

From: OfficialInformation@my.ccc.govt.nz
Sent: Thursday, 26 August 2021 5:24 PM
To: Macadie, Ana
Subject: Fwd: [Ticket: 448922] LGOIMA response - Council communications

Christchurch
City Council 

Ana Macadie
Information Advisor
Official Information Team

From: OfficialInformation@my.ccc.govt.nz
Sent: August 26 17:21:33
To: [REDACTED]
Subject: Re: [Ticket: 448922] LGOIMA response - Council communications

Christchurch
City Council 

Kia ora [REDACTED],

I hope you are well.

Please find the following information in response to your request:

Communications is one of the functions of the Council's Public Information and Participation Unit (PIP). In this unit there are news and media, communications, engagement, marketing and design staff. A response to Radio NZ in 2019 focused on numbers of staff with either communications or news and media in their job title, but it appears this request differs and is for the unit's wage and salaries budget. The Unit's budget is totally for salary and wages – it does not carry budget for publications as discussed with Conan on 24 August 2021. Conan clarified that given we do not produce one overall council publication for which the budget would sit with the PIP unit. Instead the Council produces publications right across the organisation with budget for these sitting with the units delivering the service, he does not require us to research these costs.

Staff in the PIP unit are responsible for providing information about the Council and its services. This including writing, photography, videography – both for the Council's digital news channel Newsline as well as content for other Council publications including electronic newsletters.

Other duties include advertising and behaviour change campaigns such as recycling and water use and promoting our facilities including recreation and sports facilities and libraries. Staff in the unit also develop and manage social media channels, develop e-newsletters, respond to media queries and produce information for projects and consultation. We also manage consultations, such as the Long Term Plan, review of the District Plan and transport projects. The engagement function is a big part of the unit's responsibilities and includes hosting public meetings, producing consultation resources and analysing submissions received.

Since 2018, resident satisfaction with external communication has risen from 59% to 82% as we continue to adapt to an ever changing market.

Staff are also involved in Civil Defence and Emergency Management and since early 2020 have been involved in the response to COVID-19 lockdowns and the 2021 floods.

The budget has increased in line with an increasing workload for the team.

	2016	2017	2018	2019	2020	2021
Total salary costs for PIP	\$ 3,719,735	\$ 3,726,053	\$ 3,837,379	\$ 3,719,138	\$ 3,697,706	\$ 3,654,996
Total FTE as at end of June	44.40	45.95	43.18	41.98	42.49	38.15
Spend on Engagement	\$ 629,346	\$ 736,387	\$ 756,341	\$ 754,088	\$ 756,607	\$ 637,557
Spend on Media	\$ 176,881	\$ 180,418	\$ 183,980	\$ 489,266	\$ 499,052	\$ 436,549

Please note: This response is based on salaries and wages for the Unit and costs associated with these salaries and wages. It does not include the non-control lable costs which are shared across council including IT and Property charges. In responding to this we have used total Full- Time Equivalents as at end of June – a snapshot of the actual FTEs we've held at the end of June in each of the years. It doesn't take into account any movements during the year. The costs attributed to media and engagement relate to salary costs within the engagement and media team cost centres, not the cost of the two managers which is included in the overall salary budget for the unit.

I hope that this is of assistance. If you need any clarification please let me know.

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 or freephone 0800 802 602.

Kind regards,

Ana Macadie
Information Advisor
Official Information Team

From: OfficialInformation@my.ccc.govt.nz

Sent: August 02 09:46:35

To: [REDACTED]

Subject: Fwd: [Ticket: 448922] LGOIMA acknowledgement

Christchurch
City Council 

Dear [REDACTED]

Thank you for your email which has been forwarded to us by the Media team.

We are handling your request under the Local Government Official Information and Meetings Act 1987 (LGOIMA). We have forwarded it to the appropriate Christchurch City Council staff, and we will provide a response or update within 20 working days of the date we received your request. If we are unable to respond to your request by then, we will notify you of an extension of that timeframe.

If you have any queries, please feel free to contact me. If any additional factors come to light which are relevant to your request, please do not hesitate to contact me so that these can be taken into account.

Kind regards,

Ana Macadie
Information Advisor
Official Information Team

From: [REDACTED]
Sent: Friday, 30 July 2021 11:48 am
To: Ritchie, Jocelyn <Jocelyn.Ritchie@ccc.govt.nz>
Subject: Igoima request

Hi Joss,

This is a Igoima request for the following...

Total budget for the 2020/21 financial year for communications including remuneration and the number of fte positions employed in this space. Could you please provide a breakdown of money spent on community engagement and the amount spent on media such as press releases and council publications.

And the same for the five previous financial years including the above breakdowns.

Thanks very much,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Christchurch City Council

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