



14 OCT 2016

Dear

On 1 September 2016, you emailed the Ministry requesting, under the Official Information Act 1982, the following information for the financial years 2013/14, 2014/15, 2015/16:

- The Ministry of Social Development's expenditure non-operational expenditure – catering, venue hire, lease, internal conference, seminars, catering and venue hire related to internal conferences and seminars as well as airfares and travel costs relating to internal conferences and seminars.

The following tables provide a breakdown of the total costs for the Ministry's catering for the 2013/14 and 2014/15 financial years. As noted in the Ministry's Annual Review to the Social Services Committee, these costs included catering for staff and guests of the Ministry, venue hire and other services. The costs provided should be interpreted as costs incurred with associated activities, such as counselling, recruitment, restructuring and relationship management, community engagement forums, various committee and board members meetings and workshops.

Events also include internally held workshops, focus group meetings or training courses where staff may have come from other parts of New Zealand, and/or the duration of the workshop/training is half a day or more. Catering costs offset allowances that would otherwise have been payable to staff traveling from outside their immediate region to attend training or other workshops.

**Table One: The amount spent on catering in the 2013/14 financial year, broken down by type of cost**

Type of cost	Cost
Accommodation - Course/Conference (NZ)	\$38,977
Counselling Fee - Staff	\$300
Discretionary Spend FBT Liable	\$3,654
Discretionary Spend No FBT	\$80,107
External Course/Conference(NZ)	\$26,708
Internal Course/Conference - Miscellaneous	\$124,636
Meeting Attendance - Travel	\$3,214
Meeting Attendance Fee - BRC	\$134

Meeting Attendance Fee - Other	\$8,801
Meeting Costs - Other	\$96,818
Meetings-Venue/Catering/Equipment	\$694,643
Occupational Safety & Health	\$2,039
Personnel Cost - Miscellaneous Other	\$4,209
Recruitment Cost	\$11,749
Relationship Management Entertainment	\$2,485
Restructuring - Severance	\$25,000
Travel - Course/Conference (NZ)	\$700
Venue Hire	\$3,505
<b>Total</b>	<b>\$1,127,677</b>

**Table Two: The amount spent on catering in the 2014/15 financial year, broken down by type of cost**

<b>Type of cost</b>	<b>Cost</b>
Accommodation - Course/Conference (NZ)	\$623
Discretionary Spend FBT Liable	\$1,347
Discretionary Spend No FBT	\$68,489
External Course/Conference(NZ)	\$2,385
Internal Course/Conference - Miscellaneous	\$32,777
Meeting Attendance - Travel	\$989
Meeting Attendance Fee - BRC	\$255
Meeting Attendance Fee - Other	\$12,346
Meeting Costs - Other	\$42,611
Meetings-Venue/Catering/Equipment	\$798,826
Occupational Safety & Health	\$1,566
Personnel Cost - Miscellaneous Other	\$1,156
Personnel staff reimbursement	\$150
Recruitment Cost	\$216
Relationship Management Entertainment	\$10,755
Venue Hire	\$10,987
<b>Total</b>	<b>\$985,477</b>

For more information about the categories listed above, please find enclosed a table which provides further detail about each of these categories.

The Ministry's catering costs for the 2015/16 financial year are not yet available, and as such are not included in this response. Once these costs are finalised, they will be published in the Annual Review to the Social Services Committee at which stage the information will be available for release. As advised, a breakdown of the 2015/16 catering costs will be provided to you at this stage.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public after ten working days. The Ministry will do this by publishing this letter on the Ministry of Social Development's website. Your personal details will be deleted and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@msd.govt.nz](mailto:OIA_Requests@msd.govt.nz).

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or 0800 802 602.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Bruce Simpson', written in a cursive style.

Bruce Simpson  
**Chief Financial Officer**

**Table Three: Further detail about the Kea codes, listed in Table One and Two which are used when calculating the Ministry's total amount spent on catering**

Accom - Course/Conf (NZ)	Accommodation (including food) costs within New Zealand.
Counselling Fee - Staff	Counselling requested by managers; counselling arranged under employee assistance programme (EAP).
Discretionary Spend FBT Liable	Fringe Benefit Tax is payable on entertainment/gifts (other than Christmas functions) held/provided away from premises. Also car parks provided as part of salary.
Discretionary Spend No FBT	To capture discretionary expenditure e.g. staff on-site functions
External Course/Conf (NZ)	External course/conference costs attended in New Zealand only.
Internal Course/Conf - Misc	Internal course/conference costs only, including Maori staff hui and Pacific Peoples staff fono.
Meeting Attendance - Travel	Costs of travel to attend meetings
Meeting Attendance Fee - BRC	Fees payable to Community members of Benefit Review Committees
Meeting Attendance Fee - Other	Fees payable in respect of meeting attendance, other than Benefit Review Committees or Appeal Boards
Meeting Costs - Other	Meeting costs not covered elsewhere. e.g.: morning tea for community meetings.
Meetings-Venue/Catering/Equip.	Staff meeting costs (Venue and Equipment Hire, Catering).
Occup Safety & Health	Includes workplace assessments, monitoring and purchase of equipment relating to OOS prevention, Personnel support costs not covered by any other account e.g. health monitoring, and well-being initiatives (flu vaccinations etc).
Personnel Cost - Misc Other	Expenses related to the employment of staff which are not covered by any other account in this group e.g.: external supervision and reimbursements to staff for clothing damage.
Personnel staff reimbursement	Taxable element of claims for telecommunication's and motor vehicle reimbursements.

Recruitment Cost	All costs for recruitment of staff from outside the Ministry, including use of Employment Agencies
Relationship Mgmt Entertainm't	Expenditure on business related hospitality with external parties. Does not include staff related catering or functions.
Venue Hire	Hire for venues for community meetings, Benefit clinics etc
Restructuring - Severance	Severance payments only. Excludes Superannuation and long service, retirement or cessation leave paid out at the time of severance
Travel - Course/Conf (NZ)	Air, other public transport costs, rental vehicle and taxi costs within New Zealand.