Dear [Name],

On behalf of Peter Mersi, Chief Executive and Secretary for Transport, I acknowledge your email dated 23 November 2018, requesting information under the Official Information Act.

"I request the following information for the 2017/18 financial year:
1. The total amount spent by the Ministry on koha.
2. The names of all parties which received koha from the Ministry.
3. The total amount spent by the Ministry on any other donations.
4. The names of all parties which received a donation from the Ministry."

We have considered your request and our response in accordance with the Official Information Act 1982 on each of the items above is detailed below.

The Ministry defines koha as a gift, token, or a contribution given on appropriate occasions. We have spent approximately $900 on koha during the 2017/18 financial year provided to the following parties:
- $205 worth of wine and chocolates to the U.S. Transportation Security Administration
- A $50 plaque to the U.S. Coast Guard
- A $50 plaque to the U.S. Parks Service
- $400 worth of wooden coaster sets to various foreign delegations during the International Transport Forum
- $45 worth of wine and a plaque to the U.S. delegation during the Planning, Funding and Enabling City Growth Forum
- $130 worth of flowers to the bereaved family of an ex staff member

We have provided donations totalling $660 during the 2017/18 financial year to the following parties:
- $100 to Wellington City Mission
- $560 to Cerebral Palsy Society

Yours sincerely,

[Signature]
Paul Laplanche
Chief Financial Officer