

7 September 2023

s 9(2)(a)

s 9(2)(a)

REF: OIA-13336

Dear s 9(2)(a)

Request made under the Official Information Act 1982

Thank you for your email of 11 August 2023 requesting the following information under the Official Information Act 1982 (the Act):

- *A list of all events the NZTA has held or had some responsibility for hosting that cost in excess of \$10,000 over the past year? Can the total cost for each of these events please be provided, along with a breakdown of what contributed to the costs? It would be helpful to also know the business purpose or justification for each event as well.*

In the last 12 months, there have only been three events held by Waka Kotahi NZ Transport Agency which have been over \$10,000.

- Pūhoi to Warkworth motorway and Matakana Link Road.
- Waka Kotahi Wellington end of year staff function.
- Waka Kotahi Palmerston North end of year staff function.

Further breakdowns of these events have been provided to you below.

Pūhoi to Warkworth motorway and Matakana Link Road.

Cost covered by	Equipment	Cost
Waka Kotahi costs broken down	Marquee & chairs, flooring, weights	\$ 11,040
	AV equipment (lectern, sound, microphone)	\$ 5,057.70
	Traffic Management *	\$ 4,000
	NX2 staff time *	\$ 3,000
	Photographer	\$ 2,645
	Toilets	\$ 996

	Ambulance and first aider	\$ 593
	Cleaning *	\$ 480
	Security	\$ 993.60
	Miscellaneous equipment eg wheelie bin hire, table cloths etc	\$ 371.94
	Venue	\$ -
Total Waka Kotahi costs		
		\$29,177
Total Others costs		
		\$ 15,203
Grand total		
		\$ 44,380

* estimate as final invoices not yet received

For context, this was a joint event with Auckland Transport. The 'Others' line item was split between Auckland Transport and Northern Express Group (NX2). NX2 were the contractor who constructed the road on behalf of the New Zealand Government under a Public Private Partnership (PPP).

Waka Kotahi Wellington and Palmerston North end of year staff function.

	Wellington	Palmerston North
Venue	\$4,405	\$900
Accommodation	N/A	N/A
Catering	\$13,289	\$21,712
Consultation with relevant stakeholders	N/A	N/A
Decorations	\$48	\$513.30
Entertainment	\$2,776	\$3,129.99
Planning	N/A	N/A
Travel to and from the venue	N/A	\$350
Total cost	\$20,518	\$26,605
Income from ticket sales	-\$5,635	-\$2,340
Cost after ticket sales	\$14,883	\$24,265

For context, Waka Kotahi end of year staff functions are hosted by a regions relevant social club. Each employee in an office with a social club is automatically a member. Membership fees are at the discretion of each social club. While the clubs are mostly free, smaller clubs might need a little extra funding to keep them going. If a member of staff does not want to be a member of the social club, they are not obliged to participate.

Each social club is provided with \$50 per permanent staff member to spend annually, along with any remaining balance from the previous financial year.

Specifically for Wellington and Palmerston North, funding was provided for 682 FTE (\$34,100) and 537 FTE (\$26,850) respectively. Meaning both social clubs had sufficient budget for their end-of-year functions. Both of these regions also had funding leftover from 2021, as there was no end-of-year function due to COVID-19 restrictions.

While there is no budget set aside for end-of year functions parties specifically, usually, prior to holding an end-of year event, each social club will gauge interest from the staff in their respective office to identify the number of attendees. Subsequently, the Social Club Committee decides whether the party can be fully subsidised, or whether the attendees are required to pay for tickets.

Staff in Wellington were required to purchase their tickets for the 2022 end-of-year function, at a cost of \$20 per person. Where partners wished to attend the function in Wellington and Palmerston North, tickets were purchased at a cost of \$65 and \$45 respectively.

If you would like to discuss this reply with Waka Kotahi, please contact Andy Knackstedt, Senior Manager Media, by email to andrew.knackstedt@nzta.govt.nz.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'John Coulter', written in a cursive style.

John Coulter

Senior Manager Operational Policy, Planning and Performance