

21 December 2022

9(2)(a)

Tēnā koe 9(2)(a)

OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of 29 November 2022 for:

- *The total budget for your department's Christmas party/parties for 2022 and 2021. Please separate costs for each year.*
- *The number of parties that were or will be held in each year.*
- *The number of staff who attended (or are expected to attend) each year's party/parties.*
- *The location of the venue/s for each year.*
- *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*

For clarity, I will respond to your questions in turn.

- *The total budget for your department's Christmas party/parties for 2022 and 2021. Please separate costs for each year.*

The Ministry allocated \$25 per person for end-of-year celebrations in 2021/22 and 2022/23 financial years. This was approximately \$1000 for 2021/22 and \$825 in 2022/23.

- *The number of parties that were or will be held in each year.*

In 2021, due to the threat of COVID-19, the Ministry did not hold an end-of-year celebration. However, some teams within the Ministry held small gatherings and some utilised the \$25

per person budget allocation. Please note that the \$25 per person is for food and non-alcoholic beverages only.

In 2022, the Ministry held one end-of-year celebration.

- *The number of staff who attended (or are expected to attend) each year's party/parties.*

In 2022, a total of 31 staff attended the Ministry's end-of-year celebration.

- *The location of the venue/s for each year.*

In 2022, the location of the Ministry's end-of-year celebration was Flamingo Joe's Bar and Eatery, 1/10 Waterloo Quay, Pipitea, Wellington.

- *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*

In 2022, the Ministry spent \$685 on food platters and \$150 on non-alcoholic drinks at Flamingo Joe's Bar and Eatery. There were no costs associated with accommodation, decorations, entertainment, planning, travel or venue hire. Consultation with relevant stakeholders was not required.

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



Peter Noble
Director Corporate Services