

## Euan Kyle

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**From:** Euan Kyle  
**Sent:** Monday, 6 April 2020 12:14 PM  
**To:** [REDACTED]  
**Subject:** RE: Te Manawa Costs [#4D2F7P]  
**Attachments:** Tax Invoice 17427A - [17427] HCC H@H Booklet #1 - 2020 (4).pdf; Response Letter to Official Information Request - [REDACTED]

06/04/2020

[REDACTED]

Dear [REDACTED]

### **Request for Information – Local Government Official Information and Meetings Act 1987**

We refer to your official information request dated 9th March 2020 for information regarding Te Manawa Costs.

The information you have requested is attached.

If you wish to discuss this decision with us, please feel free to contact me at [euan.kyle@huttcity.govt.nz](mailto:euan.kyle@huttcity.govt.nz).

Yours sincerely,

### **Euan Kyle**

Senior Advisor, Official Information and Privacy

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand  
T 04 570 6702 W [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

Encl Tax Invoice 17427A - [17427] HCC H@H Booklet #1 - 2020 (4).PDF  
Response Letter to Official Information Request - Matt Young.PDF

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**From:** Euan Kyle  
**Sent:** Wednesday, 11 March 2020 2:02 PM  
**To:** [REDACTED]  
**Subject:** RE: Te Manawa Costs [#4D2F7P]

11/03/2020

[REDACTED]

Dear [REDACTED]

### **Official information request for Te Manawa Costs**

I am writing to acknowledge receipt of your official information request dated 9th March 2020 for information regarding Te Manawa Costs.

We received your request on 9th March 2020. We will endeavour to respond to your request as soon as possible and in any event no later than 20 working days after the day your request was received. If we are unable to respond to your request by then, we will notify you of an extension of that timeframe.

Your request is being coordinated by Euan Kyle. If you have any queries, please feel free to contact him on [ewan.kyle@huttcity.govt.nz](mailto:ewan.kyle@huttcity.govt.nz). If any additional factors come to light which are relevant to your request, please do not hesitate to contact us so that these can be taken into account.

Yours sincerely

**Euan Kyle**

Senior Advisor, Official Information and Privacy

Hutt City Council, 30 Laings Road, Private Bag 31912, Lower Hutt 5040, New Zealand  
T 04 570 6702 W [www.huttcity.govt.nz](http://www.huttcity.govt.nz)



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**From:** Contact  
**Sent:** Tuesday, 10 March 2020 9:35 a.m.  
**To:** [REDACTED]  
**Subject:** FW: Te Manawa Costs [#4D2F7P]

Kia ora [REDACTED]

Thank you for your email.

We have forwarded this to Grace Christison so she can arrange a reply.

If you would like more information about Hutt City Council and our services, please ring our Customer Contact Centre on 04 570 6666 or 0800 488 824.

Ngā mihi,

Monique  
**CUSTOMER SERVICES**

**HUTT CITY COUNCIL**  
30 Laings Rd  
Private Bag 31912  
Lower Hutt 5040

New Zealand

w: <http://www.huttcity.govt.nz>

e: [CONTACT@HUTTCITY.GOV.T.NZ](mailto:CONTACT@HUTTCITY.GOV.T.NZ)

t: +64 4 570 6666 | 0800 488 824 (0800 HUTT CITY)

f: +64 4 569 4290

-----Original Message-----

**From:** [REDACTED]

**Sent:** Monday, March 9, 2020 6:45 PM

**To:** "[contact@huttcity.govt.nz](mailto:contact@huttcity.govt.nz)" <[contact@huttcity.govt.nz](mailto:contact@huttcity.govt.nz)>

**Subject:** Te Manawa Costs

Kia ora,

I have a few questions regarding Hutt at Heart- Te Manawa that I'd appreciate answers for;

1. How much does each issue of Te Manawa cost to produce and distribute (inclusive of any content creation & design costs not internal to Council and printing, delivery etc)? If possible I would appreciate an itemised account of costs.
2. Are there four issues every year?
3. How many copies of each issue are printed?
4. Is Te Manawa delivered to every household in the city (and if not who is it delivered to)?

Thanks,

[REDACTED]

06/04/2020



Dear 

**Request for Information – Local Government Official Information and Meetings Act 1987**

We refer to your official information request dated 9th March 2020 for information regarding Te Manawa Costs.

The information you have requested is below.

1. How much does each issue of Te Manawa cost to produce and distribute (inclusive of any content creation & design costs not internal to Council and printing, delivery etc)? If possible I would appreciate an itemised account of costs.
  - Each copy varies in cost depending on the amount of content.
  - The most expensive copy to produce is the March issue (NZD 23,526.19) as we include pages regarding the Annual Plan consultation. Other issues fall between 19k and 20k
  - The invoice attached gives a breakdown of the costs involved in the production of each issue. This is the invoice for the most expensive issue (March).
  - By law we are obligated to keep the public informed on what Council is doing. We use to spend almost double this amount advertising in the Hutt News. After a review we decided we could cut costs by producing our own content. Unfortunately, not everyone has access to the internet so alongside our website and email campaigns we also produce the Hutt at Heart booklet. We are working on ways to optimise this channel and bring costs down, especially in the current situation, whilst also ensuring we are keeping everyone informed no matter where they are across Lower Hutt.
2. Are there four issues every year?
  - We produce 4 issues per year
3. How many copies of each issue are printed?
  - 40,000 copies are printed of each Issue

4. Is Te Manawa delivered to every household in the city (and if not who is it delivered to)?

- 38,814 are delivered to peoples houses across the whole of Lower Hutt.
- The remaining copies are spread across our facilities for counter pick ups, libraries, hubs etc.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss this decision with us, please feel free to contact me at [ewan.kyle@huttcity.govt.nz](mailto:ewan.kyle@huttcity.govt.nz).

Yours sincerely

Euan Kyle

Encl Tax Invoice 17427A - [17427] HCC H@H Booklet #1 - 2020 (4).PDF



# Tax Invoice

**PORTGroup**  
Level 1, 476 Mt Eden Road  
Mt Eden  
Auckland 1024  
GST No: 71-969-525

**Hutt City Council**  
Grace Christison  
Private Bag 31912  
Lower Hutt 5040  
New Zealand

INVOICE NUMBER 17427A  
ISSUED ON 29 Feb 2020  
PAYMENT DUE DATE 20 Mar 2020

## [17427] HCC H@H Booklet #1 - 2020

### Design

Design of Hutt @ Heart issue #1 2020	6.25	837.06
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### Production

Client changes to text & design, replace supplied pages with new ones and prepping for print	19.75	1,573.60
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### Printing

Print & delivery to distribution facility	1	13,987.82
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### Distribution

Distribution of Hutt @ Heart	1	4,059.08
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SUBTOTAL	20,457.56
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15% GST ON INCOME (15%)	3,068.63
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<b>TOTAL</b>	<b>NZD 23,526.19</b>
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Please pay by the 20th of the month following the date of this invoice. Unpaid accounts will incur late payment fees and collection costs.

Port Group Ltd Bank Acc: [REDACTED]

Please ensure all payment remittances are emailed to [accounts@portgroup.co.nz](mailto:accounts@portgroup.co.nz)