

OC221054

12 January 2023



Tēnā koe 

I refer to your email dated 29 November 2022 requesting the following information under the Official Information Act 1982 (the Act):

- *“The total budget for your department’s Christmas party/parties for 2022 and 2021. Please separate costs for each year.*
- *The number of parties that were or will be held in each year.*
- *The number of staff who attended (or are expected to attend) each year’s party/parties.*
- *The location of the venue/s for each year.*
- *A breakdown of the costs by expense type for each year’s party/parties, including (where applicable) but not limited to the following:*
 - *Accommodation*
 - *Catering (e.g., beverages, crockery, food, glassware)*
 - *Consultation with relevant stakeholders*
 - *Decorations (e.g., Christmas tree, lights)*
 - *Entertainment (e.g., guest speaker/s, live music)*
 - *Planning*
 - *Travel to and from the venue (e.g., bus hire, flights)*
 - *Venue”*

We are releasing the requested information in full, and it has been collated in the attached Excel spreadsheet, *OC221054 function costs for 2021 & 2022* as per your request.

To clarify a couple of points in the requested information, for the 2021 End of Year Function, the venue hire only required a holding deposit for the booking, which was refunded after the function.

For the 2022 End of Year Function, staff were required to purchase tickets to attend (\$15 for regular staff and \$25 for contractors). Approximately 135 tickets were paid and catered for, but not everyone who purchased a ticket attended so actual attendance was 109. No tickets have been refunded despite this being available for not attending due to illness.

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

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

Nāku noa, nā



Megan Shields
Team Leader – Official Correspondence

Annex 1 – Document Schedule

Doc#	Date	Document	Decision on release
1	2023	OC221054 function costs for 2021 & 2022	Released in full.

RELEASED UNDER
THE OFFICIAL INFORMATION ACT 1982

End of Year Function 2021

Location D4 on Allen St, Wellington
Date held 10/12/2021
Estimated attendees 150

Outflows

Venue (holding deposit) -\$500.00
Catering (food and drink) -\$5,059.00
Prizes for competitions -\$172.87

Inflows

Venue deposit refund \$500.00

Total spend for event **-\$5,231.87**

End of Year morning tea

Location Te Manatū Waka Wellington Office, 3 Queens Wharf, Wellington
Date held 24/12/2021
Estimated attendees 60

Items

Catering (food and drink) -\$201.53
Total spend for event **-\$201.53**

Total spend for 2021 **-\$5,433.40**

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End of Year Function 2022

Location Te Wharewaka Function Centre, Wellington
Date held 2/12/2022
Estimated attendees 109 (out of 135 who paid)

Outflows

Venue -\$1,725.00
Catering (food and drink) -\$4,977.00
Equipment hire (AV and lighting) -\$1,835.40
Prizes for competitions -\$271.00

Inflows

Revenue from ticket sales \$2,160.00

Total spend for event -\$6,648.40

Meri Kirihimete morning tea

Location Te Manatū Waka Wellington Office, 3 Queens Wharf, Wellington
Date held 23/12/2022
Estimated attendees 65

Items

Catering (food and drink) -\$249.54
Total spend for event -\$249.54

Total spend for 2022 -\$6,897.94

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