

Hon Grant Robertson

MP for Wellington Central
Deputy Prime Minister
Minister of Finance
Minister for Infrastructure
Minister for Sport and Recreation
Minister for Racing



10 MAR 2021

John Luke
fyi-request-14476-f9a3fa64@requests.fyi.org.nz

Dear John

Thank you for your Official Information Act request, received on 18 January 2021. You requested:

I would like to understand the current member of Nominating Committee for the Guardians of New Zealand Superannuation (Nominating Committee) and can you please provide me with the meeting minutes of their meeting from past 2 years, been 2020 and 2019.

Also, I understand "Board member fees for the Nominating Committee are based on a daily rate of \$600." May I ask how much they have been paid in the past 2 years, been 2020 and 2019 and any expense in the past 2 years (2019 and 2020) they have claim for each members.

I note that the time to make a decision on your request was extended by 20 working days to 9 March 2021.

Information being released

Please find enclosed the following documents:

Item	Date	Document Description	Decision
1.	18 February 2020	[Email] Fwd: Invoices – The Treasury	Release in part
2.	12 February 2021	[Email] NomCom invoices	Release in part
3.	12 February 2021	[Email] NomCom 2020 invoices	Release in part
4.	12 February 2021	[Email] Re: NomCom 2020 invoices	Release in part
5.	12 February 2021	[Email] NomCom – meeting notes	Release in part

I have decided to release the relevant parts of the documents listed above, subject to information being withheld under the following section of the Official Information Act:

- personal contact details, under section 9(2)(a) – to protect the privacy of natural persons, including that of deceased natural persons.

In making my decision, I have considered the public interest considerations in section 9(1) of the Official Information Act.

In the attached information, you will find several invoices that cover Board member fees and expenses for the past two years (2019–2020). The cumulative total for the period amounts to \$72,235.90.

A breakdown of this total amount comprises \$36,582.78 spent on Board member fees, \$1,153.12 spent on expenses, and an additional \$34,500.00 paid to the company Caldwell for search services.

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

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Grant Robertson', with a stylized flourish at the end.

Hon Grant Robertson
Minister of Finance

OIA 20210029

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From: s9(2)(a)
To: Simon.W.Rutene [TSX]
Subject: Fwd: Invoices - The Treasury
Date: Tuesday, 18 February 2020 4:52:30 pm
Attachments:

Kia Ora Simon

Please attached the two Caldwell invoices, amended and now addressed to Treasury.

I trust these are now in order for payment but please let me know if anything further is needed.

Kind regards

Mel

s9(2)(a)

Begin forwarded message:

From: s9(2)(a)
Subject: Invoices - The Treasury
Date: 18 February 2020 at 4:39:44 PM NZDT
To: Mel Hewitson s9(2)(a)
Cc: Nick Scarlett s9(2)(a)

Hi Mel

Further to your conversation this afternoon with Nick, I attached amended invoices.

Please don't hesitate to contact me if I can assist further.

Kind regards

Wendy

s9(2)(a)

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OFFICIAL INFORMATION ACT



The Treasury
Mel Hewitson
s9(2)(a)

Invoice Number : 15783
Invoice Date : 14 Jan 2020

Terms: Upon Receipt

TAX INVOICE

	Amount
Professional Services (Cost code 1-101120-403-278)	
Initial Retainer	15,000.00
SUBTOTAL:	NZD\$ 15,000.00
Total GST 15%	2,250.00
TOTAL AMOUNT DUE:	NZD\$ 17,250.00

Wire Remittance:

s9(2)(a)

Account: s9(2)(a)

Swift Code s9(2)(a)

GST: s9(2)(a)

Caldwell Partners
Level 34 Vero Centre – 48 Shortland Street – Auckland
PO Box 417 – Shortland Street – Auckland 1140



The Treasury
Mel Hewitson
s9(2)(a)

Invoice Number : 15784
Invoice Date : 31 Jan 2020

Terms: Upon Receipt

TAX INVOICE

	Amount
Professional Services (Cost code 1-101120-403-278)	
Stage II as agreed	15,000.00
SUBTOTAL:	NZD\$ 15,000.00
Total GST 15%	2,250.00
TOTAL AMOUNT DUE:	NZD\$ 17,250.00

Wire Remittance:

s9(2)(a)

Account: s9(2)(a)

Swift Code: s9(2)(a)

GST: s9(2)(a)

Caldwell Partners
Level 34 Vero Centre – 48 Shortland Street – Auckland
PO Box 417 – Shortland Street – Auckland 1140

From: s9(2)(a)
To: [Simon Wi Rutene \[TSY\]](#)
Subject: NomCom invoices
Date: Friday, 12 February 2021 7:45:30 am
Attachments:

Mōrena Simon

Attached are invoices submitted for the 2 2019 processes to replace s9(2)(a) and the term extensions.

Ngā mihi

Mel

s9(2)(a)

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Mark Butcher

s9(2)(a)

INVOICE

The Treasury
1 The Terrace
PO Box 3274
Wellington
New Zealand

Attention: Carla Wellington

Date: 16 June 2019

Nominating Committee for Guardians of New Zealand Superannuation – Fees

Person ordering the service: Carla Wellington
RC Number: RC31

Description	Total
15 March 2019 - Interviews with Chair and Guardians – full day	\$600
Preparation time and teleconference calls with Committee and s9(2)(a) (4 hours)	\$400
	\$1,000

Signed

s9(2)(a)

Mark Butcher

Please remit Payment to:

s9(2)(a)

Mel Hewitson

s9(2)(a)

TAX INVOICE

GST NO: s9(2)(a)

Ref: NomCom06

20 July 2019

The Treasury
PO Box 3724
Wellington 6140
treasuryinvoices@cass.govt.nz

RE: NOMINATING COMMITTEE FOR GUARDIANS OF NZ SUPERANNUATION FUND
PAYMENT FOR SERVICES

Services provided for 2019 Guardians Appointment Process
Treasury contact: Carla Wellington
RC Number: RC31

27 hours @ \$133.33 per hour \$3,599.91
(refer attached timesheet for detail)

GST \$00.00
SUB TOTAL \$3,599.91

Expense reimbursement: Refer receipts \$34.73

TOTAL NOW DUE \$3,634.64

Account for payment: s9(2)(a)

With thanks for prompt payment

All redactions on this page made under s9(2)(a) unless indicated otherwise.

Nominating Committee - 2019 Process Timesheet - Mel Hewitson

Date	Detail	Hours
10/02/19	Email MoF Letter to [redacted] with process discussion, dates	0.3
11/02/19	Email responses, Email [redacted] with proposed meeting details	0.5
12/02/19	Confirm meeting date with [redacted], venue	0.25
13/02/19	Phonocall with [redacted]	0.25
14/02/19	Emails [redacted]	0.25
14/03/19	Meeting prep	2
15/03/19	NC meeting, all day	6
16/03/19	Draft recommendation letter,	5
18/03/19	Phonocalls with [redacted] email to MoF office	1
21/03/19	Email to [redacted]	0.25
23/03/19	Letter review following further input, circ to [redacted]	2
27/03/19	Letter review following feedback from [redacted] Email to [redacted]	1
29/03/19	Various emails re delaying until after [redacted]	0.5
1/04/19	Email to [redacted]	0.1
14/04/19	Email re [redacted]	0.1
15/04/19	Phonocalls with [redacted]	0.5
20/04/19	Email to [redacted]	0.25
23/04/19	Emails to [redacted]	0.2
26/04/19	Phonocall with [redacted]	1
29/05/19	Call with [redacted]	0.25
30/05/19	Call with [redacted] and emails to [redacted]	0.25
31/05/19	Meeting/telecon to discuss [redacted] and budget	1
31/05/19	Follow-up call with [redacted]	0.25
1/06/19	Letter amendments, emails to [redacted]	2
4/06/19	Communication with [redacted], Email [redacted]	0.25
5/06/19	Letter finalised and sent to MoF	0.25
9/06/19	Wrap-up email to [redacted]	0.25
10/06/19	Second call with [redacted]	0.75
20/06/19	[redacted] invoice processing (also 18 July)	0.5
TOTAL		27.2

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Reimbursement Receipts

1. International phone call with s9(2)(a) 24 April 2019

6421976407_Usage_20190428

MSISDN : 21976407

Billing Cycle Date : 28 Apr 2019

Text/Number Filter :

Usage Type Filter :

Date & Time	Number	Usage type	Mins / data	Cost \$
27 Apr 2019		Data	0.16MB	0
27 Apr 2019 01:30 PM	s9(2)(a)	Call (to local & national landlines)	32:00	0
27 Apr 2019 09:51 AM		Call (to Vodafone mobile)	05:00	0
26 Apr 2019		Data (daily unmetered used)	0.03MB	0
26 Apr 2019		Data	18.80MB	0
26 Apr 2019 05:03 PM		International call (to U.K.)	55:00	33
26 Apr 2019 04:58 PM		International call (to U.K.)	05:00	1.73
26 Apr 2019 10:27 AM		Call (to info. or other)	01:00	0
26 Apr 2019 10:11 AM		Call (to Vodafone mobile)	17:00	0
25 Apr 2019		Data	0.17MB	0



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Elaine McCaw – Invoice for Nominating Committee Services

Tax invoice

GST No: N/A*

The Treasury
c/- Mel Hewitson
Chair, Nominating Committee for the Guardians
of the NZ Superannuation Fund
Name of Person ordering services: Carla Wellington
RC95
For Services to June 2019 Appointment Round (Daily rate \$600)

Date	Hours	Activity
15 March 2019	6 hours (1 day)	Interviews
31 May 2019	1 hour	Teleconference
March to June 2019	2 hours	Preparation for interviews, meetings . Reviewing documentation

Services for 2019 Nominations 9 hours @\$100per hour

Sub-total Fees: \$900.00

Expenses (receipts attached)

Taxi 14 March 2019	\$106.39
Taxi 15 March 2019	\$ 82.80
Breakfast 15 March 2019	\$17.50

Expenses Sub Total: \$206.69

TOTAL: \$1106.69

* Receipts provided attached.as photos include GST.

Payment by direct credit should be made to: Account: s9(2)(a)

Elaine McCaw, s9(2)(a)

IRD Number: s9(2)(a)

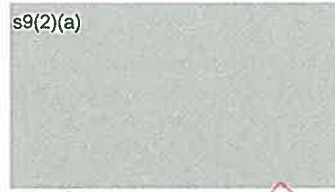
E: s9(2)(a)

P:

30 June 2019

Mel Hewitson

s9(2)(a)



TAX INVOICE

GST NO: s9(2)(a)

Ref: NomCom07

1 March 2020

The Treasury
PO Box 3724
Wellington 6140
treasuryinvoices@cass.govt.nz

RE: NOMINATING COMMITTEE FOR GUARDIANS OF NZ SUPERANNUATION FUND
PAYMENT FOR SERVICES

Services provided for 2020 Guardians Appointment Process
Treasury contact: Simon Wi Rutene
RC Number: RC31

85 hours @ \$133.33 per hour (refer attached timesheet for detail)	\$11,333.05
GST	\$00.00
SUB TOTAL	<u>\$11,333.05</u>
Expense reimbursement: Refer receipts	\$511.70
TOTAL NOW DUE	<u>\$11,844.75</u>

Account for payment: s9(2)(a)

With thanks for prompt payment

INVOICE

DATE: 11 March 2019
 INVOICE #: A002
 RC Number: RC31
 Person ordering the service: Simon Wi Rutene
 Contract Number: N/A
 IRD Number: 83-213-993

BILL TO

Treasury
 PO Box 3724
 Wellington 6140

DESSCIPTION OF GOODS AND SERVICES	PAYMENT TERMS
Services provided for 2020 Guardians of NZSF Appointment Process	Due in 30 days

DESCRIPTION	AMOUNT (NZD)
Attendance at meeting, 15 March 2019 (full day)	\$600.00
Attendance at meeting, 31 May 2019 (1 hour)	\$100.00
Reviewing correspondence, preparation for meetings (3 hours in total)	\$300.00
Meeting on 12 September 2019 with related follow up work (4.5 hours)	\$450.00
Meeting on 17 October 2019 with related follow up work (4 hours)	\$400.00
Meeting on 7 November 2019 with related follow up work (4 hours)	\$400.00
Preparation of interview questions (2 hours)	\$200.00
Interviews on 4 December 2019 (5 hours)	\$500.00
Interviews on 5 December 2019 (3 hours)	\$300.00
Interviews on 6 December 2019 with related follow up work (3 hours)	\$300.00
TOTAL	\$3,550.00

Account name: s9(2)(a)
 Bank name : s9(2)(a)
 Bank account number : s9(2)(a)
 ASB's SWIFT Code/BIC is s9(2)(a)
 Contract address: s9(2)(a)
 Contact phone number : s9(2)(a)

Mark Butcher

s9(2)(a)

INVOICE

The Treasury
1 The Terrace
PO Box 3274
Wellington
New Zealand

Attention: Carla Wellington

Date: 05 March 2020

Nominating Committee for Guardians of New Zealand Superannuation – Fees

Person ordering the service: Carla Wellington

RC Number: RC31

Date	Description	Total
12-Sep	Meeting to plan recruitment and reappointments (3 hours including prep time and follow ups)	\$300
17-Oct	Meeting to discuss target approach list (4 hours including prep time and follow ups)	\$400
7-Nov	Meeting to discuss candidate short list (4 hours including prep time and follow ups)	\$400
4-Dec	Interviews of potential directors and Chair (5 hours including prep time)	\$500
5-Dec	Interviews of potential directors and Chair (3 hours including prep time)	\$300
6-Dec	Interview of potential Chair (3 hours including prep time)	\$300
17-Dec	Referee Check (1 hour including prep time)	\$100
		\$2,300

Signed

s9(2)(a)

Mark Butcher

Please remit Payment to:

s9(2)(a)

INVOICE

DATE: 13 June 2019
INVOICE #: A002
RC Number: RC31
Person ordering the service: Carla Wellington
Contract Number: N/A
IRD Number: s9(2)(a)

BILL TO

Treasury
PO Box 3724
Wellington 6140

DESCRIPTION OF GOODS AND SERVICES	PAYMENT TERMS
Services provided for 2019 Guardians of NZSF Appointment Process	Due in 30 days

DESCRIPTION	AMOUNT (NZD)
Attendance at meeting, 15 March 2019 (full day)	\$600.00
Attendance at meeting, 31 May 2019 (1 hour)	\$100.00
Reviewing correspondence, preparation for meetings (3 hours in total)	\$300.00

TOTAL \$1,000.00

Account name: s9(2)(a)

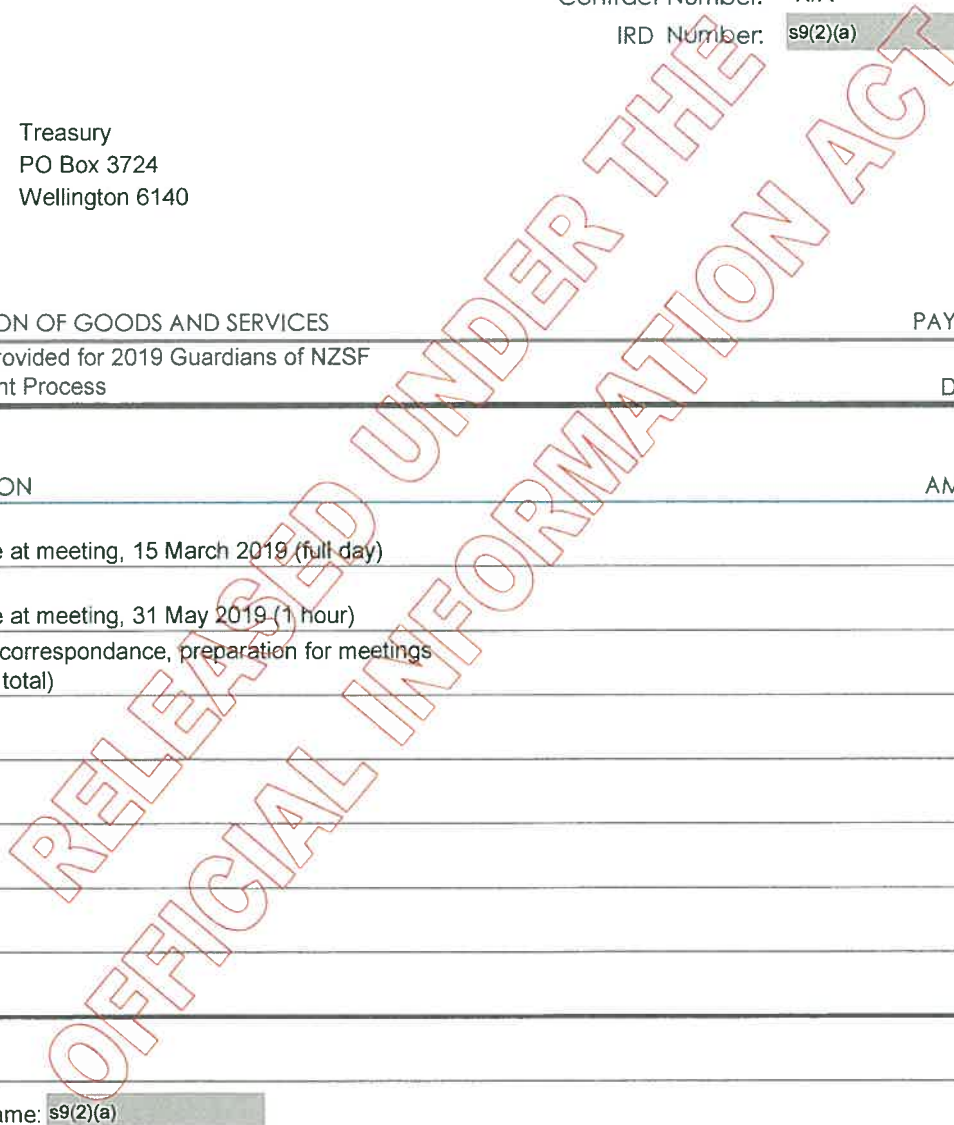
Bank name : s9(2)(a)

Bank account number : s9(2)(a)

ASB's SWIFT Code/BIC is s9(2)(a)

Contract address: s9(2)(a)

Contact phone number : s9(2)(a)



Nick Wells

INVOICE

9 December, 2019

s9(2)(a)

IRD No: s9(2)(a)

TO:

The Treasury
PO Box 3724
Wellington 6140

FOR:

Simon Wi Rutene
RC number: RC31

Description of services supplied:

Services provided for 2019 Guardians of New Zealand Superannuation appointment process.

DATE	DESCRIPTION	HRS	RATE	AMOUNT
15/03/2019	NomCom meeting with Guardians	8.00	\$100ph	800.00
12/09/2019	NomCom meeting	3.00		300.00
17/10/2019	NomCom meeting - Dial In	1.50		150.00
07/11/2019	NomCom meeting	3.50		350.00
04/12/19	NomCom meeting with Guardians - Interviewing	5.00		500.00
05/12/19	NomCom meeting with Guardians - Interviewing	3.00		300.00
06/12/19	NomCom meeting with Guardians - Interviewing	3.00		300.00
Total		11		

Account Name s9(2)(a)
Account No.
Bank

From: s9(2)(a)
To: [Simon W. Rutene \[TSY\]](#)
Subject: NomCom 2020 invoices
Date: Friday, 12 February 2021 11:54:48 am
Attachments:

Kia Ora Simon

2020 invoices attached - relating to s9(2)(a) recommendation.

I couldn't find one from Mark Butcher so have just asked him to doublecheck whether he raised one.

Ngā mihi

Mel

s9(2)(a)



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Nick Wells

INVOICE

25 May, 2020

s9(2)(a)

IRD No: s9(2)(a)

TO:

The Treasury
PO Box 3724
Wellington 6140

FOR:

Simon Wi Rutene
RC number: RC31

Description of services supplied:

Services provided for 2020 Guardians of New Zealand Superannuation appointment process.

DATE	DESCRIPTION	HRS	RATE	AMOUNT
14/02/2020	NomCom meeting with Guardians	3.00	\$100ph	300.00
11/03/2020	NomCom meeting with Guardians	1.50		150.00
17/04/2020	NomCom meeting with Guardians - Skype Interviews x 2 and pre-interview and post interview discussions x2	3.00		300.00
21/04/2020	NomCom meeting with Guardians - Skype interview and pre-interview discussion	1.25		125.00
22/04/2020	NomCom meeting with Guardians - Skype interview and pre-interview discussion	1.25		125.00
23/04/2020	NomCom meeting with Guardians - Skype interview and pre-interview discussion	1.25		125.00
11/05/2020	NomCom reference checks and notes	1.00		100.00
12/05/2020	NomCom reference checks and notes	1.00		100.00
	Total	13.25		\$1,325.00

Account Name s9(2)(a)
Account No.
Bank

From: s9(2)(a)
To: [Simon Wi Rutene \[TSY\]](mailto:Simon.WiRutene@treasury.govt.nz)
Subject: Re: NomCom 2020 invoices
Date: Friday, 12 February 2021 12:00:27 pm
Attachments:

Here's the missing one Simon

On 12/02/2021, at 11:57 AM, Simon Wi Rutene [TSY]
<Simon.WiRutene@treasury.govt.nz> wrote:

[IN-CONFIDENCE]

Cheers

From: Mel Hewitson s9(2)(a)
Sent: Friday, 12 February 2021 11:54 am
To: Simon Wi Rutene [TSY] <Simon.WiRutene@treasury.govt.nz>
Subject: NomCom 2020 invoices

Kia Ora Simon

2020 invoices attached - relating to Kirsty's recommendation.

I couldn't find one from Mark Butcher so have just asked him to doublecheck whether he raised one.

Ngā mihi

Mel

s9(2)(a)

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Mark Butcher

s9(2)(a)

INVOICE

The Treasury
1 The Terrace
PO Box 3274
Wellington
New Zealand

Attention: Carla Wellington

Date: 27 July 2020

Nominating Committee for Guardians of New Zealand Superannuation – Fees

Person ordering the service: Carla Wellington

RC Number: RC31

Date	Description	Total
14-Feb	Caldwell Partners and Pre Selection (3 hours)	\$300
27-Feb	Approach potential candidates (1 hour)	\$100
11-Mar	Candidate selection and shortlisting for interviews	\$200
17-Apr	Interviews (3 hours)	\$300
21-Apr	Interviews (1.5 hour)	\$150
22-Apr	Interviews (1.5 hour)	\$150
23-Apr	Interviews (1.5 hour)	\$150
5-May	Meetings with NZ Super Chair and Chair Elect (2 hours)	\$200
11-May	Reference Checks (1 hour including prep time)	\$100
		\$1,650

Signed

s9(2)(a)

Mark Butcher

Please remit Payment to:

s9(2)(a)

From: s9(2)(a)
To: [Simon Wi Rutene \[TSY\]](#)
Subject: NomCom - meeting notes
Date: Friday, 12 February 2021 12:25:38 pm
Attachments:

Hi Simon

Attached are the main notes relating to key meetings in 2019 and 2020 - essentially actions. Seems a bit light but most of our work is conducted via email circ and most formal meeting time is actual interviewing.

Hope this will meet your needs.

Kind regards

Mel

s9(2)(a)



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From: s9(2)(a)
To: [Nick Wells](#); [Mark Butcher](#); [michelle tsui](#)
Subject: NomCom - actions from meeting today

Kia ora tātou

Thanks all for today.

A quick round up of immediate actions:

- Finalise draft candidate profile and circulate by 16 Sept for NC feedback (Michelle)
- Confirm advertising support needed from Treasury by NomCom by 16 Sept (Mel)
- Debrief Catherine (Mel) - done
- Confirm Doug and John desire for reappointment (Mel)
- Ask Treasury whether reappointments can be rolled into current process (Mel)
- Ask all current board members whether they wish to be considered for Chair (Mel)
- Circulate WTW 5 Year Review Report (Mel) - done

Ngā mihi

Mel

s9(2)(a)

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From: s9(2)(a)
To: [Nick Wells](#); [michelle tsui](#); [Mark Butcher](#)
Subject: NomCom follow-ups
Attachments:

Mōrena tātou

Thank you for a productive meeting on Friday.

Attached are the actions.

I have updated the names list in Dropbox, moving the 'approach' names to the top of the list. The Candidate Information doc is also in there.

As discussed if we could get cover letters and CVs back from interested individuals by 4 March please that would be great. If anyone has trouble contacting candidates (I am using LinkedIn but am aware that not everyone uses it regularly) then maybe we could let each other know in case others can help.

Invoicing for 2020 (Rosemary) Process

Not wanting to tempt fate too much by assuming we have finished the 2020 process but if you are able to get your invoices to me with supporting timesheets please that would be great. The RC number is RC31. Our new (2021) process should be recorded and invoiced separately.

Many thanks

Mel

s9(2)(a)

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