



Te Kawa Mataaho

Public Service Commission

17 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.

We responded to the majority of your questions on 14 December 2020 and notified you that for the questions relating to hospitality, air travel and accommodation required further internal consultation to identify the costs requested. Please find below our response to these remaining three questions.

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

The Public Service Commission defines hospitality and entertainment as:

- Catering, including catering for internal and external events that we run throughout the year such as the Public Service Day Awards, Crown Entities Events and Stakeholder functions.
- Entertainment for these events.

The table below outlines the Commission's hospitality costs broken down by catering and entertainment. Additional costs were incurred by the Auckland Policy Office (APO) and the Leadership Development Centre (LDC), which are fully covered through membership fees and membership levies in the course of running their programmes and events. These are noted separately in the table below.

	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Hospitality/entertainment	\$99,351	\$80,173	\$83,766	\$15,119
APO	\$610	\$1,867	\$11,276	Nil
LDC	Not applicable	\$17,102	\$8,296	Nil

Note: We have not included costs associated with the running of the Spirit of Service Awards as this event is fully funded by commercial and agency sponsorship. While we have made every effort to exclude venue hire and equipment from the figures reported above, the nature of invoices and our financial reporting mechanisms means some expenditure may be inadvertently captured. The Public Service Commission is continuously improving our reporting mechanisms.

Hospitality and entertainment expenditure is covered under the guidance recently released by the Auditor General, which sets out when such expenditure is appropriate and reminds public servants that it must be justifiable, moderate and conservative. The Public Service Commission expects its staff to apply these principles. In addition, all public servants must conform to the Public Service Standards of Integrity and Conduct, which requires agency resources to be used carefully and for intended purposes.

- **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.**

Please find in the table below the Commission’s domestic and international travel costs, broken down by financial year. We do not hold information in relation to economy and business class travel therefore we are 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.

We have listed in the table below air travel costs associated with the LDC separately, as these costs are fully covered by membership levies.

<u>Air Travel</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Domestic	\$79,155	\$49,482	\$27,002	\$2,711 (YTD)
International	\$10,565	\$19,638	\$35,381	Nil
LDC – Domestic	\$10,565	\$10,755	\$6,540	Nil
LDC - International	\$1,002	Nil	Nil	Nil

Please note that the Commission’s domestic air travel costs for the 2017/18 financial year includes costs of \$26,147 which were associated with the continuous improvement work programme which assisted agencies to deliver services across traditional boundaries and contributes to a culture of sustainable, system wide continuous improvement. This work programme moved to the Ministry of Social Development in 2018 and accounts for much of the reduction in domestic travel costs from 2018/19 onward.

- **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.**

Please find in the table below the Commission’s domestic and international accommodation costs, broken down by financial year. All the accommodation expenditure is business related – no contributions or allowances towards personal accommodation have been made.

<u>Accommodation</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>
Domestic	\$56,062	\$47,058	\$23,959	\$4,518 (YTD)
International	\$9,634	\$8,217	\$11,496	Nil
LDC – Domestic	\$60,601	\$58,270	\$28,463	Nil
LDC – International	Nil	Nil	\$1,148	Nil

The Commission's domestic accommodation costs for the year 2017/18 includes costs of \$30,886 associated with the continuous improvement work programme. We have listed in the table below accommodation costs associated with the LDC separately, as these costs are fully covered by membership levies. As noted above, this function shifted to the Ministry of Social Development from 2018 accounting for some of the reduction in the Commission's accommodation expenses from 2018/19.

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) on the Te Kawa Mataaho Public Service Commission's website.

Yours sincerely,



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