



21 August 2019

[Redacted]

Reference: OIA-2019/20-0053

Dear [Redacted]

### Official Information Act request relating to airline travel at DPMC

Thank you for your Official Information Act 1982 (the Act) request received on 26 July 2019. You requested:

1. *Total number of airline tickets purchased in 18/19 financial year.*
2. *Breakdown by domestic vs international.*
3. *Any internal plans to reduce airline travel.*
4. *Job titles of the top 5 travellers.*
5. *Any other information that would help the public understand the departments use of airline travel.*

Please note that our response is limited to travel by employees of the Department of the Prime Minister and Cabinet (DPMC).

#### 1. Total number of airline tickets purchased in 18/19 financial year.

The information requested in this part of your request and in question 2, is not held by DPMC in a form that is readily available or extractable. It requires a manual review of receipts and transactions, and would involve assessment of each transaction to determine the total number of airline tickets purchased, and a breakdown by domestic vs international. Accordingly, I have refused this part (including question 2) of your request for the sought after information under section 18(f) of the Act, as it will require substantial research and collation.

#### 2. Breakdown of airline tickets by domestic vs international

See response to question 1.

#### 3. Any internal plans to reduce airline travel.

DPMC's travel policy and staff travel guidelines help ensure our travel expenditure and arrangements reflect the expectations of a public entity spending public money.

DPMC's objective is that travel and related expenditure must be able to withstand Parliamentary and public scrutiny. As part of the annual select committee process, we disclose travel costs. Further information relating to this can be found in the select committee publications on the Parliament website: <https://www.parliament.nz/en/pb/sc>

Due to the nature of our business, staff are required to travel for a number of reasons, but they understand they should only travel when necessary and that it should be cost-effective.

We require that travel should be economical and efficient, having regard to purpose, distance, time, urgency, personal health, safety and security. The relevant key principles that apply to all travel-related decision are:

- having a justifiable **business purpose**;
- be **moderate** and **conservative**, having regard to the circumstances;
- be made **transparently** (ie, keeping adequate records of process and decisions);
- **not be for personal benefit**;
- be **appropriate** in all respects while being **fair** to the traveller, DPMC and the taxpayer.

Before a decision is made to travel for business purposes, all other options are encouraged to be explored by our staff (e.g. use of video-conferencing). We encourage staff to plan their travel well in advance and make bookings as early as possible to ensure reasonable expenditure.

#### 4. Job titles of the top 5 travellers.

Please see the below table which lists DPMC's top 5 travellers by total cost and job title for the 2018/19 financial year:

#	Job title:
1.	Acting Director, National Security Policy
2.	Senior Regional Emergency Management Advisor
3.	Manager, Analysis & Planning
4.	Senior Regional Emergency Management Advisor
5.	Regional Coordinator

Please note that DPMC also holds the appropriations for the Public Inquiry into the Earthquake Commission (EQC). The Inquiry operates independently of DPMC and decisions on its conduct and expenditure are at its discretion. This response excludes any activity, expenditure or resourcing related to both the Inquiry into EQC (non-departmental other expense) and the Support for Inquiry into EQC (departmental output expense) appropriations for the Inquiry.

#### 5. Any other information that would help the public understand the departments use of airline travel.

Please see our response for question 3.

I trust you find this information useful.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

Finally, for your information, this response will be published on the DPMC's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely,



Clare Ward

**Executive Director, Strategy, Governance and Engagement Group**