

Education New Zealand  
Manapou ki te Ao  
Level 5, Lambton House  
160 Lambton Quay  
PO Box 12041  
Wellington 6144  
New Zealand

P: +64 4 472 0788  
E: [info@enz.govt.nz](mailto:info@enz.govt.nz)

[www.enz.govt.nz](http://www.enz.govt.nz)  
[www.studyinnewzealand.govt.nz](http://www.studyinnewzealand.govt.nz)

9 January 2024

John Luke

[fyi-request-25353-b582c826@requests.fyi.org.nz](mailto:fyi-request-25353-b582c826@requests.fyi.org.nz)

Dear John Luke

**Official Information Act 1982 request – information on Education New Zealand initial meeting with new Minister and copy of Briefing to Incoming Minister (BIM)**

I acknowledge receipt of your official information request to Education New Zealand, received on 9 January 2024, seeking information as below:

*Dear Education NZ,*

- *I would like to request the following information:*
  - o *The date, time and location of your initial meeting with the new Minister for your department;*
  - 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.*
  - o *your initial briefing document sent to the new Minister.*

We will endeavour to respond to your request as soon as possible and in any event no later than 13 February 2024, being 20 working days after the day your request was received. If we are unable to respond to your request by then, we will notify you of an extension of that timeframe.

Your request is being handled by my team. If you have any queries, please feel free to contact us on [ENZ.Ministerials@enz.govt.nz](mailto:ENZ.Ministerials@enz.govt.nz). If any additional factors come to light which are relevant to your request, please do not hesitate to contact us so that these can be considered.

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Please note that it is our policy to proactively release our responses to official information requests, where possible. We do not publish requesters' personal information. We will let you know when we respond to your request if we intend to publish it. Please contact us if you have any questions about this.

Yours sincerely

Di Solomon  
General Manager  
Government Relations