



31 July 2020

Claudia Cooper
Taxpayers' Union
 By email: claudia@taxpayers.org.nz

Dear Claudia,

REQUEST UNDER THE OFFICIAL INFORMATION ACT 1982

Thank you for your request dated 3 July 2020 to the Guardians of New Zealand Superannuation, the manager of the NZ Super Fund, made pursuant to the Official Information Act 1982 ("OIA"), which you clarified in a phone conversation with our Head of Communications on Monday, 20 July 2020.

Your Request	Our Response
1. All staff credit and purchase card statements for your agency from the 1st of March 2020 until the 30th of May 2020.	A credit card statement report for the period of 1 March – 30 May 2020 can be found at Appendix A . Guardians staff are not issued with purchase cards.
2. A list of items of expenditure pertaining to entertainment, staff expenses, travel, furniture, telecommunications and computer peripherals purchased or paid for between the 1st of March 2020 and 30th of May 2020.	Please refer to Appendix B for this information. Note: in order to avoid duplication this list contains items of expenditure not otherwise captured in Appendix A or Appendix C.
3. A list of all staff reimbursements made within the same period.	Please refer to Appendix C .

As agreed with you by phone on Monday, 20 July 2020, you have not sought the release of staff names (e.g. credit card holders / those being reimbursed for expenses) and we have therefore not included these. Similarly, in requesting the list of items of expenditure you clarified that you did not require vendor names but wanted a brief description and the amount of each item. Thank you for being accommodating in this regard; it made our consultation process more efficient.

Background

Consistent with the Guardians' obligations as a good employer, our desire to maintain high levels of staff morale and in order to support our business continuity objectives, we implemented a range of staff support measures during the COVID-19 lockdown period. These measures included:

- reimbursement up to a maximum of \$300 to purchase equipment needed to work safely and effectively from home for an extended period; and
- for staff in some critical roles (e.g. trading), back-up internet solutions to mitigate the risk of an outage from our main provider; and
- support for staff experiencing additional pressures during lockdown (e.g. bereavements, surgery);
- wellness support packages.

These costs replaced costs that would have otherwise been incurred had staff been in the office. Overall the Guardians underspent its 2020 financial year budget by roughly \$11 million, while the Board underspent its budget by c\$360k.

The expenses we have disclosed also include some business travel related costs. These costs relate to travel undertaken before the lockdown commenced and to cancellation and amendment fees for planned travel that did not proceed or was altered as result of the lockdown; as is usual practice these costs are paid following month-end invoicing by our corporate travel provider (so charges in April are not for travel then, but in the preceding months). Some staff reimbursements also relate to travel expenses incurred before the lockdown.

The disclosures also include some costs relating to the joint hosting by the Guardians and ACC of a legal education and training session with other investment funds during March 2020.

General

If you have any questions or require clarification on any matters pertaining to this request please feel free to contact Senior Communications Strategist Conor Roberts on croberts@nzsuperfund.co.nz or 021 124 6004.

We have not withheld any information; however if you wish to discuss our response with the Office of the Ombudsmen you can obtain their contact details here: <http://www.ombudsmen.parliament.nz/>.

Please note that it is our policy to publish any material responses to requests under the Official Information Act on our website at <https://www.nzsuperfund.nz/publications/disclosures/oia/>.

Yours sincerely



Matt Whineray
Chief Executive Officer