

28 November 2019

Response to official information request for Porirua induction packs

I refer to your request for official information received 19 November 2019 relating to elected member induction. We have processed your request under the Local Government Official Information and Meetings Act (LGOIMA) 1987.

The questions you specified have been included as numbered headings in bold below, with our response following each heading.

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.

The following items were provided in hard copy:

Executive Leadership Team and Democratic Services contact details (2 A4 double-sided sheets)
Porirua City Council Organisation Chart (14 A4 double-sided sheets)
Summary Annual Report (4 A4 pages double-sided sheets)
2019 Elected Member Induction and Professional Development Programme (4 A4 double-sided sheets)

LGNZ 2019 Mayor's Guide – *provided by LGNZ – no charge*

The above hard copies were provided to the Mayor and 10 Councillors in a satchel purchased from OfficeMax at a cost of \$329.91.

The following documents were made available electronically:

Annual Report 20017-2018
Annual Plan 2019-2020
Long-term Plan 2018-2038
Local Government Act 2002
Local Government Official Information and Meetings Act 1986
Members' Standards - A Guide 2019
Code of Conduct 2016-2019
Standing Orders
Resident Satisfaction Survey 2019
LGNZ Elected Member Handbooks

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

Executive Leadership Team and Democratic Services contact details (photocopy – approx. cost \$7)
Porirua City Council Organisation Chart (photocopy – approx. cost. \$23)
Summary Annual Report (photocopy – approx.. cost \$7)
2019 Elected Member Induction and Professional Development Programme (photocopy – approx.. cost \$10)
LGNZ Elected Member Handbooks \$1150 for license

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

All photocopying was undertaken inhouse. No outside suppliers or businesses were used in the production of the induction documents.

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

Not applicable

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

Induction materials were provided to both returning and new Councillors.

If you wish to discuss this decision with us, please feel free to contact Lynlee Baily, Lynlee.baily@porirua.govt.nz.

Ngā mihi



Wendy Walker
Chief Executive
Kaiwhakahaere Matua