

17 February 2025



Jensen, J

By email: fyi-request-29759-8e0d8fb8@requests.fyi.org.nz

Tēnā koe J Jensen

INFORMATION REQUEST

On 16 January 2025 you asked for information about the City Futures Network event held on the 30 October 2024 at the Cargo Shed. Here is our response to your questions:

- 1. Please provide all communications, records, meeting notes, speech notes (including those that may be held on personal devices used while performing council duties), attendee list etc and a breakdown of any costs incurred for "City Futures Network" event held on 30th October 2024 at the Cargo Shed.**

This event was originally going to be held at the University of Waikato on 27 August 2024 at the University of Waikato but due to scheduling conflicts this event was moved to the Cargo Shed and held on 30 October 2024.

Please find the following documents attached:

1. Powerpoint – 30 October – Mayor Template
2. Alcohol Inventory
3. August 27 Budget
4. Brief – August 27
5. Brief – Name Change
6. Catering proposal
7. CE – Mayor Brief
8. Draft runsheet – October 30
9. Invitation to Meet Mayor and Councillors
10. Invite List
11. Mayor – CEO Brief – August 27
12. Title Notes
13. P1 Infrastructure List
14. Potential questions
15. Liquorland order form

The briefing notes (Attachments 4, 5, 7, 11) were delivered in person and discussions occurred face to face so there are no further notes.

Attachment 3 shows the budget and quotes, please see Table 1 below for the actual costs.

Expenses	Budget	Actual	Notes
Venue	\$680	\$272	
Security and Staff	\$270	\$0	No security cost incurred.
Catering	\$2,000	\$2,180	
Technical equipment hir		\$251	
Staff	\$500	\$244.38	Event staff cost.
Refreshments	\$1,000	\$940.90	
Total	\$4,450.00	\$3,888.28	

This request took over five staff hours to complete. This includes retrieving the information, research, collation and reasonably required peer review.

Your request includes *all communications*. We note that there are over 100 emails between the organiser of the event and vendors, attendees, and internal staff. We attach two examples at Attachments 16 and 17.

If you would still like to request the communication, we will need to consider a charge for this information. The charge would be approximately \$153.60 for the estimated additional two hours of staff time required to review, collate, and peer review. We have considered the following:

- We are releasing the information about the event, the reasoning for it, run sheets, and the financial information with this response;
- We have reviewed the emails and note that they are of an administrative nature, therefore are of little public interest;
- Staff have spent time on this request collating the documents and financial information, additional time would be required to review and collate the emails which is not of value where documents and financial information has already been released;
- The time required to review includes redacting the names and details of external parties, the invite list showing the organisation/company names is provided with the response;

This request and the response have been considered under the LGOIMA¹. Information has been withheld as follows:

- *Section 7(2)(a) protect the privacy of natural persons, including that of deceased natural persons;*

If you are not happy with this response you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

This response may be published on our website, all personal information will be removed.

¹ [Local Government Official Information and Meetings Act 1987](#)

If you have any questions about this letter, please contact me.

Ngā mihi

A handwritten signature in grey ink, appearing to read 'Kath Norris', written in a cursive style.

Kath Norris
Team Leader
Democracy Services