



21 August 2020



Dear 

Official Information Request
Our Ref: OIA 2020/0061

I refer to your official information request received by the Leadership Development Centre (LDC) on 24 July 2020 where you asked for the following:

- *All staff credit and purchase card statements for your agency from the 1st of March 2020 until the 30th of May 2020.*
- *A list of items of expenditure. Including entertainment, staff expenses, travel, furniture, telecommunications and computer peripherals purchased or paid for between the 1st of March 2020 and 30th of May 2020.*
- *A list of all staff reimbursements made within the same period.*

The LDC is a business unit within Te Kawa Mataaho Public Service Commission (the Commission) and is the primary delivery vehicle for sector-wide leadership development. This business unit is funded by membership levies and training fees from agencies with no funding being received directly from the Crown.

In response to your request we are providing the requested information excluding overhead costs and business as usual costs, for LDC and not all of the Commission.

Information being released

Please find in the table below LDC credit card statements for the months of March, April and May 2020.

Item	Date	Document Description	Decision
1	29 March 2020	Credit card statement	Released in part
2	27 April 2020	Credit card statement	Released in part
3	27 May 2020	Credit card statement	Released in part

Please find in the table below LDC's itemised expenditure for the months of March, April and May 2020. LDC delivered six courses to around 170 participants on topics such as: Leadership in Practice, Small Agency New People Leader workouts, New People Leader Regional Programme, Learning Labs and Leader of Leaders. These were delivered from LDC's office in Wellington as well as Christchurch and Auckland. The majority of these courses were delivered virtually whilst at Alert Levels 3 and 4. It is important to note that the consultancy and contractor fees include costs for trainers and coaches and are fully recovered through levies and training fees from agencies.

Itemised Expenditure	Amount
Accommodation and Meal Costs	\$11,720
Consultancy and Contractor Fees (eg. trainers and coaches)	\$138,448
Travel Costs	\$2,747
Website Development	\$5,775

Please find in the table below a list of reimbursements made for LDC staff during the months of March, April and May 2020.

Reimbursement type	March	April	May
Gross Up Allowance	\$314.50	\$366.91	\$314.18
Medical Examination Reimbursement	\$100.00	\$200.00	\$0.00
Wellbeing Reimbursement	\$500.00	\$500.00	\$599.40

If you wish to discuss this decision with us, please feel free to contact Ministerial.Services@public.service.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.

Please note that we intend to publish this letter (with your personal details removed) and enclosed documents on the Te Kawa Mataaho Public Service Commission's website.

Yours sincerely



Nicky Dirks
Managing Principal – Ministerial Services
Te Kawa Mataaho Public Service Commission



BUSINESS MASTERCARD

53 GALWAY STREET, AUCKLAND CITY, 1010

TAX INVOICE
GST NO. 93 259 688

MS T N STEVENSON
LEADERSHIP DEVELOPMENT CENTRE
P O BOX 2460
WELLINGTON

OPENING DATE 28/02/20

6140

Closing Date	Page
29/03/20	1

Current Annual Percentage Rate	Current Monthly Rate
19.950	1.6625

Card/ Customer No.	**** * 8352 9(2)(a) privacy
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***** CARDHOLDER STATEMENT *****

OPENING BALANCE 299.63

DATE	REFERENCE	DETAILS OF MASTERCARD TRANSACTIONS	AMOUNT
02/03	990203	MAILCHIMP *MONTHLY MAILCHIMP.COM GA	138.34
10/03	991003	CITY CARDS & MAGS WELLINGTON NZL	6.99
17/03	991703	EAT MY LUNCH MOUNT EDEN NZL	133.55
17/03	991703	EAT MY LUNCH MOUNT EDEN NZL	133.55
18/03	991803	EAT MY LUNCH MOUNT EDEN NZL	133.55-
19/03	0	DIRECT DEBIT PAYMENT	299.63-

LIMIT \$10000

STATEMENT CLOSING BALANCE

278.88

PLEASE DIRECT ALL ENQUIRIES TO WESTPAC CARD SERVICES
ON 0800 888 111, AVAILABLE 24 HOURS A DAY, 7 DAYS A WEEK



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OPENING DATE 30/03/20

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27/04/20	1

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19.950	1.6625

Card/ Customer No.	**** * 8352 9(2)(a) privacy
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***** CARDHOLDER STATEMENT *****			OPENING BALANCE	278.88
DATE	REFERENCE	DETAILS OF MASTERCARD TRANSACTIONS	AMOUNT	
02/04	990204	MAILCHIMP *MONTHLY MAILCHIMP.COM GA	143.15	
19/04	0	DIRECT DEBIT PAYMENT	278.88-	
LIMIT \$10000			STATEMENT CLOSING BALANCE	143.15

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***** COPY OF CARDHOLDER STATEMENT *****

OPENING BALANCE 143.15

DATE	REFERENCE	DETAILS OF MASTERCARD TRANSACTIONS	AMOUNT
28/04	992704	WEBFLOW.COM 4159640555 CA USD 192.00 DN 04/26 FOREIGN CURRENCY FEE \$8.02	329.25
29/04	992904	WEBFLOW.COM 4159640555 CA USD 192.00 DN 04/27 FOREIGN CURRENCY FEE \$8.00	328.37-
01/05	990105	MAILCHIMP *MONTHLY MAILCHIMP.COM GA	141.73
19/05	0	DIRECT DEBIT PAYMENT	143.15-
LIMIT \$10000		STATEMENT CLOSING BALANCE	142.61

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