

Our Ref DOIA23 089

15 December 2022

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Tēnā koe ██████████

### Response to your official information request

Thank you for your official information request received on 29 November 2022 in relation to information on Toitū Te Whenua Land Information New Zealand (LINZ) end of year Christmas events.

1. The total budget for your department's Christmas party/parties for 2022 and 2021. Please separate costs for each year.
  - The total cost for LINZ Christmas and end of year events for 2021 was \$13,061.00. This includes a \$25.00 per attendee contribution that LINZ provided to support team or business group events which could be used only once per employee. The LINZ contribution is for food and non-alcoholic beverages. This was increased from \$15.00 per attendee for 2021 in lieu of the all of staff Social Club hosted events in Wellington, Christchurch, and Hamilton (where the LINZ offices are located) not occurring due to safety considerations under the COVID 19 Alert level requirements.
  - The total costs for the LINZ Christmas and end-of-year events for 2022 are not yet available. The budget, however, includes all of staff Social Club hosted regional events in Wellington \$2,000.00; Hamilton \$750.00; and Christchurch \$1,000.00. For 2022 the LINZ contribution is \$15.00 per attendee to support team or business group events. This contribution can be used only once per employee and is for food and non-alcoholic beverages.
2. The number of parties that were or will be held in each year.
  - For 2021 there were no Social Club hosted events due to safety considerations under the COVID 19 Alert level requirements.
  - Groups and teams were able to organise their own functions in line with the applicable Alert Level restrictions if they wished to.
  - For 2022 there are four Social Club hosted events planned, one each in the Hamilton and Christchurch regions; and two events in Wellington one all of staff event, and one event where staff can bring their children in for a Christmas celebration.
  - Groups and teams are also able to organise their own functions should they wish to.

3. The number of staff who attended (or are expected to attend) each year's party/parties.
  - LINZ does not record the number of staff who attend Christmas or end of year events so this information is unable to be provided.
4. The location of the venue/s for each year.
  - The Wellington and Christchurch Social Club hosted events for 2022 will be in the LINZ offices. Hamilton are hosting their event offsite at Te Rapa Racecourse.
  - Information on the venues for team or group level events is not required to be reported centrally and therefore is unable to be provided.
5. A breakdown of the costs by expense type for each year's party/parties, including (where applicable) but not limited to the following:
  - ◇ Accommodation
  - ◇ Catering (e.g., beverages, crockery, food, glassware)
  - ◇ Consultation with relevant stakeholders
  - ◇ Decorations (e.g., Christmas tree, lights)
  - ◇ Entertainment (e.g., guest speaker/s, live music)
  - ◇ Planning
  - ◇ Travel to and from the venue (e.g., bus hire, flights)
  - ◇ Venue
  - All event costs must be met within the Social Club hosted event budget, the LINZ per attendee contribution, or personally funded by staff.
  - The LINZ sensitive expenditure policy and end of year communications outline expectations around end-of-year events. The guidance outlines that events must be planned to cause minimum disruption to work hours and if longer than two hours should be taken as annual leave.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note, this response letter outlining our decision on your request, with your personal details withheld, and any attached documentation will be published on the LINZ website. This is likely to be published by February 2023.

Yours sincerely



Claire Richardson  
Kaihautū Organisational Effectiveness