

9 February 2024

Kia ora John Luke

I am responding to your Official Information Act request of 9 January 2023 received 26 January 2023 asking for:

- 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.
- your initial briefing document sent to the new Minister.

Paul Brock, Tourism New Zealand Board Chair, Natalie Haines, General Manager, People and Corporate Affairs and I had an introductory meeting with Minister of Tourism and Hospitality Hon Matt Doocoy in his Beehive office on Wednesday 6 December 2023 at 4pm.


The meeting was timed to coincide with my existing plans to travel Wellington to minimise travel costs. The cost of my return flight Auckland to Wellington was \$468. Accommodation costs totaled \$278.78. While in Wellington I also represented Tourism New Zealand at a function hosted by the India High Commission, facilitated a staff strategy session and conducted performance reviews for Wellington based executive members.

Attached is the presentation Tourism New Zealand provided to the Minister ahead of the meeting. The Briefing to the Incoming Minister (BIM) was also discussed. We are withholding the BIM under section section 18(d) of the Official Information Act as it will soon be publicly released.

Neither Paul Brock or I took notes at this meeting. Notes taken by Natalie Haines and an email sent to senior staff following the meeting are attached.

You have the right to seek an investigation and review by the Ombudsman of our OIA process. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Ngā mihi,



René de Monchy
Chief Executive