



Ref: OIA 2026-004

[REDACTED]
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23 March 2026

Tēnā koe

Thank you for your request of 26 February 2026 seeking the following information under the Official Information Act 1982 (the Act):

"I request the following information in relation to all properties occupied, owned, or leased by your organisation, where cleaning, security, and/or catering services are provided.

For each such property, please provide:

- 1. The physical address of the property and the total leased or occupied floor area (in square metres).*
- 2. Where cleaning services, security services (including guarding or concierge services), or catering services are delivered by an external contractor:*
 - a. the name of the contract provider;*
 - b. the contract start and expiry dates; and*
 - c. the total NZD value of the contract and the period to which that value relates (e.g. annual or total contract value).*
 - d. the headcount of staff assigned to perform the work*.*
- 3. Where cleaning services, security services, or catering services are delivered by staff directly employed by the agency, the headcount of staff* and their employment arrangement (e.g. permanent, fixed term, casual).*

** Where staff headcount cannot be provided at a property level, please provide the total headcount for those services across the organisation (where possible)."*

The Commission has considered your request in accordance with the Act.



Response

I have addressed each part of your request below.

Part 1

The Climate Change Commission (the Commission) holds a lease for Level 21, 1 Willis Street in Wellington. The floor area occupied is 1074.14 square metres.

Part 2

The Commission operates rolling monthly contracts with Total Property Services for cleaning services and AlSCO New Zealand for laundry services, which commenced in December 2022, when we took over the lease for the entire floor. Prior to that date, we sublet a portion of the floor from another tenant. The cleaning costs were proportionally shared between us at an average monthly cost to the Commission of around \$850.00 ex GST.

The current total NZD value of the contracts and the period to which those values relate (e.g. annual or total contract value) is outlined below:

Vendor	Description	Monthly ex GST	Annual ex GST
Total Property Services	Monthly cleaning	3,1554.22	37,850.64
AlSCO NZ – Wellington t/a AlSCO Fresh Cleaning	Laundry bag	68.58	822.96

Total Property Services has advised that the Commission has the following staff allocated to it: one permanent cleaner, one supervisor and one customer service manager. AlSCO NZ provides a pick-up and delivery service.

The Commission does not have a contractor relationship for catering or physical security services, and therefore no information on these contracts exists. We rely on section 18(e) of the Act to not provide it in this response.

Part 3

No Commission staff directly deliver cleaning, security or catering services, and therefore no information on headcount or employment arrangements exists. We rely on section 18(e) of the Act to not provide it in this response.

You have the right to seek an investigation and review of this response by the Office of the Ombudsman, in accordance with section 28(3) of the Act. Contact details for the Ombudsman can be found on their website at: www.ombudsman.parliament.nz

Please note that the Commission proactively releases its responses to requests made under the Act. This is to help ensure others can also have access to this information. As such, this letter will shortly be published on our website with your name and contact details redacted to protect your privacy.

Nāku noa, nā



Astrid Nunns
General Manager, Corporate Accountability and Operations