

20 December 2022

9(2)(a)

Tēnā koe 9(2)(a),

I refer to your request received on 29 November 2022, which has been considered under the Official Information Act 1982 (OIA), for the following information:

1. *The total budget for your department's Christmas party/parties for 2022 and 2021. Please separate costs for each year.*
2. *The number of parties that were or will be held in each year.*
3. *The number of staff who attended (or are expected to attend) each year's party/parties.*
4. *The location of the venue/s for each year.*
5. *A breakdown of the costs by expense type for each year's party/parties, including (where applicable) but not limited to the following:*
 - *Accommodation*
 - *Catering (e.g., beverages, crockery, food, glassware)*
 - *Consultation with relevant stakeholders*
 - *Decorations (e.g., Christmas tree, lights)*
 - *Entertainment (e.g., guest speaker/s, live music)*
 - *Planning*
 - *Travel to and from the venue (e.g., bus hire, flights)*
 - *Venue*

Information being released

1. The total budget for your department's Christmas party/parties for 2022 and 2021. Please separate costs for each year.	
2021	Manatū Taonga did not have an end of year function in 2021. Instead, teams were given a budget of up to \$25 per person.
2022	A total of \$5,000 was budgeted for the 2022 Manatū Taonga all-staff end of year function.
2. The number of parties that were or will be held in each year.	
2021	As answered in question one, Manatū Taonga did not have an end of year function in 2021. Instead, teams were allocated funds for smaller team activities.
2022	There was one all-staff end of year function for 2022.

3. The number of staff who attended (or are expected to attend) each year's party/parties.	
2021	No Manatū Taonga end of year function in 2021.
2022	All staff were invited to the end of year function. Based on previous years, Manatū Taonga expected 150 people to attend.
4. The location of the venue/s for each year.	
2021	No Manatū Taonga end of year function in 2021.
2022	The 2022 end of year function was held at the Foxglove Ballroom function space in Wellington Central.
5. A breakdown of the costs by expense type for each year's party/parties.	
2021	Because spending was split more widely across the smaller team activities in 2021, it is not able to be broken down into separate categories. The total spending for team end of year activities was \$3,636. No alcohol was paid for by Manatū Taonga.
2022	Costs by expense type for the 2022 end of year function were as follows: <ul style="list-style-type: none"> • Decorations - \$61.40 • Food - \$2,452.17 • Non-alcoholic beverages - \$154.79 • Venue - \$434.78 <p>No alcohol was paid for by Manatū Taonga.</p>

If you wish to discuss this decision with us, please feel free to contact oa@mch.govt.nz

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā

9(2)(a)

Matthew Oliver

Pou Mataaho o Te Iho - Deputy Chief Executive, Organisational Performance