



Te Kawa Mataaho

Public Service Commission

14 December 2020

9(2)(a) privacy

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Dear 9(2)(a) privacy

Official Information Request Our Ref: 2020-0081

I refer to your official information request received on 2 November 2020 where you have asked for financial information for Te Kawa Mataaho Public Service Commission (the Commission) for 2018, 2019 and 2020.

Please find below requested information for the financial years 2017/18, 2018/19, 2019/2020 and 2020/21 (as at October 2020). For ease of reference, we have outlined each category of your request and provided our response directly below.

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

Incoming gifts

The Commission's practice for dealing with gifts, benefits, and hospitality follows the Public Service Commissioner's Model Standards for Chief Executive Gifts, Benefits and Expenses as well as the guidelines on the Office of the Auditor-General's website.

Receipt of any corporate gifts, benefits and/or hospitality is required to be recorded on the Commission's gift register.

Please find **enclosed** a copy of the Commission's gift register for the financial year 2017/18 onwards.

Outgoing gifts

The Commission's policy provides that relevant managers may approve expenditure for small items for staff recognition, such as flowers and cards to recognize significant life events. Gifts given to departing staff are not to be paid for by the Commission. The Commission does not record the itemised details of gifts given to staff with one exception of flowers which were purchased for the Minister for the Public Service Commission (previously the Minister of State Services). The cost of this gift was \$106.09.

Information relating to the Commission's gifts policy can be found in our Annual Review which is proactively released and can be found on the parliament NZ website: [Submissions and Advice - New Zealand Parliament \(www.parliament.nz\)](http://www.parliament.nz)

2. Koha, similar breakdown as above. Please provide information on the amounts spent, the koha given or received, and the recipients

Please find listed in the table below koha payments the Commission has made, broken down by financial year, amount and the reason. The Commission has not received any koha payments during the requested time period.

<u>Year</u>	<u>Amount</u>	<u>Reason</u>
2017/18	\$100	Koha for our Kuia – Formal opening of Commissions office
2018/19	\$100	Koha for Kaumatua – Blessing Event
2018/19	\$100	Koha for Kaumatua – Blessing Event
2019/20	\$100	Koha for pohiri - Internal Hui
2020/21	Nil	N/A

3. 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.

Please find in the table below the Commission’s domestic and international taxi/corporate vehicle expenses broken down by financial year. The largest taxi invoice was \$134.98 for travel from Wellington airport to a workshop venue on 21 March 2019.

<u>Taxi</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Domestic	\$26,769	\$15,470	\$11,072	\$1,049 (YTD)
International	\$784	\$269	\$386	Nil

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

Please find in the table below the Commission’s domestic and international rental car expenses broken down by financial year.

<u>Rental Cars</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Domestic	\$612	\$1,552	\$304	Nil (YTD)
International	\$509	\$252	Nil	Nil (YTD)

5. 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.

The Commission does not give tips or gratuity. We are therefore refusing this part of your request under section 18(e) of the Official Information Act, on the grounds that the information requested does not exist.

6. Alcohol: Please provide separate figures as per above.

The Commission has not spent any money on alcohol for internal staff functions, we did however pay for alcohol for the Public Service Day awards, in which we spent the following.

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Alcohol	\$1,387.15	\$1,042.00	\$1,037.50

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

The Commission has had no relocation costs during this period for its staff.

The Commission manages the appropriation for Public Service chief executive remuneration. From time to time, the Commission contributes towards costs for relocation for chief executives. Please find in the table below costs related to relocation costs for Public Service chief executives, broken down by financial year.

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Non-Departmental	\$3,318	\$36,105	Nil	\$34,174 (YTD)

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

The Commission has had no parking or traffic expenses. We are therefore refusing this part of your request under section 18(e) of the Official Information Act on the grounds that the information does not exist.

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

Please find in the table below catering costs associated with the Commission's staff Christmas functions broken down by financial year. As noted in our response to question five above, the Commission does not pay for alcohol for staff events, including for Christmas functions.

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>
Christmas Function	\$1,413	\$1,396	\$1,851

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

The Commission doesn't contribute financially to the social club. We are therefore refusing this part of your request under section 18(e) of the Official Information Act, on the grounds that this information does not exist.

11. 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.

Chief Executives of Public Service departments and statutory Crown entities regularly disclose their expenses to provide transparency and accountability for their discretionary expenditure. Chief Executives make this information publicly available annually on their agency's website and link it to www.data.govt.nz.

The disclosures make transparent the standards of probity and financial prudence and provide public assurance about the propriety of the expenditure. This requirement is in line with international practice, and in New Zealand, Ministers, MPs and Mayors are all subject to disclosure provisions.

As noted earlier in our response the Public Services Commission has issued [model standards](#) which Chief executives are expected to use when deciding whether to incur expenses or accept gifts and benefits, including hospitality.

The Commission is responsible for ensuring these disclosures occur every year. For this reason, the Commission has documents that would reference sensitive expenditure, however the Commission has not located any correspondence related to "concerns around sensitive expenditure". We are therefore refusing this part of your request under section 18(e) of the Official Information Act, on the grounds that this information does not exist.

The information for the following three questions has required further internal consultation with business units to identify the costs as you have requested. We are currently finalising this consultation and will provide this information to you on Thursday, 17 December 2020.

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

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

Gift/Hospitality	Staff member	Estimated value	Date Received	Organisation or individual received from
12 x Coffee keep cups, 30 x coffee vouchers, 8 x monitor cleaners	LDC staff	Keepcups \$324; coffee vouchers \$150; monitor cleaners \$64. Total \$538.	10 June 2020	LiquidIT
Silk bookmark	Chief Advisor, Strategy and Policy	Under \$20	2 March 2020	Keiji Nishiyama
Calendar	Senior Analyst, Strategy and Policy	Under \$20	6 January 2020	South Korean Embassy
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Event tickets to Wellingtonian of the Year awards dinner	Deputy Public Service Commissioner	\$420	17 October 2019	The Dominion Post
Decorative plate	Chief Advisor, Strategy and Policy	under \$20	3 October 2019	ANZSOG
Chocolates	Public Service Commissioner	Under \$30	26 June 2019	Global Womens Breakthrough Leaders
4 copies of book "just plain good management"	Chief Advisor, Strategy and Policy	unknown - est \$40	6 June 2019	Bob Denhardt
Book	Deputy Commissioner, Integrity, Ethics and Standards	Unknown	24 January 2019	Bridget Williams Books
Box of cherries	Deputy Commissioner, Integrity, Ethics and Standards	Unknown - est \$40	20 December 2018	MartinJenkins
Reuseable Coffee Cup	Deputy Commissioner, Integrity, Ethics and Standards	Unknown - est \$40	16 October 2018	Transparency International
Book - the passionate bureaucrat by Max Everest-Phillips	Chief Advisor, Strategy and Policy	unknown - est \$30	9 October 2018	Max Everest-Phillip, director of Global Centre for Public Service Excellence
Tickets x 2	Deputy Commissioner, Integrity, Ethics and Standards	\$394 plus GST	9 October 2018	Deloitte Top 200 Award
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Chocolates	Deputy Commissioner	Under \$30	22 June 2018	Audit New Zealand
Chocolates	Deputy Commissioner, Integrity, Ethics and Standards	Under \$30	22 June 2018	Audit New Zealand
Chocolates	Public Service Commissioner	Under \$30	14 June 2018	Global Womens Breakthrough Leaders
Chocolates	Deputy Commissioner, Integrity, Ethics and Standards	Under \$30	24 May 2018	IAP2 Symposium
Battery charger pack	Diversity and Inclusion	unknown - est \$30	10 May 2018	Women on Boards/Governance NZ
Book	Public Service Commissioner	Under \$50	16 April 2018	Rainbow Network
Gift basket	Principal Advisor, Workforce and Talent	Unknown - estimate \$50	21 March 2018	Strategic Pay
Pounamu necklace	Workforce	Unknown	1 March 2018	Traci Houpapa
2 x books - Heart of Public Service	Chief Advisor, Strategy and Policy	50.00	14 February 2018	Civil Service College of Singapore
Pen	Chief Advisor, Strategy and Policy	20.00	14 February 2018	Civil Service College of Singapore
Wooden artwork of Singapore	Chief Advisor, Strategy and Policy	70.00	14 February 2018	Civil Service College of Singapore
Calendars X 4	SIT Team	under \$10 each	21-Dec-17	Gravitas Research
Box of cherries	PIF Team	under \$30	13 December 2017	Mandy Bassett, PIF editor
Glass jar with marshmallows	Public Service Commissioner and Deputy Commissioner, Workforce and Talent	under \$30	8-Dec-17	Diversity Works
Christmas Cake	Public Service Commissioner	under \$50	29-Nov-17	Jackson Stone & Partners

Ministry for Culture and Heritage, Today in NZ History	Public Service Commissioner	under \$50	28 September 2017	Ministry for Culture and Heritage
Book voucher	Diversity and Inclusion	20.00	1 September 2017	Victoria University
Wellington on a Plate Burger	Executive Assistant, Workforce and Talent	Approx \$30	25 August 2017	Positively Wellington Venues
Bottle of wine	Public Service Commissioner	under \$50	Unknown	Jeff Whalan Learning Group
Scarfs x 4 in coloured boxes and Shawl	Principal Advisor, Integrity, Ethics and Standards	Approx \$25	Unknown	Ministry of Administrative and Bureaucratic Reform, Republic of Indonesia
Books x3	Strategy and Policy	Unknown	7 August 2017	two from Griffith University, one from ANZSOG
Wooden pendant	Public Service Commissioner	49.99	19 July 2017	Ministry of Social Development
1 bottle of wine	Public Service Commissioner	Unknown	27 July 2017	Jeff Whalan Learning Group

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