

From: [Mary Birch](#)
To: [REDACTED]
Subject: FW: OFFICIAL INFORMATION REQUEST - STAFF EXPENDITURE
Date: Monday, 8 December 2014 17:09:57
Attachments: [Staff Expenditure PCards and travel.xlsx](#)

Dear [REDACTED]

Further your information request of 12 November 2014, as revised in your email of 14 November 2014, in respect of staff expenditure on purchase cards, travel costs, accommodation and entertainment for the past three financial years, I am now able to provide a response.

You requested:

“Let's refine it to how much staff spent over the past three financial years with a breakdown under each of the categories - purchase cards, travel costs, accommodation and entertainment.”

Please find attached spreadsheet which provides the relevant information.

“As for correspondence, was there any over-spending or under-spending in relation to the above request? If so, can we have reports and correspondence for those?”

Expenditure for the last three years has been managed within budget.

In respect of correspondence relating to staff expenditure, this information has been withheld under Section 17(f) of the Local Government Official Information and Meetings Act 1987 – in that the information requested cannot be made available without substantial collation or research.

If you have any concerns with the decision(s) referred to in this letter, you have the right to request an investigation and review by the Ombudsman under section 27(3) of the Local Government Official Information and Meetings Act 1987. For your information, the Ombudsman's contact details are:

Email: info@ombudsman.parliament.nz

Post: PO Box 10152, Wellington 6143

Telephone: 0800 802 602

If you have any queries, please do not hesitate to contact me.

Kind regards,

On Behalf of the Privacy Officer

Mary Birch

Team Leader | Democracy

DDI: 07 838 6772 | Email: mary.birch@hcc.govt.nz

Sent: Friday, 14 November 2014 11:19 AM
To: Mary Birch
Subject: Re: OFFICIAL INFORMATION REQUEST - STAFF EXPENDITURE

Hi Mary,

Let's refine it to how much staff spent over the past three financial years with a breakdown under each of the categories - purchase cards, travel costs, accommodation and entertainment.

As for correspondence, was there any over-spending or under-spending in relation to the above request? If so, can we have reports and correspondence for those?

I hope this helps. If you need further clarification, I'm more than happy to oblige.

regards

[REDACTED]

[REDACTED]

[REDACTED]

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On 14 November 2014 07:07, Mary Birch <Mary.Birch@hcc.govt.nz> wrote:
Dear [REDACTED]

I am seeking further clarity on your request.

You have asked:

“Please provide all information including correspondence and reports for staff expenditure on purchase cards, travel costs, accommodation and entertainment for the past three financial years.”

I have been advised that **“all correspondence”** relating to purchase cards, travel costs, accommodation and entertainment for the past three financial years will amount to many thousands of emails. At this point, the information could not be provided without substantial collation.

Are you able to refine your request or indicate what information you are specifically seeking?

If you have any queries or wish to discuss this, please do not hesitate to contact me.

Hamilton City Council

Staff expenditure on purchase cards, travel costs, accommodation and entertainment for the past three financial years

Entertainment costs are included in Travel & Accommodation figures.

All figures are GST exclusive.

	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Total 2013-14
Total Travel & Accommodation	17,508.24	18,380.51	13,556.27	25,104.72	21,440.05	10,058.75	9,112.30	9,565.96	23,969.93	30,118.67	29,415.72	16,767.74	224,998.86
<i>Made up of:</i>													
Travel paid by Pcard	9,993.98	11,130.74	8,053.47	10,980.01	11,784.01	8,157.73	2,935.90	2,009.99	12,298.66	18,951.05	8,951.65	7,738.23	112,985.42
Travel paid by invoice	7,514.26	7,249.77	5,502.80	14,124.71	9,656.04	1,901.02	6,176.40	7,555.97	11,671.27	11,167.62	20,464.07	9,029.51	112,013.44

Total P Card expenditure	44,513.29	33,324.92	31,259.47	36,848.84	29,146.23	36,300.40	18,940.00	22,379.87	46,516.40	52,207.71	40,395.24	38,382.35	430,214.72
<i>Made up of:</i>													
Travel & Accommodation	9,922.08	11,130.74	8,053.47	10,951.58	11,784.01	8,157.73	2,935.90	2,009.99	12,298.66	19,009.55	8,892.83	9,610.36	114,756.90
Other business related expenditure	34,591.21	22,194.18	23,206.00	25,897.26	17,362.22	28,142.67	16,004.10	20,369.88	34,217.74	33,198.16	31,502.41	28,771.99	315,457.82

Total 2013/14	<u>62,021.53</u>	<u>51,705.43</u>	<u>44,815.74</u>	<u>61,953.56</u>	<u>50,586.28</u>	<u>46,359.15</u>	<u>28,052.30</u>	<u>31,945.83</u>	<u>70,486.33</u>	<u>82,326.38</u>	<u>69,810.96</u>	<u>55,150.09</u>	<u>655,213.58</u>
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	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Total 2012-13
Total Travel & Accommodation	12,727.52	15,386.30	15,106.08	14,360.58	36,818.67	8,643.39	7,088.69	6,473.72	21,172.49	13,652.29	18,994.04	20,923.59	191,347.36
<i>Made up of:</i>													
Travel paid by Pcard	9,955.56	11,130.74	8,053.47	10,951.58	11,784.01	8,157.73	2,935.90	2,009.99	12,298.66	19,009.55	8,892.83	9,610.36	114,790.38
Travel paid by invoice	2,771.96	4,255.56	7,052.61	3,409.00	25,034.66	485.66	4,152.79	4,463.73	8,873.83	- 5,357.26	10,101.21	11,313.23	76,556.98

Total P Card expenditure	34,760.75	28,698.77	28,038.55	28,769.02	36,388.52	29,245.81	16,596.94	28,164.87	30,757.82	23,461.46	34,442.55	37,698.24	357,023.30
<i>Made up of:</i>													
Travel & Accommodation	8,360.02	6,835.03	8,180.49	6,507.51	18,863.87	6,051.73	2,578.20	2,252.76	13,409.69	6,599.81	9,231.98	14,561.96	103,433.05
Other business related expenditure	26,400.73	21,863.74	19,858.06	22,261.51	17,524.65	23,194.08	14,018.74	25,912.11	17,348.13	16,861.65	25,210.57	23,136.28	253,590.25

Total 2012/13	<u>47,488.27</u>	<u>44,085.07</u>	<u>43,144.63</u>	<u>43,129.60</u>	<u>73,207.19</u>	<u>37,889.20</u>	<u>23,685.63</u>	<u>34,638.59</u>	<u>51,930.31</u>	<u>37,113.75</u>	<u>53,436.59</u>	<u>58,621.83</u>	<u>548,370.66</u>
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	Jul-11	Aug-11	Sep-11	Oct-11	Nov-11	Dec-11	Jan-12	Feb-12	Mar-12	Apr-12	May-12	Jun-12	Total 2011-12
Total Travel & Accommodation	15,825.50	13,441.63	22,987.00	16,080.64	16,245.86	17,827.19	10,121.72	8,174.39	14,017.69	13,639.91	16,436.59	17,119.56	181,917.68
<i>Made up of:</i>													
Travel paid by Pcard	10,894.31	5,687.95	10,887.90	9,463.28	9,238.91	12,881.33	2,825.84	3,670.77	9,480.82	6,563.39	9,844.62	8,769.08	100,208.20
Travel paid by invoice	4,931.19	7,753.68	12,099.10	6,617.36	7,006.95	4,945.86	7,295.88	4,503.62	4,536.87	7,076.52	6,591.97	8,350.48	81,709.48
Total P Card expenditure	44,937.93	33,364.25	39,560.35	34,230.89	25,388.92	42,562.22	19,353.76	23,960.97	35,776.18	26,229.45	34,242.73	31,975.23	391,582.88
<i>Made up of:</i>													
Travel & Accommodation	10,894.31	5,687.95	10,887.90	9,463.28	9,238.91	12,881.33	2,825.84	3,670.77	9,480.82	6,563.39	9,844.62	8,769.08	100,208.20
Other business related expenditure	34,043.62	27,676.30	28,672.45	24,767.61	16,150.01	29,680.89	16,527.92	20,290.20	26,295.36	19,666.06	24,398.11	23,206.15	291,374.68
Total 2011/12	<u>60,763.43</u>	<u>46,805.88</u>	<u>62,547.35</u>	<u>50,311.53</u>	<u>41,634.78</u>	<u>60,389.41</u>	<u>29,475.48</u>	<u>32,135.36</u>	<u>49,793.87</u>	<u>39,869.36</u>	<u>50,679.32</u>	<u>49,094.79</u>	<u>573,500.56</u>