

9 May 2022

s9(2)(a)

Talofa lava s9(2)(a)

RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST

On 8 April 2022, you contacted the Ministry for Pacific Peoples (the Ministry) requesting, under the Official Information Act 1982 (OIA), the information regarding senior leadership away days and/or retreats. I have outlined your specific requests and my responses to each below.

- *Since March 2020, how many "away days" or retreats have the executive/senior leaders in your organisation been on?*
- *Please get in touch if your organisation leaders refer to a similar thing - a trip which involves team bonding or otherwise is about leaders having hui together out of a traditional meeting format - but by another word.*

The Ministry's executive leadership team is known as Tautua¹. The purpose of Tautua's away days are to plan the Ministry's strategy, operations and aspirations, separate from the day to day running of the Ministry. Prior to each away day, a level of pre-planning is involved where leaders are required to give some thought to the current state as well as any future opportunities.

Since March 2020 to date, Tautua have had six leadership away days or retreats. Generally, Tautua hold away days or retreats on a quarterly basis, however, COVID-19 restrictions for the past two years have limited this to six events since March 2020.

- *Can each away day/retreat be broken down by:*
 - o *Dates and locations (including town and name of accommodation)*
 - o *Which leaders attended*
 - o *Budget for the retreat (broken down by travel, accommodation, food and drink, entertainment, and any other category you feel is relevant)*
 - o *What was the purpose of the retreat?*

I have appended to this letter two tables outlining this information. I have provided you with the total spend of each away day/retreat and a breakdown of spend broken down by the following categories: travel, accommodation, food and drink, and other.

¹ Tautua is a Samoan word that expresses the cultural tradition of service to one's family, it can also mean any service of an individual to a greater cause.

- *Did any leaders produce a positive Covid-19 test within a fortnight of returning from the retreat?*

I can confirm that no member of Tautua produced a positive COVID-19 test within a fortnight of returning from an away day or retreat.

In line with standard OIA practice, the Ministry proactively publishes its responses to OIA requests. As such, this letter will be published on the Ministry for Pacific Peoples' website. Your personal details will be removed, and the Ministry will not publish any information that would identify you or your company.

Should you wish to discuss this response with us, please feel free to contact the Ministry at: uia_requests@mpp.govt.nz.

If you are dissatisfied with this response, you have the right, under section 28(3) of the OIA, to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

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Leatigaga Jason Tualima
**Deputy Secretary,
Corporate Services**

Table 1: Breakdown of away days/retreats the Ministry for Pacific Peoples has held between March 2020 and March 2022

No.	Date	Location	Attendance	Total cost	Purpose
1.	24/06/20	Bolton Hotel 12 Bolton Street, Wellington Central, Wellington 6011	<u>Tautua</u> 1. Laulu Mac Leauanae – Chief Executive 2. Tofilau Iris Webster – Deputy Chief Executive, Office of the Chief Executive 3. Aiolupotea Sina Aiolupotea-Aiono – Deputy Chief Executive, Regional Partnerships 4. Michelle King – Deputy Chief Executive, Business Services, People and Culture 5. Aiono Matthew Aileone – Deputy Chief Executive, Policy Research and Evaluation 6. Leatigaga Jason Tualima – Chief Financial Officer <u>Other staff</u> 7. Tania Edwards, Executive Assistant attending as Secretariat 8. Nicola Young, Director, Strategy and Performance (presenter)	\$792.18	Tautua quarterly planning <ul style="list-style-type: none"> • Strategy and work programme • Ministry 2020/21 resource plan
2.	08/09/20- 09/09/20	Silverstream Retreat 3 Reynolds Bach Drive, Stokes Valley, Lower Hutt 5019	<u>Tautua</u> 1. Laulu Mac Leauanae – Chief Executive 2. Tofilau Iris Webster – Deputy Chief Executive, Office of the Chief Executive 3. Aiolupotea Sina Aiolupotea-Aiono – Deputy Chief Executive, Regional Partnerships 4. Michelle King – Deputy Chief Executive, Business Services, People and Culture 5. Aiono Matthew Aileone – Deputy Chief Executive, Policy Research and Evaluation 6. Leatigaga Jason Tualima – Chief Financial Officer	\$1411.87	Tautua quarterly planning <ul style="list-style-type: none"> • 2020/21 year to date • Highlights • Areas of learning • Reset and reposition of Tautua
3.	05/11/20- 06/11/20	Cashelton House (Airbnb) 17 Cashelton Way, Flat Bush, Auckland 2019	<u>Tautua</u> 1. Laulu Mac Leauanae – Chief Executive 2. Tofilau Iris Webster – Deputy Chief Executive, Office of the Chief Executive 3. Aiolupotea Sina Aiolupotea-Aiono – Deputy Chief Executive, Regional Partnerships	\$3,079.66	Tautua quarterly planning <ul style="list-style-type: none"> • Business planning • Meeting with Pacific Partners (in Auckland office) • Future planning

No.	Date	Location	Attendance	Total cost	Purpose
			4. Michelle King – Deputy Chief Executive, Business Services, People and Culture 5. Aiono Matthew Aileone – Deputy Chief Executive, Policy Research and Evaluation 6. Leatigaga Jason Tualima – Chief Financial Officer		
4.	24/02/21-25/02/21	Estancia Farm Stay (Airbnb) 301 East Taratahi Road, RD 7, Carterton 5791	<u>Tautua</u> 1. Laulu Mac Leauanae – Secretary for Pacific Peoples 2. Tofilau Iris Webster – Deputy Chief Executive, Office of the Chief Executive 3. Aiolutepoa Sina Aiolutepoa-Aiono – Deputy Chief Executive, Regional Partnerships 4. Michelle King – Deputy Chief Executive, Business Services, People and Culture 5. Aiono Matthew Aileone – Deputy Chief Executive, Policy Research and Evaluation 6. Terina Cowan – Chief Advisor to the Secretary for Pacific Peoples <u>Other staff</u> 7. Nicola Young – Director, Strategy and Performance (presenter)	\$2,455.73	Tautua quarterly planning <ul style="list-style-type: none"> • Building our fale² • Working with key stakeholders • Business planning • All of Ministry approach
5.	19/05/21-20/05/21	Silverstream Retreat 3 Reynolds Bach Drive, Stokes Valley, Lower Hutt 5019	<u>Tautua</u> 1. Laulu Mac Leauanae – Secretary for Pacific Peoples 2. Tofilau Iris Webster – Deputy Secretary, Office of the Secretary 3. Aiolutepoa Sina Aiolutepoa-Aiono – Deputy Secretary, Regional Partnerships 4. Leatigaga Jason Tualima – Deputy Secretary, Corporate Services 5. Aiono Matthew Aileone – Deputy Secretary, Policy Research and Evaluation 6. Terina Cowan – Chief Advisor to the Secretary for Pacific Peoples <u>MPP Attendees</u> 7. Agnes Sefo – Director, Housing (attended on day two only) 8. Tuaepepe Abba Fidow – Chief Advisor Regional Partnerships (presenter)	\$4,669.68	Tautua Quarterly Planning <ul style="list-style-type: none"> • Building our fale • Operational papers • Business planning • Long term insights briefing • Working with key stakeholders

² Samoan word for house

No.	Date	Location	Attendance	Total cost	Purpose
6.	16/02/22 - 17/02/22	Miramar Golf Club 1 Stewart Duff Drive, Miramar, Wellington 6022	<u>Tautua</u> 1. Laulu Mac Leauanae – Secretary for Pacific Peoples 2. Agnes Sefo – Deputy Secretary, Office of the Secretary 3. Tuaopepe Abba Fidow – Deputy Secretary, Regional Partnerships 4. Leatigaga Jason Tualima – Deputy Secretary, Corporate Services 5. Aiono Matthew Aileone, Deputy Secretary, Policy Research and Evaluation 6. Terina Cowan, Chief Advisor to the Secretary for Pacific Peoples <u>Te Ivinui³</u> 7. Fonoti Seti Talamaivao – Chief Legal Advisor (Te Ivinui Chair) 8. John Tuamoheloa – Chief Advisor, Regional Partnerships 9. Chris Muller, Director, National Programmes 10. Marisa Maepu, Chief Advisor Policy, Evaluation, Research, Housing and Languages 11. Kimberley Polata-Ahotolu, Director People and Culture <u>MPP Attendees</u> 12. Koula Kutu – Director, Communications, Media and Marketing (presenter) 13. Tammy Spiers – Senior Advisor, Strategy, Performance and Business Intelligence (presenter)	\$1,051.27	Tautua and Te Ivinui ³ retreat <ul style="list-style-type: none"> This retreat was an opportunity for the Ministry's leadership teams (Tautua and Te Ivinui), to come together to reflect, reconnect and reset their goals for the quarter and year ahead.

³ Te Ivinui is the Ministry's tier 3 team responsible for governing the Ministry's work programme and other organisational matters delegated by Tautua.

Table 2: Breakdown of costs for away days/retreats the Ministry for Pacific Peoples has held between March 2020 and March 2022

No.	Date	Location	Travel	Accommodation	Food and drink	Other	TOTAL
1.	24/06/20	Bolton Hotel	Return flights for 1 staff member: \$216.53	N/A	Package venue hire and lunch package: \$452.17 Other meals: \$123.48	N/A	\$792.18
2.	08/09/20-09/09/20	Silverstream Retreat	N/A	Package venue hire including meals and one night stay for Tautua: \$1002.83	Dinner: \$363.04	Team building activity: \$46	\$1411.87
3.	05/11/20-06/11/20	Casheltown House (Airbnb)	Car rental: \$330.32	One night stay for Tautua: \$1764.46	All meals: \$852.72	Airport parking: \$114.78 Stationery: \$17.38	\$3079.66
4.	24/02/21-25/02/21	Estancia Farm Stay (Airbnb)	Petrol: \$43.48 Mileage: \$519.80	One night stay for Tautua: \$1073.61	Meals: \$818.84	N/A	\$2455.73
5.	19/05/21-20/05/21	Silverstream Retreat	N/A	Package including one night stay for Tautua and food: \$2269.86	Package venue hire and lunch and morning tea package: \$1555.80 Catering: \$345.02	Audio visual equipment hire: \$499	\$4669.68
6.	17/02/22	Miramar Golf Club	Flights: \$199.83	N/A	Catering: \$681.44 Other meals: \$170	N/A	\$1051.27

20 June 2022

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Thank you for your email received on 13 June 2022 seeking clarification on the response we provided you on 9 May 2022 about “away days” or retreats executive/senior leaders in the Ministry, have been on since March 2020.

We have reviewed the information we provided you and identified an administration oversight. The total for the May 2021 exercise should have been advised to you as \$2,614.88, we accidentally included costs of another exercise in the figure advised. We apologise for this oversight.

As previously advised, the September 2020 exercise cost \$1,411.87. There were six attendees at that exercise, and eight at the May 2021 exercise. The additional attendees will account for part of the difference between the two, and the rest is from factors like price increases and using different facilities or services.

Should you wish to discuss this response with us, please feel free to contact the Ministry at: oi_requests@mpp.govt.nz.

If you are dissatisfied with this response, you have the right, under section 28(3) of the OIA, to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

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