

12 December 2024

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OIA 29796

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Thank you for your email of 31 October 2024 in which you request the following under the Official Information Act 1982 (OIA):

*information regarding spending on lanyards, branded merchandise, and clothing within your agency. Specifically, I would like details on the following:*

- 1. Please provide the total amount spent on each category (lanyards, merchandise, and clothing) over the past financial year.*
- 2. For each category, could you provide an itemised breakdown, including but not limited to:
  - Type of item purchased (e.g., branded clothing, lanyards).*
  - Quantity of each item purchased.*
  - Total cost per item type.**
- 3. A list of suppliers or vendors used for these purchases, with the amounts spent per vendor.*

On 28 November 2024, the timeframes for responding to your request were extended by an additional 12 working days because responding to your request necessitated the review of a large quantity of information (section 15A(1)(a) of the OIA refers).

In the 2023/2024 financial year, NZ\$4022.48 (ex GST) was spent on lanyards. Details of lanyard purchases that the Ministry of Foreign Affairs and Trade (the Ministry) holds are provided in **Annex one**. Please note some information is refused under section 18(e) of the OIA as parts of the information requested do not exist, or despite best efforts to locate it, cannot be found.

In the 2023/2024 financial year, NZ\$11,337.47 (ex GST) was spent on clothing items coded in the Ministry's system as expenditure on formal representation clothing in the 2023/2024 financial year. Details of this expenditure is provided in **Annex two**. The table in Annex Two is taken from our financial management system. The description field of this system has a character limit, meaning that some descriptions appear incomplete. Where a description is incomplete, any additional information is refused under section 18(e) of the OIA as the information does not exist.

In the 2023/2024 financial year, NZ\$83,943.00 (ex GST) was spent on branded merchandise for Manaaki New Zealand scholarship recipients. Approximately 1200 Manaaki New Zealand scholars per year are provided with a modest range of branded

collateral upon commencement of their scholarship. Alumni are occasionally provided items as part of engagement activities. Collateral items augment the scholar and alumni experience; increase affinity to New Zealand; and heighten scholar and alumni identification with the objectives of the scholarship. All items were supplied by Fuji Film and are bought in bulk for distribution over time.

<b>Details of Manaaki New Zealand Scholarship Programme collateral purchased in the 2023/2024 financial year</b>	
<b>Quantity purchased</b>	<b>Description</b>
3,200	Matrix Metallic Pen
2,950	Cotton Tote Bag
3,050	Key Ring Flash Drives 32GB
450	Metro Cup - 350ml
2,750	Oasis Bottle - Flip Cap
2,686	Lapel Pin

The total cost of the Metro Cups - 350ml is \$5,187.50 (ex GST).

The remaining part of your request for the total cost per item is refused under section 18(e) of the OIA as the information requested does not exist.

Please note that it is our policy to proactively release our responses to official information requests where possible. Therefore, our response to your request (with your personal information removed) may be published on the Ministry website: [www.mfat.govt.nz/en/about-us/contact-us/official-information-act-responses/](http://www.mfat.govt.nz/en/about-us/contact-us/official-information-act-responses/)

If you have any questions about this decision, you can contact us by email at: [DM-ESD@mfat.govt.nz](mailto:DM-ESD@mfat.govt.nz). You have the right to seek an investigation and review by the Ombudsman of this decision by contacting [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Nāku noa, nā



Sarah Corbett  
for Secretary of Foreign Affairs and Trade

## Annex One: Details of lanyard purchases in the 2023/2024 financial year

<b>Details of lanyard purchases in the 2023/2024 financial year</b>			
<b>Supplier</b>	<b>Quantity of lanyards purchased</b>	<b>Total cost (in NZ\$ excl GST)</b>	<b>Description</b>
18(e)	18(e)	\$1,911.00	Rainbow lanyards
[Stockholm]	18(e)	\$45.71	Office lanyards
Whitcoulls	18(e)	\$35.27	Stationery for ASEAN
Two Dollar Thing	11	\$23.91	Lanyards for delegation
Office Max	18(e)	\$12.30	Security ID Lanyard Breakaway with Swivel Hook Navy
Office Max	18(e)	\$17.63	Security ID Lanyard Breakaway 10mm Blk Swivel Hook Pk/10
AMZN Mktp	18(e)	\$37.22	Plastic covers & lanyards for chancery visitor passes.
Office Max	18(e)	\$12.00	Security ID Lanyard Visitors Printed Red Pk/5
AMZN Mktp	18(e)	\$304.14	Lanyards, plastic ID holders and ID cards for identify
18(e)	18(e)	\$250.04	Purchase x250 plastic covers for name lanyards
18(e)	40	\$413.00	Printed Lanyards x40 for conference + freight
Office Max	18(e)	\$35.26	Security ID Lanyard Breakaway 10mm Blk Swivel Hook Pk/10
18(e)	18(e)	\$925.00	Lanyards Printed, Dye Sublimated, Set Up, Logo set up, Freight Charge
<b>Total</b>		<b>\$4,022.48</b>	

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Annex Two: Details of clothing items coded as spending on Formal Representation Clothing in the 2023/2024 financial year in New Zealand dollars (excluding GST)

Details of clothing items coded as spending on Formal Representation Clothing in the 2023/2024 financial year in New Zealand dollars (excluding GST)	
Description	Amount
Tailoring costs for 12 x SEAP uniforms (6 dress/6 shirts) for Matariki event on 25/07/23	258.88
Staff Formal Representation Uniforms	1,043.48
Reimburse Mehaka Rountree for tailoring costs for official staff uniform	24.27
Reimburse T Acton: Seamstress cost for official staff uniform	35.70
25/07/2023 RYOS Scarf for PM Hipkins	34.78
05/10/2023 STEENS UTHYRNING HOM Credentials in Copenhagen	366.04
19/10/2023 MOSS BROS GROUP LIMITED White tie suit hire for State opening of Parliament	230.21
09/11/2023 MOSS BROS GROUP LIMITED Refund for White tie suit for Liveryman event after finding a pla	-290.67
09/11/2023 MOSS BROS GROUP LIMITED White tie hire for Liveryman event, later refunded because we fo	332.23
09/11/2023 OLIVER BROWN White tie suit hire extension for extra days so HOM can attend Liveryman eve	103.89
09/11/2023 OLIVER BROWN White tie suit hire for Korean President's dinner event Nov 22	393.73
24/11/2023 LA TRAJERIA MADRID Formal clothing for Holy See credentials	257.15
13/11/2023 OD BUTIK SVEAVAGEN Formal Dress Hire Shoes	31.93
08/12/2023 STEENS UTHYRNING HOM Nobel Formal Dress Hire	372.57
Staff uniform - 38 x polo shirts for NUK	765.13
Reimbursement for Kimono fitting for Imperial family event with HOM	346.02
29/12/2023 STEENS UTHYRNING HOM Formal Dress Hire Queen Birthday Reception Denmark	409.80
12/10/2023 PRESSTO THE LINC KL Laundry charges	5.05
06/10/2023 PRESSTO THE LINC KL Laundry charges	20.56
12/09/2023 ISETAN KLCC Purchase of 2 pairs of shoes	187.32
16/01/2024 Dyplomata Black tie tux hire for President's NY event	220.62
23/01/2024 RENT BOUTIQUE rental of formal dress for Presidential NY event	137.60
Reimbursement -Tailor costs for staff uniforms for MR/EA/DN/CH/FB/MT/IS	231.87

Details of clothing items coded as spending on Formal Representation Clothing  
in the 2023/2024 financial year in New Zealand dollars (excluding GST)

Description	Amount
Sewing staff uniforms	376.77
29/01/2024 LA TRAJERIA Suit hire for King's reception Jan 24	151.19
25/01/2024 HIDERGARDA DE FIESTA Dress hire Spain new year greeting	373.53
Reimbursement -Tailor costs for staff uniforms for LW/JDT/LV/RS & LJ	155.05
15/01/2024 PORT VILA BRANCH C/c Cash withdrawal-staff waiatangi uniform 2024	294.46
15/01/2024 PORT VILA BRANCH C/c Cash withdrawal-staff waiatangi uniform 2024	137.60
12/02/2024 IGS MAGAZACILIK driver formal suit	661.97
15/12/2023 Canterbury Nando uniform shirts	97.98
Reimburse H Peacock for sewing costs for Waitangi uniform for Holly, Mark Ramsden and Fiona Macfarlan	112.56
Reimburse Alana Messent for sewing costs for Waitangi staff uniform - 1 dress	35.18
4yrds fabric (Post uniform) for Mark Ramsden and Fiona Macfarlane for HLCs	33.77
(Adjustment MAR24) Clothing Allowance - JR	169.20
(MAR24) Remaining of clothing budget for financial year 2023-2024	169.20
Reimburse James Messent- sewing costs for Waitangi staff uniform - 1 shirt	53.12
Reimburse Chris Hartnett - sewing costs for Waitangi staff uniform - 1 shirt	28.71
Reimburse W Jimmy - sewing costs for Waitangi staff uniform - 1 dress	45.94
Reimburse L Vari - sewing costs for Waitangi staff uniform - 1 dress	71.79
Reimburse D Naviti - balance due for sewing costs for Waitangi staff uniform - 1 dress	35.89
Reimburse F Bona - balance due for sewing costs for Waitangi staff uniform - 1 dress	21.54
Reimburse M Takaro - balance due for sewing costs for Waitangi staff uniform - 1 dress	21.54
Reimburse E Alick - balance due for sewing costs for Waitangi staff uniform - 1 dress	21.54
Reimburse G Bellam for sewing costs for Waitangi staff uniform - 1 shirt	35.89
16/03/2024 COUCOU DR dress for the Irish ball	226.45
Re-code canterbury Nando uniform shirt	-98.76
30/04/2024 BISMIL TAILORING Purchased white T - Shirt for MFAT visit	50.93
30/04/2024 BISMIL TAILORING Purchased black polo shirts for MFA visit	62.46
07/05/2024 GIORDANO KLCC Part of Uniforms for Azhar	57.48
29/04/2024 PRESSTO THE LINC KL Dry Cleaning Services	4.96
08/02/2024 ANZ SAMOA ATM1 no receipt	136.58

Details of clothing items coded as spending on Formal Representation Clothing  
in the 2023/2024 financial year in New Zealand dollars (excluding GST)

Description	Amount
08/02/2024 CASH WITHDRAWAL FEE cash withdrawal fee for NZHC MFA visit uniform	4.09
08 Dec 23 Steens Clothes Hires HOM Nobel Evening dress	-354.05
Refund for Over Expenditure	-23.88
08/03/2024 work clothing purchase	79.21
29/05/2024 PEPPERS FORMAL WEAR Black Tie hire for annual NSW Consular Corps Dinner with the NSW Gove	262.37
27/05/2024 PEPPERS FORMAL WEAR Refundable deposit for Black Tie Hire	111.68
29/05/2024 RUGBYSTORE LIMITED rugby polo shirts long sleeves for catering staff	406.96
05/06/2024 Back up kalavata for PM visit	67.98
Reimburse Nicci Simmonds for tailoring cost for Waitangi staff uniform	35.83
Formal Representation cloths allowances-Jane Collins	710.35
Formal Representation cloths allowances-Rebekah Murphy	710.35
AK: Two Abaya Claims	263.90

Please note: negative numbers indicate amounts refunded.

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