

16 March 2026

REF: OIA26-TW08

s9(2)(a)

Via email: s9(2)(a)

Dear s9(2)(a)

Thank you for your Official Information Act 1982 (OIA) request, received on 26 February 2026 as follows:

“.....in relation to all properties occupied, owned, or leased by your organisation, where cleaning, security, and/or catering services are provided.

For each such property, please provide:

- 1. The physical address of the property and the total leased or occupied floor area (in square metres).*
- 2. Where cleaning services, security services (including guarding or concierge services), or catering services are delivered by an external contractor:*

a. the name of the contract provider;

b. the contract start and expiry dates; and

c. the total NZD value of the contract and the period to which that value relates (e.g. annual or total contract value).

d. the headcount of staff assigned to perform the work.*

- 3. Where cleaning services, security services, or catering services are delivered by staff directly employed by the agency, the headcount of staff* and their employment arrangement (e.g. permanent, fixed-term, casual).*

** Where staff headcount cannot be provided at a property level, please provide the total headcount for those services across the organisation (where possible).”*

Response and Decision

I have considered your request in accordance with the OIA.

Your request has been interpreted to mean contractual arrangements at the date of your request for cleaning, security and catering services and the on-site headcount of staff delivering these services at our office.

My response to Parts (1) and (2) of your request are provided in the table below. I note that a range has been provided in the table for the contract value given their commercial sensitivity. This is in keeping with sections 9(2)(b)(ii) and 9(2)(j) of the OIA in order not to prejudice the commercial position of the providers or commercial negotiations in the future.

In respect of Part (3) of your request I advise that we do not have staff directly employed to deliver these services.

Table 1. Service Provider(s) Summary (as at 26 February 2026)

Office Location:	Level 7, 95 Customhouse Quay, Wellington 6011	Lease Area:	574.3 sqm	
SERVICE	PROVIDER	CONTRACT TERM	CONTRACT VALUE	HEADCOUNT
Cleaning	City Cleaning Services	Monthly contract	<\$100k (annualised)	No specified headcount in the contract.
Security	N/A	N/A	N/A	N/A
Catering	Various	N/A services are contracted on a casual/one-off basis as required	N/A	N/A

This reply addresses the information you requested. You have the right to ask the Ombudsman to investigate and review my decision.

Please note that this letter (with your personal details removed) may be published on the Commission's website.

Yours sincerely

Vanisa Dhiru
General Manager, Corporate