



3 April 2024

Tēnā koe

### **Official Information Act request**

Thank you for your email of 4 March 2024, requesting information about coffee supplied at Ministry offices.

I have considered your request under the Official Information Act 1982 (the Act). Please find my decision on each part of your request set out separately below.

- *All emails and Teams messages delivered to building facilities, office management/administration and Human Resources staff about the coffee at MSD.*

Due to the number of the Ministry staff who work in these types of roles across the country, the Ministry would need to divert personnel from their core duties and allocate extra time to complete this task. 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 is refused under section 18(f) of the Act, requires substantial collation. The greater public interest is in the effective and efficient administration of the public service.

I have considered whether the Ministry would be able to respond to your requests 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.

- *Notices, delivered via Teams or Email or the Intranet, to staff about coffee supplied at MSD offices*

I have identified one message from the Ministry's Chief Executive, Debbie Power, published on the Ministry's intranet page Te Kōmako. There is one email in scope of your request, from Deputy Chief Executive Nadine Kilmister that was sent to Ministry leaders to distribute among their teams. Please find copies of these documents attached to this response.

I will be publishing this decision letter, with your personal details deleted, on the Ministry's website in due course.

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).

If you are not satisfied with my decision on your request regarding coffee supplied at Ministry offices, 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](http://www.ombudsman.parliament.nz) or 0800 802 602.

Ngā mihi nui

p.p. 

Magnus O'Neill  
**General Manager**  
**Ministerial and Executive Services**

**Thursday 29 February 2024**

**Te Kōmako: Your cost saving ideas**

Kia ora koutou

There's been a lot on lately, but remember how we asked for your suggestions on how we can save money at MSD? Well, we had over 500 responses.

Thanks to all of you who took the time to send in ideas. I thought you might like a summary of what we heard.

As you know, the Government is looking to find \$1.5 billion a year in savings across the public service. At MSD, we've been asked to reduce our spending by 6.5%. This is why we wanted to hear your savings ideas.

Many of the suggestions are about us working smarter - reducing double-handling and fixing systems and processes - all great stuff that fits into what we're aiming to do with Te Pae Tawhiti Programme.

You also suggested rethinking the set-up of our offices, reducing our property footprint, and changes to how we operate and use our vehicle fleet.

Voluntary redundancy came up as an option we could use if needed. It sounds like there may be some appetite for this, so we'll look into it a bit more.

You had many practical ideas that collectively could make a big difference, like reducing or removing some of the products available to us - coffee, milk and catering came up a lot, as well as cutting down on printing.

I won't go through all 500 suggestions, but you get the general idea. Some of you may have taken part in the recent PSA consultation around cost saving as well. The submission from this will also help feed into the wider cost savings work.

Our next step is to factor these ideas into the conversations we're having now with our Ministers. Decisions on our final savings package will be made by Cabinet as part of the Budget 2024 process, with decisions announced on Budget Day at the end of May.

In the meantime, we will get moving on some of your ideas. Keep an eye out in Mahi and Manaaki and In the Loop for more detail, and thanks again for taking the time to send in your ideas.

Nāku noa, nā

Debbie

**From:** [Nadine Kilmister](#)  
**To:** [Viv Rickard](#); [Melissa Gill](#); [Sacha O'Dea](#); [Tamati Shepherd-Wipiiti](#); [Simon MacPherson](#); [Telea Andrews](#); [Marama Edwards](#)  
**Subject:** Cost savings - progress  
**Date:** Thursday, 29 February 2024 3:16:40 pm  
**Attachments:** [image001.png](#)

Hey team

I wanted to provide a bit more detail about [Debbie's message on cost saving ideas](#), including initiatives we have on the go right now and what is coming up :) we've had some feedback from the PSA about some staff being aware of changes and others not knowing - the specific example was plunger coffee...

The good news is nearly all the savings we've been considering came through as suggestions when we asked our people for ideas on ways we can save money.

Here's what you need to know:

<b>Cost saving idea</b>	<b>When</b>
<b>Cleaning</b>  We're going back to our pre-covid cleaning regime.  We'll have standardised cleaning contracts across all sites.	From 1 March
<b>OfficeMax catalogue changes</b>  We're going back to one standard online catalogue for OfficeMax. If a product is not in the catalogue in Weka, it will no longer be available.  For IT equipment you will need to go through <a href="#">IT</a> .	End March
<b>Food and beverages</b>  We will continue to provide tea, coffee, milo and milk. We will have standard tea bags, standard milk - no alternatives, and instant (not plunger) coffee.	End March  Note: Plunger coffee has already been removed at national office
<b>Plant hire</b>  We will no longer hire and supply plants.	Removal of plants begins 4 March, we will work through this with sites
<b>Printers/photocopiers</b>  Let's go paperless where we can, and print in black and white if possible	From now on
<b>Travel/transport</b>	Mid-April

<p><b>Venue/catering/equipment</b></p> <p><b>Gifting</b></p> <p>Details on these changes and new policies are being finalised and will be shared shortly.</p>	
<p><b>Property consolidation</b></p> <p>We're looking at how we can make better use of our property across the country.</p> <p>We've already made a start on this at National Office, relocating the team from 85 The Terrace into 89 The Terrace last week.</p>	<p>Underway</p>

Feel free to share this information or talk with your managers about it.

As usual I will keep you up to date as we box along. There will be info into Mahi and Manaaki, In the Loop and Doogle as well.

Let me know if you have any questions.

Nadine

**Nadine Kilmister - Deputy Chief Executive, People and Capability, Ministry of Social Development**

Manahautū Paihere Tāngata me Raukaha

(she/her - [what's this](#))

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My EA is Zaneta Waitai [Zaneta.waitai001@msd.govt.nz](mailto:Zaneta.waitai001@msd.govt.nz)

Check out the work of the fabulous People and Capability team here: [People and Capability - Doogle \(ssi.govt.nz\)](#)

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