

16 February 2023

Section 9(2)(a)



Our ref: OIA 101256

Tēnā kōrua

Official Information Act request: communications, social media and Christmas

Thank you for your four requests of 29 November 2022, requesting, under the Official Information Act 1982 (the Act), information about Ministry of Justice (the Ministry) operations.

On 7 December 2022, we contacted you to clarify one of your requests (social media expenses). You confirmed on the same day that you would like to receive the data in calendar years for this part of your request.

On 17 January 2023, the Ministry decided to grant your request under section 15(1) of the Act.

For administrative purposes, the Ministry has combined your requests into one response. The response to question 10 is being prepared and it will be released to you as soon as possible. Please accept my apology for the delay in responding to these questions.

I will respond to each part of your requests in turn.

1. *Does the Ministry of Justice have an internal communications team?*
2. *How many staff members are employed to do 'internal communications'?*
3. *What is lowest, highest, and median salary of these staff members?*

The Ministry's communications team supports all of its work including internal communications. The Ministry employs multi-disciplined communications staff who do a combination of internal, external, and specialist communications.

As the Ministry does not have a separate internal communications team, we cannot provide the figure for these staff members but we can provide the requested information on all public relations and communications staff who support internal communications.

The Ministry, which includes employees in Te Arawhiti, Te Puna Aonui, and judicial offices, currently has 21 public relations and communications staff.

The table below sets out the lowest, highest and median salary for the 21 members of the Ministry's communications team.

Salary	Estimated cost (excl GST)
Highest salary range	\$203,194 to \$286,862
Lowest salary range	\$48,397 to \$63,820
Median salary	\$110,659

*To protect the privacy of individuals, we have provided a salary range for the highest and lowest salary ranges.

*Data as 30 June 2022

*Excludes contractors

4. *How many staff are employed whose roles include social media management, monitoring, content creation, etc.?*

The Ministry has a devolved model for social media content creation, which is based around particular projects or pieces of work. The Ministry employs two roles with social media management and monitoring in the job description, a Media Advisor, and a Media and Social Media Manager.

5. *How much has your department spent on social media advertising and Google advertising in the past year?*

For the 2021 calendar year, including GST, the Ministry spent \$16,273 on social media advertising and \$14,348 on advertising with Google, (excl GST). For the 2022 calendar year, the Ministry spent \$438 on social media advertising (excl GST).

6. *What was the largest amount spent on one campaign for social media advertising in the past five years? How much was spent? What was the campaign?*

The largest amount spent on one campaign for social media advertising in the past five years was for \$21,429 (excl GST). This was in May-June 2021 and promoted the Ministry's resources available for victims of family and sexual violence.

7. *How much has the Ministry of Justice spent on consultants/external agencies in 2022?*

8. *Which consultants/agencies were paid the most amount by the Ministry of Justice in 2022? How much was that? What did they do?*

For the period 1 January to 30 September 2022, the Ministry spent \$4,624,215 excluding GST, on consultants.

Of these consultants, the Ministry spent the most on GHD Ltd for architectural design services for the Tauranga Moana Innovative Courthouse Project, amounting to \$597,000 excluding GST.

The information for the period from October to December 2022 is part of the reporting we prepare on a quarterly basis to the Public Service Commission. This data is being actively collated, and we will endeavour to provide you with this information as soon as it is ready and no later than March 2023. I apologise for any inconvenience this delay may cause to you.

9. *How many staff were employed in the area of graphic design? How much is the total salary cost? How much was spent on external design consultants/agencies in 2022?*

The Ministry employs one full time equivalent working in graphic design. As there is only one person in such a role, the Ministry is refusing under section 9(2)(a) to provide the total salary cost to protect personal privacy. However, I can advise the salary band for this role is \$84,366 - \$110,172.

The total spent on external design consultants/agencies in 2022 was \$ 318,735 excluding GST.

11. *The total budget for your department's Christmas party/parties for 2022 and 2021. Please separate costs for each year.*

12. *The number of parties that were or will be held in each year.*

13. *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*

The Ministry's practice for several years has been to allocate a fixed sum person for events to celebrate the festive season and thank staff for their work through the year. This can be used for venue hire, catering and transport and activities, but not alcohol.

The allocation had remained at \$20 per person (excl GST) for several years. In 2022 it was increased to \$30 per person (excl GST).

In the Ministry's National Office in Wellington, that funding has usually been used for a single, joint celebration and a small children's party. Outside National Office, teams and sites organise their own events and functions. The Ministry's Business and Sensitive Expenditure Policy and related guidelines apply to staff Christmas functions.

The National Office Christmas function, which is held outside office hours, generally costs significantly less than the full amount allocated per person and is not usually attended by all National Office staff. It was therefore agreed in 2022 that, of the \$30 per person allocation, \$20 would be allocated to the National Office function and \$10 per person could be allocated to support smaller team events in National Office. The overall allocation did not exceed \$30 per person in National Office excluding GST.

In 2021, due to uncertainty over the COVID-19 settings, the Ministry decided in October that it would not hold the National Office Christmas event. Instead, it was left to teams to organise their own, smaller events as appropriate. The Ministry does not have a separate code for recording expenditure on Christmas functions. I am therefore refusing your request under section 18(f) as the information requested cannot be made available without substantial collation or research.

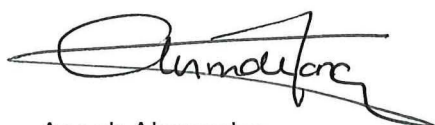
The 2022 National Office Christmas function was held at Pipitea Marae. About 500 employees indicated they would attend, but we did not record actual attendance on the day. A breakdown of the costs of the function is set out in the table appended to this letter.

The Ministry has more than 4,000 staff working from around 100 locations. Outside National Office, teams and sites arrange their own celebrations in accordance with Ministry policies. As the Ministry does not have a separate code for recording expenditure on Christmas functions, to the extent your request relates to sites outside National Office, I am refusing your request under section 18(f) as the information requested cannot be made available without substantial collation or research.

Please note that this response, with your personal details removed, may be published on the Ministry website at: justice.govt.nz/about/official-information-act-requests/oia-responses.

If you are not satisfied with this response, you have the right to make a complaint to the Office of the Ombudsman under section 28(3) of the Act. The Office of the Ombudsman may be contacted by email to info@ombudsman.parliament.nz or by phone on 0800 802 602.

Nāku noa, nā



Anouk Alexander
Deputy Secretary, Strategy, Governance and Finance

Appendix

Table 1: Breakdown of the costs of the National Office Christmas party 2022

Expense	Estimated cost (excl GST)
Venue cost (Pipitea Marae)	\$3,420
Catering	\$11,226
Decorations	\$206
Entertainment (DJ and photobooth)	\$3,811
Prizes and awards	\$500
Total	\$19,163

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