



21 JAN 2021

On 2 November 2020, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information regarding areas of sensitive expenditure:

1. *Gifts (both given and received, including offered and turned down): Please provide information on the amounts spent, the gifts given or received, and the recipients, for 2018, 2019 and 2020.*
2. *Koha, similar breakdown as above, for 2018, 2019 and 2020.*
3. *Tips/gratuities: Please provide a breakdown of the amount spent both domestically and internationally, including details of how much was paid and to whom. Please include details of the single largest tip or gratuity payment, for 2018, 2019 and 2020.*
4. *Hospitality/entertainment: Please provide a breakdown of how much was spent and on what. Please provide separate breakdowns for domestic and international, for 2018, 2019 and 2020.*
5. *Alcohol: Please provide separate figures as per above, for 2018, 2019 and 2020.*
6. *Air travel: Please provide a breakdown for both international and domestic, including for economy and business class air travel. Please include figures for both business travel and contributions or allowances towards personal travel, for 2018, 2019 and 2020.*
7. *Accommodation: Please provide a breakdown for both international and domestic. Please include figures for both business travel accommodation and contributions or allowances towards personal accommodation, for 2018, 2019 and 2020.*
8. *Taxis/corporate vehicles: Please provide a breakdown of taxi/corporate vehicle expenses for both domestic and international, including details of the single largest taxi bill, for 2018, 2019 and 2020.*
9. *Rental cars: Please provide similar figures for rental cars, for 2018, 2019 and 2020.*

10. *Moving expenses: Please provide a breakdown of how much was spent on personal moving expenses for relocating staff, for 2018, 2019 and 2020.*
11. *Parking/traffic offences: Please provide a breakdown of both parking and traffic offence expenses, both domestic and international, for 2018, 2019 and 2020.*
12. *Christmas functions: Please provide figures on expenses related to Christmas functions, for 2018, 2019 and 2020.*
13. *Social club: Please provide figures on expenses related to social clubs, for 2018, 2019 and 2020.*
14. *Correspondence: Please provide all correspondence for 2018, 2019 and 2020, both internal and external, including emails, letters, text messages, reports, advice etc, relating to concerns around sensitive expenditure. This should include all correspondence involving your relevant government department or agency and the Office of the Auditor General.*

For the sake of clarity, I will address each question in turn, noting that the information provided is for the financial years 2017/2018, 2018/ 2019 and 2019/2020.

1. *Gifts (both given and received, including offered and turned down): Please provide information on the amounts spent, the gifts given or received, and the recipients, for 2018, 2019 and 2020.*

Gifts or hospitality received with an actual or estimated value of \$50 or over that were accepted in the financial years 2017/2018, 2019/2019 and 2019/2020 are shown in **Table One** in the attached Appendix.

Gifts and koha valued at \$100 or more given to external organisations or individuals in the financial years 2017/2018, 2018/2019 and 2019/2020 are shown in **Table Two** in the attached Appendix.

The Ministry's Donation and Gifts Policy does not allow the giving of gifts or donations to staff members, nor are staff allowed to accept donations, gifts or hospitality, whether they are in the form of goods, services or other benefits.

Exceptions can be made:

- when it is culturally appropriate to accept such gifts, such as koha, or where non-acceptance is deemed likely to cause offence,
- when the gift is for external guest speakers offering their services for no consideration,
- where the Ministry is hosting, organising or attending international conferences and an exchange of gifts is deemed appropriate or there is a cultural expectation. In such cases, the Chief Executive may approve a gift with an appropriate value.
- for Ministry assets with the explicit approval of the Chief Executive, and for
- gifts received, which are then donated to the Social Club, in a situation where:

- gifts are offered and non-acceptance will offend the giver – the employee should accept in the name of the Ministry and report the gift to the manager for appropriate action.
- gifts over \$50 become Ministry property and will be converted to the Ministry's use, donated to the social club or disposed of.

The giving of gift vouchers/cards in recognition of the provision of time/service for interviews, testing, trials, research etc is not deemed to be "gifts" and has not been listed.

Details of gifts and hospitality received by the Ministry's Chief Executive are available at: www.msd.govt.nz/about-msd-and-our-work/publications-resources/corporate/chief-executive-expenses/.

There are occasions when it is appropriate that the Ministry acknowledge and recognise the contributions of staff. As such, the Ministry may incur expenditure to recognise special achievements, circumstances or events for staff.

Acceptable expenditure includes:

- the purchase of food (e.g. morning teas) to celebrate a special achievement or effort or occasion
- end of year Christmas functions
- flowers, chocolates or gift baskets for an employee who has experienced a special event e.g. birth, wedding, hospitalisation, death of a close relative etc, or whose individual achievements have been officially recognised.

This expenditure is classified as a business expense, rather than a gift to staff. A list showing such expenditure for the financial years 2017/2018, 2018/2019 and 2019/2020 is provided as **Table Three** in the Appendix.

Your request for a breakdown of the data by 'offered' and 'turned down' is refused under section 18(e) of the Act as this information does not exist. The Ministry does not record information or details where offers of gifts or koha are turned down.

2. Koha, similar breakdown as above, for 2018, 2019 and 2020.

Regarding the Ministry's gifting and koha policies, please refer to my response to question one. The Ministry does not record whether gifts or koha are turned down. As such, this part of your request is refused under section 18(e) of the Act as this information does not exist.

3. Tips/gratuities: Please provide a breakdown of the amount spent both domestically and internationally, including details of how much was paid and to whom. Please include details of the single largest tip or gratuity payment, for 2018, 2019 and 2020.

According to the Ministry's Financial Policy, gratuities or tips are seen as a personal expense and generally will not be reimbursed, except for countries where there is a strong culture of tipping for service. Tipping is not expected in New Zealand. Gratuity

or tips must be deemed reasonable (up to 15%), and proportional to the cost and type of service provided.

However, the Ministry cannot provide a breakdown of the amount spent on tipping, since such expenditures are not specifically recorded in any designated accounts in the Ministry's Financial Accounting System. Your request for this information is, therefore, refused under section 18(e) of the Act as this information does not exist.

4. Hospitality/entertainment: Please provide a breakdown of how much was spent and on what. Please provide separate breakdowns for domestic and international, for 2018, 2019 and 2020.

Please find the Ministry's hospitality costs for the financial years 2017/2018, 2018/2019 and 2019/2020 in **Table Four** attached in the Appendix. Hospitality costs include catering for staff and guests of the Ministry. In some instances, costs include venue hire and other services.

Hospitality costs cannot be broken down geographically (domestic or international) as this information is not recorded separately. Your request for this breakdown is, therefore, refused under section 18(e) of the Act as this information does not exist.

Furthermore, hospitality costs cannot be broken down by what each amount was spent on. Different hospitality costs are not tagged separately in the Ministry's data system, and it is not always possible to identify a 'category' that the amount spent refers to. Your request is, therefore, partly refused under section 18(f) of the Act as in order to provide this breakdown, the Ministry would have to manually review thousands of transactions and receipts. The diversion of these resources would impair the Ministry's ability to continue standard operations and would be an inefficient use of the Ministry's resources.

I have considered whether the Ministry would be able to respond to your request given extra time, or the ability to charge for the information requested. I have concluded that, in either case, the Ministry's ability to undertake its work would still be prejudiced.

The Ministry does not record expenditure under an 'entertainment' tag. Expenditure that relates to 'entertainment', such as catering and venue hire, would likely be included in the hospitality expenditure shown above. Your request for this information is, therefore, refused under section 18(e) of the Act as this information does not exist.

5. Alcohol: Please provide separate figures as per above, for 2018, 2019 and 2020.

The Ministry cannot provide a breakdown of the amount spent on alcohol, since such expenditures are not recorded in any designated accounts in the Ministry's Financial Accounting System. The Ministry would have to manually review thousands of transactions and receipts. The diversion of these resources would impair the Ministry's ability to continue standard operations and would be an inefficient use of the Ministry's resources. As such, your request for the amount the Ministry has spent on alcohol for the financial years 2017/2018, 2018/2019 and 2019/2020 is refused under section 18(f) of the Act as it requires substantial collation.

I have considered whether the Ministry would be able to respond to your request given extra time, or the ability to charge for the information requested. I have concluded that, in either case, the Ministry's ability to undertake its work would still be prejudiced.

According to the Ministry's Financial Policy on entertainment and hospitality expenditure, all expenditure on alcohol and meals is a personal expense except as set out below:

- Entertainment meals and alcohol – external stakeholders/guests
 - Alcohol in moderation is acceptable when entertaining external guests in an official capacity, or at MSD organised events and functions for external stakeholders.
 - Expenditure on alcohol should be considered an infrequent event and normally only purchased to accompany a meal.
 - Any expenditure on meals must be reasonable and deemed appropriate in relation to the event, taking into account the nature of the function, number of guests, and any cultural considerations.
- Ministry events, lunches and dinners
 - Alcohol may be allowed at certain Ministry events such as conferences organised by the Ministry and strategic planning workshops. Approval before the event is required from the appropriate delegated manager.
- Café or ad hoc meetings
 - Expenditure from café type meetings between Ministry employees, contractors, or consultants working for or on behalf of the Ministry is deemed to be personal in nature and will not be reimbursed.
 - Café meetings with external guests while conducting official Ministry business may be reimbursed if this is considered appropriate.
- Recruitment meetings and expenses
 - Expenses incurred in recruiting for senior roles including lunch or dinner with the prospective candidate and key stakeholders will be reimbursed where it is considered appropriate.

6. *Air travel: Please provide a breakdown for both international and domestic, including for economy and business class air travel. Please include figures for both business travel and contributions or allowances towards personal travel, for 2018, 2019 and 2020.*

Expenditure on domestic and international airfares in the financial years 2017/2018, 2018/2019 and 2019/2020 is provided in **Table Five** in the Appendix.

The Ministry does not contribute or make allowances towards personal travel. While the Ministry's travel policy allows for incidental private travel in conjunction with business related travel within reasonable limits, any expenses from such travel is deemed to be personal in nature and the Ministry is not liable.

Furthermore, under the Ministry's travel policy, economy class air travel must be used for all domestic travel and international flights. Premium economy or business class

travel may be considered for international flights where the flying time exceeds 9 hours (one-way) and where the length of the trip is such that its duration is likely to be detrimental to the traveller's ability to carry out their business on arrival without a reasonable recuperation period.

- 7. Accommodation: Please provide a breakdown for both international and domestic. Please include figures for both business travel accommodation and contributions or allowances towards personal accommodation, for 2018, 2019 and 2020.*

Please find expenses on domestic and international accommodation in the financial years 2017/2018, 2018/2019 and 2019/2020 in **Table Six** in the Appendix.

The Ministry does not contribute or pay allowances for any accommodation costs which are deemed personal in nature while on business related travel. This information is, therefore, refused under section 18(e) of the Act as it does not exist.

- 8. Taxis/corporate vehicles: Please provide a breakdown of taxi/corporate vehicle expenses for both domestic and international, including details of the single largest taxi bill, for 2018, 2019 and 2020.*

Please find information on taxi and corporate vehicle expenditure in the financial years 2017/2018, 2018/2019 and 2019/2020 in **Table Seven** and **Table Eight** in the Appendix.

All personnel have access to Ministry vehicles as and when required to carry out their duties. A small number of staff have access to Ministry vehicles as part of their total remuneration, and these vehicles are also available to them for private use.

Costs for taxis and corporate vehicles cannot be broken down geographically (domestic/international) as this information is not recorded. Your request for this breakdown is, therefore, refused under section 18(e) of the Act as this information does not exist.

- 9. Rental cars: Please provide similar figures for rental cars, for 2018, 2019 and 2020.*

Information on expenditure on rental cars within New Zealand is provided in **Table Nine** in the Appendix.

While the Ministry is able to provide a breakdown of the domestic rental car costs (refer Table Nine), the same information is not readily available for the rental car hires by those travelling overseas, notwithstanding the fact that use of rental cars by Ministry staff travelling overseas is fairly uncommon. Ministry staff would have to review hundreds of transactions manually in order to provide such a breakdown. This information is, therefore, refused under section 18(f) of the Act. The greater public interest is in the effective and efficient administration of the public service.

- 10. Moving expenses: Please provide a breakdown of how much was spent on personal moving expenses for relocating staff, for 2018, 2019 and 2020.*

Please find information on moving expenses in the financial years 2017/2018, 2018/2019 and 2019/2020 in **Table 10** in the attached Appendix.

According to the collective employment agreement, the Ministry will pay relocation costs, and other assistance for transferring an employee and their family to a new location. Costs will be met by the Ministry where the transfer is due to:

- promotion;
- to meet the needs of the Ministry; or
- To assist in the employee's career development.

The assistance will be agreed by the employee and their manager prior to any expenses being incurred. Cultural sensitivity and flexibility to individual circumstances will be considered when deciding on the actual assistance.

Assistance may include, but is not limited to, the following:

- Expenses of transfer of household effects, including insurance and storage;
- Personal travel and living costs for the employee and their family and temporary accommodation;
- Expenses arising from the sale and purchase of the employee's home;
- Expenses arising from the transfer of children between schools;
- The reimbursement of expenses reasonably incurred in the re-establishment of the employee's household; and/or
- Paid leave as necessary to affect the transfer.

11. Parking/traffic offences: Please provide a breakdown of both parking and traffic offence expenses, both domestic and international, for 2018, 2019 and 2020.

A summary of parking/ traffic offences the Ministry has received in the financial years 2018/2019 and 2019/2020 is attached as **Table 11** in the Appendix. The Ministry started to collect such information since 1 July 2018, therefore information prior to 1 July 2018 is not available. To retrieve information prior to this date, Ministry staff would have to review hundreds of financial records within the financial accounting system. As such, this part of your request is refused under section 18(f) of the Act.

According to the Ministry's vehicle policy, all drivers must at all times obey the law. Any penalties for committing traffic offences or parking infringements will be the responsibility of the driver incurring the liability. Where an offending driver cannot be identified, located or contacted or where a dispute has arisen regarding liability for the infringement, the liability rests with the budget manager personally, as the budget manager is responsible for the control of all assets at the cost centre.

12. Christmas functions: Please provide figures on expenses related to Christmas functions, for 2018, 2019 and 2020.

Please find expenditure relating to Christmas functions for the financial years 2017/2018, 2018/2019 and 2019/2020 in **Table 12** in the Appendix.

According to the Ministry's Financial Policy, the Ministry will contribute up to \$20 per employee attending end-of-year Christmas functions. The \$20 contribution is a one-off only and not an allowance. It is not available for consultants and contractors or for staff not attending the organised function/event. As at 31 December 2020, the Ministry has 8068 employees.

Please note that since each team arrange their own Christmas functions, some teams may not yet have sent their invoices or disbursement to process.

13. Social club: Please provide figures on expenses related to social clubs, for 2018, 2019 and 2020.

The Ministry does not fund social clubs as social clubs run independently.

14. Correspondence: Please provide all correspondence for 2018, 2019 and 2020, both internal and external, including emails, letters, text messages, reports, advice etc, relating to concerns around sensitive expenditure. This should include all correspondence involving your relevant government department or agency and the Office of the Auditor General.

Your request for all correspondence is very broad and substantial manual collation would be required to locate and prepare all correspondence within scope of your request. This is because the Ministry does not have a tag for correspondence relating to 'sensitive expenditure' which would allow for an automated email search.

To respond to your request, thousands of Ministry staff would have to look through their email inboxes and through written documents held. As such, this part of your request is refused under section 18(f) of the Act. The greater public interest is in the effective and efficient administration of the public service.

The Ministry considered whether your request could have been refined, for example, to a certain type of expenditure, a shorter timeframe or a certain number of staff. The Ministry concluded that processing your request in this way would still require substantial manual collation.

Furthermore, I have considered whether the Ministry would be able to respond to your request given extra time, or the ability to charge for the information requested. I have concluded that, in either case, the Ministry's ability to undertake its work would still be prejudiced.

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
- 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. The Ministry will do this by publishing this letter and attachments 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.

If you are not satisfied with this response regarding sensitive expenditure in the financial years 2017/2018, 2018/2019 and 2019/2020, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Yours sincerely

A handwritten signature in blue ink, appearing to be 'SC', written over a faint circular stamp.

Stephen Crombie
Deputy Chief Executive
People and Capability

Appendix

Table One: Gifts or hospitality received with a value or estimated value of \$50 or over that were accepted in the financial years 2017/2018, 2018/2019 and 2019/2020.

Date received	Description	Recipient	Donor	Value
December 2017	Travel bag and Veuve Clicquot Yellow Label Brut Champagne	Senior Manager	(natural person)	\$150
August 2018	Two theatre tickets	Service manager	Chamber of Commerce	\$74
October 2018	Dinner and invitation to World of Wearable Arts	Senior manager	MSH Consulting	\$300
December 2018	Cake	Manager	MSD project team	\$50
December 2018	Gift basket – cheese board and knives, chocolates, wine	Health, Safety and Security Team (one staff member)	Safety 'n Action	\$70
December 2018	Champagne	Historic Claims team	Cooper Legal	\$50
February 2019	Pounamu pendants	Secretariat members and two senior managers	Members of the Welfare Expert Advisory Group	Unknown
March 2019	Framed picture and card holder for hosting delegates from Singapore to discuss accreditation and licensing	Social Services Accreditation team	Members of the Enforcement and Licensing Group, Ministry of Social and Family Development, Singapore	\$100
June 2019	Gift voucher (donated)	Regional Commissioner	Southland Chamber of Commerce	\$100
August 2019	Donuts	Manurewa Service Centre	Client First Limited	\$60
August 2019	Burgers	Rangiora Service Centre	Burger King	\$50
September 2019	Cake	Heartbeat Project Team	(natural person)	\$50
September 2019	Gift hamper with food items	Service Manager Relationships	Te Runanga o Kirikirioa	\$50
November 2019	Christmas Hampers (2)	Manurewa Service Centre	St Johns Property Group	\$120
November 2019	Git Hamper	Case Manager	Client	\$50
November 2019	Wooden Cheeseboard	Rangiora Service Centre	Client	\$50
December 2019	Box of gourmet cupcakes	NEET Assessor Youth Service Support Unit	Solomon Group	\$52

Date received	Description	Recipient	Donor	Value
December 2019	Bottle of Champagne	Historic Claims Admin and Information Coordination Team (32 People)	Cooper Legal	\$50
December 2019	Large cake	Social sector team	NZ Carers Alliance	\$140
January 2020	Dolce and Gabbana gift set	Service Centre Manager (Note: Gift has since been donated for a charity raffle)	Client	\$100
April 2020	Large box of Easter treats	Senior Contracts Manager	The Palace Dance Studio	\$160
April 2020	Red Bull drinks (72 cans)	Papanui Service Centre	Red Bull	\$165
May 2020	Hamper	Social Development Manager	Canterbury Refugee Council	\$80
May 2020	Flowers	Social Development Manager	Comcare	\$70
May 2020	Bottles of wine (2) and small box of chocolate	Director, Office of the DCE, Service Delivery	Office of Erica Stanford, National MP, East Coast	\$50
June 2020	Invercargill licensing trust gift voucher	Regional Commissioner Southern	Southland Chamber of Commerce	\$50

Table Two: Gifts and koha valued at \$100 or more given to external organisations or individuals in the financial years 2017/2018, 2018/2019 and 2019/2020.

Date given	Description	Recipient	Value
September 2018	Koha	Guest speaker	\$250
September 2018	Koha	Guest speaker	\$250
September 2018	Koha	Iwi panel member	\$230
September 2018	Roopu te kohao tu taua o ngapuhi	Te kohao tu taua o ngapuhi	\$500
September 2018	Hospitality Powhiri Hosting	Te niho o te atiawa	\$600
November 2018	Koha	Orongomai Marae	\$200
November 2018	Hospitality Powhiri Hosting	Te runanga o otakou inc	\$200
December 2018	Koha	Guest speaker	\$125
December 2018	Koha	Portobello School	\$391
February 2019	Koha	Arai te uru whare hauora	\$200
March 2019	Koha	Guest speaker	\$400
March 2019	Koha	Tonga karena	\$800
March 2019	Koha	Focus group hosts	\$100
March 2019	Koha	Guest speaker	\$100
March 2019	Koha	Iwi panel member	\$100
March 2019	Koha	Te kohao tu taua o ngapuhi	\$100
June 2019	Koha	Mana whenua	\$200
June 2019	Koha	Mana whenua	\$1,000
July 2019	Gift card	Recruitment of SuperGold Card Tester participant	\$150
July 2019	Gift card	Recruitment of SuperGold Card Tester participant	\$150
July 2019	Gift card	Recruitment of SuperGold Card Tester participant	\$150
August 2019	Koha – Terms of Reference signing between Ngati Whatua and MSD	Ngati Whatua Orakei Whai Maia	\$500
September 2019	Staff development – Māori staff hui	Mataatua Marae, Māngere, Auckland	\$200
September 2019	Staff development – Māori staff hui	Tukorehe Marae, Levin	\$200
September 2019	Koha – Regional attendance at Tangi	Otakou Marae Komatu T Potiki	\$100
October 2019	Mea alofa	Guest speaker for Pacific Prosperity Launch	\$200
October 2019	Mea alofa	Guest speaker for Pacific Prosperity Launch	\$200
November 2019	Koha	Presenter at Māori staff Hui	\$200
November 2019	Flowers – Bereavement	Family of deceased person	\$130.43

Date given	Description	Recipient	Value
November 2019	Flowers – Bereavement	Family of deceased person	\$173.91
November 2019	Koha – Ara Expo	Auckland International Airport Marae	\$500
November 2019	Koha	Speaker at Staff Hui	\$100
November 2019	Koha	Mihimihi support for Staff Hui	\$150
December 2019	Contribution to South Island Staff Hui Pounamu \$600 and \$250 koha	Pounamu value \$600 – Otakou Marae Koha \$250 for natural persons	\$850
January 2020	Koha – Blessing of new Otaki MSD premises	Nga Hapu o Otaki	\$200
February 2020	Koha – Ara Expo	Auckland International Airport Marae	\$300
February 2020	Koha – Ara Expo	Tamaki Ki Te Tonga District Maori Warden	\$300
February 2020	Koha – Blessing of the new John Wickliffe House Building	Te Runanga O Otakou	\$350
March 2020	Koha	Presenter at Māori staff Hui	\$200
March 2020	Koha	Presenter at Māori staff Hui	\$200
March 2020	Koha	Presenter at Māori staff Hui	\$200
March 2020	Koha – Blessing of the old and new Ashburton Service Centres	Ngai Tahu	\$150

Notes:

- No gifts valued at \$100 or more were given to external organisations or individuals in 2017/2018.

Table Three: Acceptable expenditure with regard to Ministry staff in the financial years 2017/2018, 2018/2019 and 2019/2020.

Date given	Description	Position of Staff member	Value
September 2019	Gift Basket for death of close relative	Executive Assistant	\$122.00
November 2019	Flowers - birthday celebration	Manager Regional Services	\$104.35
October 2019	Flowers - bereavement	Case Manager	\$112.17
December 2019	Gift basket – recovery in ICU	Service Centre Manager	\$130.43
September 2019	Food basket – bereavement	Regional Economic Advisor	\$100.43
October 2019	Gift basket – 20-years’ service and wellbeing following major surgery	Seniors Case Manager	\$120.49
October 2019	Care package – bereavement	Regional Housing Manager	\$106.97
June 2020	Gift basket – 30-years’ service	Client Support Debt Management Officer	\$105.17
May 2020	Gift basket – 20-years’ service	Capability Developer	\$101.48

Notes:

- No gifts exceeding \$100 were given to staff in 2017/2018 and 2018/2019.

Table Four: Hospitality costs for the financial years 2017/2018, 2018/2019 and 2019/2020

Financial year	Hospitality costs
2019/2020	\$167,000
2018/2019	\$374,000
2017/2018	\$327,000

Table Five: Expenditure on airfare (domestic and international) in the financial years 2017/2018, 2018/2019 and 2019/2020.

Financial year	Domestic	International Travel	
	Economy Class	Economy Class	Premium Economy or Business Class
2019/2020	\$2,886,000	\$55,587	\$39,685
2018/2019	\$3,432,000	\$42,227	\$79,886
2017/2018	\$2,757,000	\$85,503	\$74,057

Table Six: Expenses on accommodation in the financial years 2017/2018, 2018/2019 and 2019/2020.

Financial Year	Domestic Accommodation	International Accommodation
2019/2020	\$1,866,000	\$47,000
2018/2019	\$2,223,000	\$41,000
2017/2018	\$1,778,550	\$84,000

Table Seven: Expenditure on taxi fares in the financial years 2017/2018, 2018/2019 and 2019/2020.

Financial Year	Taxi	Largest invoice	Details
2019/2020	\$801,000	\$213.59	October 2019: Upper Hutt to Airport
2018/2019	\$818,000	\$287	November 2018: Auckland Airport to Hamilton (Note: The staff member was on a business trip to Wellington but suffered a health condition. Therefore, the staff member decided to go back to Hamilton one day earlier than the schedule, but flights to Hamilton were sold out, so the staff member could only fly to Auckland. This trip was approved by the staff member's manager.
2017/2018	\$743,000	\$220	February 2018: Tier 3 manager from residence to airport

Table Eight: The number of staff with vehicles as part of remuneration and total operating costs in the financial years 2017/2018, 2018/2019 and 2019/2020.

Financial year	Staff with vehicles as part of remuneration	Total operating costs
2019/2020	11	\$203,500
2018/2019	12	\$222,000
2017/2018	11	\$203,500

Table Nine: Expenditure on car hire in the financial years 2017/2018, 2018/2019 and 2019/2020.

Financial Year	Car Hire	Details	Description
2019/2020	\$305,000	\$1,569, picked up on 18 Dec 2019 in Rotorua and dropped off on 9 Jan 2020 in Rotorua.	MSD operational representative required to work through holiday period and provide ongoing leadership of operational issues while also engaging with frontline staff and visiting sites
2018/2019	\$279,000	\$1,018, picked up on 3 Jan 2019 in WHK and dropped off in Napier on 21 Jan 2019.	MSD operational representative required to work through holiday period and provide ongoing leadership of operational issues while also engaging with frontline staff and visiting sites
2017/2018	\$239,000	\$588, picked up 31 Jan 2018 in Auckland, dropped off on 14 Feb 2018 in Auckland.	MSD senior advisor (refugee and migrants) hired a vehicle during the period to attend Diversity Conference at Massey Uni, visit Afghani single mums, attend meetings with South Auckland Muslim Association/ Family First and other NGOs.

Table 10: Moving expenses for the financial years 2017/2018, 2018/2019 and 2019/2020

Financial year	Description	Amount
2019/2020	An employee's relocation expenditure	\$5,000.00
	An employee's relocation expenditure	\$1,739.13
	An employee's relocation expenditure	\$1,739.13
	An employee's relocation expenditure	\$1,739.13
	An employee's relocation expenditure	\$3,450.44
	An employee's relocation expenditure	\$2,477.72
	An employee's relocation expenditure	\$230.43
	An employee's relocation expenditure	\$193.91
	An employee's relocation expenditure	\$1,674.78
	An employee's relocation expenditure	\$882.61
2018/2019	An employee's relocation expenditure	\$1,247.50
	An employee's relocation expenditure	\$461.12
	An employee's relocation expenditure	\$869.57
	An employee's relocation expenditure	\$365.00
	An employee's relocation expenditure	\$580.00
	An employee's relocation expenditure	\$1,304.35
	An employee's relocation expenditure	\$297.50
	An employee's relocation expenditure	\$747.50
	An employee's relocation expenditure	\$2,608.70
	An employee's relocation expenditure	\$521.74
2017/2018	An employee's relocation expenditure	\$1,382.61
	An employee's relocation expenditure	\$289.86
	An employee's relocation expenditure	\$1,800.00
	An employee's relocation expenditure	\$3,296.52
	An employee's relocation expenditure	\$3,500.00
	An employee's relocation expenditure	\$5,000.00
	An employee's relocation expenditure	\$3,500.00
	An employee's relocation expenditure	\$3,500.00
	An employee's relocation expenditure	\$1,845.00
	An employee's relocation expenditure	\$2,608.70
	An employee's relocation expenditure	\$434.78

Table 11: Summary of parking/traffic offences the Ministry has received in the last two financial years

Financial year	Status	Number of tickets	Financials
2019/2020	Tickets paid or to be paid by liable driver	141	\$10,114.20
	Tickets paid by the Ministry	1	\$80.00
	Tickets without charge	1	\$0.00
	Tickets waived by issuing authority	4	\$192.44
2018/2019	Tickets paid or to be paid by liable driver	162	\$10,264.00
	Tickets paid by the Ministry	3	\$260.00
	Tickets without charge	6	\$0.00
	Tickets waived by issuing authority	1	\$200.00

Table 12: Expenditure relating to Christmas functions for the financial years 2017/2018, 2018/2019 and 2019/2020

Financial year	Expenditure on Christmas functions
2019/2020	\$119,000
2018/2019	\$110,000
2017/2018	\$106,000