

15 September 2017

W G R Harrison
fyi-request-6294-c2cbf59b@requests.fyi.org.nz

Dear Dr Harrison

Thank you for your email dated 28 July 2017 requesting under the Official Information Act 1982 (OIA) details of local and overseas travel made by officials in the Ministry for Culture and Heritage (the Ministry). Following consultation on the scope of your request, on 18 August 2017 you confirmed that the scope of your request could be limited to international travel.

You have requested, for the period 31 March 2012 until 31 March 2017:

1. How many international trips were made by Ministry officials in the time period?
2. What the reason for those trips? Was the trip accompanying the Minister, or representing the Ministry?
3. What was the cost per trip? Who authorised this? I require the breakdown of costs into transport, gifts, accommodation, and meals? What 'quotes' for alternative transport, gifts, meals, and accommodation were sought?
 - I require a breakdown of the type transport taken (i.e. what 'class' of transport was taken (i.e. business class, airplane), and by whom (names are not required, but their position is essential).
4. How many people (from the Ministry) attended each trip, and what position and purpose did they provide for the trip (i.e. the reason why they went).
5. I require all documentation of the trips, planning, correspondence, and budget advice sought from Ministry officials and from the Minister.
6. I require all documentation of the trips that were not conducted/taken/attended, planning, correspondence, and budget advice sought from Ministry officials and from the Minister. In addition, I require full disclosure on why this trip did not occur, who decided it was not to go ahead, and the full costings for the trip PRIOR to it be declined.

This information has been provided at Appendix A. As requested, this information encompasses all employees at the Ministry and is broken down by year.

We also note the following:

- Information is provided by financial year 1 July – 30 June.
- Class of travel taken is not always specified in the electronic documentation held by the Ministry. The Ministry's policy is to use economy fares, with premium economy or business class agreed on a case-by-case basis (considering the length of flight and itinerary). Obtaining this information would involve review of hard copy records in archive and held by the Ministry's travel provider. The Ministry would need to impose a charge, in line with the Ministry of Justice's charging guide, to obtain this further information.

- For part 3 of your request, the Ministry records cost information categorised as 'airfares' and 'other'. To break this down further would require a diversion of resources impacting on the agency's ability to carry out its other operations, and so this part of the request is refused under section 18(f) because of the considerable effort required to meet it.
- During the time period of your request, the Ministry had arrangements with travel agents. All travel was managed by these providers, who obtain the most cost effective itinerary and airlines. Therefore no alternative quote information is available.
- The Ministry has been unable to locate some records relevant to the information requested in part 1-4. These parts, as indicated in the attached, are therefore not provided under section 18(e) of the OIA as the information requested does not exist or, despite reasonable efforts to locate it, cannot be found.

The attached information has been manually collated using the Ministry's available financial and travel records. If you have any specific follow up questions we can consider further.

The Ministry is still compiling, reviewing and consulting on the documentation for release for parts 5 and 6 of your request. The Ministry will provide this information to you as soon as possible, and no later than 6 October 2017.

You have the right to seek a review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Yours sincerely



David Kidman
Manager Finance and Strategic Planning / Chief Financial Officer

2016/17 a) Total International Trips = 4

Trip number	Traveller details	Reason	Flights	Meals, Accom and Sundry	Total Cost	Approved by	Mode
1	Senior Adviser	Representing the Ministry: support NZDF Contingent on WW100 Commemoration activities in Galipoli	\$ 2,468.00	\$ 1,769.99	\$ 4,237.99	CE	Economy Flights
2	Group Manager and Principal Advisor	Representing the Ministry: MCM Officials Meeting in Brisbane 30-31 Mar 2017	\$ 825.04	\$ 133.28	\$ 958.32	CE	Economy Flights
3	Group Manager	Representing the Ministry: Travel to Fremantle 2-4 November 2016 to attend Mtg of Cultural Ministers (MCM)	\$ 1,559.26	\$ 732.53	\$ 2,291.79	CE	Economy Flights
4	Senior Policy Advisor, Manager Media Policy	Representing the Ministry: Int'l Travel to Sydney, Australian Media Sector Officials & Industry Rep Mtg Aug-16	\$ 1,127.92	\$ 1,279.42	\$ 2,407.34	CP Branch Manager	Economy Flights
			\$ 5,980.22	\$ 3,915.22	\$ 9,895.44		

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2015/16 a) Total International Trips = 9

Trip number	Traveller details	Reason	Flights	Meals, Accom and Sundry	Total Cost	Approved by	Mode
1	Manager Heritage Policy	Representing the Ministry: REWIX Conference Sydney 1-2 June 2016	\$ 574.67	\$ 492.62	\$ 1,067.29	CP Branch Manager	Not specified
2	Senior Advisor	Representing the Ministry: Trip to Belgium & France NZDF Commemorative Programme Apzac Day 2016 15-28 April 2016	\$ 1,552.07	\$ 4,463.05	\$ 6,015.12	CE	Economy Flights
3	Senior Advisor	Representing the Ministry: Travel to Sydney 3-5 Feb 2016 for Companion Card Workshop	\$ 534.45	\$ 686.30	\$ 1,220.75	CP Branch Manager	Not specified
4	Senior Advisor	Professional Development: Travel to Sydney for Australian Historical Association (AHA) Conference 6-10 July 2015	\$ 706.78	\$ 697.71	\$ 1,404.49	CP Branch Manager	Not specified
5	Senior Advisor	Representing the Ministry: Travel to The World Heritage Committee's Annual Mtg in Bonn, Germany 28-Jun to 8-Jul 2015	\$ 5,384.46	\$ 3,233.21	\$ 8,617.67	CE	Premium Economy / Economy Flights
6	Director WW100	Representing the Ministry: Travel to attend Chinuk Bair commemoration - August 2015	\$ 3,071.92	\$ 2,460.17	\$ 5,532.09	Acting CE	Not specified
7	Graduate Adviser	Professional Development: OTT Summit International	\$ 499.75	\$ 70.56	\$ 570.31	CP Branch Manager*	Economy Flights
8	Senior Historian	Research: Travel to Europe October November 2015	\$ 3,941.32	\$ 3,496.33	\$ 7,437.65	CE	Not specified
9	Manager Production	Professional Development: Travel to Sydney for LODLAM Conference	\$ 524.28	\$ 751.86	\$ 1,276.14	HR Manager*	Not specified
			\$ 16,789.70	\$ 16,351.81	\$ 33,141.51		

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2014/15 a) Total International Trips = 13

Trip number	Traveller details	Reason	Flights	Meals, Accom and Sundry	Total Cost	Approved by	Mode
1	Senior Advisor	Representing the Ministry: Travel to Sydney to the Pouhere Korero Conference 25-27 Jun 2015.	\$ 582.10	\$ 415.74	\$ 997.84	HS Branch Manager	Economy Flights
2	Manager Arts Policy	Representing the Ministry: Trip to Sydney to attend the REMIX Cultural Summit 2-3 June	\$ 161.42	\$ 237.99	\$ 399.41	Deputy CE	Not specified
3	Senior Advisor	Representing the Ministry: Work visit IFG/IFG & DCMS in the UK 13-Feb to 03-Mar 2015	\$ 5,169.30	\$ 5,556.98	\$ 10,726.28	CE	Premium Economy Flights
4	Senior Historian	Representing the Ministry: Trip to Canberra & Melbourne, Australia 1-7 Dec 2014	\$ 1,475.58	\$ 2,493.97	\$ 3,969.55	HS Branch Manager	Economy Flights
5	Adviser	Professional Development: Attending 18th ICOMOS Conference in Florence, Italy 10-13 Nov 14	\$ -	\$ -	\$ -	Acting CE	n/a Flights covered by employee
6	Deputy CE	Representing the Ministry: MCM Officials Mtg 9-10 October 2014 Alice Springs Australia	\$ 1,705.68	\$ 1,001.79	\$ 2,707.47	CE	Not specified
7	Manager Arts Policy	Professional Development: Int'l Travel to Berlin & UK Jul to Aug 2014	\$ 10,047.64	\$ 6,306.54	\$ 16,354.18	CE	Business / Economy Flights
8	Chief Executive	Representing the Minister: CE Int'l Travel to London, Edinburgh & Beijing Aug-14	\$ 9,327.10	\$ 5,080.15	\$ 14,407.25	CS Branch Manager	Mix Business/Economy Flights
9	Principal Advisor	Representing the Ministry: Travel to France UNESCO Nov-14	\$ 2,899.98	\$ -	\$ 2,899.98	CE	Not specified
10	Historian	Representing the Ministry: travel to Turkey Sep-Oct 14	\$ -	\$ 4,635.53	\$ 7,424.23	CE	Not specified
11	Researcher	Professional Development: Travel to Sydney June 20-24 '15 for Conference	\$ 178.83	\$ 167.07	\$ 346.00	Not available	Not specified
12	Group Manager	Representing the Ministry: Trip to Turkey with NZDF Contingent	\$ 2,548.61	\$ 1,518.28	\$ 4,066.89	Not available	Not specified
13	Senior Adviser	Representing the Ministry: ANZAC Day Trip to France with NZDF Contingent	\$ 2,586.30	\$ 2,250.53	\$ 4,836.83	Not available	Not specified
			\$ 36,687.64	\$ 29,664.57	\$ 69,135.91		

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2013/14 a) Total International Trips = 12

Trip number	Traveller details	Reason	Flights	Meals, Accom and Sundry	Total Cost	Approved by	Mode
1	Deputy CE + Senior Researcher	Representing the Ministry: Travel to Australia MCM Officials Mtg May-14	\$ 2,440.66	\$ 2,315.93	\$ 4,756.59	CE	Not specified
2	Deputy CE	Representing the Ministry: Travel to Australia MCM Officials Mtg Oct-13	\$ 1,359.18		\$ 1,359.18	Not available	Not specified
	Senior Researcher	Representing the Ministry: Travel to Brisbane Aug-13	\$ 838.93	\$ 781.42	\$ 1,620.35	Not available	Not specified
3	Director WW100	Representing the Ministry: WW1 Centenary Programme Jul-13	\$ 8,537.32	\$ 2,762.91	\$ 11,300.23	CE	Not specified
4	Director WW100	Representing the Ministry: Trip to Paris re WW1 Centenary Oct-13	\$ 7,787.88	\$ 1,886.31	\$ 9,674.19	CE	Business / Economy Flights
5	Director WW100	Accompany the Minister: Trip to Beijing Oct-Dec 13	\$ 4,486.38	\$ 1,075.90	\$ 5,562.28	CE	Business Class Flights
6	Adviser	Professional Development: Trans-Tasman Travel Summer Internship Dec-13 to Feb-14	\$ 716.58	\$ -	\$ 716.58	CP Branch Manager	Not specified
7	Intern	Representing the Ministry: Trip to Taipei Int'l Book Exhibition Feb-14	\$ 3,631.98	\$ 1,393.47	\$ 5,025.45	CE	Not specified
8	Senior Adviser	Representing the Ministry: Trip to Thailand UNESCO Seminar Mar-14	\$ 1,596.58	\$ 133.31	\$ 1,729.89	CE	Not specified
9	Principal Adviser	Representing the Ministry: Long-haul Travel for ANZAC Services Apr-May 2014	\$ 2,447.18	\$ 1,475.68	\$ 3,922.86	CE	Economy Flights
10	Group Manager	Professional Development: Travel to Europe WW2 Maori Battalion Battle Sites May-14	\$ 2,788.70	\$ 4,043.53	\$ 6,832.23	CE	Economy Flights
11	Researcher	Travel to Europe WW2 Maori Battalion Battle Sites May-14	\$ 6,545.00	\$ 6,412.22	\$ 12,957.22	CE	Not specified
12	Senior Historian		\$ 43,176.37	\$ 22,280.68	\$ 65,457.05		

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2012/13 a) Total International Trips 12

Trip number	Traveller details	Reason	Flights	Meals, Accom and Sundry	Total Cost	Approved by	Mode
1	Senior Advisor	Professional Development: Travel to Seminar in Sydney Apr-13	\$ 680.08	\$ 239.58	\$ 919.66	CP Branch Manager	Not specified
2	Senior Advisor	Professional Development: Travel to Japan Apr-13	\$ 1,680.96	\$ 405.44	\$ 2,086.40	CE	Economy
3	Researcher	Research: Travel to Canada for History conference 13-15 June 2013	\$ 2,382.00	\$ 2,820.62	\$ 5,202.62	Acting CE	Economy
4	Advertiser	Representing the Ministry: Travel to Taiwan July '12 ECA negotiations	\$ 4,765.53	\$ 3,316.70	\$ 8,082.23	CE	Not specified
5	WW100 Project Manager (seconded)	Representing the Ministry: Meeting in Brisbane Dec 13	\$ 549.52	\$ 822.02	\$ 1,371.54	Not available	Not specified
6	CE	Representing the Ministry: Travel to Europe for WW100 Commemorations and Frankfurt Book Fair	\$ 11,273.85	\$ 2,609.22	\$ 13,883.07	Not available	Not specified
7	Senior Advisor	Professional Development: UNESCO International Training Course on Disaster Risk Management for Culture and Heritage Sept '12	\$ 1,563.38	\$ 1,236.42	\$ 2,799.80	CE	Not specified
8	Senior Researcher	Representing the Ministry: SWG Meetings in Perth and Melbourne	\$ 1,668.62	\$ 1,812.60	\$ 3,481.22	Not available	Not specified
9	2x Staff	Representing the Ministry: Travel to Conference Sydney 4 days Feb 13	\$ 1,288.16	\$ 448.92	\$ 1,737.08	Not available	Not specified
10	2x Staff	Representing the Ministry: Travel to Australia related to Vietnam War Oral History	\$ 1,500.92	\$ 3,315.61	\$ 4,816.53	Not available	Not specified
11	Manager Heritage Services	Representing the Ministry: Trip to Adelaide	\$ -	\$ 1,633.13	\$ 1,633.13	Not available	Not specified
12	7x staff : Designer, Communications Adviser, Manager, Communications, Project Manager Frankfurt Book Fair, Project Administrator Frankfurt Book Fair, Manager, Arts Sector	Representing the Ministry: Frankfurt Book fair	\$ 37,771.69	\$ 55,000.00	\$ 92,771.69	CE	Mixed from Economy to Buisness
			\$ 65,124.71	\$ 73,660.26	\$ 138,784.97		

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