

From: Lynne Adamson
To: ["Islay Aitchison"](#)
Subject: RE: Dunedin City Council
Date: Tuesday, 17 December 2019 03:51:00 p.m.

Dear Islay

Local Government Official Information and Meetings Act 1987 (LGOIMA) information request

I refer to your request dated 19 November 2019 requesting information relating to Induction Packs.

Your request has been considered under the Official Information and Meetings Act 1987 and the following response is provided:

1.1 An itemized list of the contents and packaging of any induction packs provided to incoming and/or returning Councillors and/or the Mayor by the Council.

Councillors and the Mayor were provided the following items in their induction packs:

- Information for Elected Members 2019 – Introduction to the Dunedin City Council booklet
- Who Does What booklet
- Guidance for members of local authorities about the Local Authorities (Members' Interests) Act 1968 – printed from the website of the Office of the Auditor General
- Dunedin City Council Standing Orders booklet
- Dunedin City Council Code of Conduct booklet

We provided new Councillors with a copy of the Annual Plan and 10 Year Plan documents.

1.1.1 Please note the price paid by the Council (GST inclusive for each item, including production costs).

The majority of work was undertaken by staff within normal working hours on council printers therefore there were no costs for items produced.

The exception is the Who Does What booklet, which is provided to all new staff as well as elected members as part of their induction process and these costs are listed below:

- Design work - \$750.00 excluding GST
- Printing of 200 copies - \$1,228.00 excluding GST

1.1.2 Please note the supplier (business or organisation) for each item, including printers or similar.

The information on the supplier and printer for each of the booklets produced is as follows:

- Who Does What Booklet – Designed by Click Design and printed by Southern Colour Print.
- Information for Elected Members 2019 – design and printing was undertaken by staff on the council printers.
- Guidance for members of the local authorities about the Local Authorities (Members' Interest) Act 1958 – staff downloaded the booklet from the website of

- the Office of the Auditor General and printed on the council printer
- Dunedin City Council Standing Orders and Code of Conduct booklets were reprinted by staff on council printers

1.1.3 Please note any discounts the Council received when acquiring/producing each item.

The Council did not receive a discount.

1.1.4 Please note whether, regarding each individual item, the item was provided to both incoming and returning councillors, or solely incoming councillors (and the Mayor)

All items with the exception of the Annual Plan and 10 Year Plan were provided to the Mayor and both returning and incoming Councillors. Returning councilors had already received a printed version of the Annual Plan and 10 Year Plan.

Nga mihi

Lynne

Lynne Adamson

**GOVERNANCE SUPPORT OFFICER
CIVIC**

P 03 477 4000 | **DD** 03 474 3431 | **E** lynne.adamson@dcc.govt.nz

Dunedin City Council, 50 The Octagon, Dunedin

PO Box 5045, Dunedin 9054

New Zealand

www.dunedin.govt.nz

www.dunedin.govt.nz

From: Islay Aitchison <islai@taxpayers.org.nz>

Sent: Tuesday, 19 November 2019 2:47 p.m.

To: Official Information <officialinformation@oa.dcc.govt.nz>

Subject: Dunedin City Council

To: Dunedin City Council

This is a request for official information under the Local Government Official Information and Meetings Act 1987 relating to induction packs for incoming and/or returning councillors and/or the mayor provided by Dunedin City Council (the Council).

1. We request the following information:

1.1 An itemised list of the contents and packaging of any induction packs provided

to incoming and/or returning councillors and/or the mayor by the Council.

1.1.1 Please note the price paid by the Council (GST inclusive) for each item, including production costs.

1.1.2 Please note the supplier (business or organisation) for each item, including printers or similar.

1.1.3 Please note any discounts the Council received when acquiring/producing each item.

1.1.4 Please note whether, regarding each individual item, the item was provided to both incoming and returning councillors, or solely incoming councillors (and the mayor).

2. We are not requesting a description of the contents of any documents provided, specification of the kind of document and number of pages of the document is sufficient.

We do not wish to cause unnecessary expense or burden for your agency. Should clarification be required, please call or email. Similarly, if a request proves unnecessarily burdensome in form and we are likely to be able to adjust that request to be more specific or better suited to your information systems without losing the benefit of what is sought, please get in touch.

If there is likely to be a delay in the assembly or provision of some of the information requested, please provide the balance as it becomes available.

To avoid unnecessary printing and postage costs, we ask that you send a **confirmation of receipt**, the response and any other correspondence related to this request to islay@taxpayers.org.nz. Please refer to "Dunedin Induction Packs" in the subject line.

Islay Aitchison

Researcher | New Zealand Taxpayers' Union | Auckland Ratepayers' Alliance
Phone +64 4 282 0300 | Mob +64 27 8911 353 | Email islay@taxpayers.org.nz

New Zealand Taxpayers' Union Inc. | Main +64 4 282 0300 | Level 4, 117 Lambton Quay, Wellington
| www.taxpayers.org.nz
Auckland Ratepayers' Alliance Ltd. | Main +64 9 281 5172 | PO Box 133099, Eastridge, Auckland |
www.ratepayers.nz

We are 100% funded by people like you. If you like what we do, join the [Taxpayers' Union](#) or the [Auckland Ratepayers' Alliance](#).