

24 April 2024

s9(2)(a)

By email:

Tēnā koe

Thank you for your request, received on 3 April 2024, for the following information under the Official Information Act 1982 (the Act):

- **“Actual and Budgeted Expenditure:** Please provide a breakdown of the actual and budgeted expenditure on PR and Communications support for the current financial year, as well as the previous two financial years, for EA.
- **Procurement Process:** For each instance of expenditure on PR and Communications support, please indicate whether the services were procured through an open tender process or if it was a closed process. In accordance with the principles of the Official Information Act, I seek to understand the transparency and competitiveness of the procurement process.
- **Service Providers:** Please provide the names of the companies, agencies, or individuals that received payment for providing PR and Communications services to the EA. Additionally, I request the value of the contracts awarded to each service provider.”

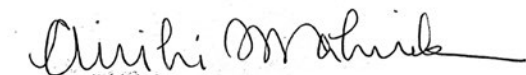
We have interpreted your request to be for information relating to the expenditure on external PR and Communication support, such as contractors and external service providers.

The information you have requested is in Appendix A and B of this letter. Appendix A details the actual and budgeted expenditure on PR and Communications support. Appendix B summarises the procurement processes, the service providers, and the value of the contracts awarded.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact us by emailing oia@ea.govt.nz.

Nāku noa, nā,



Airihi Mahuika
GM Legal, Monitoring and Compliance

Appendix A: Actual and budgeted expenditure

FY: 2021/22	Vendor	Budgeted expenditure	Actual expenditure (excluding GST)	Project
	NA	NA	NA	NA
FY: 2022/23	Vendor	Budgeted expenditure	Actual expenditure (excluding GST)	Project
	von Yarrall Consulting Ltd	3,200.00	2,800.00	Consultant
	Write Limited	30,000	24,950.00	Applying plain language workshop x4
	Total FY expenditure		\$ 27,750.00	
FY: 2023/24 *	Vendor	Budgeted expenditure	Actual expenditure (excluding GST)	Project
* as at 31st March 2024	von Yarrall Consulting Ltd	8,000	5,600.00	Consultant
	Write Limited	30,000	20,954.50	Applying plain language workshop x7
	Total FY expenditure		\$ 26,554.50	
01/07/2021 to 31/03/2024	Total expenditure		\$ 54,304.50	

Appendix B: Summary of procurement contracts

Contract Title	Supplier	Procurement process	Value
Communications support	von Yarrall Consulting	Direct Source	\$8,400
Writing Workshops	Write Limited	Closed Competitive	\$45,905

Released under the Official Information Act 1982