

7 August 2023

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Kia ora Oliver

Flowers and Bottled Water

Thank you for your request made under the Local Government Official Information and Meetings Act 1987 (the Act), received on 30 June 2023. You requested the following information:

- Total expenditure on bottled water in 2022:

Please provide the total amount spent on bottled water, including the cost of procurement, delivery, and any other associated expense.

- Total expenditure on flowers in 2022:

Please provide the total amount spent on flowers, including any cost related to procurement, arrangements, and maintenance.

Similarly, please provide:

- Total expenditure on bottled water from January 2023 up to and including June 2023.
- Total expenditure on flowers from January 2023 up to and including June 2023.

As previously advised, Wellington City Council has **granted** your request for information.

Our sensitive expenditure policy outlines:

Staff welfare and recognition

The Council may contribute to the cost of an appropriate gift for an employee in the case of:

- *Bereavement of an immediate or close family member*
- *Births and legal adoptions*
- *Serious illness*
- *Recognising significant work-related achievements, e.g., long service, rewarding significant efforts.*

Long service (20 years plus continuous service) is recognised by the Council.

Contact People and Culture for details of the recognition scheme, which includes a cash gift. Staff welfare gifts over \$200 must be approved by the Chief Executive.

Note: Examples of appropriate gifts include flowers, music or book vouchers

Please note the way these expenses are coded can vary. We have searched this by the supplier under 'florist/flowers' so may not be a full picture if flowers were purchased through another

avenue such as a supermarket. The below figure also includes items such as wreaths for ANZAC Day and recognition of the outgoing elected members given the local body elections in 2022. We do not have a record of any flower arrangements or maintenance.

The below table outlines the total expenditure on flowers for the period 2022 and January 2023-June 2023.

Period	Amount spent
2022	\$9298.56
January 2023- June 2023	\$2952.54

Please note the above table excludes expenditures on parks, botanic gardens, and floral supplies or nursery stock.

The below table outlines the total expenditure on bottled water:

Period	Amount spent*
2022	\$210.44
January 2023 – June 2023	\$178.02

* Given the way our coding works we searched the general ledger for all mentions of ‘water’ – the above table only includes the expenditure that is obviously bottled water upon review.

Please note bottled water is most commonly purchased for the following reasons:

- Parking
As part of the health and safety plan for parking officers cold bottled water is provided at the base on hot days. They are also equipped with insulated water bottles to take with them while on duty. It was trialled to offer a larger format water cooler in the break room, but the number of officers meant this was not successful. The chilled bottled water is also taken out to officers on their rounds in support vehicles on hot days.
- Health and safety
We have grab-and-go bags as a part of our health and safety plans that are refilled to include bottled water.
- Events
The City Events team provides catering for performers and crew on some of our larger signature events (Waitangi, Pasifika, Gardens Magic, Matariki), which does include small amounts of bottled water as the events are based outside. Because this expenditure is coded simply under “catering”, we’re unable to drill down further to ascertain the exact amount spent on water alone.
Our only other water source outside of our Tahiwī offices (at 113 The Terrace) is at The Hannah Playhouse where we have a water cooler on site.

Searching for ‘water’ returned 91 payments and included waterfront expenditure (for example life rings and signage), and outdoor water fountain maintenance.

Our corporate office sites have filtered water taps on each level and we do not provide bottled water in the staff fridges.

Right of review

If you are not satisfied with the Council's response, you may request the Office of the Ombudsman to investigate the Council's decision. Further information is available on the Ombudsman website.

Please note, we may proactively release our response to your request with your personal information removed.

Thank you again for your request, if you have any questions, please feel free to contact me.

Kind regards

Amber Smith
Senior Advisor Official Information