



Ref: OIA 2023-017

[REDACTED]  
[REDACTED]  
[REDACTED]

29 September 2023

Kia ora [REDACTED]

Thank you again for your email of 4 August 2023 requesting information under the Official Information Act 1982 (the OIA) in relation to an earlier release of information we provided you on 2 August 2023.

On 30 August 2023, we provided you with a partial response to your request and notified you of a 20 working day extension to respond to the remainder as your request. This extension request was made under section 15A(1) of the OIA as your request was for a large quantity of information that necessitated an extensive search of the Commission's records, and meeting the original time limit would unreasonably interfere with the operations of the Commission.

**Appendix A** provides you with a response to the remainder of your request, which consists of responses to the following questions:

1. *"Please provide the total and monthly breakdown of expenditures from January to June for the following entities:*
  - KPMG
  - Ernst + Young Limited
  - Marsh Limited
  - GHA Limited
  - Beyond Services Limited
  - Hive Workplaces
  - Inside on Purpose
  - Delta Consulting
  - Ask Your Team NZ

*Please also clarify the exact services provided by these entities and explain any substantial monthly cost variations.*

3. *With regard to board member compensation, could you clarify whether the commission provides payments in the form of salaries, allowances, or expenses? Please disclose the total and monthly breakdown of such payments from January to June, and clarify any significant monthly variations.*
4. *Could you shed light on the accommodation expenses listed on 10/01 (\$2,219.11) and 20/03 (\$5,246.82)? We're interested in the number of people accommodated, the length of their stay, and the purpose of this expenditure.*
8. *Could you disclose the total and individual costs of domestic and international travel, detailing the purpose, the number of travellers, the class of ticket and the dates for each trip?*
13. *Can you provide a breakdown of the costs associated with podcast production, including the viewership and advertising expenses for each podcast episode? Additionally, what is the total budget allocation for podcast production?*



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14. *Regarding the expenditure of \$25,947.19 for two hotel rooms at Cop27, could you provide more details, including the number of occupants, the duration of their stay, the hotel's name, and the travel costs including ticket class? If possible, please provide hard-copy receipts and information about any paid expenses or allowances during this trip.*

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 OIA. Contact details for the Ombudsman can be found on their website at: [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz)

Please note that the Commission proactively releases its responses to requests made under the OIA. 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.

Ngā mihi



**Dr Grant Blackwell**  
**Chief Science Adviser**

**Appendix A****Responses to individual questions**

1. Please provide the total and monthly breakdown of expenditures from January to June for the following entities:

- KPMG
- Ernst + Young Limited
- Marsh Limited
- GHA Limited
- Beyond Services Limited
- Hive Workplaces
- Inside on Purpose
- Delta Consulting
- Ask Your Team NZ

Please also clarify the exact services provided by these entities and explain any substantial monthly cost variations.

The Commission uses consultants, contractors and people providing professional services to assist with peak workload periods, and to supply specialist skill-sets and resources as needed, while longer-term staff arrangements are put into place.

The total costs below include inhouse resources provided by consultancy agencies. An example of this is that the Commission has undertaken work to design a bespoke project management framework reflective of its statutory deliverables, and as part of this has stood up a programme management office to oversee its work programme. Independent, experienced specialist support from Ernst & Young was procured for this purpose – including several inhouse full time resources (project coordinators and a project manager).

Entity	Services provided	Expenditure (\$ gst incl.)					
		January	February	March	April	May	June
KPMG	Financial services (including vCFO and internal finance resource support), Risk Management review	39,994.70	11,624.38	35,132.50	32,365.18	34,233.32	66,294.28
Ernst + Young Limited	Consultancy Services – Project Management Office establishment; Maui.tech event support and collateral management	41,999.84	60,368.96	90,451.81	96,886.52	148,930.44	137,042.49
Marsh Limited	Annual insurances	-	-	-	94,815.82	-	-
GHA Limited	Professional Services – Horizon Scan detailing relevant hui on the Māori calendar for 23/34 year, as well as recommendations on how to best approach iwi and Māori engagements in 2023	-	-	-	-	11,500.00	-
Beyond Recruitment Ltd	Temp contractors – HR support, Strategy and Performance support	3,085.18	8,402.18	26,048.00	41,113.43	18,062.35	34,775.42

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Hive Workplaces	HR consultancy support and advice	10,148.75	7,590.00	7,661.88	23,416.88	13,440.63	36,555.00
Inside on Purpose	Temp contractors – Government Services	14,640.88	12,225.89	14,993.05	30,318.65	34,618.68	50,690.21
DETA Consulting	Consultancy on Non-Cost Decarbonisation Barriers for Process Heat report	-	8,717.00	32,688.75	2,179.25	-	-
Ask Your Team NZ	Annual subscription to software as a service survey tool	-	-	14,317.50	1,619.58	-	-

3. *With regard to board member compensation, could you clarify whether the commission provides payments in the form of salaries, allowances, or expenses? Please disclose the total and monthly breakdown of such payments from January to June, and clarify any significant monthly variations.*

Board members invoice the Commission for their time based on the daily rates provided by the Remuneration Authority, as well as any expenses incurred while conducting Commission duties.

Monthly compensation levels vary based on the engagement levels of Board members.

Month	Breakdown (\$)
January	53,291.27
February	11,238.50
March	33,351.59
April	54,463.93
May	47,883.52
June	39,276.55
<b>Total</b>	<b>239,505.36</b>

4. *Could you shed light on the accommodation expenses listed on 10/01 (\$2,219.11) and 20/03 (\$5,246.82)? We're interested in the number of people accommodated, the length of their stay, and the purpose of this expenditure.*
8. *Could you disclose the total and individual costs of domestic and international travel, detailing the purpose, the number of travellers, the class of ticket and the dates for each trip?*

Under the Climate Change Response Act (2002) section 5(N), in performing its functions and duties and exercising its powers under the Act the Commission must:

- (a) *proactively engage with persons the Commission considers relevant to the functions, duties, and powers; and*  
 (b) *where the Commission considers it is necessary, provide for participation by the public.*

Our travel is primarily used to allow Commission staff and Board members to engage and consult with a wide range of stakeholders across the motu, as is required by the Act. This consultation often means travelling to regional areas where, given the remoteness or timing of travel options, accommodation is also required. However, our travel policy requires that travel should be planned by the most cost-effective route (including considering travel time and convenience) and timed so that the traveller is able, on arrival, to effectively undertake the business purpose, and return to work at the earliest practicable opportunity.

We also apply a policy of ensuring that where we need to travel for engagements, we arrange to include multiple meetings or other engagements in the region or city we travel to. This is to help us maximise the benefit of the travel expense and emissions.

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We note and appreciate that in your original request you said you did not wish to cause us unnecessary expense or burden. Unfortunately, to provide all the information in these parts of your request we consider would unreasonably impact on our organisation's operations. Booking for travel and accommodation is done both through our travel agent, which groups our bookings when invoicing us, or individually through teams. Collating this information would require the Commission to dedicate approximately two of our staff for at least 40 hours in an organisational-wide administrative search. As the information requested cannot be made available without substantial collation or research, we are refusing this part of your request under section 18(f) of the OIA.

In making the decision to refuse this part of your request, we considered whether charging for research and collation would help. To try to procure contractors to cover staff while this request is processed would still impact substantially on our operations - they would also not come with the institutional knowledge required.

We recognise the requirement for the Commission to release information related to travel and accommodation is as part of our annual reporting cycle in our annual review by select committee. The information we are required to release through our annual reporting is also not broken down to the level of detail you have requested.

However, to be as helpful as we can, in the tables below we have provided you with further details on the transaction information we released in our 2 August response, which consists of what we were able to retrieve from our records and process within the timeframes of the OIA.

As requested, on 2 August 2023 we provided you the transaction details with corresponding GL codes. As we explained to you in our response on 2 August 2023, not all details of a transaction are able to be captured under one GL code. Some of the totals related to accommodation and travel were 'bundled' within one transaction and captured different travel costs such as accommodation, flights, taxis etc under one GL code. We have broken this information down further in the tables below. Note the increase in domestic travel in May and June corresponds with consultation we undertook, as required by the Act, when developing our advice on the second emissions reduction plan.

Please note the Commission's travel policy looks to minimise Commission travel. Where appropriate and available, meetings and day-to-day operations of the Commission are held by videoconference.

### Breakdown of accommodation expense for 10 January 2023 (\$2,219.11) per question 4

Cost centre	GL Code	Cost
400	Domestic Accommodation/Meals/Incidentals	251.94
400	Domestic Accommodation/Meals/Incidentals	32.00
400	Telecommunications	24.70
400	Telecommunications	24.36
400	Domestic Accommodation/Meals/Incidentals	11.50
400	Domestic Accommodation/Meals/Incidentals	6.50
400	Domestic Accommodation/Meals/Incidentals	303.20
400	Domestic Ground Transport	1,332.99
100	Board – other expenses	97.50
400	Telecommunications	24.46
400	Telecommunications	24.46
Total		2,219.11

### Breakdown of domestic and international travel per Question 8 and including the 20 March 2023 transaction in Question 4 (\$5,246.82)

January		
Cost Centre	GL Code	Cost
100	Domestic Airfares - Air New Zealand	955.78
100	Domestic Accommodation/Meals/Incidentals	520.20
100	Board - Airfares	761.99



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200	Domestic Accommodation/Meals/Incidentals	549.99
300	Domestic Airfares - Air New Zealand	16.10
400	Domestic Airfares - Air New Zealand	743.54
400	Domestic Ground Transport	393.03
500	Domestic Airfares - Air New Zealand	46.20
700	Domestic Airfares - Air New Zealand	3407.3
700	Domestic Accommodation/Meals/Incidentals	500.00
700	Domestic Ground Transport	80.08
800	Domestic Airfares - Air New Zealand	8.05
	<b>Total</b>	<b>7,982.26</b>
<b>February</b>		
<b>Cost Centre</b>	<b>GL Code</b>	<b>Cost</b>
100	Board - Airfares	-476.73
100	Board - Accommodation	368.00
100	Domestic Airfares - Air New Zealand	1,207.80
200	Domestic Airfares - Air New Zealand	-341.47
400	Domestic Ground Transport	-79.24
400	Domestic Airfares - Air New Zealand	1,138.28
700	Domestic Accommodation/Meals/Incidentals	2,362.05
700	Domestic Airfares - Air New Zealand	1,068.13
	<b>Total</b>	<b>5,246.82</b>
<b>March</b>		
<b>Cost Centre</b>	<b>GL Code</b>	<b>Cost</b>
100	Board - Airfares	2,313.24
100	Domestic Airfares - Air New Zealand	8.05
200	Domestic Airfares - Air New Zealand	173.40
400	Domestic Airfares - Air New Zealand	1,399.03
700	Domestic Airfares - Air New Zealand	3,944.85
	<b>Total</b>	<b>7,838.57</b>
<b>April</b>		
<b>Cost Centre</b>	<b>GL Code</b>	<b>Cost</b>
100	Board - Airfares	842.70
100	Board - Accommodation	568.20
100	Domestic Airfares - Air New Zealand	775.82
100	Domestic Accommodation/Meals/Incidentals	195.00
200	Domestic Airfares - Air New Zealand	8.05
300	Domestic Airfares - Air New Zealand	727.19
400	Domestic Airfares - Air New Zealand	6,224.61
400	Domestic Ground Transport	211.18
500	Domestic Airfares - Air New Zealand	1,993.22
500	International Airfares - Air New Zealand	12,303.06
700	Domestic Airfares - Air New Zealand	1,595.91
800	Domestic Airfares - Air New Zealand	2,023.57

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	<b>Total</b>	<b>27,468.51</b>
<b>May</b>		
<b>Cost Centre</b>	<b>GL Code</b>	<b>Cost</b>
100	Board - Airfares	2,483.16
100	Board - Accommodation	1,736.60
100	Domestic Airfares - Air New Zealand	2,993.73
100	Domestic Accommodation/Meals/Incidentals	905.80
100	Domestic Ground Transport	119.49
200	Domestic Airfares - Air New Zealand	1,578.30
200	Domestic Accommodation/Meals/Incidentals	436.56
300	Domestic Airfares - Air New Zealand	4,410.65
300	Domestic Accommodation/Meals/Incidentals	1,362.68
400	Domestic Airfares - Air New Zealand	6,953.67
400	Domestic Accommodation/Meals/Incidentals	2,286.54
400	Domestic Ground Transport	220.02
500	Domestic Airfares - Air New Zealand	2,927.01
500	Domestic Accommodation/Meals/Incidentals	1,638.26
500	Domestic Ground Transport	62.40
700	Domestic Airfares - Air New Zealand	422.63
700	Domestic Airfares - Other	779.48
700	Domestic Accommodation/Meals/Incidentals	1,029.25
800	Domestic Airfares - Air New Zealand	169.05
800	Domestic Airfares - Other	181.8
800	Domestic Accommodation/Meals/Incidentals	1,256.31
	<b>Total</b>	<b>33,953.39</b>

Expenditure decisions with regards to ticket class are covered within the Air Travel section of our travel policy, which notes that domestic and international travel should normally be by economy class, with upgrades at the discretion of the airlines able to be accepted.

Approval of the use of premium economy or business class travel is given in very specific situations e.g., where the international travel includes a flight with a continuous duration of six hours or more, there is a heavy or particularly important workload expected shortly after arrival, there is a health issue that cannot be accommodated in economy class, or employees or Board members are accompanying official parties who are travelling in a class above economy. The domestic legs of international travel should be by economy class, except where the ticket has to be common rated with the class of international travel approved.

13. *Can you provide a breakdown of the costs associated with podcast production, including the viewership and advertising expenses for each podcast episode? Additionally, what is the total budget allocation for podcast production?*

The Commission does not have a budget allocation for podcast production and does not produce or release any commercial Commission podcasts.

The expenses released to you on 2 August 2023 related to production and editing for a one-off series of recordings that captured insights and interviews as part of our ongoing consultation and engagement with Iwi/Māori. This project is not yet complete and therefore the Commission does not hold any information related to viewership and advertising. As such, I am refusing your request for a breakdown of expenses related to “viewership and advertising for each podcast episode” under section 18(g) of the OIA.

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14. *Regarding the expenditure of \$25,947.19 for two hotel rooms at Cop27, could you provide more details, including the number of occupants, the duration of their stay, the hotel's name, and the travel costs including ticket class? If possible, please provide hard-copy receipts and information about any paid expenses or allowances during this trip.*

Our Deputy Chair and our Manager responsible for the monitoring and adaptation workstreams attended COP27 in Sharm El Sheikh, Egypt in November 2022. The Climate Change Response Act 2002 is clear that one of the elements the Commission must consider when forming advice is the responses by parties to the Convention (5Mg). COP27 was important for linking in with international experts, other independent climate councils, and those working in the international context – including the first global stocktake of the world's collective progress on climate goals, which is taking place this year. While the Commission has a domestic focus, our work takes place within an international context and these meetings are a valuable and cost-effective opportunity to make connections and build relationships with experts from other countries facing similar challenges. Working together with other independent climate councils enables the Commission to draw on international best practice.

The official delegation to COP27 was organised by the Ministry of Foreign Affairs and Trade (MFAT). While the Commission participated as non-officials on the official delegation, MFAT offered the Commission rooms at the Domina Coral Bay hotel in Egypt to benefit from discounted prices MFAT had organised as part of a block booking. The invoiced amount from MFAT was \$25,947.19 and was for two rooms – one room at Domina Coral Bay was booked and stayed in for 19 nights and one was booked for 16 days but stayed in for 15 nights.

As published publicly in a response from the Minister of Climate Change to a [Written Parliamentary Question](#), the Commission spent \$19,688.28 on international flights for the purpose of Commission representatives attending COP27 in Egypt.

Expenses for this trip are detailed in the table below and hard copies of the receipts we hold are attached. Information has been withheld from the receipts under section 9(2)(a) of the OIA to protect the privacy of natural persons.

Date	Description	Cost
17/11/2022	Expense reimbursement - Airport transfer	36.37
8/12/2022	Per Diems – 18.5 days for one person	1,850
27/11/2022	Expense reimbursement - Airport transfer	57.4
1/09/2022	Expense reimbursement - Visa Photo	21.74
1/09/2022	Expense reimbursement - Vaccinations	225.21
29/05/2023	Expense reimbursement - Rental Car	401.41
	<b>Total</b>	<b>2,592.13</b>