

Sarah M
fyi-request-21817-a9500273@requests.fyi.org.nz

19 May

Dear Sarah M

OIA 22-23-50: Expense Claims in the Investment Lead Team

Thank you for your email of 20 April to New Zealand Trade and Enterprise (NZTE), making a request under the Official Information Act 1982 (the Act). You requested the following information:

Dear New Zealand Trade and Enterprise,

Can you please provide the following information:

- 1. since January 2021 what dates and where has the Investment Lead team held offsite meetings?*
- 2. how many expense claims below \$50 did attendees at these Investment Lead Teams make (for expenses in the 2 days prior to the meeting, and during the time period of the meeting)?*
- 3. who was the approver of these expenses?*

Answers to your questions are as follows.

1. Dates and locations of offsite meetings held by the Investment Lead Team since January 2021 are displayed in **Table One** below. Some Investment Lead Team meetings have taken place at NZTE's Auckland office and at times, virtually. Long periods of time between offsite meetings in the table below may reflect this.

Table One

22-24 March 2021	Tutukaka, Northland
10-12 May 2021	Queenstown
6-9 July 2021	Nelson
20-23 June 2022	Napier, Hawkes Bay
8-10 February 2023	Mt Maunganui
8-9 March 2023	Mt Maunganui
4-5 April 2023	Mt Maunganui

2. A total of 155 expenses were claimed under \$50 during the requested period.
3. NZTE's expenses policy outlines that all expenses need a one up approval. Investment Lead Team offsite meetings typically include all direct reports to the GM of Investment. At times there will be a delegate or a guest attendee present. The following positions approved the expenses: CEO, General Manager - Investment, General Manager -

Customer Solutions, General Manager - International, Head of International Investment, Head of Manufacturing, Investment Director - Solutions, Investment Director - Greenfields, Investment Director - Projects, Investment Director - Companies, Investment Director - Māori.

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

A handwritten signature in black ink, appearing to read 'Melissa Trochon', written in a cursive style.

Melissa Trochon

Director – Board & Ministerial