

OC231035

11 January 2024

Tēnā koe 

I refer to your email dated 7 December 2023, requesting the following under the Official Information Act 1982 (the Act):

*“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:*
  - *Wrapping paper*
  - *Santa hats*
  - *Alcohol for parties*
  - *Party hats*
  - *Christmas crackers*
  - *Christmas cards*
  - *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?"*

I answer each of your questions below.

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

The answer to all questions is zero.

#### **Presents for Staff:**

The answer to both questions is zero.

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

The Ministry purchased a tree over six years ago and this has been used every year since. The Ministry has not purchased Christmas Lights.

#### **Christmas Party Supplies:**

In 2023, \$50 was spent on Christmas decorations. As noted in the table below, there was no expenditure on Christmas decorations in 2022.

#### **Christmas Parties:**

<b>Year</b>	<b>2022</b>	<b>2023</b>
Venue Hire	\$1725.00	\$200.00
Prizes for Awards	\$271.00	\$315.97
Decorations	\$0.00	\$50.00
Equipment Hire	\$1835.40	\$0.00
Catering	\$5226.54	\$5640.97
<b>Total Cost</b>	<b>\$9057.94</b>	<b>\$5640.97</b>
Revenue gained via ticket sales	\$2160.00	\$0.00
<b>Total Spend</b>	<b>\$6897.94</b>	<b>\$5640.97</b>

#### **Office Closure:**

The Ministry was closed from 25 December 2023 to 7 January 2024. Twelve managers took annual leave longer than this period. There are no costs for contractors over the Christmas period as they do not work when our offices are closed.

You have the right to seek an investigation and review of this response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz)

The Ministry publishes our Official Information Act responses and the information contained in our reply to you may be published on the Ministry's website. Before publishing we will remove any personal or identifiable information.

Nāku noa, nā

A handwritten signature in black ink, appearing to read 'HARZ' followed by a horizontal line and a small dash.

Hilary Penman  
**Manager – Accountability & Correspondence**