



HUD2022-001370

s 9(2)(a)

Dear s 9(2)(a)

Thank you for your email of 29 November 2022 requesting the following information under the Official Information Act 1982 (the Act):

We request the following information:

- *The total budget for your department's Christmas party/parties for 2022 and 2021. Please separate costs for each year.*
- *The number of parties that were or will be held in each year.*
- *The number of staff who attended (or are expected to attend) each year's party/parties.*
- *The location of the venue/s for each year.*
- *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*

Te Tūāpapa Kura Kāinga – Ministry of Housing and Urban Development (the Ministry) hosts an annual Christmas function for all staff to attend, should they choose to. This function is split across two sites, one in Auckland and one in Wellington, to reflect the fact that the Ministry has offices in both cities.

The Ministry made the decision to postpone its 2021 Christmas function due to COVID-19, holding it instead in June of this year, once COVID restrictions had been lifted.

The June function was held at Wharewaka Function Centre in Wellington and at The Brit Pub and Eatery in Auckland. The 2022 Christmas function was held at Foxglove in Wellington and the Wynyard Pavilion in Auckland.

The Ministry expected 175 employees to attend the Wellington mid-winter Christmas function and 20 people to attend the Auckland function. Up to 276 employees were expected to attend the 2022 Wellington Christmas function and up to 60 were expected to attend the Auckland event.

Expenses incurred as part of holding the annual Christmas function are funded through the Ministry's safety and wellbeing budget.

I am providing you with the following breakdown of expenses incurred by the Ministry as part of hosting the mid-winter and 2022 Christmas parties:

	2022 Mid-Winter Event	2022 Christmas Party
Catering	\$2,027	\$4,505
Decorations	-	\$87
Entertainment	\$200	\$650
Venue	\$1,700	\$900
Total	\$3,927	\$6,142

Please note these figures exclude the Goods and Services Tax.

You have the right to seek an investigation and review of my response by the Ombudsman, in accordance with section 28(3) of the Act. The relevant details can be found on the Ombudsman's website at: www.ombudsman.parliament.nz.

As part of our ongoing commitment to openness and transparency, the Ministry proactively releases information and documents that may be of interest to the public. As such, this response, with your personal details removed, may be published on our website.

Yours sincerely



Emily Scarlett
General Manager, People and Community