



Ref: OIA 2023-017

[REDACTED]

30 August 2023

Kia ora [REDACTED]

Thank you for your email of 4 August 2023, as a follow-up to our response to you of 2 August 2023, requesting the following information under the Official Information Act 1982 (OIA):

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.

2. *Can you confirm the commission's expenditure of \$4,433.25 on four pop-up banners?*
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.*
5. *Please elaborate on the coaching services rendered on 02/03 for \$4,725.00, and the number of attendees.*
6. *Could you explain the services provided under "Project Management and co-ordination" on 22/03?*
7. *Please provide details on the "catering extern" expenditure of \$1,205.17 on 10/01. We'd appreciate knowing the event this catered for and the number of participants.*
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?*
9. *We'd like information about the events connected with the room hire costs of \$1,342.23 on 20/02 and \$3,872.25 on 02/05, including the number of attendees at each event,*
10. *Please provide specifics about the media training session on 15/05, which cost \$5,520.00, including the number of attendees and the duration.*
11. *Could you explain the "Professional Development" session on 02/05 costing \$1,350.00?*
12. *Please provide details about the "Half day Controversial Conversation" on 15/05, costing \$5,760.00. What was this event about?*
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?*

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.
15. Please provide more context for the following expenses:
 - 03/02: "Effective Writing for Ministers," "Strategic Forum," "BAM T2 + T3 Leadership Session," "SLT Leadership Development Session"
 - 29/03: "Coaching" - \$2,400.00
 - 04/04: "Training Conference" - \$1,006.43
 - 17/04: "Maui Tech Talks" - \$1,150.00
 - 26/04: "Waste Management Conference Registration" - \$1,026.98
 - 24/03: "Staff Headshots" - \$4,485.00. How many members of staff was this for?
16. Lastly, how many full-time equivalents (FTEs) are currently employed by the Climate Commission?"

We are extending the timeframe for responding to your request under section 15(A)(1)(a) of the OIA by 20 working days, as your request is for a large quantity of official information and meeting the original time limit would unreasonably interfere with the operations of the Commission.

We would, however, like to provide you with a partial response of information we have already been able to retrieve and process. **Appendix A** provides a response to questions 2, 5, 6, 7, 9, 10, 11, 12, 15 and 16.

While you can expect to receive a full response with our decision on the remainder of the questions (numbers 1, 3, 4, 8, 13, and 14) by 29 September 2023, we will endeavour to provide you with information as it becomes ready for release.

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

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

Question 2 - Can you confirm the commission's expenditure of \$4,433.25 on four pop-up banners?

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.*

To assist us to signpost our in-person presentations, the Commission produced four pull up banners with the Commission's branding and vision or purpose statement.

The cost of \$4,433.25 includes:

- Design work for four banners
- Sourcing and paying for stock photography
- Printing for four banner images
- The physical hardware for the four banners (the stand, printed image, and carry bag).

Question 5 - Please elaborate on the coaching services rendered on 02/03 for \$4,725.00, and the number of attendees.

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.*

We provide training for our staff - including coaching and development - to support them as they engage on our work programme.

Please note that the \$4,725.00 you have cited in your question is incorrect. The amount for this transaction was \$1,472.00, which is what was included in the document we provided you on 2 August 2023. This was development coaching for five staff.

Question 6 - Could you explain the services provided under "Project Management and co-ordination" on 22/03?

The Commission needed to design a bespoke project management framework reflective of its statutory deliverables. It then needed to stand up a programme management office to oversee its work programme. Independent, experienced specialist support from Ernst & Young was procured for this purpose.

Question 7 - Please provide details on the "catering extern" expenditure of \$1,205.17 on 10/01. We'd appreciate knowing the event this catered for and the number of participants.

As noted in our response to you on 2 August 2023, not all details are able to be provided in the GL Code field. This entry included venue costs, audio visual support, and catering for an event with Sustainable Business Council and Business NZ Members to share the Commission's forward work programme. There were approximately 70 participants.

Question 9 - We'd like information about the events connected with the room hire costs of \$1,342.23 on 20/02 and \$3,872.25 on 02/05, including the number of attendees at each event

The expense on 20 February 2023 of \$1,342.23 was for an offsite team strategy and planning day and included room hire, audiovisual support, and catering for 10 people.

The venue hire of \$3,872.25 on 2 May 2023 was for the release of the Commission's draft advice to Government on the direction of the next emissions reduction plan. The cost included hiring two rooms for the day, one to hold the media lock up for the report, and the second to hold separate embargoed government and stakeholder briefings.

Included in the cost are room hire fees for both rooms, audiovisual support for the three events, and catering for the media lock up – which ran from 10am – 5pm.

There were approximately 15 media representatives, and 25 stakeholders who attended the briefings. Attendance numbers for the government briefing were not recorded.

Question 10 - Please provide specifics about the media training session on 15/05, which cost \$5,520.00, including the number of attendees and the duration.

This invoice, and the one referenced in question 12, relate to staff training sessions for 10 staff that took place on 27 and 28 April 2023.

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.*

Climate change is a topic that many people have strong feelings about. We provide training for our staff on how to engage effectively, including how to respond when involved in difficult or challenging conversations, and consider this an important part of our obligation.

Question 11 - Could you explain the "Professional Development" session on 02/05 costing \$1,350.00?

As above, 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.*

We provide training for our staff - including coaching and development - to support them as they engage on our work programme.

This expense was for one staff member to undertake performance development coaching.

Question 12 - Please provide details about the "Half day Controversial Conversation" on 15/05, costing \$5,760.00. What was this event about?

Please see response for question 10.

Question 15 - Please provide more context for the following expenses:

- **03/02: "Effective Writing for Ministers," "Strategic Forum," "BAM T2 + T3 Leadership Session," "SLT Leadership Development Session"**

- 29/03: "Coaching" - \$2,400.00
- 04/04: "Training Conference" - \$1,006.43
- 17/04: "Maui Tech Talks" - \$1,150.00
- 26/04: "Waste Management Conference Registration" - \$1,026.98
- 24/03: "Staff Headshots" - \$4,485.00. How many members of staff was this for?

Date	Title	Further details
3 February 2023	Effective Writing for Ministers	<p>As above, 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:</p> <p><i>(a) proactively engage with persons the Commission considers relevant to the functions, duties, and powers; and</i></p> <p><i>(b) where the Commission considers it is necessary, provide for participation by the public.</i></p> <p>We provide training for our staff - including coaching and development - to support them as they engage on our work programme.</p> <p>This was an initiative for staff training and development, which consisted of four sessions (plus homework time) for 20 staff members. In addition to the training, a template for the Commission to use in its analytical work was also provided.</p>
	Strategic Forum	<p>One staff member attended the Energy Sector event "Downstream 2023", which is the energy sector's largest strategic forum. The forum was held over 28 and 29 March 2023 in Lower Hutt. This was a valuable opportunity to hear from and connect with key stakeholders.</p>
	Budget, Adaptation, and Markets Tier 2 and Tier 3 Leadership Services	<p>As above, 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:</p> <p><i>(a) proactively engage with persons the Commission considers relevant to the functions, duties, and powers; and</i></p> <p><i>(b) where the Commission considers it is necessary, provide for participation by the public.</i></p> <p>We provide training for our staff - including coaching and development - to support them as they engage on our work programme.</p> <p>There were four attendees at senior leadership and tier 3 levels for this professional development coaching session held on 26 January 2023.</p>
	Senior Leadership Team Leadership Development Session	<p>As above, 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:</p> <p><i>(a) proactively engage with persons the Commission considers relevant to the functions, duties, and powers; and</i></p>

		<p><i>(b) where the Commission considers it is necessary, provide for participation by the public.</i></p> <p>We provide training for our staff - including coaching and development - to support them as they engage on our work programme.</p> <p>Two half day leadership development sessions were held over 25 and 26 January 2023 for six senior leadership team attendees.</p>
24 March 2023	Staff Headshots	<p>In total, 46 staff were photographed, including Board members and the senior leadership team. This was coordinated with a Board meeting date to ensure efficiency of costs.</p> <p>The work the Commission does means that our expert staff are required to engage with many different businesses, agencies and other groups. They are also required to present in public fora. Our staff are often asked to provide headshots as part of these engagements, and we support our staff to be represented as the professionals they are.</p>
29 March 2023	Coaching	<p>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:</p> <p><i>(a) proactively engage with persons the Commission considers relevant to the functions, duties, and powers; and</i></p> <p><i>(b) where the Commission considers it is necessary, provide for participation by the public.</i></p> <p>We provide training for our staff - including coaching and development - to support them as they engage on our work programme.</p> <p>This was eight sessions of coaching for one staff member.</p>
4 April 2023	Training Conference	<p>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:</p> <p><i>(a) proactively engage with persons the Commission considers relevant to the functions, duties, and powers; and</i></p> <p><i>(b) where the Commission considers it is necessary, provide for participation by the public.</i></p> <p>We provide training for our staff - including coaching and development - to support them as they engage on our work programme.</p> <p>This expense was for one staff member to attend an Agile Project Management course.</p>
17 April 2023	Maui Tech Talks	<p>Under the Climate Change Response Act (2002) section 5(M)(F) the Commission <i>must consider the Crown-Māori relationship, te ao Māori and specific effects on iwi and Māori in our advice.</i></p>

		<p>The Māui.Tech project takes a case study approach to understanding the specific effects of climate change from an Iwi and Māori led perspective.</p> <p>This cost relates to room hire for the Commission to meet with case study participants, share the draft case studies and discuss next steps.</p>
26 April 2023	Waste Management Conference Registration	<p>One staff member attended a flagship conference on waste management in the consultation period for the Commission's draft advice to Government on the direction of the next emissions reduction plan. Our draft advice included chapters on Waste and Fluorinated gases (F-gases) and the Circular economy and bio-economy and this event presented a valuable opportunity to hear from and connect with key stakeholders.</p>

Question 16 - Lastly, how many full-time equivalents (FTEs) are currently employed by the Climate Commission?

As at the date of your request (4 August 2023) there were 77.13 FTE employed by the Commission.