Ministry on a co-location basis for two seats.

Southern Regional Office

Building	120 Hereford St, Christchurch*		66A Magdala Place		
Lease Periods	Jul 18 – Jun 20	Jul 17 – Jun 18	Jul 16 – Jun 17	Jul 15 – Jun 16	Jul 14 – Jun 15
Area leased	Co-location	Co-location	80m ²	80m ²	80 m ²
Annual cost	\$35,151	\$38,531	\$18,647	\$18,647	\$18,261
Cost per m2	Not applicable	Not applicable	\$233	\$233	\$228

* Integrated Government Accommodation

Since 30 June 2020, the Ministry has negotiated a lease for an additional floor of the National Office premises, office space for staff located in Palmerston North, and a co-location agreement for an employee in Invercargill.

Question 20: Were any of your offices relocated in 2019/20? In each case, please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous four financial years.

The following table compares floor space and lease cost of premises, where the Ministry moved office in 2019/20 and the previous four financial years.

Year	Moved from			Moved to			Cost increase pa	Cost of move
	Address	Floor space	Cost pa	Address	Floor space	Cost pa		
2019/20	-	-	-	-	-	-		-
2018/19	-	-	-	-	-	-		-
2017/18	46-50 Bloomfield House, Lower Hutt	Co-location	\$15,246	12 Hagley Street, Porirua	Co-location	\$79,540	\$64,294	\$3,254
	7 Springs Road, East Tamaki	Co-location	\$92,500	9 Ronwood Avenue, Manukau	347m ²	\$92,500	Nil	\$3,450
2016/17	-	-	-	-	-	-		-
2015/16	66 Magdala Place Chch	80 m ²	\$18,647	120 Hereford Street, Chch	Co-location	\$35,151	\$16,504	\$34,799*

* The 2015/16 costs comprise:

Architecture and Property services	\$23,137
Legal services	\$1,500
Moving costs	\$7,177
Signage	\$2,985
Total Relocation Costs	\$34,799

Question 21: How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2019/20 financial year? For each, please provide the following details:

- a. A description of the renovation carried out
- b. Location of the project
- c. Name of provider(s) or manufacturer(s)
- d. Type of product or service generally provided by the above
- e. Cost of the project
- f. Completion date
- g. Whether tenders were invited, if so, how many were received
- h. List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

During the 2019/20 financial year, the Ministry commenced the fit-out of an additional floor and reconfiguration of the existing floor in the National Office building. This is to provide office space for additional staff needed to deliver initiatives funded in recent budgets and by the COVID-19 Response and Recovery Fund.

This work was significantly delayed by the COVID-19 lockdown and is now expected to be completed in January or February 2021.

The providers used for the fit-out are Workspace Architects Limited, Catalyst Consulting Limited (Architects), Rivcon Services Limited (Construction), Alaska Construction Limited (Construction), B and R Flooring Limited (Flooring), Europlan (Furniture) and FutureWorks (AV equipment). Tenders were invited through the GETS process.

During the 2019/20 financial year, the Ministry paid \$144,746.59 towards the fit-out. The total budget for the project is \$1,350,000, including contingencies.

There were no furniture or fixture purchases with a cost of \$2,500 or more in 2019/20. These items will be purchased in 2020/21.

Question 22: What offices were closed in 2019/20 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous four financial years?

No offices were closed in 2019/20 or in the previous four financial years.

Question 23: What offices did your department, agency, or organisation open in 2019/20 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous four financial years?

No offices were opened in 2019/20 or in the previous four financial years.

Question 24: How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2019/20 financial year listed by new and former opening hours, date of change, and location?

During the COVID-19 response period, the Ministry's physical regional offices closed. However, staff remained available during opening hours via remote mechanisms.

Question 25: How many vehicles did your department, agency or organisation own during the 2019/20 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

As at 30 June 2020, the Ministry owned 9 cars in total. Further details on model, year and location for 2019/20 are provided in the table below, and separately for the previous four financial years.

Please note, in 2019/20, the Ministry intended to dispose the 2010 Mazda following purchase of the 2020 Hyundai Ioniq. Due to the COVID-19 lockdown, the disposal was delayed and actioned after 30 June 2020.

2019/20

Make and Model	Year	Primary Location
Hyundai Ioniq	2020	Christchurch
Hyundai Tucson	2018	Porirua
Hyundai i40 wagon	2017	Auckland
Hyundai Elantra	2015	Auckland
Hyundai Elantra FL 1.8	2015	Auckland
Hyundai i40 wagon	2014	Porirua
Hyundai i40 wagon	2014	Christchurch
Hyundai Elantra	2015	Auckland
Mazda	2010	Christchurch

2018/19

Make and Model	Year	Primary Location
Hyundai Tucson	2018	Porirua
Hyundai i40 wagon	2017	Auckland
Hyundai Elantra	2015	Auckland
Hyundai Elantra FL 1.8	2015	Auckland
Hyundai i40 wagon	2014	Porirua
Hyundai i40 wagon	2014	Christchurch
Hyundai Elantra	2015	Auckland
Mazda	2010	Christchurch

2017/18

Make and Model	Year	Primary Location
Hyundai Tucson	2018	Porirua
Hyundai i40 wagon	2017	Auckland

Make and Model	Year	Primary Location
Hyundai Elantra	2015	Auckland
Hyundai Elantra FL 1.8	2015	Auckland
Hyundai i40 wagon	2014	Porirua
Hyundai i40 wagon	2014	Christchurch
Hyundai Elantra	2015	Auckland
Mazda	2010	Christchurch

2016/17

Make and Model	Year	Primary Location
Hyundai Elantra	2015	Auckland
Hyundai Elantra	2015	Auckland
Hyundai i40	2014	Hutt
Hyundai i40	2014	Christchurch
Hyundai Elantra	2015	Auckland
Hyundai i40	2015	Auckland
Mazda	2010	Christchurch

2015/16

Make and Model	Year	Primary Location
Mazda 2	2010	Auckland
Mazda 2	2010	Auckland
Hyundai i40	2012	Christchurch
Hyundai i40	2014	Hutt
Hyundai i40	2014	Christchurch
Hyundai Elantra FL 1.8 A6	2015	Auckland
Hyundai i40	2015	Auckland

Question 26: What was the total amount spent on purchasing vehicles during the 2019/20 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

As at June 2020, \$32,037 was spent on purchasing vehicles during the 2019/20 financial year. The table below provides the spend on vehicles for 2019/20 and the previous four financial years, including the office they are assigned to.

Financial Year	Amount	Vehicle Model	Office
2019/20	\$32,037	2020 Hyundai Ioniq	Christchurch
2018/19	Nil		

Financial Year	Amount	Vehicle Model	Office
2017/18	\$25,037	2018 Hyundai Tuscon	Porirua
2017/18	\$29,341	2017 Hyundai i40 Wagon	Auckland
2016/17	Nil		
2015/16	\$22,766	2015 Hyundai Elantra	Auckland

Question 27: Were any labour and/or contractor costs capitalised into capital project costs during the 2019/20 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

No.

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28-34. ICT

Question 28: Does your department, agency or organisation have a policy about the use of personal email accounts (e.g., Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous four financial years?

Yes, the Ministry's 'ICT Acceptable Use Policy' contains policy relating to the acceptable use of ICT networks and devices for staff. The use of personal email accounts to conduct Ministry business is a prohibited activity under this policy. There were no breaches identified or reported in the 2019/20 financial year. None were identified or reported in the previous four financial years.

Question 29: What IT projects, if any, were shelved or curtailed in the 2019/20 year and how much will have been spent on each project before it is shelved or curtailed?

No IT projects were curtailed or shelved in the 2019/20 financial year.

Question 30: What IT projects, if any, were completed or under way in the 2019/20 year? For each, please provide the following details:

- Name of project
- Initial estimated budget
- Initial estimated time frame
- Start date
- Completion date or estimated completion date.
- Total cost at completion or estimated total cost at completion.

No IT projects were implemented in the 2019/20 financial year

Question 31: How much was spent for software licensing fees in the 2019/20 financial year and how does this compare with spending in each of the previous four financial years?

The Ministry's total expenditure on software licensing and maintenance for 2019/20 and the previous four financial years is provided in the table below.

YEAR	COST
2019/20	\$128,945
2018/19	\$75,701
2017/18	\$36,840
2016/17	\$16,978
2015/16	\$14,312

Notes:

- The significant increase in 2019/20 over 2018/19 was attributable to new software (e.g., Ask Your Team, Engagement Tool) as well as increased staff numbers in the Ministry.

- The significant increase in 2018/19 over 2016/17 and 2017/18 was attributable to increased IT Security software licensing.

Question 32: How many websites did your department, agency or organisation run in 2019/20 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

The Ministry supported two websites in 2019/20 at an annual cost of \$5,811.58. Please refer to the table below for details on those websites.

Name	URL	Purpose	Established	Cost
Main Ministry website	www.mpp.govt.nz	Provides main information on the Ministry.	2001	\$5,500.00
Pacific Aotearoa	www.pacificaotearoa.org.nz	A site to bring life to the voices of our Pacific communities, that also reflects the Ministry new Vision and goals.	2018	\$311.58

Question 33: How many data security issues were identified in 2019/20 and how many data security issues were there in each of the previous four financial years? If there were breaches, what were they and what are the titles of any reports into them?

As at June 2020, no data security issues were identified in the 2019/20 financial year. None were identified or reported in the previous four financial years. The Ministry has been proactive in identifying risks and working with the Government Chief Digital Officer, the Government Communications Security Bureau, the National Cyber Security Centre, and the CERT NZ guidelines.

Question 34: How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2019/20 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous four financial years?

No laptops or hard drives were lost or have gone missing in the 2019/20 financial year.

35-41. REPORTS, PLANNING, AND EVALUATION

Question 35: Please provide a list of all reports that were prepared in 2019/20 relating to:

- baseline update (if applicable)
- value for money
- savings identified

The following relevant reports were prepared in 2019/20:

- Annual Report
- Main and Supplementary Estimates of Appropriations
- March Baseline Update and
- October Baseline Update

Question 36: Please provide copies of the current work plan.

Please refer to the Ministry's 2019/20 Output Plan enclosed.

Further information about the Ministry's current work plan is outlined in the Ministry's Strategic Intentions 2019-2024. This can be found on the Ministry's website at: www.mpp.govt.nz/assets/Uploads/Strategic-Intentions-2020-2020.pdf.

Question 37: Please list projects and major policy initiatives progressed in 2019/20.

The Ministry's 2019/20 Annual Report details the projects and major policy initiatives progressed by the Ministry in 2019/20. This information can be found on pages 12 to 30, in section B of the 2019/20 Annual Report.

Question 38: Please provide copies of any reports made to the Minister in 2019/20 about performance against the agency or organisation's Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

Please refer to section B of the Ministry's 2019/20 Annual Report.

Question 39: How many evaluations of policies or programmes were completed in 2019/20? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

The following table provides details of the two programme evaluations (Toloa Programme, and Kapasa and Yavu Training) completed in 2019/2020.

Enclosed are copies of both the Toloa Programme Evaluation Report, and Kapasa and Yavu Evaluation Report. For ease of reference, the below table includes a cross-reference to where the relevant information can be located.

Programme	Evaluator	Cost	Completion	Reference to findings
Toloa Programme	Research and Evaluation team	The actual cost of the evaluation was the time of the staff that undertook	November 2019	See pages 12-45 of the Toloa Programme Evaluation Report.

Programme	Evaluator	Cost	Completion	Reference to findings
		the evaluation – 2 FTEs (2x0.5 and 1x1FTE) over 5 months (July – November 2019).		
Kapasa and Yavu Training	Research and Evaluation team in collaboration with an independent Evaluator who undertook the quantitative analysis of training data and the qualitative component of the evaluation.	The cost for the Independent Evaluator was \$10,000, in addition to the staff time that undertook the evaluation – 3 FTEs over 3 months (September – November).	November 2019	See pages 19 to 31 of the Kapasa and Yavu Evaluation Report.

Question 40: What reviews of capability were started or completed in 2019/20? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will these be completed?

The review of the Pacific Language Weeks Series (the Review) was undertaken by the Research and Evaluation team over a 6-month period from September 2019, with an expected completion to February 2020. Due to COVID-19, the release of the report was affected, and therefore delayed to May 2020.

The key objective of the Review was to consider the design, implementation, administration, and operation of the Pacific Language Weeks Series from 2016 to 2019, with a focus on what has and/or has not worked well in order to inform a refreshed Language Weeks Programme in 2020.

The intent of the Review was to provide recommendations, so that a Refreshed Pacific Language Weeks Programme will effectively contribute to the outcomes of the Lalanga Fou Goal 1: thriving Pacific languages, cultures, and identities.

The Review brings together feedback from nine language groups. It highlights that, despite all the Language Weeks activities and investment, the Pacific language use is declining. More needs to be done if language revitalisation is to occur. This includes a year-long approach to language revitalisation, reconsideration of the budget allocation and amount, and building of capacity, capability, and investment in Pacific languages resources. The final report outlines 10 key recommendations for the Ministry to consider in redesigning the Pacific Language Weeks Series for the nine Pacific languages covered in the review.

For more information, a copy of the Review of the Pacific Language Weeks Series - Final Report is enclosed.

Question 41: Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency, or organisation in the 2019/20 financial year (including details of all performance measures, targets, and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

As mention in question 10, the Interim monitoring and review of the Tupu Aotearoa Programme was initially planned to be undertaken in March 2020. However, due to the COVID-19 pandemic and the subsequent national lockdown, this was delayed to September 2020 and completed in November 2020.

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42-46. GIFTS AND EXTERNAL RELATIONSHIPS

Question 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 Ministry's policy on the receipt of gifts is covered by the Ministry's *Hospitality, Gifts and Entertainment Policy*. It states that staff may, after careful consideration of the principles outlined in this policy, accept gifts valued at \$50 and over with the approval of their manager. All offers of gifts at this value must be recorded on the Ministry's Gifts and Hospitality Register irrespective of whether the gift is accepted or not. There were no changes made to the policy during the 2019/20 financial year.

The Ministry did not accept any gifts valued over \$50 in the 2019/20 financial year. In comparison to the previous financial year, the following table lists all gifts, with a value or estimated value of \$50 or more, accepted by staff in 2018/19.

Gift/Hospitality Accepted	Position of staff member who accepted	Estimated Value	Date received	Offered By
Tattoo Book	CE's Office	\$200	Jan 2019	MFAT
Book Cash	CE's Office	\$100 \$100	May 2019	Samoan Language Week - VUW
Gift Card	Manager Regional Partnerships Southern	\$60.00	17/2/2018	Kako Time – Teachers Union Pacific Professional Development
White ceramic bowl with island pattern and University of Canterbury wooden sign	Manager Regional Partnerships Southern	\$50.00	1/6/2018	University of Canterbury
\$50 cash	Manager Regional Partnerships Southern	\$50.00	25/6/2018	Pasifika Power Up West Station
Multi Tool	ICT Services Manager	\$100	30/10/2018	Intergen
\$100 Mug Bangle	Manager Regional Partnerships Southern	\$120	1/11/18	Te Matua a Maui Workforce Series
Money in envelope for gratitude for presenting a	Manager Regional Partnerships Central	\$100	14/03/19	Charities Commission

Gift/Hospitality Accepted	Position of staff member who accepted	Estimated Value	Date received	Offered By
Pacific specific Workshop				
Vase	Senior Advisor Regional Partnerships Central	\$120	16/05/19	Teachers Council of NZ
Painting/Artwork by Maureen Thirtle (NZ artist)	Ministry for Pacific Peoples	\$500	21/06/19	Andrew Nijse

Question 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 Ministry's policy on the giving of gifts to external organisations or individuals is covered by its *Hospitality, Gifts and Entertainment Policy*, which states that the Ministry may offer gifts when it has a genuine business purpose or it is suitable for the particular circumstances (for example, cultural expectation or hosting an international delegation). All expenditure for gifts must be approved by senior management, and generally should not exceed \$100. There were no changes made to the policy during the 2019/20 financial year.

No gifts or donations were given to any external organisations or individuals in the 2019/2020 financial year. In comparison to the financial year prior, the following table provides details about the gifts presented by the Ministry in 2018/20.

Date given	Recipient	Gift given	Estimated value	Reason given
10/08/2018	TPK Regional Manager	Throw, Chocolate & potted plant	\$85.00	Departure gift
8/08/2019	6 x Pou Matawaka Guest Speakers	Various small gifts	\$184.94	Gratitude for providing expertise to the workshop

Question 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.

The Ministry's policy on the giving of gifts to staff is covered by its *Hospitality, Gifts and Entertainment Policy*, which states that the Ministry may offer gifts when it has a genuine business purpose or it is suitable for the particular circumstances (for example, cultural expectation or hosting an international delegation). All expenditure for gifts must be approved by senior management, and generally should not exceed \$100. There were no changes made to the policy during the 2019/20 financial year.

No gifts that were valued as equal to or greater than \$100 were given in either of the 2019/20 or 2018/19 financial years.

Question 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.

The Ministry's expectations around managing Conflicts of Interest are outlined in its Code of Conduct.

All staff are required to disclose any actual or potential conflicts of interest to their manager, and a management plan is developed to ensure appropriate risk mitigation. In addition to this, staff are required to complete a Declarations of Interest on an annual basis. The Ministry maintains a register for Conflicts of Interest, which is updated annually.

In 2019/2020, there were four recordings of potential conflicts of interest declared. Of which, two were in relation to academic training and advice provided to other Pacific organisations and Universities for the purposes of research and evaluation. The remaining two potential conflicts were signed off as having no conflict with the Ministry's objectives.

No actual or potential conflicts of interest were identified in the 2018/19 and 2017/2018 financial years.

In 2016/17, there were two recordings of potential conflicts of interest declared. However, these were signed off as having no conflict with the Ministry's objectives.

Question 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?

The table below provides a list of the Ministry's memberships of non-government organisations, associations, and other professional bodies in 2019/20 and the previous four financial years, including the cost of each membership.

Name	2019/20	2018/19	2017/18	2016/17	2015/16
Committee for Auckland	-	-	-	\$4,167	\$4,167
Aotearoa New Zealand Evaluation Association Incorporated	\$480	\$3,920	\$3,730	\$3,550	-
-EEO* Trust	\$450	\$390	\$500	\$304	-
Leadership Development Centre	-	\$5,531	-	\$6,031	\$4,250
LIANZA	-	-	-	-	\$150
Institute of Public Administration New Zealand	\$520	\$520	\$520	\$569	\$1,745
Human Resources Institute of New Zealand	-	-	-	\$1,080	\$1,841
Public Relations Institute of NZ	-	-	-	\$368	\$320
Transparency International NZ Inc	-	-	-	\$1,000	\$1,000

**Equal Employment Opportunities Trust. (Now the Central Fund for Diversity Networks Support)*

Released under the Official Information Act

47-48. INVOICES AND PROCUREMENT

Question 47: How many penalties for late payment of an invoice were incurred in the 2019/20 year and what was the total cost of that. How does this compare to each of the previous four financial years?

There were no penalties for late payment of an invoice in the 2019/20 year. None were identified or reported for the previous four financial years.

Question 48: How many and what proportion of invoices and bills received in the 2019/20 financial year were not paid on time, and how does this compare to each of the previous four financial years?

The Ministry had no late payments for the 2019/20 year. None were identified or reported for the previous four financial years.

Released under the Official Information Act

49-54. ADVERTISING, POLLING, AND PUBLIC RELATIONS

Question 49: What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- a. Who conducted the work
- b. When the work commenced
- c. When it was completed (or due to be completed)
- d. Estimated total cost
- e. Whether tenders were invited; if so, how many were received.

As part of the Ministry's business as usual operations, staff engage with members of the community about a range of subjects and does not generally carry out any formal poll, surveys or market research. The Ministry does have a Survey Monkey account and we have captured some feedback from events by way of a survey. The total cost for this subscription over the 2019/20 year was \$516.00.

Question 50: How much was spent on advertising, public relations campaigns, or publications in the last financial year? How does this compare to the cost of this in the previous four financial years?

The following table shows expenditure on advertising, and public relations campaigns and publications in 2019/20 and the previous four financial years.

Year	Spend
2019/20	\$32,893.50
2018/19	\$98,819.00
2017/18	\$107,541.00
2016/17	\$103,384.00
2015/16	\$78,399.00

Question 51: For each advertising or public relations campaign or publication conducted or commissioned in the 2019/20 financial year, please provide the following:

- a. Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- b. Who conducted the project
- c. Type of product or service generally provided by the above
- d. Date the work commenced
- e. Estimated completion date
- f. Total cost
- g. Whether the campaign was shown to the Controller and Auditor-General
- h. Whether tenders were or are to be invited; if so, how many were or will be received.

Please find three tables provided overleaf showing relevant information regarding the Ministry's advertising and public relations campaigns/publications carried out in 2019/20.

Three tables: Details regarding advertising and public relations campaigns/publications carried out in 2019/20

NAME OF PROJECT	ANNUAL REPORT
Details of the Project	The annual report is a key accountability document. It sets out the operating context, our strategic direction, what we aimed to achieve over the previous 12 months and what we did achieve.
Who is conducting the project	MPP
Type of product or service generally provided	Design, layout, and print
Dates – Commenced and estimated completion	August 2019 – October 2019
Cost (related to publicity)	\$12,760.00
Whether shown to Controller and Auditor General	Made available to Audit New Zealand
Whether tenders were invited	No

NAME OF PROJECT	STRATEGIC INTENTIONS
Details of the Project	The Strategic Intention publications are a high-level document, (formerly the Statement of Intent) which provides strategic direction and operating intentions transparent to Parliament and the New Zealand public about the Ministry's purpose and delivery of Government's priorities.
Who is conducting the project	MPP
Type of product or service generally provided	Design, layout and print
Dates – Commenced and estimated completion	October 2019 – February 2020
Cost (related to publicity)	\$12,083.50
Whether shown to Controller and Auditor General	Made available to Audit NZ
Whether tenders were invited	No

NAME OF PROJECT	PACIFIC LANGUAGE WEEKS SERIES
Details of the Project	Pacific Language Week Series provide an opportunity for Pacific languages and cultures to be celebrated and promoted in many ways, partway through the year when COVID-19 hit our shores the remainder had to be

NAME OF PROJECT	PACIFIC LANGUAGE WEEKS SERIES
	delivered purely online. This is a series of 9 language weeks celebrated nationally and internationally.
Who is conducting the project	MPP in collaboration with Pacific Language Week Committees – membership comprising of Pacific leaders from each ethnic specific community representing their respective communities.
Type of product or service generally provided	MPP engages suppliers to create design, layout and graphics for promoting each respective week; and also, Pacific community groups to plan and deliver the official launches and activities to support the celebration and promotion of Pacific languages and culture for each Language Week.
Dates – Commenced and estimated completion	July 2019 to June 2020
Cost (related to publicity)	\$8,050.00
Whether shown to Controller and Auditor General	Made available to Audit NZ
Whether tenders were invited	No

Question 52: How many public relations and/or communications staff, contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? How does that compare with each of the previous four financial years? Provide a numerical and percentage breakdown of public relations or communications staff by employment status i.e., permanent, contractor/consultant, provider of professional service.

The table below provides a summary of information for communications staff, including contractors, within the Ministry during 2019/20 and the four financial years prior.

Please note, due to the small number of staff, a breakdown by salary bands is not provided.

Financial Year	Number of staff (FTE)	Number of contracted staff	Permanent staff %	Contractors %	Total salary amount
2019/20	6	1	71%	29%	\$788,749
2018/19	4	1	67%	33%	\$272,994
2017/18	3.0	1	49%	51%	\$319,198
2016/17	2.90	1	97%	3%	\$293,318
2015/16	3.25	1	84%	16%	\$375,922

Question 53: How much was spent in 2019/20 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, policies or marketing? How did this compare to each of the previous four financial years? For each invoice over \$1,000 in 2019/20 please provide the item purchased, the amount purchased, costs and the intended use.

Expenditure on merchandise/promotional products carrying out the Ministry's branding in 2019/20 and the previous four financial years is provide in the table below.

Year	Amount
2019/20	\$14,687.77
2018/19	\$15,782
2017/18	\$28,551
2016/17	\$15,777
2015/16	\$13,250

The 2019/20 spend was comprised of:

- 61 t-shirts costing \$1,224.56
- 200 bucket hats for festivals costing \$1,604.00
- 300 bottles for festivals costing \$1,779.00
- Lalanga Fou reports print run costing \$2,289.65
- Pull up banners costing \$7,790.56

Question 54: How many press releases, if any, were released in the 2019/20 financial year? How many were released in each of the previous four financial years?

There were no press releases released in neither 2019/20 nor the previous four financial years.

55-62. OFFICIAL INFORMATION AND PRIVACY

Question 55: In 2019/20, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous four financial years?

The Ministerial Services business unit, based in the Ministry's Head Office in Wellington, is responsible for supporting and processing information requests, amongst other things, for the responsible portfolio Minister, those requests include:

- Ministerial correspondence
- Official Information Act requests
- Written Parliamentary Questions
- Requests from the Minister's office for information.

Due to the small number of staff in this cohort and to ensure the privacy of the individuals, a breakdown of salary costs is not provided.

The table below provides the number of staff employed with the Ministerial Services in each financial year from 2019/20 to 2015/16.

Year	# of staff
2019/20	2
2018/19	3.5
2017/18	2
2016/17	2
2015/16	2

Question 56: What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2019/20? What were these numbers for each of the previous four financial years?

The table below reflects the number of Official Information Act (OIA) requests made to the Ministry in each financial year from 2019/20 to 2015/16. In addition to these requests, the Ministry has also assisted with managing the provision of replies to Ministerial OIA requests.

Year	OIA's Received	Response Time	Transferred	Declined
2019/20	26	16 – within 20 working days 8 – Ministerial requests 2 – After 20 working days 2 – Extensions requested	-	4 – as the information requested did not exist
2018/19	48	32 – Within 20 working days	-	5 – as the information

Year	OIA's Received	Response Time	Transferred	Declined
		13 – Ministerial requests 1 – After 20 working days 2 – Extensions requested		requested did not exist
2017/18	37	16 – Within 20 working days 17 – Ministerial requests 1 – After 20 working days 1 – Extension requested 2 – Withdrawn	2	-
2016/17	22	15 – within 20 working days 3 – Ministerial requests 1 – Withdrawn	2	1 - as the information requested did not exist
2015/16	32	28 – within 20 working days 1 – extension requested due to the scope of the request 1 – Ministerial request 2 – after 20 working days	1	-

Question 57: What was the average response time for Official Information Act Requests during 2019/20? What was this number for each of the previous four financial years?

The table below provides the average response time for Official Information Act requests in 2019/20 and the previous four financial years.

Year	Average Response Time (working days)
2019/20	16.3
2018/19	16.7
2017/18	16.8
2016/17	18.3
2015/16	19.5

Question 58: How many complaints were received under the Privacy Act or Official Information Act during 2019/20 broken down by whether each has been upheld, dismissed, or still under investigation? How does this compare to each of the previous four financial years?

No complaints were received under the Privacy Act or Official Information Act during the 2019/20 financial year.

In comparison to the previous four financial years, the table provided overleaf shows the number of complaints received, broken down by the outcomes.

Year	Complaints received	Complaints received through	Outcome
2018/19	1	Ombudsman Office	Complaint was closed, no investigation undertaken
2017/18	2	Ombudsman Office	Both complaints were closed, and no investigations were undertaken
2016/17	Nil	Not applicable	Not applicable
2015/16	Nil	Not applicable	Not applicable

Question 59: What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

Decisions on the release of information held by the Ministry are made in accordance with the Official Information Act (OIA). There has been no change in policy relating to this since the new Government was sworn in.

It is the Ministry's practice to make the Minister's office aware of all OIA requests received by the Ministry. Under the Ministry's 'no surprises' policy, as set out in the guidance provided by the State Services Commission and in accordance with section 15(5) of the OIA, the Ministry provides copies of some replies where necessary.

Question 60: Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

The Ministry does not have any specific policies or procedures in place regarding how Official Information Act requests are to be treated, on the basis of the requester's description.

Question 61: What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2019/20?

None.

Question 62: Were any privacy issues identified in the 2019/20 financial year and in the previous four financial years? If so, what were they and what are the titles of any reports into them?

No.

63-67. PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS

Question 63: How many staff positions in the policy area were left unfilled in the 2019/20 financial year broken down by policy area in total? How did that compare with each of the previous four financial years? How is the agency or organisation continuing to carry out work in the absence of staff in these positions?

The table below identifies policy vacancies for 2019/20 and the previous four financial years.

Year	Unfilled Positions
2019/20	0
2018/19	0
2017/18	1
2016/17	2
2015/16	0

During the 2020/21 financial year, the Ministry experienced significant growth. From July 2020 onwards, the Policy team was allocated growth of 20 new staff members. The Ministry has continued to ensure that key work and initiatives are delivered over this period through prioritisation and getting support from other parts of the business.

Question 64:

How many permanent staff were employed within your department, agency, or organisation during the last financial year? How does this compare to each of the previous four financial years? Please breakdown by:

- Role (e.g., policy/admin/operational)
- Classification (full and part-time)
- Office (e.g., geographical location)

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

The following tables shows a breakdown of permanent staff by location and role for the 2019/20 financial year.

2019/2020

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate and Administration	12	12	0
Policy and Research	16	15	1
Operations	17	17	0
Auckland			
Corporate and Administration	3	3	0
Policy and Research	4	3	1

Regions	Total Staff	Full Time	Part Time
Operations	10	9	1
Christchurch			
Policy and Research	0	0	0
Operations	3	3	0
Total	66	63	3

**This table excludes staff on fixed term contracts or secondment and is based on figures as at 30 June 2020.*

Due to the successful budget bids in 2019/2020, the Ministry has carried out significant recruitment to ensure it has the resources to meet the Ministry's work programmes.

The most significant increase in staffing numbers has been in the Policy and Research, and operations areas. Staff numbers increased in the Policy and Research unit due to the implementation of the Research and Evaluation team and Languages units within the Ministry. Staff numbers increased in the operations area due to increased work demands in the Communications and Ministerial Service areas.

In comparison to the four financial years prior to 2019/20, the following tables are provided in turn below.

2018/19

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate and Administration	14	14	-
Policy and Research	9	9	-
Operations	4	4	-
Auckland			
Corporate and Administration	1	1	-
Policy and Research	3	2	1
Operations	9	9	-
Christchurch			
Policy and Research	1	1	-
Operations	3	3	-
Total	44	43	1

**This table excludes staff on fixed term contracts or secondment and is based on figures as at 30 June 2019*

2017/18

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate and Administration	12	11	1
Policy and Research	9	9	-
Operations	4	4	-
Auckland			
Corporate and Administration	1	1	-

Regions	Total Staff	Full Time	Part Time
Policy and Research	3	3	-
Operations	9	9	-
Christchurch			
Policy and Research	1	1	-
Operations	3	3	-
Total	42	41	1

**This table excludes staff on fixed term contracts or secondment*

2016/17

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	8	8	-
Policy & Research	10	10	-
Operations	4	4	-
Auckland			
Corporate & Administration	1	1	-
Policy & Research	2	2	-
Operations	7	7	-
Christchurch			
Operations	2	2	-
Total	34	34	-

2015/16

Regions	Total Staff	Full Time	Part Time
Wellington			
Corporate & Administration	8	8	-
Policy & Research	9	9	-
Operations	4	4	-
Auckland			
Corporate & Administration	1	1	-
Policy & Research	3	3	-
Operations	6	6	-
Christchurch			
Operations	2	2	-
Total	33	33	-

Question 65: Please provide a breakdown by role (e.g., policy/administration/operational) and location of the agency or organisation's staff numbers in 2019/20 and each of the previous four financial years, by age and gender.

The four tables provided below shows a breakdown of permanent staff by location, function, age, and gender for the 2019/20 financial year, and figures for the previous four financial years.

2019/20

Regions/Roles	20-29		30-39		40-49		50-59		60+		Total
	M	F	M	F	M	F	M	F	M	F	
Wellington											
Corporate and Admin		1	1	2		3	1	2		1	11
Policy and Research	1	3		6	2		1	3	1		17
Operations		1	2	4	3	4	2	1			17
Auckland											
Corporate and Admin			1					1			2
Policy and Research					2	2					4
Operations		3	1	1	4	1		1			11
Christchurch											
Corporate and Admin											0
Policy and Research					1						1
Operations		1				1	1				3
Total	1	9	5	13	12	11	5	8	1	1	66

The 2019/20 table excludes fixed term, seconded or casual employees and the CE.

2018/19

Regions & Roles	20-29		30-39		40-49		50-59		60 +		Total
	M	F	M	F	M	F	M	F	M	F	
Wellington											
Corporate and Administration		1	1	4		5	1			1	13
Policy and Research		5		2	2						9
Operations			1			1	1	1			4
Auckland											
Corporate and Administration								1			1
Policy and Research					1	1					2
Operations		2	2	1	2	1		1			9
Christchurch											
Policy and Research					1						1
Operations		1				1	1				3
Total		9	5	7	6	9	3	3		1	43

The table above excludes fixed term, seconded or casual employees and the CE. 43 staff members accounted for and 1 staff member is under the age of 20 years old.

2017/18

Regions & Roles	20-29		30-39		40-49		50-59		60 +		Total
	M	F	M	F	M	F	M	F	M	F	
Wellington											
Corporate and Administration				1	1	5	1	3		1	12

Regions & Roles	20-29		30-39		40-49		50-59		60 +		Total
Policy and Research		3		2	3	1					9
Operations			1			1	1	1			4
Auckland											
Corporate and Administration								1			1
Policy and Research		1			2						3
Operations		1	2	2	2	1		1			9
Christchurch											
Policy and Research					1						1
Operations					1	1	1				3
Total		5	3	5	10	9	3	6		1	42

The table above excludes fixed term, seconded or casual employees and the CE.

2016/17

Regions & Roles	20-29		30-39		40-49		50-59		60 +		Total
Wellington	M	F	M	F	M	F	M	F	M	F	
Corporate & Administration	-	1	-	-	1	3	1	1	-	1	8
Policy & Research and Ministerial Services	-	-	1	4	1	3	-	1	-	-	10
Operations	-	-	-	-	-	2	1	1	-	-	4
Auckland											
Corporate & Administration	-	-	-	-	-	1	-	-	-	-	1
Policy & Research and Ministerial Services	-	-	-	1	1	-	-	-	-	-	2
Operations	-	1	1	2	2	-	-	1	-	-	7
Christchurch											
Operations	-	-	-	-	1	1	-	-	-	-	2
Total	-	2	2	7	6	10	2	4	-	1	34

The table above excludes fixed-term (included seconded in) employees, casual employees, and the CE.

Question 66: If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2019/20, what was the figure at which it was capped? How many FTEs were employed in 2019/20, and how does this compare to each of the previous four financial years?

On 1 May 2018, Cabinet agreed to remove the cap on core government administration and stop annual reporting of staffing numbers, effective from June 2018. The table below provides figures for 2019/20 and the previous four financial years.

Year	Actual FTEs
2019/20	63
2018/19	44
2017/18	37

Year	Actual FTEs
2016/17	34
2015/16	38

Question 67: How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past four financial years?

The table below provides the number of back office and frontline staff percentages for 2019/20 (as at 30 June) and for the previous four financial years. Please note, the table excludes fixed term, seconded, casual employees and the Chief Executive.

Financial Year	Total Staff	Frontline	Back office
2019/20	66	62%	38%
2018/19	50	61%	39%
2017/18	47	70%	30%
2016/17	34	74%	26%
2015/16	33	73%	27%

Released under the Official Information Act

68-75. CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS OF PROFESSIONAL SERVICES

Question 68: How many contractors, consultants, including those providing professional services, were engaged, or employed in 2019/20 and what was the estimated total cost? How did this compare to each of the previous four financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous four financial years please provide the following details:

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor
- Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged
- Date of the contract
- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received
- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

Details of the number of external contractors and consultants engaged and the total contractor/consultant expenditure in 2019/20 and the previous four years are as follows:

Year	Number	Spend
2019/20	31	\$2,159,175
2018/19	31	\$979,689
2017/18	15	\$565,042
2016/17	17	\$720,490
2015/16	41	\$660,768

The details of external contractors and consultants engaged by the Ministry for 2019/20 and the previous four financial years are outlined in **Appendix 2**, enclosed.

Question 69: Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this compare with each of the previous four financial years?

The table below provides payments made under the contract with the Pacific Business Trust for the provision of services.

Contract	2019/20	2018/19	2017/18	2016/17	2015/16
Pacific Business Trust	\$1.857m	\$1.638m	\$1.264m	\$1.264m	\$1.264m

Question 70: What is the policy of your department, agency, or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why, and how?

The Ministry considers a number of factors before engaging a contractor/consultant for a fixed term period. These factors include current capability or capacity of permanent staff, criticality of the project, programme or work being delivered, and timeframes for delivery.

As a small agency, it is not feasible to retain in-house specialist skills permanently. For this reason, the Ministry may in certain years have a proportionately higher reliance and subsequent spend on contractors and consultants where specialist skills are required for a fixed term period.

Question 71: How many consultants, contractors or people providing professional services contracted in 2019/20 were previously employed permanently within your department, agency, or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance, or other termination package or not? How many contractors hired in each of the previous four financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

There were no consultants or contractors employed by the Ministry in 2019/20 who were previously employed (either permanent or fixed term) by the Ministry in the last two financial years.

In the past four financial years (2016/17 to 2018/19) there were no consultants or contractors hired that had previously been permanent employees.

Question 72: Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2019/20 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous four financial years?

The table below provides detail about contractors contacted to provide communications, media or public relations advice or services in 2019/20 and the previous four financial years.

Services	Contract provider	Time period	Cost
2019/20			
Communications advice and support	Contract for Services	July 2019 to October 2019	\$70,049
2018/19			
Communications and social media support	Contract for Services	July 2018- June 2019	\$40,973.75
2017/18			
Communications and social media support	Contract for Services	December 2017 – June 2018	\$77,858
Communications, media and marketing advice and support	Contract for Services	July – November 2017	\$29,025

Services	Contract provider	Time period	Cost
Communications, media and marketing advice and support	Contract for Services	July – November 2017	\$55,776
Communications advice and support	Brand Strategy & Communication Strategy	March – June 2018	\$18,000
2016/17			
Communications Advice and Support	Contract for services	March – June 2017	\$15,915
Communications Advice and Support	Madison Recruitment	May – August 2016	\$ 6,274
2015/16			
Communications Advice and Support	Contract for services	August – December 2015	\$54,080
Communications Advice and Support	Madison Recruitment	May – August 2016	\$ 5,930

Question 73: How many temporary staff were contracted by your department, agency, or organisation in the 2019/20 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

The following table shows the number of temporary staff contracted by the Ministry in the 2019/20 financial year, broken down by purpose of contract, name of company contracted, and duration.

Business Unit	Purpose of contract	Number of temporary staff	Name of company contracted	Duration of contract (months)
People and Culture	Recruitment	1	Madison Recruitment	6
Finance	Finance	1	Jackson Stone	5
Office of the Chief Executive	Administration	1	Madison Recruitment	5
		1	Madison Recruitment	2

Note: Specific hourly rate and total costs of contracts have not been recorded here due to privacy reasons.

Question 74: How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2019/20 financial year? How does this compare to the number hired on each of these contracts in each of the previous four financial years?

The following table identifies the number of staff hired on three-month or less, three-to-six months, or six-to-nine-month contracts in 2019/20 and the previous four financial years.

Year	3 months or less	3-6 months	6-9 months
2019/20	4	1	2
2018/19	2	4	3
2017/18	3	2	1
2016/17	7	1	1
2015/16	5	1	-

Question 75: How many staff were employed on a fixed term contract in total in 2019/20? How does this compare to each of previous four financial years?

The following table identifies the number of fixed term staff employed in 2019/20 and the previous four financial years.

Year	Number
2019/20	10
2018/19	7
2017/18	6
2016/17	6
2015/16	3

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76-79. COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES

Question 76: How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

The Ministry does not have a 90-day probationary clause in its employment contracts.

Question 77: Please provide a summary of any collective employment agreement negotiations completed in the 2019/20 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2020/21?

There were no collective employment agreement negotiations completed in 2019/2020. The Ministry does not have a collective employment agreement in place.

Question 78: How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous four financial years?

All staff at the Ministry have Individual Employment Agreements (IEAs). Numbers for 2019/20 and the previous four financial years are shown in the table below.

Year	IEAs
2019/20	66
2018/19	44
2017/18	42
2016/17	34
2015/16	33

Note: This is a count of FTE staff only.

Question 79: Were any specific instructions, directions or advice received in relation to employment agreement matters from the Public Service Commission or responsible Minister in the 2019/20 financial year? If so, please provide details.

The Ministry receives regular guidance and requests for information from the Public Service Commission. However, there were no specific instructions, directions, or advice in relation to employment agreement matters given to the Ministry by either the Public Service Commission or by the Minister for Pacific Peoples in 2019/2020.

80-84. LEAVE AND EAP

Question 80: How many days of annual leave did employees have accrued on average during 2019/20? How does this compare to each of the previous four years? What strategies are used to encourage employees to reduce annual leave balances?

The average annual leave accrual for 2019/20 and the previous four financial years are shown in the table below.

Year	Average
2019/20	5.6
2018/19	13
2017/18	14
2016/17	10
2015/16	11

In line with the Ministry's policy, all employees are encouraged to take leave throughout the year to ensure they take the necessary timeout they need from work. So that large amounts of leave are not accumulated, the Manager will routinely work with the Employee to develop an appropriate leave plan.

Question 81: How many annual leave applications did the agency or organisation cancel or refuse during 2019/20? How does this compare to each of the previous four financial years?

No applications for annual leave were cancelled or refused in 2019/20 and the previous four financial years.

The Ministry provides a number of options to enable managers and staff to take the necessary time away from work as needed. These options range from taking annual leave, to taking leave without pay or anticipated leave. Each staff member's situation is managed, on a case-by-case basis.

Question 82: How many employees sold their fourth week of annual leave in the 2019/20 financial year? How does this compare to each of the previous financial years since this policy came into effect?

Three employees sold their fourth week of annual leave in the 2019/20 financial year.

Five employees sold their fourth week of annual leave in the 2018/19 financial year, while there were no staff members who did this in the 2017/18 financial year.

One staff member sold their fourth week of annual leave in the 2015/16 financial year.

Question 83: How many days of sick leave did employees take on average during 2019/20? How does this compare to each of the previous four financial years? What strategies are used to reduce the amount of sick leave employees need to take?

The table below provides the average number of sick leave days taken for 2019/20 and the previous four financial years.

Year	Average sick leave days
2019/20	2.6
2018/19	5.1
2017/18	4.2
2016/17	6.7
2015/16	7.2

The Ministry, through its health and safety practices and wellbeing support, provides a number of mechanisms to support staff wellness and therefore reduce sick leave usage. These include:

- Promoting healthy work life balance by actively encouraging staff to take leave when they need to.
- Offering annual flu vaccinations to staff. In 2019/2020, the Ministry extended this offer to immediate family members.
- Enabling flexible working arrangements.
- Providing support through the Employment Assistance Programme (EAP) for both psychological and physical wellbeing.
- Ensuring safe and proper office ergonomics through the provision of Individual Workstation Assessments.

Question 84: How much was spent on EAP or workplace counselling in the 2019/20 financial year and how did that compare to each of the previous four financial years?

The table below shows the Ministry's expenditure for counselling through EAP for 2019/20 and the previous four financial years.

Year	Cost
2019/20	\$2,023
2018/19	\$1,060
2017/18	\$1,063
2016/17	\$525
2015/16	\$2,917

85-87. SECONDED STAFF

Question 85: What was the number and cost of staff seconded to Ministerial offices during 2019/20 and how many of these had their salaries paid by the department, agency, or organisation rather than Ministerial Services? What were these numbers in each of the previous four financial years? For each staff member seconded, please provide the following details:

- How long they were seconded for (less than 6 months, 6-12 months, 12-24 months, or 24 months or more).
- The role they were seconded to.
- The role they were seconded from.
- The reason for the secondment.
- The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

The salaries of all staff seconded to the Minister's office are paid by the Ministry. Specific salary costs are not reported here for privacy reasons. Both incumbents were seconded from Senior Policy Advisor positions, within their respective agencies, to the role of Private Secretary.

The following table shows the number of staff seconded in the Minister's office during 2019/20 and the previous four financial years.

Financial years	# of Staff	Paid by	Secondment length	Seconded from	Seconded to
2019/20	2	Ministry Ministry	6 months 18 months	30/09/2019 01/04/2019	30/03/2020 30/10/2020
2016/17 - 2018/19	1	Ministry	36 months	03/10/2016	31/10/2019
2018/19	1	Ministry	12 months	01/04/2019	01/04/2020
2016/17	1	Ministry	7 months	09/04/2016	02/10/2016
2015/16	1	Ministry	14 months	02/02/2015	08/04/2016

**In 2014/15 there was a short transition period where two staff were based in the Minister's office to facilitate a handover.*

Question 86: What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2019/20 and what was it for each of the previous four financial years?

The Ministry utilises secondments to the Ministerial office as an opportunity for staff growth and development and has, on average, seconded one staff member to the office each year for the past four years. Turnover of staff in the office has reflected respective secondment arrangement start and end dates.

Question 87: Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2019/20; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

Three staff members were seconded from one role to another in 2019/2020. The travel costs for these secondments, in total, were \$25,057.53.

In 2018/2019, one staff member was seconded from one role to another and travel costs for this secondment was \$3,225.73.

There were no staff seconded from one role to another in the 2017/18 and 2016/17 financial years, and as such, no travel or accommodation costs were incurred.

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88-92. STAFF TURNOVER/TERMINATION OF EMPLOYMENT

Question 88: What was the staff turnover for 2019/20 and what was the staff turnover for each of the previous four financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2020/21?

Actual staff turnover rates for 2019/20 and the previous four financial years is shown in the table below.

Roles	2019/20		2018/19		2017/18		2016/17		2015/16	
	Number	%	Number	%	Number	%	Number	%	Number	%
Corporate and Administration	1	1.5%	2	4.7	3	7.1	2	4.6	5	11.9
Policy and Research	2	3%	2	4.7	2	4.7	3	6.9	-	-
Operations	2	3%	3	7.1	1	2.4	3	6.9	2	4.7
TOTAL	5	7.5%	7	16.7	6	14.3	8	19	7	16.6

The Ministry's turnover rate is not a cause for concern. The Ministry encourages and supports the professional development of staff and understands that this may result in career opportunities being pursued elsewhere.

Question 89: What was the average length of service in your department, agency, or organisation in the 2019/20 financial year and each of the previous four financial years? Please also provide this information broken down by age and gender.

The table below shows the average length of service for staff for 2019/20 and the previous four financial years, broken down further by gender. To maintain the privacy of individuals, information on age is not reported here.

Year	Average Length of Service	Average Length of Service by Gender	
		Male	Female
2019/20	3.4	2.3	3.9
2018/19	3.9	2.7	4.5
2017/18	4.9	3.4	5.6
2016/17	5.7	5.1	6.0
2015/16	6.4	6.8	8.2

Question 90: How many staff resigned during 2019/20, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

Five staff resigned from the Ministry in 2019/2020 to pursue other career opportunities. The Ministry encourages and supports the professional development of staff, and as such, the

Ministry identifies no implications or concerns with the number of resignations. To maintain the privacy of individuals, information on age is not reported.

Question 91: How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2019/20 financial year? How does that compare to the number and amount spent in each of the previous four financial years?

The number and amount of redundancy payments and related costs for 2019/20, and the previous four financial years, is shown in the table below.

Financial Year	Number	Cost
2019/20	0	0
2018/19	2	\$65,139
2017/18	2	\$58,283
2016/17	0	\$0
2015/16	0	\$0

Question 92: How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2019/20 financial year? How does this compare to the individual total amounts paid out in redundancy, severance, or other termination packages in each of the previous four financial years?

The table below shows a breakdown of redundancy payments made by band for 2019/20 and the previous four financial years. Please note, there were no redundancy payments made in 2019/2020.

Band	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
1-10,000	-	-	-	-	-	-
10,001 – 20,000	-	1	1	-	-	-
20,001 – 30,000	-	-	-	-	-	-
30,001 – 40,000	-	-	-	-	-	-
40,001 – 50,000	-	1	1	-	-	-
50,001 – 60,000	-	-	-	-	-	-
60,001 – 70,000	-	-	-	-	-	-

Band	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
80,000 – 90,000	-	-	-	-	-	-

Note: a restructure commenced in the 2017/18 year and concluded in the 2018/19 year.

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93-94. SALARIES AND BONUSES

Question 93: How much was spent on performance bonuses, incentive payments, or additional leave in 2019/20 and each of the previous four financial years? Please provide a breakdown of the number of bonuses received during 2019/20 in \$5,000 bands. What were the specific criteria for such performance payments? Has there been any changes to the criteria since October 2017; if so, what specific changes and why?

There was no spend on performance bonuses, incentive payments, or additional leave in either 2019/20 or the previous four financial years.

Question 94: In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous four financial years? Please also provide this information by age and gender.

The table below shows the salary levels for all permanent and fixed term staff throughout the 2019/20 year and the previous four financial years. These figures exclude staff seconded to the Ministry, casual employees, and the Chief Executive.

Information related to age and gender have been withheld in line with employee privacy requirements.

Salary Band (\$)	2019/20	2018/19	2017/18	2016/17	2015/16
40,000 - 49,999	2	1	-	-	-
50,000 - 59,999	2	5	3	1	4
60,000 - 69,999	7	6	4	8	11
70,000 - 79,999	7	10	10	9	5
80,000 - 89,999	13	6	5	4	3
90,000 - 99,999	10	8	5	6	6
100,000 - 109,999	10	4	6	4	1
110,000 - 119,999	4	2	6	1.6	2
120,000 - 129,999	10	5	4	3	2
130,000 - 139,999	5	-	-	1	1
140,000 - 149,999	7	1	1	1	-
150,000 - 159,999	-	3	1	-	-
160,000 - 169,999	1	-	-	-	-
170,000 - 179,999	-	-	1	1	1
180,000 - 189,999	4	-	-	-	-
190,000 - 199,999	1	-	-	-	-

95-112. TRAINING, TRAVEL AND OTHER EXPENSES

Question 95: How much was spent on catering in the 2019/20 financial year? What policies were in place for the use of catering and were there any changes to these?

The Ministry spent \$112,742 on catering in the 2019/20 financial year.

Expenditure on catering is covered by the Ministry's *Hospitality, Gifts and Entertainment Policy*. These policies require all catering requests to meet public sector expectations of transparency, probity, and value for money.

All catering requests must be approved in advance by either the Chief Executive or the relevant manager with the delegated authority.

Question 96: How much was spent on domestic travel in the 2019/20 financial year and how does this compare to each of the previous four financial years? Provide a breakdown of spending on airfares, taxis/UBER, and rental cars. Please provide a list of the positions of the top twenty spenders on domestic travel for 2019/20 including the amount spent.

The table below shows the total spend for domestic travel in 2019/20 and the previous four financial years.

Year	2019/20	2018/19	2017/18	2016/17	2015/16
Airfares	\$269,338	\$243,583	\$190,841	\$131,639	\$101,267
Accommodation	\$152,193	\$125,682	\$67,579	\$42,250	\$48,229
Taxis, UBER and Rental cars	\$67,158	\$56,941	\$54,536	\$43,065	\$34,999
Total Cost	\$488,689	\$426,206	\$312,955	\$216,954	\$184,495

Due to the small size of the Ministry, we have only disclosed the top ten spenders on domestic travel (flights/taxis/accommodation). For 2019/20, these were:

Position	Total
DCE, Regional Partnerships	\$31,812
Director, Languages	\$25,448
Regional Manager, Southern	\$22,477
Chief Adviser, Regional Partnerships	\$22,226
Policy Adviser	\$18,580
Chief Executive	\$17,620
Senior Policy Adviser	\$17,327
DCE, Office of the Chief Executive	\$13,727
Regional Manager, Northern	\$10,560
Event Manager	\$9,100

Question 97: What domestic airlines are used by staff and why? Provide a breakdown of spending on each airline used in 2019/20 financial year and how does this compare to each of the previous four financial years?

The Ministry's travel administrators seek the best value for money. Where flights are booked in advanced, Air New Zealand has generally been found to provide the best value. Occasionally, where a flight is required at short notice, Jetstar has been found to provide a better deal. A breakdown of spend by airline is shown in the table below.

Domestic Airlines	2019/20	2018/19	2017/18	2016/17	2015/16	2014/15
Air New Zealand	\$269,031	\$240,530	\$183,302	\$129,523	\$101,267	\$109,891
Air Chathams	\$307	\$0	\$0	\$0	\$0	\$0
Jetstar	\$0	\$3,053	\$7,539	\$2,116	\$0	\$0
Total domestic airfares	\$269,338	\$243,583	\$190,841	\$131,639	\$101,267	\$109,891

Question 98: How much was spent on international travel in the 2019/20 financial year, how does this compare to each of the previous four financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2019/20, including the amount spent (broken down by travel, accommodation, and other expenditure), locations travelled, reason visited, and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

The following table lists the total amount spent on international travel in 2019/20 and the previous four financial years.

Year	Cost	% Operating
2019/20	\$53,750	0.39%
2018/19	\$19,655	0.24%
2017/18	\$5,270	0.07%
2016/17	\$29,184	0.43%
2015/16	\$18,562	0.28%

The following table lists expenditure on international travel during 2019/20 broken down by cost of travel, destination, and reason for travel.

Position	Airfare	Accomm.	Taxi & other	Destination	Reason for Travel
DCE, Regional Partnerships	\$11,659.93	\$2,827.63	\$1,761.61	Paris and Singapore	Languages conference, representing Minister
DCE, Office of the Chief Executive	\$841.83	\$170.65	\$129.09	Melbourne	Melbourne Business School course

Position	Airfare	Accomm.	Taxi & other	Destination	Reason for Travel
Pacific attendees	\$14,852.12	\$0	\$0	Auckland	Language and Tech Fono
Director, Languages	\$11,659.93	\$4,116.30	\$1,012.80	Paris and Singapore	Languages conference
DCE, Regional Partnerships	\$0	\$2,037.12	\$165.46	Melbourne	Melbourne Business School course
Community Leader	\$0	\$513.75	\$0	Vanuatu	Pacific Mission
National Policy Manager	\$0	\$429.43	\$336.24	Tonga	Attend Tongan Prime Minister's funeral
Senior Policy Adviser	\$0	\$71.57	\$318.23	Tonga	Attend Tongan Prime Minister's funeral

Please note, the expenditure in the above table totals \$52,903, which is less than the total in the first table. The difference of \$847 is a mixture of transaction fees, cancellation costs and exchange differences on refunds.

Question 99: How many staff have Koru Club memberships paid for by your department, agency, or organisation, and how does this compare with each of the previous four financial years? What is the policy regarding entitlement to Koru Club membership?

Information on Koru Club memberships paid for by the Ministry in 2019/20 and the previous four financial years, is detailed below.

Year	Number
2019/20	4
2018/19	3
2017/18	2
2016/17	2
2015/16	2

The Ministry's Travel Policy on Airline Memberships states that, in general, the Ministry will pay the cost of airline membership for:

- The Chief Executive.
- Staff expected to travel more than 20 return flights in a calendar year.

Any other staff member must have the prior written approval of the Chief Executive to obtain airline membership. The Ministry will not pay the cost for airline membership of any consultants or contractors. Staff must not purchase private airline membership for personal use by using the Ministry's corporate rate. Membership forms must be signed by Tier Two Managers and approved by the Chief Executive.

Question 100: How many staff had the use of vehicles paid for by your department, agency, or organisation in 2019/20; what are the estimated costs; how do these numbers compare to each of the previous four financial years?

During 2019/20, the Ministry had a pool of eight vehicles that are available to all staff to use during work hours for work-related travel. In line with the Ministry's operating model, these vehicles are critical to enabling the Ministry's workforce to be mobile and accessible to Pacific communities and other stakeholders.

No vehicles are assigned permanently to staff members.

Details for 2019/20 and the previous four financial years are outlined in the table below.

Year	Running Costs	Fringe Benefit Tax
2019/20	\$15,667	\$6,272
2018/19	\$18,040	\$3,889
2017/18	\$21,357	\$11,356
2016/17	\$18,737	\$11,966
2015/16	\$18,243	\$15,706

Question 101: How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2019/20? How does this compare to each of the previous four financial years? For each year please include:

- Purpose
- Venue
- Cost (including travel and accommodation costs)
- Activities undertaken

The purpose of all-ministry away days is to enable regional and head office staff to participate in whole of Ministry discussions around organisational strategy and development.

Relevant information for staff retreats/internal conferences and seminars, and offsite training for 2019/20 and the previous four financial years is provided in the first two tables, followed by five tables showing a further breakdown of offsite staff training in each of those financial years.

Staff retreats/internal conferences

Year	Venue and location	Cost
2019/20	No event held due to lockdown	Nil
2018/19	Silverstream Retreat (Lower Hutt)	\$34,523
	Aotea Lodge (Porirua)	\$16,909
2017/18	Aotea Lodge (Porirua)	\$15,456
	Aotea Lodge (Porirua)	\$13,661
2016/17	Pacific Islanders Presbyterian Church (Wellington)	\$11,915

Year	Venue and location	Cost
2015/16	Brentwood Hotel (Wellington)	\$18,616

The expenditure for offsite training in 2019/20 and the previous four financial years is provided in the tables below:

Year	Cost
2019/20	\$76,099
2018/19	\$23,813
2017/18	\$44,225
2016/17	\$6,999
2015/16	\$7,775
2014/15	\$8,116

2019/20 Breakdown

Course	Venue / Provider	No. of attendees	Cost
Custom social media and digital marketing workshop	Katie Brown Creative Limited, Wellington	6	\$750
Insider's guide to policy and law-making training course	Civicsquare Limited, Wellington	15	\$3,950
Leadership from the inside out	Jordan Scott Consulting Limited, Wellington	5	\$700
LSP360 (Performance feedback)	SSC, Wellington	15	\$4,350
Debrief of 360 reports & Coaching	Alan Woodside, Wellington	5	\$5,250
HR Foundations	Human Resources institute of New Zealand	1	\$2,200
Document Management System training	Intergen Limited, Wellington	1	\$1,242
Debrief of 360 reports & Coaching	Alan Woodside, Wellington	13	\$5,950
Coaching	Alan Woodside, Wellington	1	\$350
Project co-ordination skills	Project Plus Limited, Wellington	1	\$835
New people leader workout – mindset	SSC, Wellington	3	\$750
Emerging leaders' series	Institute of Public Administration New Zealand, Wellington	2	\$2,000
CPA course fees	CPA Australia, Wellington	1	\$2,070
Insider's guide to NZ government	Civicsquare Limited, Wellington	10	\$3,910
General Management Programme	Melbourne Business School Ltd, Melbourne Australia	1	\$12,842

Course	Venue / Provider	No. of attendees	Cost
Six months change makers	Digby Scott, Wellington	1	\$4,500
e-learning	Cyber Toa, Wellington	1	\$495
Situational safety and tactical communications training	Cert Systems Limited, Auckland	23	\$15,870
Teams/Planner training	itnz Solutions Ltd, on-line	63	\$5,250
My Development Tracker Assessment	SSC, Wellington	2	\$360
Pasifika futures whanau ora conference	Pasifika Medical Association Limited, Auckland	2	\$783
Maori and Pasifika adult and community education hui fono	ACE Aotearoa, Wellington	1	\$52.17
Women in public sector summit	Auaha for Women in Public Sector Summit, Auckland	1	\$915.00
UN climate conference registration	United Nations, Madrid, Spain	1	\$725.00

2018/19 Breakdown

Course	Venue / Provider	No. of attendees	Cost
Team building workshop	D65 Fitness, Auckland	15	\$350
Team building / Venue hire	Rainbow's End, Auckland	15	\$587
Nutrition course	The National Heart Foundation of New Zealand, Auckland	17	\$591
Cohesive Team Behaviours workshop	Jordan Scott Consulting, Wellington	14	\$1,750
Team Building and Collaboration workshop	Jordan Scott Consulting, Porirua	4	\$1,250
Planning meeting	Auckland office	15	\$115
Planning meeting	Christchurch office	4	\$220
Policy planning meeting	Thrive Adventure Centre, Carterton	11	\$2,697
Nutrition workshop	The National Heart Foundation of New Zealand, Auckland	15	\$522
First Aid course	Alsco, Auckland	3	\$630
CPA course fees	CPA Australia, Wellington	1	\$2,070
Business writing essentials	Write Limited, Wellington	1	\$660
Business writing essentials	Write Limited, Wellington	1	\$660
First Aid course	Medi Train, Wellington	4	\$626
General Management Programme	Melbourne Business School Ltd, Melbourne Australia	1	\$11,086

2017/18 Breakdown

Course	Venue / Provider	No. of attendees	Cost
Machinery of Government	Civicsquare Limited	10	\$9,909
Leadership training	Digby Scott	10	\$14,000
Leadership	Auaha for IPANZ	4	\$ 600
Leadership	Auaha for Women in Public Sector Summit	4	\$ 850
Coaching	Waiheke Management Consulting	4	\$1,607
Successful Policy Writing	Write Limited	13	\$14,280
SAP Training	Realttech	2	\$1,155
Health & Safety – Online course	AMS Group Ltd	9	\$3,274

2016/17 Breakdown

Course	Venue / Provider	No. of attendees	Cost
Machinery of Government	Civicsquare Limited	15	\$620
Communication and presentation skills	Fresh Eyre	4	\$5,029
Leadership training	Leadership Development Centre	1	\$250
Leadership	Auaha for Women in Public Sector Summit	5	\$ 1,100

2015/16 Breakdown

Course	Venue / Provider	No. of attendees	Cost
Confident and Creative Presentation Skills 2013	Victoria University of Wellington	4	\$4,426
Communication and presentation skills	Fresh Eyre	1	\$1,165
Leadership training	Leadership Development Centre	1	\$250
Microsoft Word Training	Auldhouse Computer Training	1	\$310
Leadership	Auaha for Women in Public Sector Summit	1	\$250
Communication Learning Forum	Comet Auckland	2	\$148
Hui-fono	Ace Aotearoa	1	\$52
First Aid	NZ Red Cross	3	\$1,174
Total		14	\$7,775

Question 102: What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

Staff are encouraged to provide feedback to inform improvements to conferences, seminars, and team sessions. Feedback on effectiveness is measured through formal staff feedback surveys and any verbal feedback from Ministry staff, which contributes to the planning and design of future internal conferences, team sessions, and the value of external seminars.

Question 103: How much was spent on staff training in 2019/20; and what percentage of the vote does the amount represent? How does this compare to each of the previous four financial years?

The following table shows the Ministry spend on staff training in 2019/20 and the previous four financial years.

Year	Amount	% of Dept Vote
2019/20	\$94,623	0.69%
2018/19	\$31,845	0.39%
2017/18	\$55,473	0.73%
2016/17	\$32,328	0.47%
2015/16	\$74,330	1.10%

Question 104: What specific activities or events were conducted that contributed towards staff morale in the last financial year?

To support staff engagement, Staff Fono (staff conference) is one mechanism the Ministry utilises for inspiring and developing staff, and focusing our collective efforts on our vision, our work, and the people we serve. In 2019/2020, an 'All Staff Fono' was held over a 2-day period in Wellington. Team building exercises took place, and several guest speakers were invited to give a voice of influence through their stories that connect to the work of the Ministry.

The Ministry celebrated each of the nine Pacific Languages Weeks in 2019/2020, through various cultural activities, and was held at all three of the Ministry's offices during these weeks. The activities help staff (both Pacific and non-Pacific) gain a richer understanding of Pacific culture; and contribute to building positive morale across the Ministry.

Question 105: How much was spent on pay television subscriptions (such as SKY and Netflix) in the last financial year and for how many subscriptions? How much was spent in each of the previous four financial years and how much has been budgeted for the latest financial year?

None.

Question 106: What is the total amount spent, if any, on speakers' fees and/or speaker honorariums for each year of the last five financial years by event, event date, speaker and amount received?

The Ministry did not pay any speakers fees or honorariums in the last five financial years.

Question 107: Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so, what was the total amount of travel and/or accommodation costs paid over the last five financial years by speaker and event spoken at?

The Ministry did not pay for any travel and/or accommodation costs in the 2019/20 year for guest speakers.

In 2018/19 the Ministry paid \$9,097 of travel costs for a guest speaker for the Pacific Aotearoa Summit, no accommodation was required.

The Ministry did not pay for any travel and/or accommodation costs in the 2017/18 year for guest speakers.

In 2016/17, \$481 of travel and accommodation costs were paid for a guest speaker at the Staff Fono held at the Pacific Island Presbyterian Church, in Wellington.

The Ministry does not have sufficiently detailed records to ascertain what (if anything) was spent on travel and accommodation costs for guest speakers in 2015/16.

Question 108: What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

The Ministry has not established any units or task forces to conduct or complete reviews on specific issues or provide advice and analysis to support the Ministry's work.

Question 109: What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces, or the seismic resilience of key infrastructure? What is the total cost of this work?

The Ministry does not own the buildings it occupies. It has previously requested and received satisfactory reports from landlords providing acceptable levels of assurance of building seismic safety.

After 30 June 2020, a need for seismic strengthening was identified in the Wellington office. Strengthening work has subsequently been completed.

Question 110: What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2019/20 compare to previous years? What is the total cost of this work?

The Ministry has not measured its greenhouse gas emissions.

The Ministry replaced a petrol vehicle with a hybrid in 2019/20 and intends on replacing its remaining petrol vehicles with hybrids as they fall due for replacement.

The Ministry also uses a recycling system and turns lights and computers off when not in use to keep wastage and emissions to a minimum.

Question 111: What actions, if any, have been taken to improve the gender pay gap; and how does the gender pay gap in 2019/20 compare to previous years? What is the total cost of this work?

The gender pay gap for the Ministry is reported annually to the Public Services Commission. The Ministry is taking a proactive approach to reviewing the pay information and progressing a plan to reduce the gap.

Currently, the Ministry monitors all remuneration, and as part of the recruitment process, all hiring managers are required to complete a setting salary form which the People and Culture team provide feedback on when required. There is currently no cost associate to this work.

Information about the reduction rate of the gender pay gap for 2019/20 and previous financial years is provided in the table below.

Financial Period	Gender Pay Gap %
2019/20	7.9
2018/19	5.4
2017/18	7.2

Question 112: What specific work, if any, has the department, agency or organisation undertaken in relation to the 2020 Speech from the Throne? Has this required the employment of additional staff, contractors, or consultants; if so, for what purpose? What is the total or budgeted cost for undertaking this work?

Two Ministry initiatives are reflected in the 2020 Speech from the Throne, funded by the COVID-19 Response and Recovery Fund. Relevant details about those initiatives are provided in the table below.

Please note, there was no budget, nor was any cost incurred, for either of these initiatives in 2019/20, as funding for both commenced in 2020/21.

Programme	Additional staff employed	Purpose
Toloa STEM Programme	The Ministry has employed a Programme Manager and is recruiting for three other roles	The Ministry is developing additional programmes to expand the Toloa STEM Programme.
Tupu Aotearoa Programme	The Ministry has employed two Tupu Aotearoa Managers.	The Ministry has expanded delivery of the Tupu Aotearoa Programme to two new regions, as well as broadened the age range for clients to enable more

Programme	Additional staff employed	Purpose
		Pacific peoples to access the Programme.

Notes:

- *The expected salary cost of the additional Toloa roles is \$444,000 per annum.*
- *The expected salary cost of the additional Tupu Aotearoa roles is \$83,000 per annum (one of the roles has other responsibilities).*

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113-119. CARBON NEUTRAL BY 2025

Question 113: What specific measures does the department, agency or organisation have in place to measure and publicly report on emissions?

During 2019/20, the Ministry did not have specific measures to report emissions. However, the Ministry has commissioned work for 2020/21 to measure and publicly report on emissions.

Question 114: How does the department, agency, or organisation currently offset emissions, how many have been offset and what has been the cost for each of the last five financial years?

See response to Question 113.

Question 115: What has been the department, agency, or organisation's annual total of emissions for each of the last five financial years?

See response to Question 113.

Question 116: How many vehicles are currently in the department, agency, or organisation's vehicle fleet?

- What is the total number of electric vehicles in the fleet and how many of these have been purchased in each of the last five financial years?
- How many plug-in hybrids and pure battery EVs are in the fleet?
- What is the total number of vehicles that are able to be converted to electric?
- What evaluations of electric vehicles have been undertaken by the department, agency, or organisation and what are the identified risks and advantages associated with the use of electric vehicle in the fleet?

The Ministry currently has eight vehicles. Of these, seven are petrol and one a hybrid (not plug-in). It is anticipated that the petrol vehicles will be replaced with hybrids as they fall due for replacement. Current pure battery EVs do not have sufficient range to meet the Ministry's needs.

Question 117: What are the sources of energy used by the department, agency or organisation and what changes, if any, will be required to achieve carbon neutrality by 2025?

The Ministry has several co-tenancy locations across the country and their source of energy are electricity.

Question 118: What issues or problems are envisaged as a result of the Government requirement to implement energy efficiency building rating standards over 5 years?

The Ministry is committed to making government office buildings energy efficient. At this stage, The Ministry is carrying out tenancy assessments of its offices and do not envisage any issues to implement.

Questions 119: What issues or problems are envisaged as a result of the Government requirement that all new property leases must achieve a minimum of four stars?

At this stage, the Ministry does not envisage any issues or problems with procurement of all new property leases.

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120-127. COVID-19

Question 120: What impact, if any, has Covid-19 had on your organisation's property plans or requirements?

The Ministry has identified no impact on its property plans or requirements. Expansion plans at National Office have continued.

Question 121: What effect has COVID-19, and staff working from home, had on the organisation's property requirements?

In line with the Public Service Commission working from home guidelines, all staff are now given a monitor, keyboard, mouse, and docking station for home use. Prior to COVID-19, staff working from home were only given a laptop to use.

Question 122: Has Covid-19 led to change in the organisation's policies re staff working from home or flexible working arrangements? If so, please provide details.

The flexible work policy was rewritten after the first COVID-19 Lockdown and guidance from the Public Service Commission was implemented into our policy. Due to our experiences working through COVID-19, an additional working from home guideline was created. While all Ministry staff had flexible working arrangements in place prior to COVID-19, the main change was in relation to equipment provided to work from home and ensuring staff were aware of Health and Safety requirements when working from home.

Question 123: Was your organisation prepared for the effects of Covid-19 on the way the organisation went about its core business? What lessons have been learned as a result? Would, in hindsight, your organisation has done anything differently?

Like many organisations, to respond to COVID-19, the Ministry had to walk multiple paths simultaneously – responding to the situation in front of us, protecting our people and mitigating the immediate impact on Pacific communities while planning for multiple potential futures, and at the same time, ensure the continuation of our key core business. Right from the start, the focus of our response was to keep our people safe and keep our Ministry running as a critical lifeline to Pacific people.

In mid-March, prior to the New Zealand Alert-Level 4 lockdown, we activated the Ministry's Business Continuity Plan and designed a fit-for-purpose Action Response Plan to guide our response. We also identified our critical core business activities and re-aligned our people to meet the changing demands. In doing so, we were able to prepare for, adjust, and where appropriate, re-align the way we went about our core business. This meant stepping up preparations with our people, systems, other Government agencies as well as our Pacific communities.

The health and safety of our people was paramount, and we moved early to put in place appropriate protocols to reduce people movement, adhere to physical distancing requirements and to uphold strict hygiene standards - these were also maintained as our people began to return to normal activities as lockdown restrictions lifted. We were also fortunate to have strong technology systems and tools to allow our people to work remotely – almost instantaneously.

COVID-19 required our Ministry to adapt and pivot, not only finding new and innovative ways to engage and support our Pacific communities through the impacts of COVID-19, but to quickly mobilise our teams by immediately responding to the needs of our communities while, at the same time, ensuring our core essential business was maintained. Our close relationships with Pacific communities, government agencies, strategic partners, businesses, and churches was fundamental to our ability to deliver programmes and initiatives to support Pacific peoples across Aotearoa during this time.

Key lessons the Ministry has learnt as result (in respect of how the Ministry went about its core business as a result of COVID-19) include:

- Frequent communication and clear messaging is key.
- Keeping people connected (through digital channels) is extremely important.
- Having a Business Continuity Plan will help to mitigate the impact of an event like COVID-19.
- Setting up a response team, and response plan (that is constantly refreshed) allows a unified response – it is important to do this as quickly as possible.
- Cross-allocating people to the COVID-19 response and core BAU is needed.
- Harnessing technology is paramount. Refer to question 124.
- In hindsight, one of the key things the Ministry would have done earlier is put in place a policy to prioritise wellbeing staff working over and above, normal working hours during the COVID-19 response. This policy was introduced by the Ministry in August 2020. Please refer to question 124 regarding specific information technology issues.

Question 124: What specific information technology issues did your organisation experience as a result of COVID-19 and how were these addressed? Did your organisation need to purchase additional IT equipment (e.g., laptops, printers etc) and was your network able to manage with increased demand for remote access (e.g., some departments had to limit remote access at certain times) and how did this impact on the way the organisation did its job? What was the total cost for Covid-19 related IT expenses and how does this breakdown?

The information technology issue identified, as a result of COVID- 19, was the purchasing of hardware equipment. This was due to supply and demand issues technology suppliers were experiencing at the time. This was addressed by defining requirements and policies for working at home arrangements with Ministry staff, to future proof supply issues. With most of the Ministry’s applications in the 0365-cloud, environment remote access was not a significant problem. VPN access to the document management and finance did not require any VPN limits.

The following table shows the total cost for COVID-19 related IT expenses.

IT expense	Description	Amount
Capital Equipment	32 Surface Pro Laptops/Keyboards	\$52,215
Operating Costs	Monitors, Keyboards/Mice and Cables	\$19,125

Question 125: What specific effect, if any, did Covid-19 have on your organisation's total FTEs?

None.

Question 126: Were additional staff/contractors employed as a result of Covid-19 – if so:
a how many
b at what total cost
c are these permanent additions to staff; if not, what is the average length of contract
d for what specific purpose
e were these staff seconded from other organisations – if so, specify the total number from each.

The Ministry employed one external contractor as the Business Continuity Lead during COVID-19. The contractor was employed, in this capacity, from March until June 2020. The specific total cost of the contract has not been recorded here due to privacy reasons.

Question 127: Were any of the organisation's staff seconded to work on the All of Government Covid-19 response? If so, how many and in what capacity?

One staff member was seconded to work at the National Crisis Centre, from the Ministry's Comms team, as the agency's Pacific Peoples Lead.

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