



Reference: 24-OIAD-010

9(2)(a)

12 August 2024

Tēnā koe 9(2)(a)

Response to your Official Information Act Request

Thank you for your email of 26 July 2024 requesting the following under the Official Information Act 1982 (the Act):

A list of all job titles of staff members who have access to a credit card assigned to them or their job. If there are multiple staff members with the same job title who have access to a credit card, please indicate how many staff members hold that title.

The number of credit cards that are shared among multiple staff members. For each shared credit card, please provide a list of the staff members who have access to it.

The scope of this request is interpreted to be for information held regarding:

- a list of all job titles and numbers of staff who have access to a credit card
- the number of shared credit cards, and who has access to them

Aroturuki Tamariki | the Independent Children's Monitor allows staff to apply for a credit card where there is:

- requirement to travel;
- requirement to pay for ICT licences/subscriptions or equipment;
- requirement to book on behalf of others (e.g. courses, accommodation, etc); or
- requirement to pay for hospitality.

All requests for a business credit cards are made to the finance team of our host agency, the Education Review Office (ERO), as they administer our finance functions. Upon applying, our staff must agree to the conditions of use of an ERO credit card and have their line manager agree there is a business need for a credit card to be issued.

We have clear policies outlining how and when staff may use their business credit cards. All staff are required to be familiar with these policies and new staff are introduced to these policies at induction.

Please find below a list of all job titles with access to credit cards, along with the number of those staff who currently have a credit card:

Job Title	No. of Cards
Analyst	1
Chief Executive	1
Chief Monitor	1
Chief Monitor (Acting)	1
Lead Advisor	1
Manager	3
Monitor	3
Principal Advisor	5
Principal Analyst	1
Regional Manager	3
Regional Manager (Acting)	1
Senior Monitor	21
Team Coordinator	3
Chief Advisor	1
Executive Assistant	1
Senior Advisor	1
General Manager	1
Total	49

Aroturuki Tamariki | the Independent Children's Monitor has no shared credit cards, so this part of your request is refused under section 18(e) of the OIA Act as the requested information does not exist.

You have the right to seek an investigation and review by the Office of the Ombudsman of my decision to refuse information relating to this request, in accordance with section 28(3) of the Act. The relevant details can be found on their website at:

www.ombudsman.parliament.nz.

Please note that due to the public interest in our work, Aroturuki Tamariki publishes responses to requests for official information on our [OIA responses page](#). If you have any queries about this, please feel free to contact us on info@aroturuki.govt.nz.

Ngā mihi nui



Arran Jones
Chief Executive

Released under the provisions of the Official Information Act 1982