

50 Victoria Street  
Private Bag 6995  
Wellington 6141  
New Zealand  
T 64 4 894 5400  
F 64 4 894 6100  
www.nzta.govt.nz

15 December 2022

Out of Scope

REF: OIA-11600

Dear Out  
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#### **Request made under the Official Information Act 1982**

Thank you for your email of 29 November 2022 requesting the information regarding Waka Kotahi NZ Transport Agency's staff travel expenses under the Official Information Act 1982 (the Act). I will respond to each of your questions in turn:

#### **1. How many flights (paid for by the government) have staff taken in 2022?**

The total number of flight bookings made for Waka Kotahi staff from 1 January to 31 October 2022 is 5,711 bookings. One booking may consist of multiple flights. In total, there are 11,751 individual flights booked for Waka Kotahi staff.

#### **2. How much has your department spent on flights in 2022?**

Between 1 January and 31 October 2022, Waka Kotahi spent \$2,255,978 on flights. In addition to that, a total of \$134,613 was spent on overseas travel.

Waka Kotahi travel policy requires that all domestic flights should be booked using Waka Kotahi preferred suppliers. Bookings are made with APX Travel, one of the agreed suppliers on the All of Government Travel Management Services panel of suppliers. Waka Kotahi has an All of Government contract with APX and receives a discount on bookings with Air New Zealand.

#### **3. How much has your department spent on airline memberships (such as Air New Zealand's Koru membership) in 2022?**

Between 1 January and 31 October 2022, Waka Kotahi spent \$2,182 on Koru Club memberships.

Waka Kotahi spend on Koru membership is less than previous years due to a reduction in the number of staff with membership, along with an Air New Zealand extension to the expiry of memberships due to COVID-19 travel restrictions. Koru memberships are expected to return to an annual renewal, and therefore this reduction in spend is not anticipated to continue for future years.

Membership of frequent flyer programmes, such as the Koru Club, are available to employees who meet the following frequent traveller criteria and whose travel is for genuine business reasons:

- 'Frequent travel' is defined as at least 15 return trips each year, and membership is restricted to one travel club for each frequent traveller
- Staff are prohibited from earning Airpoints Dollars rewards from work-related travel, and any status points accumulated from flights paid for by Waka Kotahi belong to Waka Kotahi and may be used towards future Koru or any other applicable frequent flyer membership renewals
- Eligibility for continued membership of frequent flyer programmes like the Koru Club is reviewed annually by the member's manager and requires written approval by the General Manager at each renewal
- Membership is at the General Manager or the Chief Executive's discretion.

4. How much has your department spent on taxis and Uber rides in 2022?
5. How much has your department spent on public transport fares for staff in 2022?
6. How much has your department spent on petrol and diesel in 2022?

Spend Type	Total 1 Jan - 31 Oct 2022
Public Transport - Bus / Train	\$21,975
Taxi/ Uber	\$350,116
Petrol/ Diesel	\$245,926
<b>Grand Total</b>	<b>\$618,018</b>

Waka Kotahi had collated the requested information using a database where staff claim their expenses on public transport, parking, taxi or Uber, by completing a free field text. Where information provided does not specify the transport type, the report will result in "undefined". This category has not been included in the reporting. Also excluded from the above are costs related to projects, for example any diesel used in trucks carrying out work on the State Highway network.

**7. How much has been spent on travel for the partners/family of ministers in 2022?**

Waka Kotahi does not fund any travel for the partners or family of ministers.

In line with Waka Kotahi policy, this response will soon be published on our website, with personal information removed.

If you would like to discuss this reply with Waka Kotahi, please contact the Ministerial Services team by email at [official.correspondence@nzta.govt.nz](mailto:official.correspondence@nzta.govt.nz).

Yours sincerely



**John Coulter**

Senior Manager, Operational Policy, Planning and Performance