

17 October 2017

File Ref: OIA 36346


Via FYI.org.nz

Tēnā koe

Official Information Act request

Thank you for your Official Information Act request, received on 9 October 2017. You requested information on the following:

- Alcohol purchased within the Ministry in the 12 months up to and including August 2017 by way of invoice or credit cards issued to Ministry staff,
- For purchases made using credit cards, the title and position level of the card holder, and
- The reasons for any alcohol purchases and how this accords with the policies that the Ministry has on purchasing alcohol.

My response to your request is as follows:

The following table provides details on the amount spent and the reason for any purchases of alcohol between 1 September 2016 and 31 August 2017. Where a purchase was made using an employee's credit card, the details you have requested about the holder of the card are footnoted below.

Month	Amount	Reason
September 2016	\$ 504.35	Hosting foreign dignitaries from Chinese Taipei
November 2016	\$ 499.76	Chief Executive Awards evening
December 2016	\$ 278.26	Staff induction event
January 2017	\$ 521.94	Christmas function
February 2017	\$ 80.00	Hosting foreign dignitaries from Japan
April 2017	\$ 181.48	Staff induction event
April 2017	\$ 283.50	Event to welcome new Executive Team members*
August 2017	\$ 552.35	Māori Land Service engagement event
August 2017	\$ 271.17	Staff event to celebrate significant achievements

* These costs were paid for using the credit card of the Deputy Chief Executive - Organisational Support (Tier 2) with the prior approval of the Chief Executive.

All alcohol purchases are made in accordance with the Ministry's policies that cover this type of expenditure. The relevant extracts from the policies are:



Provision & Consumption of Alcohol

On all occasions where Te Puni Kōkiri is hosting an event or staff function, the Alcohol Advisory Council's guidelines on host responsibilities are to be applied.

Under the Sale of Liquor Act, a permit is required if alcohol is to be sold on Te Puni Kōkiri premises.

Official Events or Hui

At the discretion of the Chief Executive or appropriate Deputy Chief Executive, alcohol may be supplied to an event or hui.

Non-Official Events

Where alcohol is not provided by Te Puni Kōkiri, but is consumed on Te Puni Kōkiri premises, staff must obtain prior approval of a Level 3 manager or above. This manager will ultimately be responsible for such occasions. A level 3 manager or above must remain in attendance for the duration of the event.

Staff Travelling

Te Puni Kōkiri does not pay for alcohol when staff are travelling away from the office, this includes minibar charges.

*Budget Managers who wish to provide alcohol to staff or manuhiri whilst in the course of travel, must seek the **prior approval** of the Chief Executive or appropriate Deputy Chief Executive.*

This fully covers the information you requested. You have the right to seek an investigation and review of this response by the Ombudsman if you are not happy with it. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

I trust you find my reply helpful.

Ngā mihi



Fiona McBeath
Manahautū Tuarua
Deputy Chief Executive Organisational Support

