

***Please answer the following questions about your department, agency or organisation. If you have a wholly owned/controlled subsidiary who is not independently answering these questions please also answer on their behalf.***

## **RESTRUCTURING/REVIEWS**

1. What restructuring occurred during 2019/20 and each of the previous four financial years? Please provide copies of any evaluations carried out prior to restructuring, and details of the structural change; the objective of restructuring; staff increases or reductions as a result; and all costs associated with the change including costs of redundancy.

**No restructuring occurred in 2019/20 or in the previous four financial years.**

2. Was any work conducted around mergers with other agencies in the 2019/20 year? If so, for each such project, what agencies were being considered for mergers?

**We have not conducted work relating to mergers with other agencies.**

3. Was any rebranding undertaken in the 2019/20 financial year? If so, what did the rebranding involve, how much was spent on rebranding, why was it undertaken, and was it carried out internally or externally? What rebranding was carried out in each of the previous four financial years?

**None.**

4. Are any inquiries or investigations currently being undertaken into performance by any external agency? If so, please provide the following details:

- The body conducting the inquiry/investigation
- The reason for the inquiry/investigation
- The expected completion date

**There are no inquiries or investigations currently being undertaken into the performance of the BSA by an external agency.**

5. How many reviews, working groups, inquiries or similar does the department operate or participate in? Please list by title.

**None**

6. For each review, working group or inquiry, what is the estimated cost for the next three financial years?

**N/A**

7. For each review, working group or inquiry, what are the key dates and milestones including start dates, regular reporting dates, and end dates?

**N/A**

8. For each review, working group or inquiry how many departmental staff are involved by head count and by FTE?

**N/A**

9. For each review, working group or inquiry what reports, briefings or documents have been produced? Please list by title and date produced.

**N/A**

## **BUDGET INITIATIVES**

***If your entity does not prepare Budget initiatives, please answer N/A to this section***

10. For each new spending initiative introduced over the last three Budgets what evaluation (if any) has been undertaken of its effectiveness during 2019/20 and what were the findings of that initiative? Please provide a copy of the evaluation reports. Where no evaluation has been completed, what provision has been made for an evaluation to occur and what is the timeframe for that evaluation?

**N/A**

## **COST AND SERVICE CHANGES**

11. What new services, functions or outputs have been introduced in the last financial year? Please describe these and estimate their cost.

**The nature and types of services, functions and outputs have not changed in the last financial year.**

12. What services, functions or outputs have been cut, reduced, or had funding reprioritised from in the last financial year? Describe the service or function concerned and estimate the cost saving.

**The services, functions and outputs remained the same in the last financial year.**

13. What programmes or projects, if any, were delayed in the 2019/20 financial year and what was the reason for any delay in delivery or implementation?

**Programmes and projects have been defined as special programmes or projects outside the usual business activities of the Authority. On this basis, none were delayed.**

14. How much funding for specific projects, policies or programmes has been carried forward from the 2019/20 financial year to the current financial year? For each, please provide the following details:

- Name of project, policy or programme
- Amount of funding brought forward
- Amount of funding already spent
- Amount of funding originally budgeted for the project
- Estimation completion date.

**Funding for 2020/21 is for usual business activities. This includes the review of our codebooks, which is anSPE item.**

15. How many projects or contracts that were due to be completed in 2019/20 were shelved, curtailed or pushed into out years? For each, what was the project name, what was the total budgeted cost, what is the actual cost to date, what was its purpose and why it was it not completed in 2019/20?

**No projects or contracts were due to be completed in 2019/20. All activities are usual business activities and funded within budgeted cost lines.**

## **USER CHARGES**

***If your entity does not operate user charges, please answer N/A to this section***

16. What user charges were collected in the last financial year and what was the revenue from each of them? How does this compare to the previous financial year?

**None. The Authority collects levies from broadcasters, which are not user charges.**

## **PROPERTY/CAPITAL WORKS**

17. How much funding was allocated to capital works in the last financial year? How does this figure compare to that allocated and that spent in the previous four financial years?

<b>2019/20</b>	<b>\$0</b>
<b>2018/19</b>	<b>\$0</b>
<b>2017/18</b>	<b>\$0</b>
<b>2016/17</b>	<b>\$0</b>

18. What land, building, and other assets were sold in 2019/20? What processes were undertaken for the disposal of these assets and how much did they sell for? How does that compare to each of the previous four financial years?

**N/A**

19. How much floor space does your department, agency or organisation lease and what is the annual cost per square metre and total cost in each building of those leases? How does this compare with each of the previous four financial years?

**The BSA leases 157 m<sup>2</sup> floor space in one building in Wellington. The current cost and comparison with the previous four financial years is:**

2019/20	157m <sup>2</sup> at \$225m <sup>2</sup> (total annual lease cost is: \$35,484)
2018/19	157m <sup>2</sup> at \$215m <sup>2</sup> (total annual lease cost is: \$33,794)
2017/18	157m <sup>2</sup> at \$215m <sup>2</sup> (total annual lease cost is: \$33,794)
2016/17	157m <sup>2</sup> at \$215m <sup>2</sup> (total annual lease cost is: \$33,794)
2015/16	157m <sup>2</sup> at \$210m <sup>2</sup> (total annual lease cost is: \$32,970)

**There was a CPI-based increase in 2019/20.**

20. Were any of your offices relocated in 2019/20? In each case please provide where did the office move from and to, a breakdown of the cost of relocating, the amount of any saving or increase in rent paid resulting from the move, the floor space of the original and new office, and the reason for the relocation. Please also provide these details for each of the previous four financial years.

**BSA has one office in Wellington. There was no relocation of its office in the past four years.**

21. How much was spent on each renovation, refurbishment or redecoration project in offices or buildings of the department, agency or organisation that cost more than \$5,000 in the 2019/20 financial year? For each, please provide the following details:

- a. A description of the renovation carried out
- b. Location of the project
- c. Name of provider(s) or manufacturer(s)
- d. Type of product or service generally provided by the above
- e. Cost of the project
- f. Completion date
- g. Whether tenders were invited, if so, how many were received
- h. List separately any single item of furniture or fixture worth more than \$2,500 with its cost.

**None**

22. What offices were closed in 2019/20 and how much is the closure of each office expected to cost or save? What offices were closed in each of the previous four financial years?

**None**

23. What offices did your department, agency or organisation open in 2019/20 and how much is the opening of each office expected to cost or save? What offices were opened in each of the previous four financial years?

**None**

24. How many regional offices, other than your department, agency or organisation's head office, reduced their opening hours during the 2019/20 financial year listed by new and former opening hours, date of change, and location?

**N/A**

25. How many vehicles did your department, agency or organisation own during the 2019/20 financial year and to what office are each of these vehicles assigned by vehicle year and vehicle model? How many were owned during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

**None**

26. What was the total amount spent on purchasing vehicles during the 2019/20 financial year and to what office were each of these vehicles assigned by vehicle year and vehicle model? How much was spent during each of the previous four financial years and to what office are each of these vehicles assigned by vehicle year and vehicle model?

**None**

27. Were any labour and/or contractor costs capitalised into capital project costs during the 2019/20 financial year, if so, for each project what is the breakdown by project of labour vs non labour costs?

**None**

**ICT**

28. Does your department, agency or organisation have a policy about the use of personal email accounts (e.g. Gmail accounts) in the workplace; if so, what policies are in place and do those policies include a prohibition on the use of such accounts for official government business? How many breaches of any such policy during the last financial year were reported and how does this compare to each of the previous four financial years?

**Yes. Personal email accounts may not be used by staff for official Government business. Board members may use personal email accounts provided they maintain strong security settings and primary BSA work is conducted through the secure Diligent Boardbooks software. There have been no breaches of policy during the last five financial years.**

29. What IT projects, if any, were shelved or curtailed in the 2019/20 year and how much will have been spent on each project before it is shelved or curtailed?

**None**

30. What IT projects, if any, were completed or under way in the 2019/20 year? For each, please provide the following details:

- Name of project
- Initial estimated budget
- Initial estimated time frame
- Start date
- Completion date or estimated completion date.
- Total cost at completion or estimated total cost at completion.

**None**

31. How much was spent for software licensing fees in the 2019/20 financial year and how does this compare with spending in each of the previous four financial years?

	2019/20	2018/19	2017/18	2016/17	2015/16
<b>Software licensing costs</b>	\$23,699	\$21,555	\$22,961	\$19,543	\$19,997

32. How many websites did your department, agency or organisation run in 2019/20 and for each, what is it called, what is its URL, when was it established, what is its purpose and what is the annual cost of operating it?

**BSA operated two websites during 2019/20, [www.bsa.govt.nz](http://www.bsa.govt.nz) and [www.safeviewing.co.nz](http://www.safeviewing.co.nz)**

**Our primary website is [www.bsa.govt.nz](http://www.bsa.govt.nz). This website was refreshed in May 2019. The previous version of the website was established in 2012 and replaced a pre-existing website (which used the same URL). The website provides general information to the public along with links to relevant information and a decision search function. It is our key interface with the public. Total operating costs in 2019/20 were \$9,631.51 (excl GST).**

**Additionally, in partnership with broadcasters, the BSA operates [www.safeviewing.co.nz](http://www.safeviewing.co.nz) which is an informative website that promotes safe television viewing for children and educates parents on how they can prevent their children seeing unsuitable material using parental locking etc. The annual running costs of the safeviewing website are covered by broadcasters.**

33. How many data security issues were identified in 2019/20 and how many data security issues were there in each of the previous four financial years? If there were breaches, what were they and what are the titles of any reports into them?

**In October 2018, with assistance from CERT NZ, a low level vulnerability was identified on the BSA's old website. The issue was investigated and resolved quickly on the day of identification and there was no evidence of any exploitation of the vulnerability or compromise of the website. That website has since been disestablished (as part of a planned project) and a new website is now operating.**

**We are not aware of in any other issues.**

34. How many laptop computers, tablet computers and hard drives, if any, provided or paid for by your department, agency or organisation have been lost or gone missing in the 2019/20 financial year; and how many of these were returned to or found by the agency or organisation if any? How many were lost or missing and how many subsequently returned or found in each of the previous four financial years?

**None**

## **REPORTS, PLANNING, AND EVALUATION**

35. Please provide a list of all reports that were prepared in 2019/20 relating to:

- baseline update (if applicable)
- value for money
- savings identified

**No baseline or value for money reports were prepared in 2019/20**

36. Please provide copies of the current work plan.

**The current work plan is contained in the 2020 – 2024 Statement of Intent and the 2021 Statement of Performance Expectations.**

37. Please list projects and major policy initiatives progressed in 2019/20.

Projects and major policy initiatives are reported in the 2020 Statement of Performance Expectations and the 2019/20 Annual Report. These include:

- Broadcaster Survey
- Complainants Survey
- Litmus Testing Survey
- Election Programmes Code Review
- Children's Media Use Research (with NZ On Air)
- Publicity Notices Audit

38. Please provide copies of any reports made to the Minister in 2019/20 about performance against the agency or organisation's Statement of Intent, Statement of Corporate Intent, Statement of Performance Expectations or Output Plan.

**The Annual Report for the period ending 30 June 2020 reports on the BSA's performance against its accountability documents, and was provided to the Minister.**

**Quarterly reports were provided in July and October 2019, January and April 2020.**

39. How many evaluations of policies or programmes were completed in 2019/20? Please provide details of who carried out the evaluation, the cost of the evaluation, the date completed, and its main findings.

**No formal evaluations of policies or programmes were undertaken in 2019/20, other than those set out in the 2020-2024 Statement of Intent (SOI) and 2020 Statement of**

**Performance Expectations (SPE). These evaluations included surveys of complainants and broadcasters, public awareness survey, and litmus testing of BSA decisions. These are reported on in the 2019/20 Annual Report.**

40. What reviews of capability were started or completed in 2019/20? What aspects of capability were or are being reviewed? Who undertook or is undertaking these reviews and when were or will these be completed?

**None**

41. Please provide details of all monitoring, evaluation and auditing of programmes or initiatives undertaken or commissioned by your department, agency or organisation in the 2019/20 financial year (including details of all performance measures, targets and benchmarks and whether programmes contributed to desired outcomes in an efficient and effective manner).

**Monitoring and evaluation initiatives (including surveys and litmus testing of BSA decisions) are detailed in the SPE and SOI and reported in the 2019/20 Annual Report.**

## **GIFTS AND EXTERNAL RELATIONSHIPS**

42. What policies were in place in 2019/20 on accepting corporate gifts or hospitality? How did this compare to the previous financial year? Please list all corporate gifts or hospitality accepted by staff in the 2019/20 financial year with the following details:

- Gift or hospitality accepted
- Position of staff member who accepted
- Estimated value
- Date received
- Name of the organisation or individual who paid for/gave the gift or hospitality.

The Policy and Operations Manual contains the following policy:

### ***Gifts and koha***

*7.3.1 A gift is something that is given as a token of recognition of something provided by the recipient.*

*7.3.2 Gifts can be something tangible but can also be in the form of a service, eg, privileged access to goods and services.*

*7.3.3 The key principles associated with providing or receiving gifts are:*

- *the value or nature of the gift must be appropriate and not excessive to the occasion or the reason for it being given*
- *the gift is not given in explicit or implicit expectation of a favour in return*
- *the gift is not to be given in substitution for legitimate payment or remuneration.*

*7.3.4 Members and staff should not accept any gift of any value if the gift could be seen by others as either an inducement or reward which might place the member or staff member under an obligation, or be seen as a personal benefit.*



- 7.3.5 *The CE should decline gifts or benefits from a third party that places them under any obligation or influence, both real and perceived.*
- 7.3.6 *Any gifts or benefits that are declined should be disclosed in the gifts register.*
- 7.3.7 *Members and staff may keep a gift if it would not compromise integrity or call into question the motivation of the recipient. The following guidelines ought to be followed:*
- *if valued at \$50 or less, a gift may be accepted*
  - *if valued at more than \$50 it must be discussed with the Chair in the case of members, and with the Chief Executive, in the case of staff, who will determine the appropriate response.*
- 7.3.8 *All gifts over the value of \$10 will be recorded in the gift register by a member of the administration staff and the register will record what was done with the gift or benefit and in the case of the CE, the rationale for acceptance will be recorded.*
- 7.3.9 *All gifts and benefits with a value greater than \$50 that are accepted by the CE must be disclosed through the annual CE expense disclosure process. The CE may choose to share the gifts under \$50 with staff or donate it to charity. The CE's gifts, travel, hospitality and expenses must be reviewed by the Chair.*
- 7.3.10 *Any ceremonial gifts presented to the CE, are expected to remain the property of the BSA, rather than the CE.*
- 7.3.11 *Gifts may be provided by the BSA to external or internal bodies or individuals to recognise the contribution made. Any gift that is provided should be moderate with conservative expenditure and a justified business purpose.*
- 7.3.12 *Koha is usually limited to a maximum value of \$100 and approved in advance by the Chief Executive or the Chair.*
- 7.3.13 *Koha is a gift, token or a contribution given on appropriate occasions. Giving koha is not a transaction in the usual sense, ie there is often no written acknowledgement of receipt. The principles associated with koha include:*
- *ensuring a justified business purpose*
  - *that it reflects the occasion*
  - *there is no confusion with other payment that the BSA makes to an organisation*
  - *that it be approved in advance and authorised by the Chief Executive or Chair.*

The policy was updated in August 2018 to reflect the SSC Model Standards. No gifts or hospitality were accepted by staff in 2019/20.

43. What policies were in place in 2019/20 on the organisation giving gifts to external organisations or individuals? How did this compare to the previous financial year? Please list all gifts given to external organisations or individuals in the 2019/20 financial year. For each, please provide the following details:

- Gift given
- Name of external organisation or individual
- Reason given
- Estimated value
- Date given.

**No gifts were given to external organisations or individuals in the 2019/20 financial year.**

44. What policies were in place in 2019/20 on giving gifts to staff? How did this compare to the previous financial year? Please list all gifts given to staff exceeding \$100 in value in the 2019/20 financial year. For each, please provide the following details:

- Gift given
- Position of staff member
- Reason given
- Estimated value
- Date given.

**No gifts exceeding \$100 were given to staff in 2019/2020. The policy follows:**

7.3.14 *A gift is something that is given as a token of recognition of something provided by the recipient.*

7.3.15 *Gifts can be something tangible but can also be in the form of a service, eg, privileged access to goods and services.*

7.3.16 *The key principles associated with providing or receiving gifts are:*

- *the value or nature of the gift must be appropriate and not excessive to the occasion or the reason for it being given*
- *the gift is not given in explicit or implicit expectation of a favour in return*
- *the gift is not to be given in substitution for legitimate payment or remuneration.*

7.3.17 *Members and staff should not accept any gift of any value if the gift could be seen by others as either an inducement or reward which might place the member or staff member under an obligation, or be seen as a personal benefit.*

7.3.18 *The CE should decline gifts or benefits from a third party that places them under any obligation or influence, both real and perceived.*

7.3.19 *Any gifts or benefits that are declined should be disclosed in the gifts register.*

7.3.20 *Members and staff may keep a gift if it would not compromise integrity or call into question the motivation of the recipient. The following guidelines ought to be followed:*

- *if valued at \$50 or less, a gift may be accepted*
- *if valued at more than \$50 it must be discussed with the Chair in the case of members, and with the Chief Executive, in the case of staff, who will determine the appropriate response.*

7.3.21 *All gifts over the value of \$10 will be recorded in the gift register by a member of the administration staff and the register will record what was done with the gift or benefit and in the case of the CE, the rationale for acceptance will be recorded.*

7.3.22 *All gifts and benefits with a value greater than \$50 that are accepted by the CE must be disclosed through the annual CE expense disclosure process. The CE may choose to share the gifts under \$50 with staff or donate it to charity. The CE's gifts, travel, hospitality and expenses must be reviewed by the Chair.*

7.3.23 *Any ceremonial gifts presented to the CE, are expected to remain the property of the BSA, rather than the CE.*

7.3.24 Gifts may be provided by the BSA to external or internal bodies or individuals to recognise the contribution made. Any gift that is provided should be moderate with conservative expenditure and a justified business purpose.

7.3.25 Koha is usually limited to a maximum value of \$100 and approved in advance by the Chief Executive or the Chair.

7.3.26 Koha is a gift, token or a contribution given on appropriate occasions. Giving koha is not a transaction in the usual sense, ie there is often no written acknowledgement of receipt. The principles associated with koha include:

- ensuring a justified business purpose
- that it reflects the occasion
- there is no confusion with other payment that the BSA makes to an organisation
- that it be approved in advance and authorised by the Chief Executive or Chair.

45. What potential conflicts of interest were identified regarding the board, management or senior staff in 2019/20? For each, please provide the following details:

- Conflict identified.
- Whether or not any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in the last three financial years.
- Value of any contract, policy, consent or other consideration has been entered into with any entity identified in any conflict in each of the previous three financial years.
- Steps taken to mitigate any possible conflict in granting any contract, policy, consent or other consideration which has been entered into with any entity identified in any conflict in each of the previous three financial years.

**Attached as a separate document (Register of Interests) is a table with details of all conflicts of interest declared and on our conflicts register for the relevant period.**

46. What non-government organisations, associations, or bodies, if any, was your department, agency or organisation a paid member of in 2019/20? For each, what was the cost for each of its memberships? How does this compare to each of the previous four financial years?

Name	2015/16	2016/17	2017/18	2018/19	2019/20
SPADA NZ (2 memberships)	\$175ea	\$175ea	\$175ea	\$175ea	\$175ea

## INVOICES AND PROCUREMENT

47. How many penalties for late payment of an invoice were incurred in the 2019/20 year and what was the total cost of that. How does this compare to each of the previous four financial years?

**There were no penalties for late payment in 2019/20 or any of the 4 previous years.**

48. How many and what proportion of invoices and bills received in the 2019/20 financial year were not paid on time, and how does this compare to each of the previous four financial years?

**All invoices were paid on time in 2018/19 and the 4 previous years.**

## ADVERTISING, POLLING, AND PUBLIC RELATIONS

49. What polls, surveys or market research did your department, agency or organisation undertake in the last financial year and what were the total estimated costs of this work? Please provide a copy of the polling report(s) and the following details:

- a. Who conducted the work
- b. When the work commenced
- c. When it was completed (or due to be completed)
- d. Estimated total cost

Whether tenders were invited; if so, how many were received.

<i>Project</i>	<i>Contractor</i>	<i>Date to commence and complete</i>	<i>Cost – includes publication where relevant (excl GST)</i>	<i>Tenders</i>
Complainants' Satisfaction Survey 2019/2020 <a href="https://www.bsa.govt.nz/assets/7698bf0e40/20-Complainants-Satisfaction-Survey-Executive-Summary.pdf">https://www.bsa.govt.nz/assets/7698bf0e40/20-Complainants-Satisfaction-Survey-Executive-Summary.pdf</a>	Nielsen	Survey conducted Sept 2019 – May 2020. Final report received and published July 2020	<b>\$14,500</b>	Nil – ongoing benchmarked
2020 Litmus testing of BSA decisions <a href="https://www.bsa.govt.nz/assets/227bef6a55/20-BSA-Litmus-Report.pdf">https://www.bsa.govt.nz/assets/227bef6a55/20-BSA-Litmus-Report.pdf</a>	Colmar Brunton	Litmus testing main fieldwork completed April 2020. Final report published July 2020	<b>\$40,450</b>	Nil – tendered last year

<b>Project</b>	<b>Contractor</b>	<b>Date to commence and complete</b>	<b>Cost – includes where relevant (excl GST)</b>	<b>Tenders</b>
Broadcasters' Satisfaction Survey 2019/20 <a href="https://www.bsa.govt.nz/assets/36ab18af29/20-Broadcaster-Survey-Report.pdf">https://www.bsa.govt.nz/assets/36ab18af29/20-Broadcaster-Survey-Report.pdf</a>	Nielsen	Survey completed March - May 2020. Final report received and published in July 2020	<b>\$10,400</b>	Nil – ongoing benchmarked (and tendered within prior two years)
Children's Media Usage Research (in collaboration with NZ On Air) <a href="https://www.bsa.govt.nz/research-and-reports/research/all-research/childrens-media-use-research-2020/">https://www.bsa.govt.nz/research-and-reports/research/all-research/childrens-media-use-research-2020/</a>	Colmar Brunton	Survey undertaken in March 2020, report published in July 2020	<b>\$58,753.20</b>  <b>[BSA contribution to total research cost of approx. \$147k shared with NZ On Air]</b>	Yes – 2 tenders received
External Review of Decisions <a href="https://www.bsa.govt.nz/assets/ca58bbcb02/2020709-ACCURACY-DECISIONS-Final-report.pdf">https://www.bsa.govt.nz/assets/ca58bbcb02/2020709-ACCURACY-DECISIONS-Final-report.pdf</a>	Prof John Burrows	Review undertaken in 2020, report published in July 2020	<b>\$5,000</b>	Nil

50. How much was spent on advertising, public relations campaigns or publications in the last financial year? How does this compare to the cost of this in the previous four financial years?

	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
	<b>Costs (exclusive of GST)</b>				
Publications	\$56,504	\$37,671	\$20,717	\$28,289	\$33,721

Public Relations campaigns	\$0	\$0	\$9,316	\$63,946	\$69,850
Advertising	\$11,283	\$2,960	\$2,400	\$3,135	\$8,262

51. For each advertising or public relations campaign or publication conducted or commissioned in the 2019/20 financial year, please provide the following:

- Details of the project including a copy of all communication plans or proposals, any reports prepared for Ministers in relation to the campaign and a breakdown of costs
- Who conducted the project
- Type of product or service generally provided by the above
- Date the work commenced
- Estimated completion date
- Total cost
- Whether the campaign was shown to the Controller and Auditor-General
- Whether tenders were or are to be invited; if so, how many were or will be received.

<b>Project Details</b>	<b>Who Provider /</b>	<b>Type of Product/Service</b>	<b>Date commenced / completed</b>	<b>Total Cost (GST excl)</b>
Yellow/White Pages 2019/20	Yellow Pages Group Ltd	Annual White pages/online listings	Ongoing	\$1,200
Consutation Documents – Election Programmes Code	Audience Design	Design and printing only	Published Oct 2019	\$1,080
Election Programmes Code	Audience Design	Design and printing only	Published March 2020	\$6,615
Annual Report 2019	Drafted internally, design by Audience Design	Design and printing only	Published November 2019	\$9,866
Statement of Performance	Audience Design	Design and printing only	Published July 2020	\$8,400

Expectations 2021				
Children's Media Research Summary Report	Audience Design	Summary document design and printing only	Published July 2020	\$360
Litmus Testing Report Key Findings	Audience Design	One page design and printing only	July 2020	\$740
FTA Classifications PDF	Audience Design		May 2020	\$360
Review of Timebands and Classification on free-to-air television Public Consultation	Porter Novelli  3 tenders were sought in 2017/18 ye	Communications Consultancy to ensure wide reach of consultation and community engagement  <i>Proposal attached at <b>Appendix 2</b></i>	Ongoing	\$69,850  (including design and advertising hard costs of \$12,377)
Advertising Timebands Project	NZME	Radio Advertising	April 2020 – May 2020	\$4,001
Advertising on Maori Radio	Maori Media Network	Radio Advertising	April 2020 – May 2020	\$3,000

52. How many public relations and/or communications staff , contractors/consultants or providers of professional services were employed in the last financial year; what was the total salary budget for these staff and how much were these staff paid broken down by salary band? How does that compare with each of the previous four financial years? Provide a numerical and percentage breakdown of public relations

or communications staff by employment status ie permanent, contractor/consultant, provider of professional service.

See Q51 above, BSA engaged Porter Novelli to provide communications consultancy services to support a public consultation project. The project was initiated in June 2018 and completed in [April 2020](#) . In prior years the BSA contracted a communications consultant for media issues on an as needed basis.

	2015/16	2016/17	2017/18	2018/19	2019/20
Salary	-	-	-	-	-
Fees	-	-	\$9,316	63,946	69,850
Total	-	-	\$9,316	63,946	69,850

53. How much was spent in 2019/20 on merchandise/promotional products (apparel, stationery, pen drives etc) carrying the branding of your department, agency or organisation or its campaigns, policies or marketing? How did this compare to each of the previous four financial years? For each invoice over \$1,000 in 2019/20 please provide the item purchased, the amount purchased, costs and the intended use.

**No merchandise/ promotion products were purchased during this time period.**

54. How many press releases, if any, were released in the 2019/20 financial year? How many were released in each of the previous four financial years?

2015/16	2016/17	2017/18	2018/19	2019/20
17	21	20	14	25

## OFFICIAL INFORMATION AND PRIVACY

***If your entity is not covered by the Official Information Act, please answer N/A to the relevant questions.***

55. In 2019/20, did your department, agency or organisation have an internal group of staff whose primary role was to support the Minister or their Office by processing information requests such as Parliamentary questions, Official Information Act requests, and ministerial correspondence; if so, what is the name of that group, how many staff were in the group, what was the cost of this, and where were they located? What were these numbers for each of the previous four financial years?

**No**



56. What was the number of Official Information Act Requests received, responded to within 20 working days, responded to after 20 working days, transferred, and declined during 2019/20? What were these numbers for each of the previous four financial years?

<b>Year</b>	<b>Number of Requests Responded to by BSA within 20 working days</b>	<b>Number of Requests Transferred</b>	<b>Number of Requests Declined</b>
<b>2019/20</b>	19	0	8 – information either not held or relating to Authority’s judicial functions and therefore not official information under the Act. 1 declined in part as information relating to Authority’s judicial functions
<b>2018/19</b>	23	2	10 – information either not held, publicly available or relating to Authority’s judicial functions and therefore not official information under the Act
<b>2017/18</b>	18	0	0
<b>2016/17</b>	21	0	1 – information not held
<b>2015/16</b>	5	0	3 – information either not held, or relating to Authority’s judicial functions and therefore not official information under the Act

57. What was the average response time for Official Information Act Requests during 2019/20? What was this number for each of the previous four financial years?

<b>Year</b>	<b>Average response time (working days)</b>
<b>2019/20</b>	2
<b>2018/19</b>	2
<b>2017/18</b>	6
<b>2016/17</b>	3
<b>2015/16</b>	9

58. How many complaints were received under the Privacy Act or Official Information Act during 2019/20 broken down by whether each has been upheld, dismissed, or

still under investigation? How does this compare to each of the previous four financial years?

**None**

59. What policies are in place for Official Information requests to be cleared by or viewed by the Minister's office? Have any of these policies changed since the new Government was sworn in?

**None. Each request is assessed individually by senior staff and the response approved by the Chief Executive. The Minister's office may be consulted if a request relates to correspondence with or from the Minister and his/her office.**

60. Does your department, agency or organisation have specific policies or procedures that apply to requests for information from media, bloggers, political parties, or OIAs deemed 'high risk' which differ to those for regular requests; if so, please provide full details of those policies?

**No**

61. What instructions or directions from Ministers or their staff regarding the processing or handling of Official Information Act requests did the agency or organisation receive during 2019/20?

**None**

62. Were any privacy issues identified in the 2019/20 financial year and in the previous four financial years? If so, what were they and what are the titles of any reports into them?

**2019/20 financial year – none.**

**2018/19 financial year – one privacy issue, which occurred in January 2019, was identified. A letter to a complainant incorrectly included the email address of another person who had also complained about the same broadcast. The report into the matter is entitled "Investigation Report – Privacy Breach (email address on letter)".**

## **PERMANENT STAFF/GENERAL STAFFING BREAKDOWNS**

***If the information sought in this section is found in the department, agency or organisation's Annual Report with the same breakdown as requested, your response may refer to this, giving details. However your response MUST be specific and cite the relevant page numbers.***

***If the question is not relevant to your department, agency or organisation (for example if it does not have a policy function or a staffing cap) please answer N/A***

63. How many staff positions in the policy area were left unfilled in the 2019/20 financial year broken down by policy area in total? How did that compare with each

of the previous four financial years? How is the agency or organisation continuing to carry out work in the absence of staff in these positions?

**Nil – we do not have policy staff and have not previously employed such staff. We have one legal manager, and three legal advisors who, with the Chief Executive, undertake any policy work.**

64. How many permanent staff were employed within your department, agency or organisation during the last financial year? How does this compare to each of the previous four financial years? Please breakdown by:

- Role (e.g. policy/admin/operational)
- Classification (full and part-time)
- Office (e.g. geographical location)

Year	Staff numbers	Role
<b>2019/20</b>	5 FTE	CE and 4 legal
	1 FTE	Office Manager
	1 part time	Legal adviser
<b>2018/19</b>	5 FTE	CE and 4 legal
	1 FTE	Office Manager
<b>2017/18</b>	4 FTE	CE and 3 Legal
	1 FTE and 1 PT	Office Manager and Intern
<b>2016/17</b>	4 FTE	CE and 3 Legal
	1 FTE and 1 PT	Office Manager and Intern
<b>2015/16</b>	4 FTE	CE and 3 Legal
	1 FTE and 1 PT	Office Manager and Intern

**All staff, bar one, work from the Wellington office. The remainder works from home. Reception services are contracted from NZ on Air. Financial services were contracted from NZ on Air until May 2018, following which an external financial services firm was engaged.**

Please provide detailed explanations for any fluctuations in staff numbers of plus or minus 10%.

65. Please provide a breakdown by role (e.g. policy/administration/operational) and location of the agency or organisation's staff numbers in 2019/20 and each of the previous four financial years, by age and gender.

CE – Male, 40-50

Legal manager – Female, 50-60

Principal legal adviser (Part-time) – Female, 30-40

1 x Executive Office Manager, female, 30-40

3 x legal advisers – two female, one male, 20-30

66. If your agency or organisation has a cap on the number of Full Time Equivalent (FTE) positions in 2019/20, what was the figure at which it was capped? How many FTEs were employed in 2019/20, and how does this compare to each of the previous four financial years?

**There is no specific cap on FTE positions. FTE details are provided in Q64.**

67. How many of the total staff employed are considered to be frontline staff and how many are considered back office staff (both in nominal terms and as a percentage of total staff) and how does that number compare to the number of frontline and back office staff in each of the past four financial years?

	2015/16	2016/17	2017/18	2018/19	2019/20
Frontline/back office staff in nominal terms and as a percentage of total staff	100% [6/6]	100% [6/6]	100% [6/6]	100% [6/6]	100% [6/6]

**The BSA defines frontline staff as staff who have contact with the public and broadcasters from time to time, and who support the board in its interface with the public in its quasi-judicial role. The effect is that all staff, including the CE and administration staff, who may from time to time deal with the public, broadcasters and stakeholders are front line staff.**

## **CONSULTANTS, CONTRACTORS/TEMPORARY CONTRACTS, PROVIDERS OF PROFESSIONAL SERVICES**

68. How many contractors, consultants, including those providing professional services, were engaged or employed in 2019/20 and what was the estimated total cost? How did this compare to each of the previous four financial years, both in terms of the number engaged and the total cost? For each consultant or contractor that has been engaged in the previous four financial years please provide the following details:

- Name of consultant or contractor
- Type of service generally provided by the consultant or contractor
- Details of the specific consultancy or contract
- Budgeted and/or actual cost
- Maximum hourly and daily rates charged
- Date of the contract

- Date the work commenced
- Completion date
- Whether tenders were invited; if so, how many were received
- Whether there are proposals for further or following work from the original consultancy; if so, the details of this work?

	2015/16	2016/17	2017/18	2018/19	2019/20
Total number of external consultants or contractors	13	20	21	28	21
Total number of external consultants or contractors paid over \$5,000	7	13	12	18	13
Estimated total cost	\$231,211	\$267,700	\$229,883	\$423,582	\$409,300

69. Were any contracts awarded in the last financial year which were valued at \$1 million or more? If so, please list by name of company contracted and total value of contract. How did this compare with each of the previous four financial years?

**Nil in the last financial year and the preceding four financial years.**

70. What is the policy of your department, agency or organisation on the use of consultants, contractors or people providing professional services as opposed to regular employees? Has this policy changed in the last financial year, if so, why and how?

**The BSA engages consultants or contractors where there is a temporary or short term requirement for skills not available within the agency's staff and/or where it is cost beneficial to contract for these skills as and when required. This policy has not changed in the last financial year.**

71. How many consultants, contractors or people providing professional services contracted in 2019/20 were previously employed permanently within your department, agency or organisation during the previous two financial years broken down by whether they had received a redundancy payment, severance or other termination package or not? How many contractors hired in each of the previous four financial years had previously been permanent employees in the agency or organisation in the previous two financial years?

**None**

72. Were any consultants, contractors or agencies contracted to provide communications, media or public relations advice or services in the 2019/20 financial year; if so, with whom did they contract, what was the specific purpose or project, for what length of time and at what total actual or estimated cost? How does this compare to each of the previous four financial years?

	Name	Purpose/project	Length of time	Actual cost
<b>2019/20</b>	Porter Novelli	Public Consultation	22 months	\$69,850
<b>2018/19</b>	Porter Novelli	Public Consultation	Ongoing	\$63,946
<b>2017/18</b>	Porter Novelli	Public Consultation	June – September 2018	\$9,316
<b>2016/17</b>	N/A	N/A	N/A	\$0
<b>2015/16</b>	N/A	N/A	N/A	\$0

73. How many temporary staff were contracted by your department, agency or organisation in the 2019/20 financial year, listed by purpose of contract, name of company or individual contracted, duration of temporary staff's service, hourly rate of payment and total cost of contract?

**None**

74. How many staff were hired on each of the following contract lengths: three-month or less, three-to-six month, or six-to-nine month in the 2019/20 financial year? How does this compare to the number hired on each of these contracts in each of the previous four financial years?

Contract length	2015/16	2016/17	2017/18	2018/19	2019/20
Three-month or less	0	0	0	0	0
Three to six month	0	1	0	0	0
Six to nine month	1	0	2	0	0

75. How many staff were employed on a fixed term contract in total in 2019/20? How does this compare to each of previous four financial years?

	2015/16	2016/17	2017/18	2018/2019	2019/2020
Fixed term Contract	2	2	2	3	0

## **COLLECTIVE BARGAINING AND EMPLOYMENT ISSUES**

76. How many staff were hired in the last financial year whose contracts included a 90-day probationary period? Please provide a breakdown by role.

**One, legal adviser**

77. Please provide a summary of any collective employment agreement negotiations completed in the 2019/20 financial year including the cost of that, and an outline and timeline of negotiations to be conducted in 2020/21?

**None, all staff are individually contracted.**

78. How many staff were on collective and individual employment agreements respectively in the last financial year? How does this compare with the numbers of staff on collective and individual employment contracts for each of the previous four financial years?

**All staff were on individual employment contracts in the last and previous four financial years.**

79. Were any specific instructions, directions or advice received in relation to employment agreement matters from the Public Service Commission or responsible Minister in the 2019/20 financial year? If so, please provide details.

**The Public Service Commission provided advice in relation to salary increases for staff in the wake of the pandemic. As an independent Crown entity, we are asked to have regard to this guidance. We did.**

## **LEAVE AND EAP**

80. How many days of annual leave did employees have accrued on average during 2019/20? How does this compare to each of the previous four years? What strategies are used to encourage employees to reduce annual leave balances?

	<b>2019/20</b>	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>
<b>Average number of days leave accrued</b>	13.9	7.7	17.8	11.7	9.35

Staff leave balances are managed with management oversight, including encouraging staff to take leave to support wellness and positive work-life balance. In addition, the office is closed for 2-3 weeks over the festive season, and staff are encouraged to take leave at this time. Staff members were encouraged to take leave after the lockdown period, but less opportunity to travel saw annual leave balances remain higher than usual in 2019/20.<sup>81</sup> How many annual leave applications did the agency or organisation cancel or refuse during 2019/20? How does this compare to each of the previous four financial years?

**None in the period 2016-2020. This information has not been recorded for previous years.**

82. How many employees sold their fourth week of annual leave in the 2019/20 financial year? How does this compare to each of the previous financial years since this policy came into effect?

**None in 2019/20 nor in previous financial years.**

83. How many days of sick leave did employees take on average during 2019/20? How does this compare to each of the previous four financial years? What strategies are used to reduce the amount of sick leave employees need to take?

	2015/16	2016/17	2017/18	2018/19	2019/20
Average sick leave taken in days	8.5	3.6	4.9	6.8	6.2

Staff health and wellbeing is supported and this year winter wellness packs were provided to all staff, enclosing sanitiser, Barocca and other wellness items. Flu injections are offered. Staff are encouraged to maintain good work-life balance to promote their resilience against illness and to attend medical appointments during work hours where this required.

**In light of the pandemic extra measures were put in place including working from home when any sign of illness was noted, extra hygiene procedures in place at work, following level advice and social distancing in the office.**

84. How much was spent on EAP or workplace counselling in the 2019/20 financial year and how did that compare to each of the previous four financial years?

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
<b>EAP or workplace counselling</b>	\$410	\$50	\$50	\$150	\$0	\$265

## **SECONDED STAFF**

***If your department, agency or organisation does not second staff to Ministers' offices, please answer N/A to these questions***

85. What was the number and cost of staff seconded to Ministerial offices during 2019/20 and how many of these had their salaries paid by the department, agency or organisation rather than Ministerial Services? What were these numbers in each of the previous four financial years? For each staff member seconded, please provide the following details:



- How long they were seconded for (less than 6 months, 6-12 months, 12-24 months or 24 months or more);
- The role they were seconded to;
- The role they were seconded from;
- The reason for the secondment;
- The remuneration they have received over and above the remuneration they are contracted for in the role they have come from.

**N/A**

86. What was the turnover rate of staff seconded to Ministerial offices from the agency or organisation during 2019/20 and what was it for each of the previous four financial years?

**N/A**

87. Has your department, agency or organisation covered any travel or accommodation costs for any staff seconded from one role to another in 2019/20; if so, what was the total cost for each secondment, broken down by type of expenditure? How does this compare to the previous three financial years?

**N/A**

#### **STAFF TURNOVER/TERMINATION OF EMPLOYMENT**

88. What was the staff turnover for 2019/20 and what was the staff turnover for each of the previous four financial years by category? Please provide this information both as a percentage and in numerical terms. Is the turnover rate cause for any concern, if so, what are the major issues and how will these be addressed in 2020/21?

<b>Year</b>	<b>No</b>	<b>Section</b>	<b>Month left</b>	<b>Reason</b>
<b>2019/20</b>	2 (33%)	1 F/T Legal Advisor	May 2020	Pursue new opportunities in policy
		1 F/T Legal Advisor	August 2019	Overseas travel
<b>2018/19</b>	1 (17%)	1P/T Intern	August 2018	Internship term ended
<b>2017/18</b>	3 (50%)	1 F/T Legal Advisor	August 2017	Overseas Travel
		1 F/T Administrator	August 2017	To have a baby
		1 P/T Intern	November 2017	Internship term ended
<b>2016/17</b>	2	1 F/T Administrator	September 2016	Pursue new opportunities in

	(33%)			communications/PR career
		1 P/T Intern	June 2017	Internship term ended
<b>2015/16</b>	2 (33%)	1 CE 1 F/T Legal Advisor	April 2015 June 2015	Pursue new opportunities Overseas Travel

89. What was the average length of service in your department, agency or organisation in the 2019/20 financial year and each of the previous four financial years? Please also provide this information broken down by age and gender.

	2019/20	2018/19	2017/18	2016/17	2015/16
Length of service	3.76 years	2.81 years	2.6 years	2.29 years	2.2 years

Intern positions are for 3 - 9 months and have been excluded from the above calculation. Prior to August 2017, all staff were female for the reporting period. In the 2019/20 year, one male staff member was employed. All staff, except the CE and Legal Manager, are under 40.

90. How many staff resigned during 2019/20, what were the reasons provided, and what are the possible implications for the agency or organisation? Please also provide the number broken down by age and gender.

Position	Reason	Age	Gender
Chief Executive	Promotion in other agency	40-50	Female
Legal Adviser	Travel overseas	20-30	Female
Legal Adviser	Promotion in another agency	20-30	Male

**Given the small size of our agency, turnover always has an impact. However, we recruited quickly to fill the positions.**

91. How many people received and how much was spent in total on redundancy payments, severance or other termination packages by the agency or organisation in the 2019/20 financial year? How does that compare to the number and amount spent in each of the previous four financial years?

**None**

92. How much, in \$10,000 bands, of all individual total amounts, was paid out in redundancy, severance or other termination packages in the 2019/20 financial year? How does this compare to the individual total amounts paid out in redundancy, severance or other termination packages in each of the previous four financial years?

None

## SALARIES AND BONUSES

93. How much was spent on performance bonuses, incentive payments or additional leave in 2019/20 and each of the previous four financial years? Please provide a breakdown of the number of bonuses received during 2019/20 in \$5,000 bands. What were the specific criteria for such performance payments? Has there been any changes to the criteria since October 2017; if so, what specific changes and why?

	2019-20	2018/19	2017/18	2016/17	2015/16
Number	0	3	1	3	2
Total	N/A	\$6,400	\$1,500	\$2,500	\$1,750
		Excludes CE as this is dealt with by SSC	Excludes CE as this is dealt with by SSC		Excludes CE as this is dealt with by SSC

Discretionary performance bonuses were granted as a reward for particular performance, usually related to a one off-matter. In 2017/18 the BSA determined that discretionary bonus payments are for exceptional performance only, and may be phased out in the future.

94. In \$10,000 bands, what are the salary levels of all staff, and how does this compare with the salary levels for each of the previous four financial years? Please also provide this information by age and gender.

	2015/16	2016/17	2017/18	2018/19	2019/2020
\$1-\$19,999					
\$20,000-\$29,999					
\$30,000-\$39,999					
\$40,000-\$49,999	1				
\$50,000-\$59,999	1	1	1	1	1 (F)
\$60,000-\$69,999	1	2	2	2	3 (Fx2 M)
\$70,000-\$79,999				1	
\$80,000-\$89,999					
\$90,000-\$99,999	1	1			
\$100,000-\$109,999					
\$110,000-\$119,999			1	1 (part year)	1 (F)
\$120,000-\$129,999				1 (part year)	
\$130,000-\$139,999	1				1 (F)
\$140,000-\$149,999		1			
\$150,000-\$159,999					
\$160,000-\$169,999					
\$170,000 - \$179,999			1		
\$180,000 - \$189,000					
\$190,000 - \$199,000				1	
					1 (M)

Prior to 2017/18 in the reporting period all 6 staff were female (we now have two male staff members). All staff except the current CE and Legal Manager (aged 40-50 and 50-60 respectively) are under 40. The range in salary over the five financial years is the result of certain senior staff leaving before the end of their full remuneration year. This has resulted in that individual receiving less than their contracted annual salary.

**Note: We have included gender in brackets in the chart.**

## TRAINING, TRAVEL AND OTHER EXPENSES

95. How much was spent on catering in the 2019/20 financial year? What policies were in place for the use of catering and were there any changes to these?

A total catering cost of \$1,953 was incurred in 2019/20 and was restricted to provision of lunch at each of the monthly board meetings held in person, 7 for this financial year. General principles of appropriate, cost effective, modest and reasonable use of funds apply.

96. How much was spent on domestic travel in the 2019/20 financial year and how does this compare to each of the previous four financial years? Provide a breakdown of spending on airfares, taxis/UBER and rental cars. Please provide a list of the positions of the top twenty spenders on domestic travel for 2019/20 including the amount spent.

	Domestic Travel (not incl meals)
2019/20	\$24,027
2018/19	\$26,466
2017/18	\$27,665
2016/17	\$25,437
2015/16	\$24,288

2019/20 Position	Total Air Travel	Total taxi/other (incl meals)
Chair	\$608	\$112
Board Member	\$1,575	\$1,646
Board member	\$3,277	\$2,749
Board member	\$3,530	\$982
Chief Executive	\$3,960	\$1,931
Legal Manager	\$444	\$858
Legal Manager	\$403	\$265

<b>2019/20 Position</b>	<b>Total Air Travel</b>	<b>Total taxi/other (incl meals)</b>
Legal Advisor 1	-	\$134
Legal Advisor 2	\$786	\$254
Legal Advisor 3	-	-
Executive Office Manager	\$187	\$326

97 What domestic airlines are used by staff and why? Provide a breakdown of spending on each airline used in 2019/20 financial year and how does this compare to each of the previous four financial years?

**BSA uses Air New Zealand through the All of Government contract. Air travel costs on Air New Zealand are summarised in Q96 above.**

98. How much was spent on international travel in the 2019/20 financial year, how does this compare to each of the previous four financial years, and what proportion of operating expenditure does this represent? Please provide a list of the positions of all spenders on international travel for 2019/20, including the amount spent (broken down by travel, accommodation and other expenditure), locations travelled, reason visited and outcomes achieved. For any items of other expenditure greater than \$15,000 please provide details of what this was.

**No international travel for 2019/20 FY.**

	Position	Travel total	Purpose	Airfares	Meals, taxi and accommodation	Misc
2019/20	-	-	-	-	-	-
2018/19	Chief Executive	\$1,262	Speaking at IIC conference and stakeholder meetings	\$589	\$673	\$0
2017/18	-	-	-	-	-	-
2016/17	Chief Executive	\$1,545	Sydney ACMA conference & stakeholder meetings	\$549	\$996	\$0
2016/17	Legal Manager	\$1,640	Sydney ACMA conference & stakeholder meetings	\$569	\$1071	\$0
2015/16	Legal Manager	\$1,185	Sydney – APC Conference Stakeholder & sector engagement	\$581	\$604	\$0

99. How many staff have Koru Club memberships paid for by your department, agency or organisation, and how does this compare with each of the previous four financial years? What is the policy regarding entitlement to Koru Club membership?

2019/20	2018/19	2017/18	2016/17	2015/16
1	2	2	1	2

*BSA Koru Club policy:*

*7.3.27 Membership of the Air New Zealand Koru Club is offered to board members and senior staff approved by the Chief Executive. The Chief Executive's membership will be approved by the Chair.*

100. How many staff had the use of vehicles paid for by your department, agency or organisation in 2019/20; what are the estimated costs; how do these numbers compare to each of the previous four financial years?

**None**

101. How much was spent on internal conferences and seminars, staff retreats, offsite training, or planning and teambuilding exercises, including travel costs, and what is the purpose of each in 2019/20? How does this compare to each of the previous four financial years? For each year please include:

- a. Purpose
- b. Venue
- c. Cost (including travel and accommodation costs)
- d. Activities undertaken

<b>2019/20</b>	Staff planning day was held at the SPCA. Venue and meal costs were \$795.  The purpose was staff training, team building and planning the year ahead.
<b>2018/19</b>	Staff planning day was held at the SPCA. Venue and meal costs were \$558.  The purpose was staff training, team building and planning the year ahead.
<b>2017/18</b>	Staff planning day was held at the SPCA. Venue and meal costs were \$990.  The purpose was staff training, teambuilding, planning the year ahead and reviewing staff engagement results.
<b>2016/17</b>	Staff planning day was held at a personal residence arranged by CE, free of charge. Modest travel and meal costs were incurred under \$300.  The purpose was staff training, teambuilding, planning the year ahead and reviewing staff engagement results.
<b>2015/16</b>	No internal conferences and seminars were held

102. What are the measures used to evaluate the success or effectiveness for internal conferences or seminars?

**Internal feedback is sought from team members and a report is prepared to use to evaluate against in the following year.**

103. How much was spent on staff training in 2019/20; and what percentage of the vote does the amount represent? How does this compare to each of the previous four financial years?

	<b>2019/20</b>	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>
<b>Staff training costs / % of Appropriation</b>	<b>\$6,163</b>	<b>\$17,477</b>	<b>\$9,563.40</b>	<b>\$10,039</b>	<b>\$7,471</b>
	<b>0.92%</b>	<b>2.8%</b>	<b>1.57%</b>	<b>1.65%</b>	<b>1.2%</b>

104. What specific activities or events were conducted that contributed towards staff morale in the last financial year?

**Staff morning teas, the jar of great things (where staff compliment others), subsidies for fitness events (eg corporate run), functions for departing and arriving staff and board members, team days, te reo lessons, lunch time waiata, and engagement with the Board have all contributed to staff morale.**

105. How much was spent on pay television subscriptions (such as SKY and Netflix) in the last financial year and for how many subscriptions? How much was spent in each of the previous four financial years and how much has been budgeted for the latest financial year?

<b>Sky/Netflix Subscription</b>	<b>2019/20 Budget</b>	<b>2018/19</b>	<b>2017/18</b>	<b>2016/17</b>	<b>2015/16</b>	<b>2014/15</b>
		\$2,390	\$3,278	\$3,062	\$2,825	\$4,435
<b>Number</b>	4	4	4	4	4	8

106. What is the total amount spent, if any, on speakers' fees and/or speaker honorariums for each year of the last five financial years by event, event date, speaker and amount received?

**None**

107. Does your department, agency or organisation pay travel and/or accommodation costs for guest speakers; if so what was the total amount of travel and/or accommodation costs paid over the last five financial years by speaker and event spoken at?

**No**

108. What special units, task forces or reviews have been set up; and what particular issue or issues are they providing advice or analysis on? How many people are in any such units or reviews, and from what other government departments or outside organisations, if any, are they drawn? What is the total cost of this work?

**None**

109. What actions, if any, have been taken to improve the seismic safety of buildings, offices, and workplaces; or the seismic resilience of key infrastructure? What is the total cost of this work?

**A review of our office building was undertaken in 2016 following the Kaikoura earthquake. No work was required.**



110. What actions, if any, have been taken to lower greenhouse gas emissions; and how does the level of greenhouse gas emissions in 2019/20 compare to previous years? What is the total cost of this work?

**We are a small agency with a small footprint. We have no vehicles and air travel is limited. We have not taken specific actions and do not currently have the ability to measure this.**

111. What actions, if any, have been taken to improve the gender pay gap; and how does the gender pay gap in 2019/20 compare to previous years? What is the total cost of this work?

**We have not undertaken any specific work but have regard to the importance of pay parity in the workplace and keep this under review. We conducted a remuneration review in 2016 and in 2019.**

112. What specific work, if any, has the department, agency or organisation undertaken in relation to the 2020 Speech from the Throne? Has this required the employment of additional staff, contractors or consultants; if so, for what purpose? What is the total or budgeted cost for undertaking this work?

**None**

### **Carbon Neutral by 2025**

The Carbon Neutral Government Programme requires public sector agencies to measure and publicly report on their emissions and to offset any they can't cut by 2025:

113. What specific measures does the department, agency or organisation have in place to measure and publicly report on emissions?

**None**

114. How does the department, agency or organisation currently offset emissions, how many have been offset and what has been the cost for each of the last five financial years?

**None**

115. What has been the department, agency or organisation's annual total of emissions for each of the last five financial years?

**This has not been measured previously.**

116. How many vehicles are currently in the department, agency or organisation's vehicle fleet?

- a. What is the total number of electric vehicles in the fleet and how many of these have been purchased in each of the last five financial years?

- b. How many plug in hybrids and pure battery EVs are in the fleet?
- c. What is the total number of vehicles that are able to be converted to electric?
- d. What evaluations of electric vehicles have been undertaken by the department, agency or organisation and what are the identified risks and advantages associated with the use of electric vehicle in the fleet?

**None. We don't have any vehicles.**

117. What are the sources of energy used by the department, agency or organisation and what changes, if any, will be required to achieve carbon neutrality by 2025?

**Electricity.**

118. What issues or problems are envisaged as a result of the Government requirement to implement energy efficiency building rating standards over 5 years?

**We do not own our premises.**

119. What issues or problems are envisaged as a result of the Government requirement that all new property leases must achieve a minimum of four stars?

**N/A**

**COVID-19**

120. What impact, if any, has Covid-19 had on your organisation's property plans or requirements?

**We are a small organisation which requires, and uses, a limited amount of space. Our requirements have not changed as a result of Covid-19.**

121. What effect has COVID-19, and staff working from home, had on the organisation's property requirements?

**As per above.**

122. Has Covid-19 led to change in the organisation's policies re staff working from home or flexible working arrangements? If so, please provide details.

**The BSA has allowed work flexibly in the past, due to our small team and mix of staff. It meant we were well prepared when this meant home-based working for all during the lockdown. Since then, all staff have spent some time working from home as we consider it a wise and prudent approach giving ongoing risks.**

123. Was your organisation prepared for the effects of Covid-19 on the way the organisation went about its core business? What lessons have been learned as a result? Would, in hindsight, your organisation have done anything differently?

**The organisation adapted quickly in response to the Covid-19 pandemic. We had an existing pandemic plan in place in our policies which worked effectively.**

**Working remotely was quickly adapted to by staff. Regular communications were maintained with staff, broadcasters, complainants and key suppliers. In person meetings were moved to video conferencing. Prioritisation of tasks was agreed and core services were largely unaffected. The biggest challenge faced was receiving post from courier companies relating to written formal complaints. However, this did not negatively impact any complainants during this time.**

124. What specific information technology issues did your organisation experience as a result of COVID-19 and how were these addressed? Did your organisation need to purchase additional IT equipment (eg laptops, printers etc) and was your network able to manage with increased demand for remote access (eg some departments had to limit remote access at certain times) and how did this impact on the way the organisation did its job? What was the total cost for Covid-19 related IT expenses and how does this breakdown?

**ICT solutions were in place for remote working. There was no impact to the network speed working remotely due to our small number of staff. We purchased three laptops for those working on desktop solutions pre-covid to enable them to work remotely. There was no impact to the organisation's ICT environment.**

**Two mobiles were purchased for those without them for the office number diversion as we were previously using a physical PABX system. There was no impact to services for the public during this time. Since the pandemic we have moved to a mobile cloud solution for staff which will suit us well for any future events leading to us being out of the office.**

125. What specific effect, if any, did Covid-19 have on your organisation's total FTEs?

**None, despite a big increase in workload.**

126. Were additional staff/contractors employed as a result of Covid-19 – if so:

- a. how many
- b. at what total cost
- c. are these permanent additions to staff; if not, what is the average length of contract
- d. for what specific purpose
- e. were these staff seconded from other organisations – if so specify the total number from each.

**No**

127. Were any of the organisation's staff seconded to work on the All of Government Covid-19 response? If so, how many and in what capacity?

**No**

## **STANDARD PORTFOLIO QUESTIONS FOR VIABLE AGENCIES**

128. What plans, if any, is your entity putting in place in relation to the ongoing rollout of 5G mobile connectivity technology?

**None**

129. What digital algorithms have been in use at your entity in the period since your last Annual Review; if any, please outline what they are used for?

**None**

130. What is your entity's plan over the next twelve months to support the growth of Artificial Intelligence software and programmes?

**None**

131. What is your entity's policy on transportable digital storage devices such as USBs being used on workplace devices?

**The use of USBs in the workplace is limited to USB's issued and overseen by the Executive Office Manager. These are logged in and out of a register for use in BSA work.**

132. How many employees of your entity, by FTE, have been seconded to work with the Digital Economy and Digital Inclusion Ministry Advisory Group in the period since your last annual review?

**None**

133. What has been the cost of the Digital Economy and Digital Inclusion Ministerial Advisory Group for your entity in the period since your last annual review?

**None**

134. Has any planning been made yet at your entity regarding the next stage of UFB/ RBI Rollouts around New Zealand; if so, what work has been done since last year's answers to Annual Review Questions?

**None**

135. What has been the cost of the Digital Audio Broadcasting (DAB) pilot and wider DAB programme for your entity in the period last year's answers to Annual Review Questions since your last annual review?

**None**

136. What is your entity's plan over the next 12 months to support digital preservation work in New Zealand?

**We are working with Archives NZ on an audit of our records.**

137. What is your entity's plan over the next 12 months to support government digital services?

**None**

138. What is your entity's plan over the next 12 months to support the Government Chief Data Steward?

**None**

139. What is your entity's plan over the next 12 months to support the Government Chief Digital Officer?

**None**

139a. What is your entity's plan over the next 12 months to support the now established Digital Council intended to replace the cancelled Chief Technology Officer position?

**None**

140. What is your entity's plan over the next 12 months to employ more New Zealanders from non NZ-European and Maori Backgrounds?

**When we do hire staff, which is infrequent given our small size, we follow the guidelines set out in the Crown Entities Act. This, among other things, requires us to be an equal opportunities employer; impartial in the selection of candidates; and to give recognition of the aims and aspirations of Māori people. When advertising we actively seek applicants from diverse backgrounds and use different channels to reach people.**

141. What is your entity's plan over the next 12 months to support multi-language use in the workplace?

**Te reo lessons for staff members, waiata practice with co-habiting agencies, inducting staff members with a mihi whakatau, participation in Māori language week and Te Tau Rawhiri challenges.**

142. What is your entity's plan over the next 12 months to publish more works in written languages other than English, Maori and Braille?

**We have key documents such as our codebook translated to the top 5 languages in New Zealand. Key decisions which impact non-English speaking communities are translated to the appropriate language.**

143. What is your entity's plan over the next twelve months to support the growth of Artificial Intelligence software and programmes?

**None**

144. What steps, if any, has your entity undertaken in preparation for a third phase of the Ultrafast broadband and Rural Broadband Initiative (UFB/RBI) rollout

**None**

145. What are your entity's plans for the ongoing rollout of 5G technology?

**None**

146. Does your entity have any strategies pre-arranged for a large increase in operational budget, if so, please outline?

**None.**

147. What work plans, resources or strategies have been put in place for your entity in relation to the future appointment of a Government Chief Technology Office, The Digital Council for New Zealand, or any other replacement council style body, review and/or Officer position?

**None**

148. What work has your entity done in relation to the Maori ICT Development fund and the Maori Economic Development Digital Literacy initiatives/ Pathways Awarua programme since it's last appearance before the Select committee?

**None**

149. What new infrastructure worth more than \$50,000 has your entity installed since last year's answers to Annual Review Questions?

**None**

150. What reviews, consultations or other information gathering has your entity undertaken in the last 12 months that has involved the utilisation of ethnic data?

**The BSA's annual survey programme (see details in answer to question 49 above) involves the utilisation of ethnic data. In some cases (eg in Litmus Testing and Children's Media Research) ethnic data is used to the extent that we require demographically representative groups to be surveyed and the supplier reports on the demographic spread. Where relevant, researchers may also be able to identify different views/media usage patterns amongst different ethnic groups (which can help us target consultation, education and engagement work). In the Complainants Survey, we also collect some demographic data (in this case as one way of identifying who is complaining to us, ie what groups are we reaching).**

151. What Government or non-government working groups, reviews or consultations involving a panel of Ministerial or Chief Executive Level appointees has your entity been a part of since your last annual review?

**None**

152. What impact, if any, have the ongoing restrictions in international travel had on your entity since the last Annual Review?

**None**

153. What recruitment activities, if any, is your organisation undertaking to hire staff from diverse backgrounds?

**As per above answer to 140.**

154. What Human Resourcing activities, if any, is your organisation undertaking to retain staff from diverse backgrounds?

**We are a small organisation without a HR function but we are very open and welcoming one. New staff are formally welcomed in the appropriate way and there is an induction process. Staff feedback on how we work together is regularly sought. And as per above we have a range of cultural activities for the staff, team days and training. We actively encourage people to be who they are and to share their experiences.**

155. What steps, if any, is your organisation undertaking to ensure staff from diverse backgrounds have a pathway to leadership opportunities in your entity? **Given we are such a small organisation, we have a very flat structure. Everyone has a voice in our decision making and training is tailored to complement people's development needs. All our staff take on extra responsibility.**

156. What temporary rule changes, regulations or operational practices did your entity undertake due to COVID-19; if any please outline the nature of these with any start and end date, cost and reason?

**There were no temporary rule changes or regulations and no material changes to operational practices (refer answers to questions 123 and 124).**

157. What regular 'named' print or digital publications or content does your entity disseminate, if any, by name, cost and numbers published in the past 3 years?

We send a regular newsletter, BSA Panui, which is created in house and has no extra cost associated with it.

158. What media subscriptions, if any, does your entity subscribe to, if any, by name, cost, and, if print, number of copies or if digital, the percentage of staff it is expected to cover?

**The TV guide – 1 copy, weekly – all staff have access to this. Cost is 117.50 for 1 year subscription.**

## **BROADCASTING STANDARDS AUTHORITY**

159. What resources have been ring-fenced to support the future appointment of a Government Chief Technology Office, replacement council style body such as the recently established Digital Council of New Zealand, and/or Officer position?

**None**

160. What regulatory changes, if any did the Broadcasting Standards Authority undertake since the last Annual Review?

**None**