

29/01/2021

9(2)(a)

Dear 9(2)(a)

I refer to your request received on 2 November 2020, which has been considered under the Official Information Act 1982 (OIA), asking for information on sensitive expenditure. On 5 and 9 November 2020, the Ministry asked you to clarify and refine the correspondence part of your request as it required substantial collation. It also was subjective in nature (asking for “correspondence relating to “concerns about sensitive expenditure”). In these emails, the Ministry also advised that much of the information you have requested is reported to Parliament on an annual basis via the Select Committee annual review process. The Ministry did not receive a response from you regarding clarification and have therefore responded based on your original request.

On 30 November 2020, the Ministry extended the timeframe to respond, due to the collation required. On 22 December 2020, the Ministry advised that it has reached a decision to supply this information to you. I appreciate your patience while this information was processed. We are pleased to provide this information below. Please note, as indicated in our correspondence, where information is publicly available, we have supplied a link in lieu of the information.

Response:

Request: “...information relating to your relevant government department or agency on the following areas of sensitive expenditure. For all the below categories I request breakdowns for each of the last two years (2018, 2019) and year to date.”

- 1. Gifts (both given and received, including offered and turned down):**
Please provide information on the amounts spent, the gifts given or received, and the recipients.

a) Koha, similar breakdown as above.

Response: Please see appendix to this letter for information on the following financial years: 2019/2020 and year to date. Please note that some information is provided in aggregate. To provide a full breakdown of this information would require significant collation of paper records.

Please also note that information on the 2017/18 and 28/19 financial years is publicly available via the Parliament website, as previously explained. Further details are provided below:

2017/18

Publicly available here: https://www.parliament.nz/resource/en-NZ/52SCSS_EVI_80905_SS2470/742d4d627b5d520f5e985896208c0561fd93d9df

- Page 16 and 17- table for all accepted gifts.
- Page 17 and 18- gifts given to externals (includes koha)

- Page 18 – gifts given to staff (none over \$100)

2018/19

Publicly available here: https://www.parliament.nz/resource/en-NZ/52SCSS_EVI_93244_SS3641/915c0a61203d09908b33737bafb7ef5c6ad1b5d7

- Page 29 and 30- table for all accepted gifts.
- Page 31- gifts given to externals (includes koha)
- Page 32 – gifts given to staff (none over \$100)

2. **Tips/gratuity:** Please provide a breakdown of the amount spent both domestically and internationally, including details of how much was paid and to whom. Please include details of the single largest tip or gratuity payment.

Response: None.

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

Response: Please see below table:

| Domestic (\$) | |
|-----------------------|---------|
| 2017/18 | 22,680 |
| 2018/19 | 60,763 |
| 2019/20 | 103,902 |
| 2020/21 YTD (October) | 4,490 |
| International (\$) | |
| 2017/18 | nil |
| 2018/19 | 1,006 |
| 2019/20 | 131 |
| 2020/21 YTD (October) | nil |

Please note: The higher domestic costs in 2019/20 were associated with the Tuia Encounters 250 Commemoration. This included pōwhiri and meals for landing crew at a variety of landing sites visited during the commemoration.

4. **Alcohol:** Please provide separate figures as per above.

Response: Nil for staff functions and meals, other than one instance noted in question 13 below. The Ministry's policy prohibits alcohol at internal events.

On rare occasions the Ministry has purchased alcohol at events where there are external stakeholders in attendance. The Ministry's policy limits this to a maximum allowance of two standard drinks per person; and requires that food be also available. It is not possible to separately identify alcohol without significant manual review of all catering invoices over the period.

5. **Air travel: Please provide a breakdown for both international and domestic, including for economy and business class air travel. Please include figures for both business travel and contributions or allowances towards personal travel.**

Response: Please see below table

| Domestic (\$) | |
|-----------------------|---------|
| 2017/18 | 158,668 |
| 2018/19 | 202,122 |
| 2019/20 | 232,376 |
| 2020/21 YTD (October) | 12,723 |
| International (\$) | |
| 2017/18 | 28,526 |
| 2018/19 | 44,268 |
| 2019/20 | 14,864 |
| 2020/21 YTD (October) | nil |

Please note: There were no contributions or allowances for personal travel.

6. **Accommodation: Please provide a breakdown for both international and domestic. Please include figures for both business travel accommodation and contributions or allowances towards personal accommodation.**

Response: Please see below table

| Domestic | |
|-----------------------|---------|
| 2017/18 | 83,669 |
| 2018/19 | 107,147 |
| 2019/20 | 358,109 |
| 2020/21 YTD (October) | 17,922 |
| International | |
| 2017/18 | 9,703 |
| 2018/19 | 36,394 |
| 2019/20 | 8,171 |
| 2020/21 YTD (October) | nil |

Please note: The above figures include accommodation hire and related costs such as meals and parking. There were no allowances towards personal accommodation. The higher domestic costs in 2019/20 were associated with the Tuia Encounters 250 Commemoration.

7. Taxis/corporate vehicles: Please provide a breakdown of taxi/corporate vehicle expenses for both domestic and international, including details of the single largest taxi bill.

Response: Please see below table (in \$)

| | |
|-----------------------|--------|
| 2017/18 | 39,054 |
| 2018/19 | 50,536 |
| 2019/20 | 37,938 |
| 2020/21 YTD (October) | 3,363 |

Please note: The Ministry's total taxi expenditure is summarised above. The split between domestic and international would require significant manual collation. The largest single taxi bill was between Huntly and Hamilton Airport on 10 April 2019 at a cost of \$165.19 (GST exclusive).

8. Rental cars: Please provide similar figures for rental cars.

Response: Please see below table

| Domestic (\$) | |
|-----------------------|---------|
| 2017/18 | 31,141 |
| 2018/19 | 31,776 |
| 2019/20 | 129,189 |
| 2020/21 YTD (October) | 2,318 |
| International (\$) | |
| 2017/18 | nil |
| 2018/19 | 3,262 |
| 2019/20 | 1,711 |
| 2020/21 YTD (October) | nil |

Please note: The increase in domestic rental vehicle costs in 2019/20 is due to the Tuia Encounters 250 Commemoration that took place at various sites across the country.

9. Moving expenses: Please provide a breakdown of how much was spent on personal moving expenses for relocating staff.

Response: None.

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

Response: Please see below table:

| | |
|-----------------------|-----|
| 2017/18 | nil |
| 2018/19 | nil |
| 2019/20 | 106 |
| 2020/21 YTD (October) | nil |

11. Christmas functions: Please provide figures on expenses related to Christmas functions.

Response: Please see below table (in \$)

| | |
|-----------------------|-----|
| 2017/18 | 34 |
| 2018/19 | nil |
| 2019/20 | 712 |
| 2020/21 YTD (October) | nil |

Please note, question 12 provides detail on the Ministry contribution to its social club, which includes the all-of-Ministry Christmas function.

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

Response: The Ministry contributes to the social club each year to provide it with base income to run a series of events, including the annual staff Christmas function. Any additional income that the social club accrues is from 'pay as you go' activities that it chooses to host. Information on contribution provided to the Social Club is provided below (in \$):

| | |
|---------|-------|
| 2017/18 | 2,750 |
| 2018/19 | 4,000 |
| 2019/20 | 5,000 |
| 2020/21 | 5,000 |

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

Response: In previous correspondence with you, we have advised that the scope of this request does not contain enough definition for the Ministry to undertake a search. As mentioned, we asked you to provide further definition on this question but have not received a reply. However, to provide assistance to you, the Ministry undertook a review of internal reporting to senior management on sensitive expenditure and correspondence with the Office of the Auditor General, as well as email correspondence sent or received by me as Chief Financial Officer.

We consider that, to fulfil the remainder of your request, would constitute substantial collation and research. To be clear, this does not mean that there is a large amount of information relating to 'concerns about sensitive expenditure', rather that we would need to review all correspondence to determine whether there are any 'concerns' around sensitive expenditure. This request would also require a significant amount of subjectivity to determine a 'concern'.

Please find list of material released to you below

| Date | Document type | Title of document |
|------------|---------------------------------------|--|
| 2/09/2019 | Email chain | RE: Reimbursement for parking tickets/costs |
| 19/11/2019 | Email chain | Note regarding mini-bar use by contactors |
| 13/01/2020 | Email chain | RE: Approval required - Martin Leef - 5Dec19 |
| 23/01/2020 | Email chain | Travel and Expenses Policy |
| 27/11/2020 | Email chain | MCH - Draft Audit Management Report to the CE 2020 - Final w MCH comments.DOCX |
| 27/11/2020 | Attachment from email chain (excerpt) | Draft Audit Management Report to the CE 2020 |

A small amount of material has been redacted under section 9(2)(a) of the OIA to protect the privacy of natural persons.

If you wish to discuss this decision with us, please feel free to contact uia@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. However, before taking this step, I encourage you to raise any concerns with the Ministry directly.

Yours sincerely

David Kidman
Pou Arataki o Te Pae Ōhanga
Chief Financial Officer
Organisational Performance

Released under the Official Information Act (1982)

Appendix one: Gifts and koha (question one refers)

19/20

Table for all accepted gifts

The gifts/hospitality accepted by the Chief Executive are disclosed on the Ministry's website annually. In addition to those, gifts/hospitality offered to other staff in 2019/20 are noted in the table below:

| Date received | Gift or hospitality accepted | Gifter | Position of staff | Accepted or declined? | Estimated value |
|----------------------|--|--|--|---|---|
| 5/07/2019 | NZSO Dinner in support of the National Music Centre | NZSO | Tier 3 Manager | Attended the dinner. | \$80 |
| 1/08/2019 | McCahon 100 Centenary Reception | Rt Hon Dame Patsy Reddy, Governor General of New Zealand | Chief Executive and one Deputy Chief Executive | Attended | \$50 |
| 6/08/2019 | Frances Hodgkins book | Auckland Art Gallery | Deputy Chief Executive | Accepted - Donated to Ministry Library | \$75 |
| 7/08/2019 | 2019 New Zealand Book Awards for Children and Young Adults followed by drinks and refreshments | New Zealand Book Awards for children and young adults | Chief Executive and one Deputy Chief Executive | Accepted - Cultural sector government representation | \$50 |
| 16/08/2019 | Tickets to Opening night for Bold Moves, Royal NZ Ballet | Royal New Zealand Ballet | Two Tier 3 Managers, two Advisers | Accepted invitation for 4 people to attend this event (on behalf of the Ministry as guests of RNZB) | \$170 per person (included ticket and drinks) |
| 23/09/2019 | Farewell bag included Museum branded pen, 3 lots of bathsalts & booklets | Rotorua Museum | Tier 3 Manager | Booklets retained on file and bath salts donated to Ministry's social club for a future raffle. | \$40 |

| | | | | | |
|------------|--|--|---|--|------------------|
| 2/10/2019 | Book about the Queen Elizabeth Medal winners (\$30) and dinner in Christchurch with the Belgian Ambassador (\$60-70) | Belgian Embassy | Tier 3 Manager | Book retained by manager as it featured a personal inscription from the Ambassador | \$90 |
| 21/10/2019 | Function for Opening of the Public Trust Grand Hall | Cheops Holdings Limited | Various individuals | Ministry staff were invited to a function to open the Grand Hall on the ground floor of the Public Trust Building. This follows months of noise disruption as the refurbishment took place. The function included drink and nibbles. | \$20 per head |
| 31/10/2019 | \$25 gift voucher | Museum and Heritage Studies programme at Victoria University | Tier 3 Manager | Used to take some of the team out for coffee | \$25 |
| 6/11/2019 | Hansel and Gretel (two tickets) and pre-performance drinks (four tickets for staff) | Royal New Zealand Ballet | Deputy Chief Executive, Tier 3 Manager and two Advisers | Attended | \$320 |
| 6/11/2019 | RNZB Ballet tickets - Hansel & Gretel | RNZB | Offered to the Ministry | Attended by a Deputy Chief Executive, Tier 3 Manager, Principal Advisor and Receptionist | \$175 per person |

| | | | | | |
|------------|--|---|---------------------------|--|------------|
| 17/11/2019 | Book - Flying High: The photography of Lloyd Homer | Simon Nathan | Tier 3 Manager | Book accepted and donated to MCH library | \$50 |
| 29/11/2019 | Chinese Stories event at Te Papa - Closing Celebrations of the 2019 China New Zealand Year | China Cultural Centre in Wellington and Wellington City Council | Deputy Chief Executive | Declined | Unknown |
| 2/12/2019 | Food Vouchers | Cheops Holdings Limited | Tier 3 Manager | Provided to the Ministry social club for staff raffle | \$50 |
| 6/12/2019 | Invitation to Down the Rabbit Hole - Wonderland Opening Blessing 6 December, 8am | Te Papa | Deputy Chief Executive | Invite accepted on behalf of the Ministry | Unknown |
| 9/12/2019 | NZ Rugby Licenced Wool Scarf from Stansborough | CyberToa | Tier 3 Manager | Donated to Ministry's social club for a future raffle. | \$240 |
| 11/12/2019 | Christmas Function with finger food and drinks | Orbit Travel | Two tier 3 managers | Gift accepted | \$60 total |
| 12/12/2019 | Butlers Chocolates gift pack and 2 x Paddy Borthwick Pinot Gris | Contractor | The People & Culture Team | Accepted, shared | \$75 |
| 12/12/2019 | Selection of Lush products | Contractor | Tier 3 Manager | Gift accepted, shared | \$50 |
| 17/12/2019 | A bottle of wine - Wairau River Rose 2019 | From EQ Struc | Deputy Chief Executive | Donated to Ministry Social Club | \$15 |
| 19/12/2019 | Two bottles of wine and various chocolates | Simply Security Limited | Tier 3 Manager | Donated to Ministry Social Club | \$70 |

| | | | | | |
|-----------|--|--------------------|----------------|---------------------------------|------|
| 5/01/2020 | A bottle of wine - Villa Maria cellar selection - and a few chocolates | The Laptop Company | Senior Adviser | Donated to Ministry Social Club | \$25 |
| 5/01/2020 | A bottle of wine - Villa Maria cellar selection - and a few chocolates | The Laptop Company | Tier 3 Manager | Donated to Ministry Social Club | \$25 |

Gifts given to externals (includes Koha)

In 2019/20 a total of \$5,938.46 was paid in gifts/koha to various organisations/individuals during the period. Transactions over \$100 were:

- \$1,768.21 in gifts to contractors, waka crews and others involved in the Tuia – Encounters 250 commemoration. This was a total of eight payments. The largest was \$713.04 spent on wooden frames to display photos for various participating vessels on 12 December 2020.
- \$775 for koha given to interviewees who took part in ‘In the Bubble’ interviews.
- \$600 for koha given at various Tangihanga during the year.
- \$500 for koha given to Owae Marae for Powhiri at the NZ Land Wars Commemoration event.
- \$356.51 in gift vouchers to guest speakers at MCH Public Talks.
- \$226.09 for a gift to the Royal New Zealand Navy Association.
- \$134.48 for flowers as a retirement gift to a mediator from the Māori Land Court.
- \$1,500 for koha related to various events where Ministry staff were hosted at marae.

Gifts given to staff

The Ministry’s policy allows for small gifts to staff for bereavement, illness, birth etc, with the approval of senior management. There were no gifts provided to staff in excess of \$100 in the 2019/20 financial year.

20/21 YTD

Table for all accepted gifts

The gifts/hospitality accepted by the Chief Executive are disclosed on the Ministry's website annually. In addition to those, gifts/hospitality offered to other staff in 2020/21 so far are noted in the table below:

| Date received | Gift or hospitality accepted | Gifter | Position of staff | Accepted or declined? | Estimated value |
|---------------|---|---------------------|-------------------|--|-----------------|
| 15/09/2020 | Book voucher | Victoria University | Senior Adviser | Accepted, Donated to the Ministry Library. | \$50 |
| 24/09/2020 | Book - City of Trees | NZSO | Senior Adviser | Accepted, Donated to the Ministry Library. | \$30 |
| 12/10/2020 | Free Entertainment Book Subscription | Entertainment Books | Assistant Adviser | Declined | \$70 |
| 22/10/2020 | Ticket to Drupal Virtual Government Conference | Catalyst | Lead Designer | Two tickets offered, one accepted. | \$100 |
| 12/11/2020 | NZSO Symphony Performance and pre-concert event | NZSO | Tier Manager 3 | Declined | \$50 |
| 16/11/2020 | Book - Flying High by Simon Nathan | Simon Nathan | Tier Manager 3 | Donated to the Ministry Library. | \$45 |

Gifts given to externals (includes Koha)

In 2020/21 a total of \$1,162.18 has been paid in gifts/koha to various organisations/individuals so far. Transactions over \$100 were:

- \$475.22 for koha given to various parties involved in the relocation of Taonga Tūturu from Auckland University.
- \$200 for koha given to Taranaki Whanui for hosting an all staff away-day.
- \$200 for koha given to Te Papa Tongarewa for a powhiri for Kiingi Tuheitia's daughter.
- \$200 for koha given to various speakers at staff away-days.

Gifts given to staff

The Ministry's policy allows for small gifts small gifts to staff for bereavement, illness, birth etc, with the approval of senior management. There have been no gifts provided to staff in excess of \$100 in the 2020/21 financial year to date.