

John Luke
fyi-request-25352-caa7fedd@requests.fyi.org.nz



14 February 2024

Dear John Luke

OIA 23-24-30: New Minister

Thank you for your email of 9 January to New Zealand Trade and Enterprise (NZTE), making a request under the Official Information Act 1982 (the Act). You requested the following information:

- o The date, time and location of your initial meeting with the new Minister for your department; (NZTE)*
- o A list of attendees at this meeting*
- o The cost of any flights and accommodation for staff who reside outside of wellington to attend this meeting*
- o Any documentation provided at the meeting*
- o All notes (including handwritten notes) taken at the meeting by department staff;*
- o A copy of any emails sent by department attendees or all staff communications regarding the meeting with the new Minister.*

Answers to your questions are as follows

- Two ministers of the crown share responsibility for NZTE's performance. The ministers responsible for NZTE are the Minister for Trade, Todd McClay, and the Minister for Economic Development, Melissa Lee.

The NZTE meeting with Minister for Trade was held at 4pm 28 November 2023 in his office.

The NZTE meeting with Minister for Economic Development was held at 5pm 28 November 2023 in her office.

- Attendees at the NZTE Meeting with Minister for Trade: Minister for Trade, NZTE Board Member, NZTE Chief Executive, NZTE General Manager Strategy, Performance and Partners, NZTE General Manager People and Korako, NZTE Private Secretaries

- Attendees at the NZTE Meeting with Minister for Economic Development: Minister for Economic Development, NZTE Board Member, NZTE Chief Executive, NZTE General Manager Strategy, Performance and Partners, NZTE General Manager People and Korako, Ministerial Advisor to Minister for Economic Development, NZTE Private Secretaries

- The NZTE board member who attended resides outside Wellington. In relation to these meetings, NZTE covered one night's accommodation totalling \$284. NZTE also paid for taxi transportation costs totalling \$237.80 which covered all taxi rides to and from airport in both Hamilton and Wellington. We note that while in Wellington she also undertook a variety of other engagements across her board directorship responsibilities and some travel costs were shared.

- NZTE's Briefing for the Incoming Minister was the only piece of documentation provided at the NZTE Meeting with Ministers. Please refer to NZTE's Publications and Media Releases Page for the NZTE Briefing for the Incoming Minister for November 2023. A link to the page can be found here: <https://www.nzte.govt.nz/page/government-publications-media>
- NZTE is withholding all notes taken by departmental staff at the meetings under section 9(2)(g)(i) of the Official Information Act, to protect the free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any public service agency or organisation in the course of their duty and Section 9(2)(f)(i), to maintain the current constitutional conventions protecting confidentiality of communications with the Sovereign and collective and individual ministerial responsibility.
- NZTE is withholding all emails sent by department attendees and staff communications under section 9(2)(g)(i) of the Official Information Act, to protect the free and frank expression of opinions by or between or to Ministers of the Crown or members of an organisation or officers and employees of any public service agency or organisation in the course of their duty, Section 9(2)(f)(i), to maintain the current constitutional conventions protecting confidentiality of communications with the Sovereign and collective and individual ministerial responsibility and Section 18(f) due to the substantial amount of work that would be required to research and collate the information you have requested (emails between officials pre and post meeting).

You have the right under section 28(3) of the Act to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at: www.ombudsman.parliament.govt.nz or freephone: 0800 802 602.

Yours sincerely



Melissa Trochon
Director – Board & Ministerial