



30 June 2025

[REDACTED]

By email: [REDACTED]

Dear [REDACTED]

**16 MAY 2025: OFFICIAL INFORMATION ACT REQUEST**


Thank you for your email requesting information about the New Zealand Film Commission's (NZFC) international travel and event attendance in 2025. We appreciate the strong public interest in how taxpayer funds are used, and we welcome the opportunity to explain how this investment supports New Zealand's economy and screen sector.

The New Zealand screen sector generates \$3.5 billion in annual revenue and supports around 24,000 jobs. Securing this investment depends on sustained, trust-based relationships with global partners - from studios and streamers to financiers and distributors. Maintaining and growing these connections requires direct, strategic engagement in key global markets.

We plan international engagement deliberately and carefully. Trips are bundled to maximise value, reduce duplicated costs, and ensure every journey supports multiple goals. All activity aligns with wider government trade and export growth objectives, including advancing co-production treaty negotiations and supporting New Zealand businesses to access international financing, sales and distribution.

These engagements are not short-term transactional deals - they represent sustained relationship-building that attracts high-value productions to New Zealand, creates local jobs, and builds global visibility for New Zealand stories. Examples of tangible outcomes from our recent international activity include:

- Active negotiations with major US studios for new feature film productions planned for filming in New Zealand.
- Progress revitalising film partnerships with India, the world's largest filmmaking nation, following New Zealand's largest-ever trade mission there.
- Strengthened relationships with the UK screen sector, supporting the modernisation of our co-production treaty.
- Support for New Zealand projects to secure international sales, financing, and distribution partnerships.
- Promotion of New Zealand's animation and VFX industry at the world's leading animation market in Annecy, opening doors for future collaboration on original IP, and inbound production and service work.



Responses to your specific questions are set out below.

## **1. Travel and Event Attendance**

- *A list of all international trips taken or planned by NZFC staff or representatives in 2025, including:*
  - *Cannes Film Festival (France)*
  - *AI Conference in the French Alps*
  - *Film events or engagements in Mumbai (India)*
  - *Events or meetings in London (UK)*
- *For each trip, please provide:*
  - *The number of attendees and their roles*
  - *Dates of travel*
  - *Total cost (flights, accommodation, per diems, fees, etc.)*
  - *Purpose of the travel and expected outcomes*
  - *Any reports, evaluations, or outputs required post-travel*

Please refer to **Appendix 1**, which includes:

- A full list of international trips taken and planned in 2025.
- Names, roles, dates of travel, and total costs (including flights, accommodation, per diems, fees).
- The purpose of each trip and strategic outcomes pursued.
- Any reports or outputs required post-travel.


## **2. Staffing and Budget Context**

- *The number of roles made redundant, disestablished, or left vacant in the last 12 months.*
- *The total value of savings associated with these staffing changes.*
- *An explanation for how these international travel and event costs align with NZFC's 2023/24 underspend as noted in the most recent Annual Report.*

Over the last 12 months, 30 roles have been disestablished, and 20 new roles were established (five of these were transition roles, on fixed terms). This resulted in estimated salary savings of \$1.0 million. These changes were designed to align our structure with strategic priorities and deliver organisational efficiencies.

There is no direct link between last year's operating underspend and planned international travel. Underspends are carried forward to support future activity. The international travel programme for FY24/25 was planned well in advance and is part of our core mandate to secure international investment in the New Zealand screen sector.



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- *Any internal guidelines, policies, or criteria used to approve discretionary international travel, particularly while reducing staff.*

A copy of the NZFC Travel Policy is attached at **Appendix 2**. This guides all travel approvals and ensures alignment with our mandate and public value objectives.

We are committed to being transparent about our activities and costs. We plan to publish this letter (with personal details removed) and the supporting appendices on our website to ensure all interested parties can see the full detail of our international engagement strategy.

Please be aware that you have the right, by way of complaint to an Ombudsman under section 28(3) of the OIA to seek an investigation and review of our response.

Yours sincerely



Tayla Hancock  
Senior Advisor, Policy and Performance  
New Zealand Film Commission





## APPENDIX NOTES:

The New Zealand Film Commission's (NZFC) international activity is an essential part of its mandate to grow New Zealand's screen industry. These engagements are not discretionary travel in the usual sense, but strategic trade and investment missions designed to:

- Secure high-value international productions to film in New Zealand.
- Promote New Zealand's talent, locations, and production services globally.
- Support New Zealand film businesses to access international financing, sales, and distribution.
- Build long-term partnerships that generate export revenue and local jobs.
- Advance co-production treaties and government trade objectives.

The New Zealand screen sector generates \$3.5 billion in annual revenue and supports approximately 24,000 jobs. These outcomes depend on sustained, trust-based international relationships.

Travel is carefully planned and bundled to maximise value, combining multiple markets and events in single trips. Activity is aligned with wider government trade and export growth goals.

All travel is approved under NZFC's internal Travel Policy (**Appendix 2**).

### Detailed International Travel (Taken in 2025)

Below are actual trips completed in 2025, with attendees, dates, purpose, and costs.

#### Los Angeles (April–May 2025)

**Dates:** 8 April – 5 May 2025

**Attendee:** Head of International Attraction and Marketing

**Purpose:** Direct meetings with over 20 major studios/streamers (Netflix, Disney, Warner Bros, Amazon MGM, etc.) to secure inward production, promote NZ's rebate scheme, and strengthen strategic relationships.

**Outcome highlights:** Key negotiations on future high-profile US productions in New Zealand.

**Cost:** NZ\$39,406

#### Global Trade Mission – Phase one (Mumbai, London, Cannes)

**Dates:** 1 – 22 May 2025 (split across locations)

**Attendees:** CEO, Head of Co-Production and Incentives, Head of International Attraction, Head of Funding, Film Festival and Marketing Executive.

**Purpose:**

- Mumbai: Revitalise NZ–India screen partnerships, with >100 industry meetings, supporting NZ's largest-ever trade mission.



- London: Strengthen ties with BFI, promote co-production treaty modernisation, support NZ film businesses in UK.
- Cannes Film Market: Provide essential sales/financing support for NZ projects; market NZ as a production destination to 15,000+ global industry professionals.

**Outcome highlights:**

- Multiple major studios/streamers expressed interest in filming in NZ.
- Strong sales agent interest for NZ projects.
- Active UK/German co-production discussions.
- Expanded Indian industry ties, aligned with NZ's trade diversification goals.

**Total cost:** NZ\$255,904

**Global Trade Mission – Phase two (Ireland & Annecy MIFA)**

**Dates:** 4 – 14 June 2025

**Attendees:** Head of Co-Production and Incentives, Investment and Development Executive.

**Purpose:**

- Ireland: Advance Indigenous Animation Exchange, strengthen 20-year-old co-production treaty, deepen screen industry ties.
- Annecy MIFA (France): Promote NZ animation/VFX industry at the world's largest animation market.

**Outcome highlights:**

- Launched NZ's first-ever booth at MIFA.
- Created new connections with studios/agencies from Australia, Taiwan, Korea, Scotland.
- Positioned NZ animation studios for international service work and co-productions.


**Total cost:** NZ\$65,015

**Total Actual Costs (Taken Travel)**

- Total Airfares: NZ\$71,539
- Accommodation, meals, incidentals: NZ\$93,484
- Industry meetings, B2B events, hosted costs: NZ\$82,218
- Cannes market office and admin support: NZ\$112,057
- Total actual costs: NZ\$360,325

**Planned Travel (Indicative for 2025)**

- US Travel (September)
- Melbourne 37°South Market (August)
- Venice International Film Festival (September)

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- Toronto International Film Festival (September)
  - NFDC Film Bazaar Goa (November)

Note: Planned travel is indicative only. Costs and attendance are subject to confirmation.

**Value delivered to New Zealand**

- Supports a sector generating \$3.5 billion in annual revenue and supports approximately 24,000 jobs.
- Advances projects creating local jobs and skills.
- Strengthens international reputation and long-term partnerships.
- Supports co-production treaty negotiations and government trade priorities.

NZFC is committed to transparency in its activities. **Appendix 1** provides a complete and detailed account of travel costs, purpose, outcomes, and strategic rationale.



## Appendix 1: NZFC International Travel in 2025

This document details the New Zealand Film Commission's (NZFC) strategic international market engagement activities undertaken in 2025, encompassing key missions to Los Angeles, Mumbai, London, the Cannes Film Market, Ireland and Annecy/MIFA. These engagements are critical to the NZFC's mandate of attracting inward investment, fostering job creation, and enhancing New Zealand's global screen sector presence and positioning as a co-production partner of choice.

The NZFC's proactive international outreach is instrumental in securing high-value productions that leverage the New Zealand Screen Production Rebate, drive export income, and generate significant flow-on benefits across a wide range of industries including tourism, hospitality and technology.

### Part 1: International Travel taken

*Below are actual trips completed in 2025, with attendees, dates, purpose, and costs.*

#### Los Angeles: 8 April – 5 May 2025

**NZFC Attendees:** Philippa Mossman, Head of International Attraction and Marketing.

**Meetings include:** Legendary Entertainment, Focus Features, Sony Entertainment, Paramount, FilmNation Entertainment, Lionsgate, Apple, Disney, Macro/M88, Lightstorm Entertainment, Oddball Entertainment, Netflix, 20th Century Studios, Warner Bros Discovery, Amblin, Amazon MGM, HBO.

**Purpose of Activity:** Promoting New Zealand's world-class talent and businesses, locations, production/post-production services and current capacity through in-person meetings with LA-based decision-makers.

Frequent travel to Los Angeles production, studio and streamer clients is a requirement of NZFC's Screen Attraction contract with the Ministry of Business, Innovation and Employment, which ensures New Zealand's pipeline of high-quality international work. This aligns with the New Zealand Government's economic development objective funding to attract international screen productions, leveraging economic benefits including inward investment and job creation, and enhancing global connections.

**Outcome of Activity:** The New Zealand screen sector generates \$3.5 billion in annual revenue and supports around 24,000 jobs. The work of the NZFC's International Attraction team has been instrumental in bringing international productions to film in New Zealand, including *M3GAN* and *M3GAN 2.0*, *A Minecraft Movie*, *The Wrecking Crew*, *UMAMI*, *Heart of the Beast* and *East of Eden*.

## Global Trade Mission – Phase One

The NZFC's strategic global trade missions and other overseas activity is designed to strengthen and develop international partnerships and promote the depth and variety of skills available within New Zealand's screen industry. International co-productions, distribution deals and investment partnerships are crucial for getting New Zealand films made and helping them reach larger audiences around the world. The NZFC's global trade mission activity is about facilitating international pathways for New Zealand film businesses and their projects, as well as attracting overseas filmmakers to choose New Zealand as a production destination.

The NZFC delegation activated opportunities in Mumbai, London and the Cannes Film Market, aligning with broader NZ trade goals. These engagements are strategically bundled – making the most of time, travel, and every dollar spent.

### **Mumbai: 1 -5 May 2025**

#### **NZFC Attendees:**

- Annie Murray, CEO
- Chris Payne, Head of Co-Production and Incentives

**Meetings include:** Dharma Productions, Sikhya Entertainment, Reliance Entertainment, Producers Guild of India, NZ Trade Commissioner / Consul General – India & South Asia. In excess of 100 meetings attended, including a mix of scheduled 1:1 meetings (as part of WAVES Bazaar) and additional impromptu / requested ones.

**Purpose of Activity:** India makes more than 2,500 films per year, more than any other nation. During the 1990s and early 2000s, more than 100 Indian films were shot in New Zealand. NZFC is looking to revitalise this connection and ensure more Indian films are made in New Zealand and vice versa, and more New Zealand films are released in India. NZFC's visit to Mumbai was on the back of New Zealand's [largest ever trade mission](#) to India in March 2025, and the NZFC's participation in NFDC Film Bazaar in Goa, India in November 2024.

The NZFC was invited to attend India's leading screen sector event, the World Audio Visual and Visual Entertainment Summit (WAVES), by the Federation of Indian Chambers of Commerce and Industry (FICCI) and the Ministry of Information & Broadcasting. Activity included engagement with a broad cross-section of the Indian screen industry, government officials, sister agency counterparts (e.g. BFI) and other international delegates attending WAVES and assessing first-hand opportunities the Indian screen sector offers NZ.



## **London: 5 – 9 May 2025**

### **NZFC Attendees:**

- Annie Murray, CEO
- Chris Payne, Head of Co-Production and Incentives
- Philippa Mossman, Head of International Attraction and Marketing
- Ainsley Gardiner, Head of Funding
- Hayley Weston, Film Festival and Marketing Executive

**Meetings with:** British Film Institute, British Film Commission, Framestore, Company 3, New Zealand filmmakers based in London.

**Purpose of Activity:** A tailored programme of NZFC developed and delivered activity was the focus of the London component of the global trade mission. The NZFC portfolio of bespoke events included briefing sessions, networking events, B2B 1:1 meetings and a film screening. The aim of these activities was to strengthen knowledge and relationships between NZ and UK industry, with the goal of expanding co-production and other collaborative activity and encouraging inbound production. The visit occurred against the backdrop of the recent announcement by the NZ and UK Prime Ministers, as part of their Joint Statement, that the two countries are to commence a work programme to modernise the existing NZ/UK co-production treaty.

This year's reception was a strategic extension of the previous year's event, introducing NZ producers to NZ expats working at a senior level in the UK screen industry, and focussing on co-production, co-financing, inbound service production and broader partnership opportunities.

## **Cannes Film Market: 9 – 22 May**

### **NZFC Attendees:**

- Annie Murray, CEO (9 – 22 May)
- Chris Payne, Head of Co-Production and Incentives (9 – 22 May)
- Philippa Mossman, Head of International Attraction and Marketing (9 – 21 May)
- Ainsley Gardiner, Head of Funding (9 – 22 May)
- Hayley Weston, Film Festival and Marketing Executive (9 – 22 May)
- Esther Cahill-Chiaroni, Film Development Lead (12 – 22 May). *Flights for Cahill-Chiaroni were paid personally and not by the NZFC.*
- Bridget Gee, NZFC Contractor (15-21 May) *Paris-based, domestic travel only.*

**Meetings with:** Sister agencies (including Screen Australia, Taipei Film Commission, Telefilm Canada, Polish Film Institute and others), hosted meetings with NZ producers and market partners, sales agents and distributors.

**Purpose of Activity:** NZFC attended the Marché du Film (Cannes Film Market) not the Festival de Cannes (Cannes Film Festival). The Cannes Film Market is the largest international gathering of professionals in the film industry annually. This year's edition featured 4,000 films and projects and 15,000 participants from 140 countries.

The purpose of attending the Cannes Film Market is to provide essential support for New Zealand filmmakers and businesses to progress their projects through international partnerships. Cannes serves as a vital platform for doing business with international sales agents, producers, and financiers, with NZFC's presence positioning New Zealand as a proactive and visible force in the global film industry.

Securing international financing is crucial for New Zealand businesses as very few films are made with domestic funding alone. The in-person engagements and market presence at Cannes drives tangible outcomes by assisting filmmakers to secure financing, sales and distribution. It can also present opportunities to drive inbound investment, production and post-production opportunities for the New Zealand sector, thereby promoting employment and productivity in the New Zealand film industry.

**Outcomes of Global Trade Mission:** An immediate return on investment expectation for these strategic global trade missions doesn't reflect the long-term nature of film development, packaging and financing, or the value of sustained global screen sector engagement. Below are examples of outcomes from New Zealand filmmakers supported by the NZFC to attend international film markets:

- Director of *Marlon Williams: Ngā Ao E Rua Two Worlds* attended Cannes in 2022, to present the project in Cannes Docs-In-Progress Showcase. Producer attended Cannes 2023 and Cannes / London 2025.
- Writer/director/producer of *Tinā* attended Toronto International Film Festival in 2022, for participation in TIFF's Filmmaker Lab with the script for *Tinā*. Producer attended Cannes in 2023. *Tinā* released theatrically in New Zealand on 27 February 2025, with a current cumulative box office of \$6.4 million and 410,036 tickets sold. *Tinā* is currently the #6 ranked NZ film of all time. The film released in Australia on 1 May 2025, with a current cumulative box office of \$3.2 million and 201,039 admits.
- Producer of *Went up the Hill* attended Cannes in 2024. Producer and director attended Toronto International Film Festival in 2024 for the film's world premiere in Special Presentation. *Went Up the Hill* will premiere in New Zealand at 2025 Whānau Mārama: New Zealand International Film Festival, followed by theatrical release on 11 September.
- Firefly Films brought a slate of 14 feature films and two television series to the 2025 Cannes Film Market; as a result of attending every one of these projects

has progressed. Firefly Films now has 11 projects being reviewed by international sales agents, two have secured co-producing partners enabling finance to be finalised, and one in-person meeting (involving NZFC staff, who first engaged with the French producers about the project at Cannes 2024) has led to a French-New Zealand co-production deal being finalised. Additional meetings resulted in future collaboration opportunities in the US and new distributor avenues for completed films, as well as third-party financing for a production-ready title.

- Repeat NZFC engagement in Cannes with a senior executive from a leading US commercial bank in relation to opportunities to finance NZ film and television productions led to that bank financing a large-budget NZ official co-production by an acclaimed NZ producer. The executive subsequently moved to another leading US commercial bank, which then financed two further major NZ feature film productions by that same NZ producer.

The following highlights represent some of the key business outcomes and strategic advancements derived from the NZFC's international market engagements in Q2 2025. These outcomes, while commercially sensitive in their early stages, underscore the tangible progress made in securing future investment, fostering international collaborations, and expanding market access for New Zealand screen content.

### **Inward Investment & Production Attraction**

- **Significant Inbound Interest:** Multiple major international studios and streamers expressed strong interest in New Zealand as a production destination, leading to requests for detailed project materials and discussions on potential filming in Aotearoa. This includes specific interest from a leading US studio for a high-profile feature film (Project A).
- **High-Value Project Pipeline:** Engagements with LA-based decision-makers are actively cultivating a robust pipeline of future inward investment, with several projects now in early-stage discussions for New Zealand-based production. A high-value project can be defined as one that exceeds the NZSPR expenditure thresholds for a feature film or television/non-feature film. However, this definition is not limited to proposed expenditure. High value can also be attributed to projects which: employ and create opportunities for NZ Heads of Department and crew, showcase and enhance the reputation of Aotearoa as an international production and tourist destination, add value and boost the local economy of productions, and contribute to the promotion of New Zealand's cultural and soft power.

- **Strategic Rebate Utilisation:** Identified and discussed opportunities to leverage New Zealand's Screen Production Rebate (NZSPR) and other international incentives to attract and finance productions.
- **Post-Production Opportunities:** Explored and initiated discussions for New Zealand to serve as a post-production hub for international co-productions, including a Canadian/Norwegian project (Project B), maximising local economic benefit.

### **Financing & Sales Agent Engagement**

- **Strong Sales Agent Interest:** Secured strong interest from numerous leading international sales agents for multiple New Zealand projects (e.g., Project C, Project D, Project E, Project F), resulting in requests for scripts, pitch decks, and detailed discussions on market strategy. Sales agents play a crucial role in the ultimate viability of a feature film through their ability to secure finance and strategic market position, distribution deals and festival selections, among other important functions.
- **Pre-Sales and Gap Financing:** Identified pre-sales as a critical component for project financing, with one major sales agent offering to assist with pre-sales for a high-profile project (Project C). Discussions also led to the identification of potential gap financing investors.
- **New Financing Partnerships:** Engaged with a European financier expressing enthusiasm to enter the New Zealand market, as well as a US financing entity that has recently acquired an Australian financier, creating strong potential for new, alternative and expanded financing pathways for New Zealand projects.
- **Competitive Financing Quotes:** Received initial financing quotes from international production finance companies, enabling the pursuit of competitive offers for New Zealand projects.

### **Co-Production & Collaboration**

- **UK Co-Production Opportunities:** Identified and initiated discussions for new co-production possibilities with UK-based producers for culturally specific projects, leveraging the recently announced work programme to modernise the NZ/UK co-production treaty.
- **German Co-Production Advancement:** Held productive meetings with German co-producers, advancing development and financing plans for a key project (Project D), with discussions on maximising German tax credits through local filming.

- **Indian Market Re-engagement:** Engaged extensively with the Indian film industry, including over 100 meetings, to revitalise historical connections and explore new co-production and inbound filming opportunities, aligning with New Zealand's trade diversification goals.
- **Strengthened Industry Connections:** Established direct communication channels with major international festival programmers and talent agencies, facilitating future project submissions and casting assistance.

### **Market Positioning & Strategic Insights**

- **Enhanced Global Visibility:** Active presence at major international markets (Cannes Film Market) positioned New Zealand as a proactive and visible force in the global film industry, supporting New Zealand filmmakers in securing international partnerships.
- **Market Intelligence:** Gained valuable insights into evolving documentary market trends, buyer landscapes, and successful release campaign strategies from leading international producers and publicists.

**Niche Market Identification:** Identified potential niche distribution opportunities

### **Global Trade Mission – Phase Two**

#### **Dublin and Galway: 4 – 7 June 2025**

##### **NZFC Attendees:**

- Chris Payne, Head of Co-Production and Incentives
- Bevin Linkhorn, Investment and Development Executive

**Meetings with:** Ardán, Galway City Council, Galway County Council, NZ Embassy in Ireland, Wild Atlantic Pictures, Keeper Pictures, The Story Works, and a range of other Galway- and Dublin-based production companies and industry organisations.

**Purpose of Activity:** Central to the NZFC activity in Ireland, alongside Screen Wellington, were Wellington and Galway UNESCO Cities of Film Indigenous Animation Exchange stakeholder engagement events. Supported by NZFC (alongside other partners) the Indigenous Animation Exchange aims to empower indigenous language communities as they tell their own stories and provide support for those stories to reach the widest possible audience.

Further activity included strengthening key existing relationships and establishing new connections within the Irish screen sector, across both animation and live action. Supported by the NZ Embassy in Dublin, the NZFC delivered an industry development and engagement event that celebrated NZ/Ireland screen production outcomes and

partnerships and enabled strategic connections for NZ and Irish industry professionals. Our co-production treaty with Ireland has been in place for nearly 20 years; key to this longevity are the deep relationships NZFC has developed with Screen Ireland and the Irish industry in that time, borne out by co-produced feature films such as *Come to Daddy* and *Evil Dead Rise*, and the TV series, *The Gone* which is now in its second season.

### **Annecy International Animation Film Market: 7 – 14 June 2025**

#### **NZFC Attendees:**

- Chris Payne, Head of Co-Production and Incentives
- Bevin Linkhorn, Investment and Development Executive

**Purpose of Activity:** As part of the NZFC's commitment to supporting and expanding the New Zealand animation industry, a major growth opportunity for the screen sector, the NZFC attended the Annecy International Animation Film Festival's business marketplace, MIFA.

Annecy is the world's largest and most significant animation event, with a record 18,200 attendees from 118 countries attending the festival this year. MIFA—celebrating its 40<sup>th</sup> edition in 2025—hosted 6,550 accredited professionals and 196 booths.

This year marked the inaugural New Zealand booth at MIFA, activated by NZFC, to promote the New Zealand animation industry and attract high value animation and VFX inbound PDV work to Aotearoa. The NZFC also delivered a programme of sessions for NZ animators and businesses with key sister agencies and organisations such as those in Australia, Taiwan, Korea and Scotland, with the goal of developing relationships leading to co-production and other collaborative outcomes. These professional outreach sessions enable NZ animation studios and practitioners to progress their slates of projects, expand global industry contacts, and scale their business activities.

Included in the NZFC's industry engagement, a panel discussion involving NZFC, Screen Wellington, and New Zealand creatives from Ama Digital Studios (Auckland), Tai Huri Films (Whangārei) and 37 Degrees Studio (Wellington). Demonstrating New Zealand's ability to work at all levels and across the country, from internationally renowned Wētā FX to small, independent animation studios delivering unique, culturally distinctive work.

## Summary of Market costs

<b>Los Angeles/London (4 weeks)</b>	<b>\$</b>	<b>39,406</b>
Airfares	\$	10,275
Accommodation, meals and incidentals	\$	27,758
Hosted Industry meetings	\$	1,374
 <b>Mumbai, London, Cannes</b>	 <b>\$</b>	 <b>255,904</b>
Airfares	\$	44,987
Accommodation, meals and incidentals	\$	59,856
B2B meetings and hosted events <sup>1</sup>	\$	42,952
Cannes Office	\$	97,347
Admin Support	\$	9,733
Travel doctors and visas	\$	1,029
 <b>Ireland &amp; Annecy MIFA</b>	 <b>\$</b>	 <b>65,015</b>
Airfares	\$	16,277
Accommodation, meals and incidentals	\$	5,870
Annecy MIFA Booth and Panel	\$	36,682
B2B meetings and hosted events <sup>2</sup>	\$	1,209
Admin Support	\$	4,977
 <b>Total actual costs</b>	 <b>\$</b>	 <b>360,325</b>
<b>Staff costs</b>		
Airfares	\$	71,539
Accommodation, meals and incidentals	\$	93,484
Travel doctors and visas	\$	1,029
<b>Industry costs</b>		
B2B meetings and hosted events	\$	82,218
Cannes Office	\$	97,347
Admin Support	\$	14,710

<sup>1</sup> A total of 494 people attended hosted events paid for by the NZFC

<sup>2</sup> A total of 21 people attended hosted events paid for by the NZFC

## Part 2: International Travel planned

*Planned travel is indicative only. Costs and attendance are subject to confirmation.*

### **Toronto International Film Festival: 4-14 September 2025**

**Purpose of Activity:** The Toronto International Film Festival (TIFF) is North America's premier film event, launching the Screen Awards Season and introducing films to the North American market. The NZFC will host a stand and marketing activities at the 2025 market with New Zealand filmmakers. NZFC's attendance at the TIFF market supports key business objectives of driving market opportunities, fostering international partnerships and reinforcing NZ's reputation as a leading film production destination.

### **New York, Cincinnati and Los Angeles: September 2025**

**Purpose of Activity:** Following the Toronto International Film Festival, the NZFC Head of Attraction and Marketing will travel to:

- New York to meet with US production companies
- Cincinnati for the Association of Film Commissioners International (AFCI) Cineposium, representing the NZFC as an AFCI Board member
- Los Angeles for market and business development

This activity serves the purpose of business development, meeting with global counterparts and screen executives and promoting New Zealand's world-class talent and businesses to encourage production and/or post-production in New Zealand.

### **Melbourne 37°South Market: 7-10 August 2025**

**Purpose of Activity:** NZFC's attendance as a gold partner of the 37°South Market, supports key business objectives of driving market opportunities, fostering international partnerships including co-production, and reinforcing New Zealand's reputation as a leading film production destination.

### **Venice Film Festival: 28 August – 4 September 2025**

**Purpose of Activity:** The Venice International Film Festival is the world's oldest film festival. Its aim is to raise awareness and promote international cinema. NZFC attendance at the event in 2025 will be focused on showcasing New Zealand films and enhancing visibility for New Zealand filmmakers.

### **NFDC Film Bazar, Goa: 20-24 November 2025**

**Purpose of Activity:** NFDC Film Bazaar was initiated by the National Film Development Corporation in 2007 and has evolved into South Asia's global film market. It is a converging point for South Asian and international filmmakers and film producers, sales agents, and festival programmers for potential creative and financial collaboration. Over



the course of five days, the event focuses on discovering, supporting and showcasing South Asian content and talent in filmmaking, production and distribution. The purpose of NZFC attendance is to:

- raise NZ profile with Indian producers such that they consider co-producing with New Zealand and/or choose New Zealand for the production and/or post-production of their own projects;
- develop a stronger understanding of the current Indian market and highest value types of opportunities for New Zealand;
- strengthen ties with NFDC, Invest India and the Ministry of Information and Broadcasting; and
- support New Zealand industry attending the NFDC Bazaar to progress their own projects and opportunities with India.



## Staff Travel Policy

**Last reviewed: May 2024**

*Travel and accommodation should be economical and efficient, having regard to purpose, distance, time, urgency, personal health, security and safety considerations.*

**For external reporting (Select Committee and Emissions) and administrative purposes all flights, accommodation and rental cars should be made through the NZFC preferred travel provider. Only in exceptional circumstances should a NZFC credit card be used.**

### **1. Definitions**

- 1.1 Leadership team means the senior leadership team and consist of the CEO, CFO, Heads of Departments and Chief Advisor Māori.
- 1.2 Rideshare means Uber

### **2. Staff Domestic Travel:**

- 2.1 Technology-enabled solutions should be considered as a first option as opposed to travel in person.
- 2.2 Flights should be value for money. Unless in exceptional circumstances, travel should be booked at least four weeks in advance.
- 2.3 If there is minimal cost difference between two options, the emissions cost of the flight should be considered, with priority given to the lowest carbon option.
- 2.4 There is no specific form to complete for domestic travel. The approval process is as follows:
  - (a) Leadership Team – bookings are approved by the CEO or CFO (if absent, then by the Head of Department)
  - (b) NZFC staff – bookings are approved by their manager (if absent, then by the CFO)
  - (c) CFO – bookings are approved by the CEO (if absent, then by the a Head of Department )

- (d) CEO – bookings are approved by the Executive Assistant (if absent, then by the CFO). Note that all CEO travel is to be sighted by the FAR committee on a regular basis.

### **3. Domestic Travel Expenses:**

3.1 NZFC will pay for all reasonable expenses incurred by staff while travelling domestically on NZFC business.

- (a) Accommodation at pre-approved hotels;
- (b) Hotels should include WIFI within the room price;
- (c) All Meals (breakfast up to NZ\$25, lunch up to NZ\$25, dinner up to NZ\$50). Separate meal expenses cannot be claimed if a meal is provided as part of another package paid for by the NZFC e.g. when meals are included in a hotel room rate or conference registration;
- (d) Mini-Bar (soft drinks/water only);
- (e) Valet Parking;
- (f) Rental Car, Rideshare, Uber or Taxis: Discuss with your manager in advance the best option based on the trip you are taking.

3.2 Alcohol

- (a) Alcohol purchases will not be reimbursed. Alcohol consumption is seen as a personal choice and NZFC staff should pay for any alcohol personally.

3.3 Hotels

- (a) All additional personal expenses (e.g. pay-per-view, mini-bar, dry-cleaning, snacks) must be paid directly to the hotel at the time of checkout. Any additional personal expenses charged to the NZFC will be deducted from salary.

3.4 Taxis/rideshare

- (a) Use of taxis, rideshare must be for business purposes, moderate, conservative and cost-effective. Taxis and rideshare services are not to be used for travel between home and office, unless the reason for travel is because of work past a reasonable hour (i.e. 8pm), a safety concern or similar justification. Prior approval has to be given where practicable. Rideshare is the NZFC's preferred mode of transport; taxis should only be used in exceptional circumstances, such as when rideshare are unavailable.

- (b) See section 11 of the [Staff Expenditure Policy](#) for the approval process for taxis, taxi cards and taxi chits.

### 3.5 Rental Cars

- (a) The most economical and wherever practical, the lowest carbon option (e.g. an electric vehicle) rental car is to be chosen, consistent with the requirements of the trip. Private use of a rental car is not permitted. If private use occurs, the NZFC must be reimbursed for any costs associated with personal usage during the rental period.

### 3.6 Motor Vehicles

- (a) The driver is liable for any fines (parking, traffic offences), unless the fine relates to a matter outside the driver's control.
- (b) NZFC will not reimburse private vehicle costs where travel by other means is more practical and cost-effective. Generally, pre-approval to use a private vehicle is required by the CFO. In this case you are responsible for your vehicle insurance whilst using your vehicle for business use.
- (c) Reimbursement of mileage:
  - (i) If a private vehicle is utilised, the NZFC reimburses relevant business mileage as per the published [IRD rates per kilometre](#). However, if an airfare would have been cheaper than the mileage claim, the NZFC will reimburse the price of the air ticket instead. Petrol is not a reimbursable expense, unless cheaper than mileage allowance.

### 3.7 Personal travel

- (a) You may, on a case-by-case basis, be entitled to incorporate weekends or annual leave before, during or after domestic travel for work. The NZFC will not pay or reimburse any costs related to such extensions to business travel.
- (b) NZFC will not subsidise the travel and accommodation costs of partners or family who may be accompanying you on a trip. You must repay to the NZFC any additional cost incurred as a result of the presence of a partner or family member.
- (c) NZFC will not cover costs incurred when staying with a friend or relative unless in exceptional circumstances and pre-approved by the CEO.

## 4. Staff International Travel Guidelines

### 4.1 International Travel Approval Process

- (a) International travel bookings must be pre-approved by the CEO (or the Chair, in the absence of the CEO). An [International Travel Application Form](#) must be completed and approved by the CEO (or Chair if applicable) **before** any international travel is booked. The form must detail the reason for travel, specify objectives/goals of the trip, include an itinerary (if applicable) and list all the estimated costs for the journey, including carbon emissions, the opportunity cost of not traveling and any **work-related** stopovers or excursions.
- (b) You are required to obtain quotes from at least two reputable airlines at least four weeks prior to date of departure (wherever practical), and to choose the cheaper airline, or if there is minimal difference in cost between the two options, the flight with the lowest carbon emissions, assuming that the flight schedules offered are roughly the same.
- (c) An International Travel Confirmation Form with attached travel agency quote must be provided to the CEO for approval **prior** to accepting the quote. If the total cost of the trip, as set out on this form exceeds the original estimate (as approved by the CEO) by more than 10%, then the booking must be referred back to the CEO for re-approval.
- (d) International travel for the CEO must be approved by the Chair.
- (e) All bookings are made by a group of pre-approved staff (including the Executive Assistant to the CEO and the Co-ordinators), through NZFC's approved travel agency, currently ORBIT.
- (f) In certain circumstances, if pre-approved by the CFO or CEO, bookings may be made by a third party and invoiced back to the NZFC. However, emissions reporting must be included in the itinerary documents.

### 4.2 International Travel Expenses

- (a) NZFC will pay for all actual and reasonable expenses incurred by staff while travelling internationally on NZFC business, in accordance with the following guidelines:
  - (i) On a case-by-case basis as determined by the CEO, Business Class or Premium Economy seating on flights of more than six hours duration;

- (ii) Business Class may be approved at the CEO's discretion for staff who have accessibility requirement;
- (iii) Taxi/rideshare to and from airport are an anticipated cost of international travel. Costs should be charged to an NZFC credit card. At all times receipts must be kept;
- (iv) Travel Insurance (prepaid by NZFC);
- (v) One night stopover en route if travelling to or from a European destination;
- (vi) Accommodation will generally be three-star or four-star from a reputable and recognised accommodation provider, with limits set by either the CFO or CEO. Domestic accommodation rates should not exceed \$300 per night per person;
- (vii) Accommodation rates will be assessed for reasonableness by the CFO and contained within the application to approve international travel;
- (viii) Mini-Bar (soft drinks/water only);
- (ix) Per diems will only be applicable in exceptional circumstances, with pre-approval of the CEO. Per diems of NZD \$120 per working day will be provided. Receipts for actual costs must be kept. A reconciliation of actual costs in line with this policy must be completed by the traveller no later than 5 working days post travel. Where actual costs are less than the per diem awarded the traveller must reimburse the NZFC. Where costs are more than the per diem awarded and are reasonable business costs the NZFC will reimburse the traveller;
- (x) Meals are to be paid on a company credit card. Where the traveller does not have a NZFC credit card reimbursement of actual costs will be made upon a claim with receipts being submitted to the Finance team;
- (xi) Separate meal expenses cannot be claimed if a meal is provided as part of another package paid for by the NZFC e.g. when meals are included in hotel room rate or conference registration;
- (xii) Rental cars – most economical and lowest carbon option (where practical).

- (b) If you travel overseas and have an NZFC mobile phone, you are liable for any roaming charges during days you are on personal leave.
- (c) If you are travelling overseas on business and do not have an NZFC mobile phone, you must keep a schedule of all business phone calls made using a personal phone and submit an expense claim form for reimbursement of these business expenses.
- (d) Tipping in New Zealand and Australia is not permitted in any circumstances and will not be reimbursed (if incurred by a staff member). Tipping will be deducted through payroll (if incurred on an NZFC credit card, petty cash or account). Tipping during international travel is only permitted in places where tipping is local practice and the amount must be within customary norms.
- (e) All personal expenses (e.g. pay-per-view, mini-bar) must be paid directly to the hotel at the time of checkout. Any personal expenses charged to the NZFC will be deducted from salary.
- (f) You may on a case-by-case basis at CEO's discretion be allowed to undertake private travel before, during or after travel paid for by the NZFC, provided that there is no additional cost to the NZFC and the private travel is only incidental to the business purpose of the travel.
- (g) NZFC will not subsidise the travel and accommodation costs of partners or family who may be accompanying you on a trip. You must repay any additional cost incurred as a result of the presence of a partner or family member.

## **5. Air-points/Koru Club Memberships**

5.1 The below staff are entitled to join the Koru Club at the NZFC's expense and at the Chair's discretion:

- (a) CEO;
- (b) CFO;
- (c) Leadership Team;
- (d) Any other staff member who travels regularly for business purposes.

5.2 Memberships must only be renewed for periods of one-year maximum.

- 5.3 If a staff member who is not entitled to Koru Club membership under this policy is awarded Gold or Elite status by Air NZ, then the Koru membership is complimentary and the NZFC is not obliged to pay to maintain this membership.
- 5.4 Wherever practical, personal airpoints awarded as a result of NZFC-funded travel are to be utilised for NZFC business purposes. Personal airpoints awarded as a result of NZFC travel are to be used to renew the annual membership fees or for upgrades when travelling overseas on NZFC business.

## 6. Applicable policies

- 6.1 This policy should be read in conjunction with other NZFC policies specifically but not exclusive of:
- (a) Code of Conduct
  - (b) Delegations
  - (c) Gifts
  - (d) Staff Expenditure (noting s13 for credit card use)

### Review Log

Date updated	Notes	Approved by
May 2024	Updated to reflect current practice, flexible accommodation pricing around the world and the organisation structure. Removed the general application of per diems.	FAR Committee
April 2023	Updates to Section 2.4 referring to Staff Expenditure policy for new Taxi/Taxi chit process and policy	Acting COO
June 2021	Updated in line with 2020 Guidance from Controller and Auditor General Controlling Sensitive Expenditure	FAR Committee