

30 November 2020

9(2)(a)

Tēnā koe 9(2)(a)

OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of **Monday 2 November 2020** for:

Breakdowns for each of the last two years (2018, 2019) and year to date.

- *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.*
- *Koha, similar breakdown as above.*
- *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.*
- *Hospitality/entertainment: Please provide a breakdown of how much was spent and on what. Please provide separate breakdowns for domestic and international.*
- *Alcohol: Please provide separate figures as per above.*
- *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.*
- *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.*
- *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.*
- *Rental cars: Please provide similar figures for rental cars.*
- *Moving expenses: Please provide a breakdown of how much was spent on personal moving expenses for relocating staff.*
- *Parking/traffic offences: Please provide a breakdown of both parking and traffic offence expenses, both domestic and international.*
- *Christmas functions: Please provide figures on expenses related to Christmas functions.*
- *Social club: Please provide figures on expenses related to social clubs.*
- *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.*

Manatū Wāhine Ministry for Women is a small agency and our finance policies ensure that all spending on sensitive expenditure, such as travel, accommodation, and entertainment, is authorised and fiscally responsible in terms of our organisational needs. The full breakdown of the Ministry's financial statements are in its 2020 Annual Report, to be released once it has been presented to Parliament.

Our responses to your questions are in the table below. Not all questions have been able to be answered in full. In some cases, a substantial amount of work would be required to collate or research a response. Section 18(f) of the Official Information Act 1982 covers this. Where responses point to information publicly available, Section 18(d) of the Official Information Act 1982, allows this.

Question	Response
<p>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.</p>	<p>2018/19 and 2019/20 – refer to publicly available Select Committee information – links provided below.</p> <p>2020/21 – answers not available due to the amount of work required to collate or research a response. As for the two previous years however, once the Ministry has responded to this year's Estimates-related Select Committee questions, these responses too will be publicly available. This is expected to be in the first quarter of 2021.</p>
<p>Koha, similar breakdown as above.</p>	
<p>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.</p>	<p>The Ministry attends overseas international events and in these situation it is appropriate to provide tips/gratuity. This is managed under the Ministry's policy of reasonable costs recovery.</p> <p>The provision of individual receipts are not available due to the amount of work required to collate or research a response.</p>
<p>Hospitality/entertainment: Please provide a breakdown of how much was spent and on what. Please provide separate breakdowns for domestic and international.</p>	<p>2018/19 and 2019/20 – refer to publicly available Select Committee information – links provided below.</p> <p>2020/21 – answers not available due to the amount of work required to collate or research a response. As for the two previous years however, once the Ministry has responded to this year's Estimates-related Select Committee questions, these response too will be publicly available. This is expected to be in the first quarter of 2021.</p>
<p>Alcohol: Please provide separate figures as per above.</p>	<p>Alcohol is not paid for by the Ministry.</p>
<p>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.</p>	<p>2018/19 and 2019/20 – refer to publicly available Select Committee information – links provided below.</p> <p>2020/21 – answers not available due to the amount of work required to collate or research a response. As for the two previous years however, once the Ministry has responded to this year's Estimates-related Select Committee questions, these response too will be publicly available. This is expected to be in the first quarter of 2021.</p>
<p>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.</p>	

Question	Response
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.	2018/19 and 2019/20 – refer to publicly available Select Committee information – links provided below.
Rental cars: Please provide similar figures for rental cars.	2020/21 – answers not available due to the amount of work required to collate or research a response. As for the two previous years however, once the Ministry has responded to this year’s Estimates-related Select Committee questions, these response too will be publicly available. This is expected to be in the first quarter of 2021.
Moving expenses: Please provide a breakdown of how much was spent on personal moving expenses for relocating staff.	Neither moving expenses nor parking/traffic offences are reimbursed by the Ministry.
Parking/traffic offences: Please provide a breakdown of both parking and traffic offence expenses, both domestic and international.	
Christmas functions: Please provide figures on expenses related to Christmas functions.	The Ministry provides \$25 per head for an end of year Christmas function for staff. No other Christmas functions are funded from Ministry expenses.
Social club: Please provide figures on expenses related to social clubs.	The Ministry does not contribute to any social clubs.
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.	<p>The Ministry received the following guidance on sensitive expenditure in 2018/19 as part of Audit New Zealand’s annual review:</p> <p>Sensitive expenditure – no guidelines on use of Airpoints</p> <p>We reviewed the Ministry’s Sensitive Expenditure Guidance as well as the Travel Policy. We identified that the Ministry currently does not have guidelines within its policies for the monitoring and use of Airpoints. As Airpoints belong to a specific individual and not necessarily the Ministry itself, the Ministry should develop a system in which they can monitor Airpoints accumulated from business travel.</p> <p>We recommend that Airpoint reports are printed every six months and analysed between business and private. The Ministry should also develop a process to use the business Airpoints for future business travel.</p> <p>[Ministry] Management comment</p> <p>The assessment above does not fully reflect the Ministry’s current policy. The Ministry’s current Travel Policy makes it very clear that airpoints collected in the course of Ministry-related travel are to be used to offset future travel on behalf of the Ministry. The policy allows the Ministry to request staff to provide details of airpoints earned from Ministry travel. To date the Ministry relied on voluntary disclosure given the size of travel expenditure. The Ministry does accept that for the purpose of transparency that it should formally request and report on use of air points earned at least six monthly.</p>

Links to publicly available information referred to above are:

Financial year 2018/19

- https://www.parliament.nz/resource/en-NZ/52SCSS_EVI_93057_SS3777/07c51b8d3dc8110f28aa13614b8d420043fdf5f5
- https://www.parliament.nz/resource/en-NZ/52SCSS_EVI_93057_SS3776/bcd51c3af909fe3d85ed63f9687f63f1bdcf6721

Financial year 2019/20 (year-to-date April 2020)

- https://www.parliament.nz/resource/en-NZ/52SCSS_EVI_97886_SS8114/eb1356c4d691e43b66aceb52002ddceb60f8921f

Official Information Act responses

Please note that this response, with your personal details redacted, may be published on the Ministry's website. If you have any concerns or comments related to this, please let us know by emailing ministerialservicing@women.govt.nz, within two weeks of the date of this letter.

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



Renee Graham
Secretary for Women