

## Wendy Collard

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**From:** Jenny Lapham  
**Sent:** Friday, 8 September 2023 04:12 p.m.  
**To:** Oliver Bryan  
**Subject:** Local Government Official Information and Meetings Act 1987 Request - awardLGOIMA  
**Attachments:** Response\_Redacted.pdf

Kia Oliver

Please find attached our response to your request of 15 August 2023 relating to the 2023's World Commerce and Contracting Awards Ceremony in Melbourne. Please note that the staff members ID number and name has been redacted pursuant to section 7(2)(a) of LGOIMA to protect privacy, however we have provided the job title. You have the right to seek a review of this decision by the Office of the Ombudsman.

Kā mihi

Jennifer Lapham  
**Mana Whakahaere Kairuruku/Governance Support Officer**  
**Governance Group**

P 03 477 4000 | E [Jenny.Lapham@dcc.govt.nz](mailto:Jenny.Lapham@dcc.govt.nz)  
Te Kaunihera a Rohe o Ōtepoti - Dunedin City Council  
PO Box 5045, Dunedin 9054  
New Zealand  
[www.dunedin.govt.nz](http://www.dunedin.govt.nz)

8 September 2023

Dear Sir/Madam,

**Local Government Official Information and Meetings Act 1987 Request**

This is a request for official information under the Local Government Official Information and Meeting Act 1987 relating to Dunedin City Council's participation in 2023's World Commerce and Contracting Asia Pacific (APAC) Summit in Melbourne. The DCCs Procurement and Contracts Manager attended the conference as part of the DCCs ongoing commitment to improving its Procurement and Contract management function within Council, to ensure we provide value for money services for our community. Details of the conference can be found at - [APAC Summit \(Aug 2023\), World Commerce & Contracting APAC Summit, Melbourne Australia - Conference \(10times.com\)](#).

1. How many members of staff/officials did Dunedin City Council send to the ceremony? **1**
  - 1.1. What were the job titles of those who attended? **Procurement and Contracts Manager**
2. What were the total costs for travel? **\$2,287.74**
  - 2.1. Please provide a breakdown of the total cost including flights and any taxis. With flights, please indicate what the class of ticket travelled on was. **Economy class**

<b>World Commerce &amp; Contracting APAC (Asia Pacific) Summit on 7-8 August, Pullman Melbourne</b>	<b>NZD</b>
Queenstown - Melbourne return flights - Economy	\$ 795.47
Accommodation 3 nights in Melbourne	\$ 560.30
Travel booking fees	\$ 44.65
Mileage Dunedin to Queenstown return	\$ 526.00
Breakfast x 3 in Melbourne	\$ 50.65
Airport parking in Queenstown	\$ 82.61
Taxi to Melbourne Airport	\$ 101.63
Taxi to hotel from Melbourne Airport	\$ 126.43
	<b>\$ 2,287.74</b>

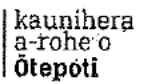
3. Where did those who attended stay, and for how long? **3 nights at Mantra 100 Exhibition**
4. What was the total cost of accommodation? **As per above**
5. Did the council or its representatives receive or give any gifts? **No**
  - 5.1. If so, what were they? **None**

6. Did the representatives have a per diem/daily expenses for the duration of the trip? [Our Sensitive Expenditure Guidelines](#) policy outlines the expectations around expenditure whilst travelling. There is no “per-diem” set amount. Indicative amounts for meals are suggested and staff may claim actual and reasonable expenses for meals, taxis and laundry.
7. Please also provide us with any hard copy receipts from the trip. [Attached](#)

Yours faithfully

A handwritten signature in black ink, appearing to read 'J Lapham', written in a cursive style.

Jennifer Lapham  
Governance Support Officer



Procurement

(Approver)

Robert West



DILMA TAXI  
M7059  
PASCOE VALE-VIC 3044  
TAX INVOICE  
ABN: 68 111 850 956  
VEHICLE No: M7059  
DRIVER ID: M7059  
FROM: AS DIRECTED  
TO: AS DIRECTED  
MID: 9066499  
TID: 35196800  
Version: 0.9.61T

CUSTOMER COPY  
AUG 09, 23 06:36  
BATCH: 000624  
INV: 3898  
STAN: 011470  
ACCOUNT TYPE CREDIT  
RRN: 011470063611  
VISA  
A0000000031010

SALE AUD \$87.50  
SRV FEE AUD \$3.99  
GST FEE AUD \$0.39  
TOTAL AUD \$91.88

APPROVED 00  
APPROVAL CODE 203401  
ARQC: DE94C093D2A172A9  
APSN:01 ATC:001E

PLEASE RETAIN RECEIPT  
FOR YOUR RECORDS

N LEE BAKERY CAFE  
4/61 LITTLE COLLINS ST  
MELBOURNE VIC 3000  
TEL 03 9654 8177  
ABN 13 121 980 532  
DATE 07/08/2023 MON TIME 08:25

ROLL/SANDWCH T1 \$10.00  
TOTAL \$10.00  
CASH \$10.00  
GST \$0.91

TRADING HOUR  
MON - FRI: 8:00AM - 4:30PM  
SAT: 8:00AM - 3:00PM  
THANK YOU FOR COMING  
HOPE TO SEE YOU AGAIN

Cafe Sol  
International Terminal  
Melbourne Airport  
Phone: 03 8682 8668  
ABN 16 008 749 031

TABLE #40

Coffee Exchange  
Shop 9, 1 Little Collins St  
Melbourne VIC 3000  
PH: 03 9654 5343

OTC  
1 Flat White 4.69  
1 XTRA Shot 0.50  
1 HamChsCroissHere 9.99

Total: \$15.18

Total includes GST of: \$1.38  
\* Indicates GST free items

8/08/23 8:30AM  
bill no. 1095370  
TAX INVOICE  
ABN: 39-231-432-476

1 x FLAT WHITE-80Z 5.90  
EXTRA 1 SHOT 1.20  
1 x CROISSANT-HAM & CHEESE 12.90  
TOASTED 0.00  
CREDIT CARD SURCHARGE 1.1% \$0.22  
SALE TOTAL: \$20.22  
INTEGRATED EFTPOS: \$20.22  
TAX total In sale: \$1.84

COMMONWEALTH BANK EFTPOS  
CAFE SOL  
MELBOURNE AT VIC  
TERMINAL 13419104  
REFERENCE 147489  
CUSTOMER COPY  
CARD NO: [REDACTED]  
EXPIRY DATE: A0000000031010  
AID: 1VR:0000000000  
ATC:31 267006F09C2EAD8D  
CSN:01 09 AUG 2023 07:20  
VISA  
CREDIT PURCHASE \$20.22  
TOTAL AUD \$20.22  
APPROVED 00  
AUTH NO: 251308  
POS REF NO: 2508  
THANK YOU

# GIRAFFE PMTS

TAX INVOICE  
giraffepay.com.au  
CAR CFS014URSVIC3AU  
AIRPORT CABS 24/7  
MERCHANT ID: 27752815  
TERMINAL ID: H30974  
CLIENT ID: 67262  
DRIVER ID: 549691  
DRIVER ABN: 17740253787

PICK UP: AIRPORT  
DEST: MELBOURNE  
\*\*\*\*\*  
Visa CRD (C)  
AID A0000000031010  
AUTH ID: 309304

FARE \$114.50  
TOTAL FARE \$114.50  
INC. GST  
TOTAL AUD \$114.50

APPROVED 00  
AUTH NO 309304

ARQC EC723E2E12D324DC  
H309 7408 0617 5810  
0000000000 020000 0000

\*\*\* CUSTOMER RECEIPT \*\*\*  
06/08/23 17:58 001190

State Highway 6  
\*\*\* Tax Invoice \*\*\*  
Tax code NZGST 49-889-963

Park B Exi 09/08/23 14:46  
Receipt 67364

Short-term parking tkt  
PB - No. 054819  
06/08/23 12:44  
09/08/23 14:46  
Period 3d2h3'  
(G.S.T) \$95.00

Gross total \$95.00

Payment  
AID A0000000031010  
APP LABEL Visa  
CARD [REDACTED]  
AUTHORIZATION 107603  
TOTAL NZD\$95.00

APPROVED  
Net total \$82.61  
G.S.T 15% \$12.39

37284539-1V1

Receipt #: 1005430  
Date: 9/06/2023 Time: 7:20:31 AM  
 clerk: 9025 IRAN  
Terminal: 92 MEL - CAFE SOL 92