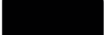


27 October 2023



Kia ora 

### **Mayoral Delegation to Asia**

Thank you for your request made under the Local Government Official Information and Meetings Act 1987 (the Act), received on 20 September 2023. With respect to the Mayoral Delegation to Asia, you requested the following information:

1. A copy of the business case setting out the reasons for the trip, costs and the attendees, their positions, and reasons for attending and the duration of the trip.
2. The costs for the trip including the price of the airfares, meals, accommodation of attendees and additional travel costs e.g., taxis and public transport.
3. Whether the attendees will be entitled to a payment for being away from home and meal allowances (please provide details of these payments).

Wellington City Council has partly granted your request for information.

#### **Question 1 - A copy of the business case setting out the reasons for the trip, costs and the attendees, their positions, and reasons for attending and the duration of the trip.**

Mayor Whanau recently lead a business delegation to Wellington's sister/friendly cities in Asia. This delegation consisted of 26 members in total, representing sectors that included, but not limited to, education, trade, film, gaming, and iwi.

Given the size of the delegation and the complexity of the programme, which included individual and group meetings arranged for the delegates, it was important these delegates were supported, which is why four council officers supported the Mayor and delegates on this trip.

Having not sent a Wellington City delegation to Asia in four years, this trip represented a well overdue opportunity to connect us once again with the world, driving opportunities to promote our city as a world class place to visit, live and work, as well as helping to drive new business ventures that help our local film, sport, and education sectors.

This trip was approved in a [Long-term Plan, Finance, and Performance Committee Meeting](#) held in June 2023. For information regarding the business case setting out the reasons of this trip, page 219 of this meeting provides more information.

Below is a list of the four staff, including their roles within the Council, who travelled with Mayor Whanau on the Mayoral Delegation to Asia:

Michael Naylor - Senior Advisor Office of the Mayor

Anna Calver - Manager Economic Wellbeing & CCO

Tom Yuan - Manager International Relations

Karepa Wall - Tatai Heke Māori Chief Māori Officer

**Question 2 - The costs for the trip including the price of the airfares, meals, accommodation of attendees and additional travel costs e.g., taxis and public transport.**

With respect to costs incurred from this trip to Asia, council officers will be reporting back to the committee details of this trip, including a breakdown of costs, this is anticipated to be in December. This part of your request has been refused under section 17(D) of the Act as the information requested will be publicly available soon.

**Question 3 - Whether the attendees will be entitled to a payment for being away from home and meal allowances (please provide details of these payments).**

The Council's policy with respect to food entitlements for international trips, as outlined in our Council Travel Handbook, is as follows:

*3.1 Meals*

*This can only be claimed on days where Council employees are on official business and for meals that are not included with flights, accommodation, conferences or seminar packages. Council employees will be reimbursed for actual and reasonable expenditure supported by receipts. You are restricted to a modest quantity of alcohol accompanying a meal, and this is included in your meal allowance.*

*3.1.2 Meals overseas*

*You can choose either;*

- A meal allowance for all meals not provided on your flight or included in your accommodation, conference or seminar. This is based on the agreed allowance rates for the country you are visiting.*
- Reimbursement for actual and reasonable expenditure supported by receipts.*

*You may not claim an allowance or reimbursement for meals:*

- On days that you are not on official business*
- When you are being entertained by hosts*

With respect to payments for being away from home, the Council's policy, as outlined in our Council Travel Handbook, is as follows:

*5.3 If your travel:*

- Starts or ends on a weekend you are entitled to that time paid off in lieu*
- Extends over a weekend you are expected to return home if the cost of returning is less than staying. This is at the discretion of the approving manager.*

Now the trip has concluded council officers are working through the expenses with the Sister Cities and partners involved to reconcile the trip, this information does take time to finalise.

Council officers will be reporting back to the committee details of this trip which is anticipated to be in December.

**Right of review**

If you are not satisfied with the Council's response, you may request the Office of the Ombudsman to investigate the Council's decision. Further information is available on the Ombudsman website, [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz).

Please note, we may proactively release our response to your request with your personal information removed.

Thank you again for your request,

Kind regards

Ollie Marchant  
**Official Information**