

Stephen Day

From: Phil Culling
Sent: Wednesday, 11 March 2026 8:34 am
To: Stephen Day
Subject: FW: Official Information Act request – cleaning, security and catering services

Sorry about that Stephen.



**Outdoor Access
Commission**
Herenga ā Nuku Aotearoa

Phil Culling

Tumuaki Tuarua | Deputy Chief Executive
Outdoor Access Commission
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From: Phil Culling
Sent: Monday, 2 March 2026 4:05 pm
To: [REDACTED]
Subject: FW: Official Information Act request – cleaning, security and catering services

Kia ora [REDACTED]

Thank you for your Official Information Act request regarding services for the **Outdoor Access Commission – Herenga ā Nuku Aotearoa**.

In response to your request:

The Outdoor Access Commission is a small Crown entity comprising 16 staff and operating with an annual budget of less than \$4 million.

The Commission currently co-locates with Callaghan Innovation on Level 12 of the Majestic Centre, 100 Willis Street, Wellington 6011. The Commission occupies approximately 208 square metres of leased floor space.

The co-location arrangement is structured so that Callaghan Innovation contracts for shared building services and on-charges the Commission based on its proportional floor footprint and a percentage allocation of common areas (e.g. kitchen and bathroom facilities).

The Commission's current payment to Callaghan Innovation for these services is approximately \$1,000 plus GST per month, invoiced directly by Callaghan Innovation.

Catering services are not provided on site. Where catering is required (for example, for lunches and morning/afternoon teas during workshops for our 12 nationwide regional field advisors), the Commission usually engages Blue Carrot Catering on an as-needed basis.

If you require any further information, please let me know.

Ngā mihi,
Phil



Phil Culling

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From: [REDACTED]
Sent: Thursday, 26 February 2026 2:55 pm
Subject: Official Information Act request – cleaning, security and catering services

Kia ora,

Under the Official Information Act 1982, I request the following information 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).*

Ngā mihi,



