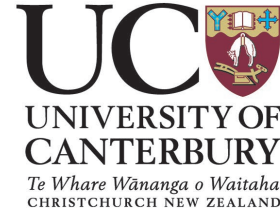


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23 August 2024

J.Hall

By email: fyi-request-27483-75616923@requests.fyi.org.nz

Dear J.Hall

Official Information Act request 24.71 Senior Leadership Team International Travel

I refer to the Official Information Act (the Act) request dated 2 July 2024 regarding the international travel of some members of the University of Canterbury's (UC) Senior Leadership Team for 2024. You have specifically requested:

- *I request under the Official Information Act the following information:*

How many international trips the following Senior Leadership Team members:

- *Cheryl de la Rey*
- *Brett Berquist*
- *Keith Longden*
- *Paul Ballentine*
- *Saurabh Sinha*
- *Sarah Young*
- *Joce Nuttall*
- *Steven Ratuva*
- *Te Maire Tau*
- *Petra Butler*

Have taken on behalf of the University of Canterbury between 1 January 2024 and 2 July 2024.

I also request the following for each trip in relation to the above request.

- *The travel itinerary for each trip that is provided by the Travel Management Company for the University of Canterbury showing the flight route taken, class of airfare, and accommodation.*
- *The total cost of each trip.*
- *The authorising documents approving each trip.*
- *A list of any trips planned for the above named Senior Leadership Team members between 3 July 2024 and 31 December 2024 and any proposal or authorising documents related to each of the planned trips.*

Travel taken 1 January 2024 to 2 July 2024

Please note three of the staff members listed above did not do any international travel in the first half of the year – Mr Keith Longden, Professor Sarah Young and Pou Whakarae Te Maire Tau. Therefore, documentation regarding travel from the first half of 2024 from these staff members is refused under s 18(e) of the Act, as it does not exist.

Please note that not all trips that SLT members take are fully funded by UC. Some trips are partially or fully funded by external parties, or by the staff member themselves through their own consultancy funds. This is indicated in the list overleaf. Please see below for a summary of the trips taken from 1 January 2024 to 2 July 2024

- *Cheryl de la Rey* – three trips (one partially funded by UC and the New Zealand Government, one partially self-funded/externally funded, one trip externally funded.)
- *Brett Berquist* - two trips (both funded by UC.)
- *Paul Ballantine* – four trips (one funded by UC, three funded externally.)
- *Saurabh Sinha*- three trips (one funded by UC, two partially externally funded/ funded by UC.)
- *Joce Nuttall* – two trips (both self-funded.)
- Steven Ratuva – one trip (externally funded.)
- Petra Butler – two trips (both externally/self-funded.)

The approval documents for trips contain the rationale for why the trip is necessary. This rationale can include commercially sensitive information of UC. The University's travel insurance policy number is also commercially sensitive. The University's position is that this information is withheld under section 9(2)(i) because it is reasonably necessary to enable the University to carry out, without prejudice or disadvantage, commercial activities. The University's position is that it is in competition with other tertiary providers across New Zealand (and in some cases internationally) when seeking support from other tertiary institutions or organisations. It would be disadvantageous if the University released information regarding the commercial details of its strategy, as it may enable other tertiary providers to use the same strategy as UC. This would be a disadvantage to UC students and the organisation as a whole. It is in the public interest that the University be able to obtain the best terms possible terms in commercial contexts to ensure the efficient financial running of the University.

As per section 13.4 Personal Expenses, UC does not fund or reimburse any payments for family members or partners travelling with the University traveler, not on university business themselves (please see [here](#) for the Travel Policy.) Where personal details are in the correspondence i.e. personal email addresses, details of annual leave trips, ticket and booking numbers for flights, visa applications, health information, specific dietary requirements and phone numbers that are not already listed publicly, these have been redacted under s 9(2)(a) of the Act, to protect the privacy of a natural person. It is in the public interest that such information is not disclosed in responding to an Official Information Act request.

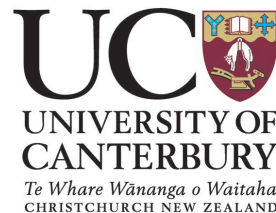
The costs provided are those for flights and accommodation where UC has paid for these. It is noted where an external agency has funded trips – please see the available approval documents provided for further information. Please note that whilst costs are generally provided in New Zealand dollars, where they have been paid in a foreign currency, this has been noted. Incidental costs such as food and transportation have not been included, as it would require substantial collation to provide these. Incidental costs are therefore refused under s 18(f) of the Act. Where applicable under the Travel Policy, the University may also have provided travel insurance. All costs must be in line with what is outlined in the Travel policy.

Planned trips for 3 July 2024 to 31 December 2024

Please note that Mr Keith Longden and Professor Sarah Young have no planned trips for this time period. Therefore, documentation regarding planned travel from the second half of 2024 from these staff members is refused under s 18(e) of the Act, as it does not exist.

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Planned trips are noted in the list below. Please note that planned trips are subject to change, with approval to be sought once the details are confirmed. Where approval has not yet been sought, this information is refused under s 18(e) of the Act, as the information does not yet exist.

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

Yours sincerely

Claire O'Connell
Information Compliance Officer

List of past trips and planned trips for 2024

Vice-Chancellor Cheryl de la Rey

Trip to UK and South Africa (January/February 2024) – Funded externally and the Vice-Chancellor personally.

Trip to London (May 2024) – Funded externally.

Japan trip costs – Domestic flights to connecting Japan flights and accommodation - \$2166.50.

Planned trip to Malaysia (September 2024) – no documents to provide.

Planned trip to Samoa (October 2024) – Approval provided.

Pou Whakarae Te Maire Tau

Planned trip to Canada (August 2024) – Flight approval document provided.

Pro Vice-Chancellor Pacific Steven Ratuva

Trip to Fiji (February 2024) – Externally funded, approval document provided.

Planned trip to Samoa (October 2024). No documents to provide.

Assistant Vice-Chancellor Engagement Brett Berquist

Trip to Australia (Melbourne) / India (Delhi, Dehra Dun, Chandigarh) (February 2024)– Costs of flights and accommodation - \$5686.18 (New Zealand dollars) \$723 (Australian dollars) \$71 685.41 (Indian Rupee) and \$292 (Singaporean Dollars.)

Trip to Bangkok (June 2024) – Costs of flights and accommodation - \$3285.90.

Planned trip Newcastle, Australia (September 2024) - Approval documentation provided.

Executive Dean Engineering Saurabh Sinha

Trip to Australia (Melbourne) / India (Delhi, Dehra Dun, Chandigarh) (January/February 2024)– Costs of flights and accommodation \$4967.96 (New Zealand Dollars), \$292 (Singaporean Dollars), \$1045.35 (Australian Dollars.)

Trip to San Francisco, United States of America (February) – Trip mostly externally funded, with UC paying for some nights of accommodation. UC accommodation costs - \$1083. Approval provided.

Trip to Toronto, Canada (June 2024) – Trip mostly externally funded, with UC paying for some nights of accommodation. UC accommodation costs - \$824.55.

Planned trip to Pretoria, South Africa (September 2024) – no documents to provide.

Planned trip to Beijing, China (October 2024) -no documents to provide.

Planned trip to Dallas, United States of America (November 2024) – no documents to provide.

Executive Dean Law Petra Butler

Trip to Hong Kong and Beijing, China (May 2024) – Self/ externally funded, approval provided

Planned trip to London, England (November 2024) – Self/externally funded, approval provided.

Executive Dean Education Joce Nuttall

Trip to China (June 2024) – Self funded, approval provided.

Planned trip to Japan and South Korea (July – August 2024) Self-funded, approval provided.

Executive Dean Business Paul Ballantine

Trip to Amsterdam, Netherlands (February 2024) – Approval document provided. Accommodation and Flight costs: \$3311.67 and €987.19 (Euro).

Trip to Atlanta, United States of America (May 2024) Approval provided. Cost of flights and accommodation – \$4113.80 (New Zealand Dollars), \$1044.06 (United States Dollars.)

Trip to Budapest, Hungary – Flights to be reimbursed by external agency, approval document provided.

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Trip to Melbourne, Australia (June 2024) – Funded by external agency, approval document provided.

Planned trip to Thailand (September 2024) – Funded by external agency, approval document provided.