

7 February 2024

File Ref: 231076

T Murray
fyi-request-25006-a6295c3f@requests.fyi.org.nz

Dear T Murray

Thank you for your Official Information Act request received on 3 December 2023. You requested:

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

Extension of time

On 17 January 2024, I wrote to you to extend the time limit for making a decision on your request by an additional 15 working days due to consultations that were necessary.

Information being released

Please see below our response to your questions:

1. *The date, time and location of your initial meeting with the new Minister for your department*

Wednesday 29 November 2023 at 3:00pm in the Minister's parliamentary office. The time of the meeting was changed from that noted on the agenda.

2. *A list of attendees at this meeting*

Jennifer Kerr, WorkSafe New Zealand Board Chair
Steve Haszard, WorkSafe New Zealand Chief Executive
Anna Clark, MBIE General Manager, Workplace Relations and Safety

Michael Bird, MBIE General Manager, Entity Performance and Investment was unable to attend the meeting and conveyed his apology.

3. *The cost of any flights and accommodation for staff who reside outside of wellington to attend this meeting*

WorkSafe New Zealand spent \$785.28 for the costs of airfares and accommodation.

4. *Any documentation provided at the meeting*

Please see attached the agenda for the meeting.

5. *All notes (including handwritten notes) taken at the meeting by department staff*

No notes were taken as this was an introductory meeting.

6. *A copy of any emails sent by department attendees or all staff communications regarding the meeting with the new Minister*

There are no emails in scope of this part of the request.

This reply addresses the information you requested. You have the right to ask the Ombudsman to investigate and review my decision, and further information is available at www.ombudsman.parliament.nz.

If you require further assistance, please contact ministerial.services@worksafe.govt.nz.

Yours sincerely



Rachel Gully
Deputy Chief Executive, Corporate

Agenda – Minister/WorkSafe/MBIE Initial Meeting

Wednesday 29 November 2023 from 3:30pm to 4pm – 6.1EW

Items	
1	Closed item – Board Chair and Minister only [5 minutes]
2	Overview of WorkSafe New Zealand

Attendees:

Minister for Workplace Relations & Safety, Hon Brooke van Velden

WorkSafe New Zealand Board Chair, Jennifer Kerr

WorkSafe New Zealand Chief Executive, Steve Haszard

MBIE, General Manager, Workplace Relations & Safety, Anna Clark

MBIE, General Manager, Entity Performance and Investment, Michael Bird