

25 January 2024

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Tēnā koe 9(2)(a)

## OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of 7 December 2023 for:

### **End-of-Year Bonuses:**

- Total amount paid in end-of-year bonuses to the CEO this Christmas.
- Total amount paid in bonuses to staff employed by your organization this Christmas.
- Please also provide the same for Christmas 2022.

### **Presents for Staff:**

- Total expenditure on presents for staff including but not limited to 'secret Santa' etc.
- Please include this cost for last year also.

### **Christmas Trees and lights:**

- Number of Christmas trees purchased and erected, and the cost of these purchases for this year.
- Please also include the cost for any Christmas lights for tree and any lights for buildings for this year.
- Please also include the cost of both for last year, too.
- Please highlight if the council had any left over from last year.

### **Christmas Party Supplies:**

- Please breakdown the amount spent on the following for the years 2022 and 2023:
  - o Wrapping paper
  - o Santa hats
  - o Alcohol for parties
  - o Party hats
  - o Christmas crackers
  - o Christmas cards
  - o Christmas decorations

### **Christmas Parties:**

- Total expenditure breakdown on Christmas parties. Please also include in the breakdown any travel arrangement costs.
- Please include this for last year, also.

**Office Closure:**

- *Duration of office closure during the Christmas period.*
- *Please specify how many managers and senior executive staff are taking more hours/days out of office than is blanket across the Department/Ministry for the Christmas period.*
- *Does the Christmas office closure also affect contactors paid by the Department/Ministry? If not, how much are they being paid over the Christmas break in an hourly rate and how much is it expected to cost the Department/Ministry?*

The information you have requested is enclosed.

**End-of-year staff bonuses and Christmas presents**

Manatū Wāhine Ministry for Women does not pay end-of-year bonuses to staff and has no expenditure on Christmas presents for staff.

The Public Service Commissioner is the employer of Public Service chief executives and determines their remuneration.

**Christmas parties and decorations**

A total of \$392 was spent on the staff 2023 Christmas party, which included food for our 46 staff and some decorations. There was no spend on staff travel, Christmas trees, or the other Christmas party supply items you have listed in your request.

**Christmas Leave and closedown period**

The Ministry closed its office for the Christmas period between 22 December 2023 and 7 January 2024. This closedown period applies to contracting staff who are liable for their own annual leave.

Four managers took annual leave beyond 7 January 2024.

**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](mailto: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](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Nāku noa, nā

*M Shortland*

Maxine Shortland  
Director, Corporate Services (Acting)