

16 July 2024

[REDACTED]

[REDACTED]

### 15 JULY 2024: OFFICIAL INFORMATION ACT REQUEST

In your email dated 15 July 2024 you requested information from the New Zealand Film Commission (NZFC) regarding events held in the 2022/2023 financial year. The NZFC has processed your request for information under the Official Information Act 1982 (OIA). Responses to your specific questions are set out below.

Regarding the NZFC OIA response of 7 September 2023.

1. *Who signed off on the spending for each of the following events: farewell party Auckland for Mladen Ivancic; farewell party Wellington for Mladen Ivancic; Pōwhiri Wellington Annie Murray; and, Pōwhiri Auckland Annie Murray?*

Expenses relating to the farewell events for Mladen Ivancic were approved by CEO Annie Murray. Expenses related to the pōwhiri for Annie Murray were approved by Acting CEO Mladen Ivancic.

2. *How was spending on alcohol justified (at the time of sign-off) for each of the Ivancic events?*

Please refer to the NZFC Staff Expenditure Policy attached at **Appendix 1**.

3. *Why was it necessary to hold two parties for Mladen Ivancic?*

To mark 30 years' service and retirement of Mladen Ivancic as the Chief Operating Officer and acting Chief Executive of the New Zealand Film Commission, 176 regional staff members, former colleagues, cross agency peers, stakeholders and industry representatives from across New Zealand were invited to one event located in Wellington and one event located in Auckland.

The total cost of the events are below:

<b>Farewell for Mladen Ivancic</b> Auckland   Tuesday 18 July 2023   5.30pm – 8.30pm Number of attendees: 60   Cost per attendee: \$73.98	
Catering	\$1,333
Alcohol	\$1,178
Venue hire	\$1,100
Venue staff charge (Chef/Wait/Security)	\$828
Travel for Mladen Ivancic	\$445
	<b>Total: \$4,884</b>

<b>Farewell for Mladen Ivancic</b> Wellington   Tuesday 20 July 2023   5.30pm - 9.30pm Number of attendees: 116   Cost per attendee: \$20.69	
Venue	-
Bar staff	\$200
Drinks/Glass Hire/Delivery and Pick up	\$1,379
Catering	\$820
Transport to and from venue (9 trips)	\$536
NZFC Chair travel	\$808
	<b>Total: \$3,743</b>

4. *Why was it necessary to hold two parties for Annie Murray?*

To recognise the significance of a new public sector Chief Executive (and first wahine Māori to take up the role), one pōwhiri was held at marae in Auckland and the other pōwhiri at the Te Puni Kokiri premises in Wellington. Regional staff, public sector representatives, industry representatives, stakeholders, iwi-Māori and peak body representatives were invited from around Aotearoa.

The total cost of the pōwhiri is below.

<b>Pōwhiri for Annie Murray – CEO of New Zealand Film Commission</b> Wellington   Monday 19 June 2023   10am – 12pm Number of attendees: 114   Cost per attendee: \$30.00	
Flights	\$1,520
Venue	-
Catering	\$1,900
NZFC staff flights and accommodation	\$851
Taxis (7 trips)	\$208
	<b>Total: \$4,479</b>

**Pōwhiri for Annie Murray – CEO of New Zealand Film Commission**

Auckland | Friday 30 June 2023 | 2pm – 5pm

Number of attendees: 113 | Cost per attendee: \$28.36

Catering	\$2,205
Venue hosting and support	\$1,000
Taxis (4 trips)	\$120
	<b>Total: \$3,325</b>

5. *What was the venue for each of these four events?*

- Wellington farewell for Mladen Ivancic: Park Road Post
- Wellington pōwhiri for Annie Murray: Te Puni Kokiri
- Auckland pōwhiri for Annie Murray: Te Wai o Horotiu Marae, Auckland University of Technology.
- Auckland farewell for Mladen Ivancic: Generator, Madden Street.

6. *How many NZFC staff are based in Auckland and how many in Wellington?*

At the time of writing, there are 10 staff in the Auckland office and 27 staff in the Wellington office, including fixed term and contractors.

7. *Please provide a description of the guests at each of these parties — ie roughly how many were staff of the NZFC, how many were other public sector employees, and how many were from outside the public sector (please break this down per event).*

- Wellington farewell for Mladen Ivancic: 54 NZFC staff, 4 Board members, 13 public sector individuals, 45 former colleagues, cross agency peers, stakeholders and industry representatives.
- Wellington pōwhiri for Annie Murray: 48 NZFC staff, 4 Board members, 18 public sector individuals, 44 stakeholders, industry representatives, iwi-Māori, and peak body representatives.
- Auckland pōwhiri for Annie Murray: 13 NZFC staff, 1 Board member, 3 public sector individuals, 96 stakeholders, industry representatives, iwi-Māori, and peak body representatives.
- Auckland farewell for Mladen Ivancic: 10 NZFC staff, 2 Board members, 4 public sector individuals, 44 former colleagues, cross agency peers, stakeholders and industry representatives

8. *Did the NZFC chair attend the Ivancic Auckland party on July 18?*

Yes.

9. *The NZFC chair's travel was \$808 for the Mladen Ivancic July 20 party: was this one-way or return travel (please specify the form of transport), and where was it "to" and "from"? Did it include travel for a spouse or other?*

Travel included return flights of \$808 and taxis to and from Wellington and Auckland airports. This did not include a spouse or others.

10. *Transport "to and from venue" totalled \$536 for the Ivancic July 20 party (9 trips). Please describe this transport (ie individual taxis, hired shuttle etc)? Where were these party goers collected from to go to the venue, and where were they taken afterwards?*

This total included return shuttles to take New Zealand Film Commission staff from the city to Mladen Ivancic's farewell in Miramar, and back to the office in Wellington CBD.

11. *Please breakdown the \$851 figure given for NZFC staff flights and accommodation for the Murray party of June 19. How many staff did it cover? How much was travel, and how much was accommodation (what hotel/accommodation was used)?*

Two senior staff travelled from Auckland to Wellington to attend work-related hui and Annie Murray's pōwhiri. Flights totalled \$877.39 return (an average of \$219 per leg), and accommodation totalled \$1,150 (an average of \$191 per night). \$851 was attributed to the pōwhiri component of the overall cost of this business trip.

Please note that we will be publishing this letter (with your personal information removed) on the NZFC website.

Please be aware that you have the right, by way of complaint to an Ombudsman under section 28(3) of the OIA to seek an investigation and review of our response.

Yours sincerely

*Tayla Hancock*

Tayla Hancock  
Senior Advisor, Policy and Performance  
New Zealand Film Commission



## Appendix 1

# Staff Expenditure Policy

Last reviewed: May 2024

### 1. Policy

- 1.1 This policy aligns with the [Controller and Auditor-General 'Controlling sensitive expenditure: Guide for public organisations'](#).
- 1.2 All expenditure by the NZFC is expenditure of public money. It must be able to withstand parliamentary and public scrutiny. All expenditure must:
  - (a) have a justifiable business purpose;
  - (b) preserve impartiality;
  - (c) be made with integrity;
  - (d) be made transparently;
  - (e) be moderate and conservative, having regard to circumstances;
  - (f) be made with proper authority; and
  - (g) be appropriate in all respects.

### 2. Approving Staff Expenditure

- 2.1 Staff expenditure should only be approved when:
  - (a) the person approving the expenditure is satisfied that it is for a justifiable business purpose that is consistent with NZFC policies including Delegations Policy;
  - (b) approval is given **before** the expenditure is incurred; and
  - (c) the expenditure is within the budget and where delegated authority exists.

### 3. Reimbursement of Employment-related Expenses

- 3.1 If you are claiming reimbursement for employment-related expenses, you must follow the below process:



- 
- (a) Complete a [Staff Expense Claim Template](#)
  - (b) Include all receipts and supporting documentation
  - (c) Email the expense claim to [expenseclaim@nzfilm.co.nz](mailto:expenseclaim@nzfilm.co.nz)
  - (d) Finance will process the form and send to the relevant manager to get approval
  - (e) To guarantee reimbursement of employment-related expenses, the expenditure should be pre-approved by your manager

#### **4. Phones**

- 4.1 If you have an NZFC mobile phone, you are expected to be aware of your data allowance and to restrict your data use to reasonable use, within your plan's data allowance. If you exceed your data allowance and the CFO or CEO determines there has been excessive personal data use, you may be required to reimburse the NZFC for any additional data charges incurred as a result.

#### **5. Personal Expenditure**

- 5.1 You must declare to the Finance Manager and repay any personal expenditure including postage and photocopier usage (if 10 sheets or more at one time).

#### **6. Internet**

- 6.1 Personal internet use is allowed in moderation outside core working hours.

#### **7. Employee Benefits (not Transferable or Redeemable for Cash)**

- 7.1 Any employee benefits (e.g. premiere tickets) are provided for business purposes and are not transferable (e.g. to family or friends) or redeemable for cash.

#### **8. Memberships**

- 8.1 On occasion, the NZFC may pay for staff to join business-related organisations and certain professional memberships where the benefits of membership are directly related to the employee's job (such as legal practising certificates and membership of accountancy professional bodies). This must be approved in writing by the CFO or CEO. Staff members must cover all other expenses incurred as a result of that membership.

#### **9. Papers and Periodicals**

- 9.1 The NZFC subscribes to various business publications. Any publications purchased by the NZFC remain the property of the NZFC.





9.2 The CFO is to approve any new subscriptions within budget constraints.

**10. Cinema Attendance – NZFC-financed Feature Films**

10.1 Staff are entitled to reimbursement of the cost of their cinema ticket when attending the screening of NZFC-financed feature films. A staff expenses form must be completed, and a copy of the ticket provided.

**11. Taxis, taxi cards, taxi chits and rideshare (Uber)**

11.1 Staff may be entitled to take a taxi for work purposes.

11.2 Leadership Team members are entitled to a NZFC taxi-card. Usage of NZFC taxi-cards is expected to be moderate and cost-effective. Staff are not permitted to charge daily travel to and from work to their taxi-card unless pre-approved by the CEO. The one permissible exception is when staff have worked late (i.e. past 8pm) and use of public transport would give rise to safety concerns. Rideshare business App will be made available to approved staff. Rideshare must only be used for business purposes. Any accidental personal use must be reimbursed.

11.3 Staff must pay for taxis using taxi chits and will require prior written approval from their manager (or the CFO if the manager is not available) before a taxi chit is issued. Taxi chits will be issued to staff by the Assistant Accountant (Wellington) and the Co-ordinator (Auckland).

11.4 The Assistant Accountant will coordinate a monthly review of taxi & rideshare charges. Taxi and rideshare charges for each team will be reviewed and signed off by the manager of that team, prior to CFO review and approval.

**12. Business Related Events and Functions**

**12.1 NZFC Purchase of Tickets to Business Functions/Premieres**

- (a) The NZFC will pay for the cost of staff members' attendance at relevant business-related functions. On a case-by-case basis, the NZFC may pay for the cost of attendance at relevant business-related functions for partners of staff.
- (b) Any tickets to such functions are non-transferable and not redeemable for cash. Unless being paid for by the NZFC, additional tickets for partners must be paid for personally before the event.

**12.2 Complimentary Tickets**

- (a) Complimentary tickets to events or functions may be given to NZFC staff. If there are surplus tickets, then staff may be offered extra tickets for partners and friends.



- (b) Complimentary tickets to any event are considered to be gifts and should be entered into the Gifts register

### **13. Company Credit Cards**

- 13.1 The CEO and relevant staff (with CEO's prior approval) are entitled to an NZFC credit card. Generally, only managers or staff who travel domestically or internationally frequently will be entitled to an NZFC credit card. The CFO is to manage the acquisition of cards and the monitoring and reporting of their use.
- 13.2 The Finance Manager will conduct a monthly review of all company credit card transactions (apart from the CEO and CFO) and present a summary to the CFO. The CFO will complete a final sign-off for transactions.
- 13.3 The Finance Manager will present a monthly summary of the CFO's credit card expenditure to the CEO. The CEO will review and complete a final sign-off for transactions.
- 13.4 The CFO will conduct a monthly review of the CEO credit card transactions and present a summary to the Chair who will sign off and approve.
- 13.5 Cards are to be ASB Bank Visa credit cards.
- 13.6 Credit Card Limits are:

Credit card limits will be set by the CEO upon the CEO's approval of credit card use. Limits will change as activity requires. Temporary changes to limits can be approved by the CFO and managed by the Finance Manager.
- 13.7 Credit cards can only be used for relevant business purposes. Personal expenses cannot be charged against the card and will be deducted from the employee's salary. If repeated unauthorised use occurs, the CFO, after consulting with the CEO, will cancel the card.
- 13.8 Credit card holders must upload receipts and code all incurred costs to the ASB Bank Visa credit card portal. Continued failure to upload detailed and coded receipts will result in cancellation of the card.
- 13.9 For internet purchases, the card holder needs to keep a copy of any online order forms completed. Purchasing on the internet should be limited to established, reputable companies and kept to a minimum.
- 13.10 Receipts for meals must clearly identify the names of all guests paid for.
- 13.11 GST invoices must be provided for all domestic costs in excess of \$50.



13.12 Cardholders are personally liable for any charges on their credit cards.

13.13 Cards should not be used to obtain cash advances unless cash is required:

- (a) In an emergency; and/or
- (b) For official purposes.

13.14 Staff are not permitted to join any company credit card (Visa) bonus point schemes.

#### **14. Credit Cards charges accepted by NZFC**

14.1 Categories of expenditure that may be charged to an NZFC credit card:

- (a) Technology software and hardware where business accounts are not offered
- (b) Industry subscriptions
- (c) Hotel charges (pre-approved by CEO or CFO on travel form); however ideally accommodation bookings should be made through the NZFC preferred travel provider (Orbit) to account for emissions reporting.
- (d) Business-related entertainment (delegated by Board by way of budget);
- (e) Market bookings and expenses (delegated by Board by way of budget);
- (f) Film festival registrations (delegated by Board by way of budget);
- (g) Phone calls; and
- (h) Miscellaneous travel costs (pre -approved by CEO or CFO on travel form. Please also see the Staff Travel Policy).

14.2 Any charges falling outside these categories of credit card expenditure must be specifically pre-approved by either the CEO or CFO.

14.3 All items charged to the card must have a receipt (and GST invoice if applicable) to match the expenditure.

14.4 When staff end their employment with the NZFC, they must return their credit cards and taxi-card to the CFO prior to departure. The CFO must formally cancel each card and destroy it.





## 15. Entertainment and Hospitality Guidelines

15.1 The Institute of Internal Auditors NZ identifies the following five business purposes for entertainment and hospitality expenditure:

- (a) Building relationships;
- (b) Representing the organisation;
- (c) Reciprocity of hospitality, where this has a clear business purpose and is within normal bounds;
- (d) Recognising significant business achievement; and
- (e) Building revenue.

15.2 Entertaining stakeholders:

- (a) Leadership Team members are entitled to entertain filmmakers, other business clients and NZFC support staff on appropriate occasions. All entertainment must have a justified business purpose and the expenditure incurred must be moderate and conservative.
  - (b) The annual Budget sets total entertainment spending caps for Leadership Team members. Any domestic entertainment expenditure which is likely to exceed NZ\$200 and any international entertainment expenditure which is expected to exceed \$250 must be pre-approved in writing by the CEO.
  - (c) Food will be a maximum of \$75 per person, unless pre-approved by the CEO.
  - (d) Any purchase of alcohol must be pre-approved by the CEO and have a clear justification. If approved, alcohol is limited to half a bottle of wine per person, up to \$75 per bottle.
  - (e) Where a foreign delegation or local dignitaries are being hosted and there are cultural expectations around entertainment, exceptions to the above limits are acceptable with the written pre-approval of the CEO.
  - (f) Leadership Team members are entitled to entertain filmmakers or business clients while attending international festivals, markets, conferences or other offshore events. All such entertainment must have a justified business purpose and the expenditure incurred must be moderate and conservative. The annual Budget sets total entertainment spending caps for Leadership Team members. Any offshore entertainment expenditure must comply with the annual Budget.
- 
- 

- 
- (g) When receiving entertainment from filmmakers or business clients, staff must only accept it in circumstances where public disclosure of the entertainment would not reflect negatively upon or embarrass the NZFC or the employee, or make it appear that the recipient's judgement would be compromised.

### 15.3 NZFC Staff Entertainment:

- (a) The NZFC may host events such as Christmas Parties, and events to recognise milestones e.g. Mihimihi/welcome, farewells and retirements. All expenditure must be moderate and pre-approved in writing by the CFO.
  - (b) Farewell functions for departing staff should be tailored to the length of service and the seniority of the departing staff member. Guidelines:
    - (i) Budget pre-approved by CEO/CFO;
    - (ii) Self-catering;
    - (iii) Cap on number of guests;
    - (iv) Gift – under NZ\$100, unless pre-approved by CEO/CFO;
    - (v) Cap on alcohol of NZ\$20 per invitee.
  - (c) A staff social gathering may be held on one designated night of the week to encourage social connections and to celebrate achievements. Food and non-alcoholic drinks will be provided by the NZFC.
  - (d) Any provision of alcohol on the NZFC premises must be pre-approved by the CEO and must have a clear, justifiable purpose e.g., entertaining external stakeholders.
  - (e) Team managers may take their team out for one lunch per year with a cap of \$25 per person for food and non-alcoholic drinks.
  - (f) The NZFC will not cover catering costs for internal meetings held onsite at the NZFC office unless there are cultural expectations for kai. Any expenditure must be pre-approved by the CEO or CFO.
  - (g) Staff taking part in an activity that is not part of their job e.g. for a sporting event, may be sponsored by the NZFC. Expenditure must be moderate or conservative and have a justifiable business purpose such as organisational or cultural development.
- 
- 

Review Log

Date updated	Notes	Approved by
May 2024	Updated to align with organisation restructure and actual practices	Finance, Audit and Risk Committee
September 2023	Updates to alcohol cap for entertainment. Policy added on alcohol consumption at NZFC premises and catering costs for internal meetings.	Finance, Audit and Risk Committee
April 2023	Updates to Section 11 to reflect change to taxi policy and new approval process for issuing taxi chits.	Acting COO
November 2021	Updated in line with 2020 Guidance from Controller and Auditor General Controlling Sensitive Expenditure Updated to include new process for claiming reimbursement on expenses Moved travel-related expenses to Staff Travel Policy	Finance, Audit and Risk Committee