

30 May 2023



REF: OIA-12513

Dear 

**Request made under the Official Information Act 1982**

Thank you for your email of 24 April 2023 requesting the following information under the Official Information Act 1982 (the Act):

- *How many in-house graphic designers does your organisation employ?*
- *What is the budget for in-house/employed graphic designers?*
- *How much has been spent on contracting external graphic designers?*
  - *If external contractors have been used, why did your organisation not use your employed/in-house graphic designers?*
- *If employed/in-house or external contractors have been used to design a report in the last 12 months, was the report made public?*
  - *If not, why not?*

I will address each of your requests in turn:

*How many in-house graphic designers does your organisation employ?*

Waka Kotahi has an in-house Graphic Design team. Their work includes producing corporate documents, public engagement collateral, signage, as well as supporting state highway projects, maintenance and emergency responses by creating notices, maps and information. The team is made up of one Graphic Designer and three Senior Graphic Designers (all employees, one 0.8 FTE the others full time) all report to one Manager.

*What is the budget for in-house/employed graphic designers?*

The salaries for Graphic Designers total \$414,009.10.

*How much has been spent on contracting external graphic designers?*

- *If external contractors have been used, why did your organisation not use your employed/in-house graphic designers?*

When large projects arise that require a graphic design resource and there is insufficient resource within the in-house team to undertake the work, we will contract in an additional resource who will work with the in-house team through the All of Government (AoG) Panel.

In the last 12 months there has been one instance where we have externally contracted graphic designers because of insufficient capacity within our in-house team. The total cost for this contract was \$70,943.14, between November 2022 and April 2023.

*If employed/in-house or external contractors have been used to design a report in the last 12 months, was the report made public?*

- *If not, why not?*

Yes, reports produced by a graphic designer are generally designed for public consumption and are made available on our website [www.nzta.govt.nz](http://www.nzta.govt.nz). Where a report is for internal use only, they are usually produced as a Word document template and not by graphic designers.

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 Ministerial Services, by email to [official.correspondance@nzta.govt.nz](mailto:official.correspondance@nzta.govt.nz)

Yours sincerely



**Stephen Moore**  
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