

## LGOIMA

*When releasing responses to previous LGOIMA requests, names of individual requestors may be withheld to protect their privacy.*

*Information requested by the media, from public sector organisations and MPs will always be published while information specific to an individual or their property will not generally be published.*

---

### Request

**from:** Stuff.co.nz

**For:** Elected Members Catering Costs 2017 -2019 to date

---

### Response

**by:** Victoria Harper  
Accounting & Property Services Manager

---



Ref: SR1946460

Civic House, 110 Trafalgar Street  
PO Box 645, Nelson 7040, New Zealand

13 November 2019

P (03) 546 0200  
E LGOIMA@ncc.govt.nz  
[nelson.govt.nz](http://nelson.govt.nz)

██████████  
Stuff.co.nz

██████████  
ROTORUA

Dear ██████████

### OFFICIAL INFORMATION REQUEST FOR CATERING COSTS

I refer to your official information request dated 23 October 2019 for external catering costs for 2017, 2018 and 2019.

We have decided to grant your request. However, your request is for a large volume of information and involves substantial collation.

For context, Nelson City Councils accounting processes does not collate the cost of catering into a single general ledger code, and therefore would need to manually review a large range of ledgers, supplier records and purchase orders to compile the data requested.

However, we can readily identify the Elected Members & Youth Council external catering costs, which are detailed below per calendar year (excluding GST):

2017	\$22,009.21
2018	\$15,443.38
2019 to date	\$13,002.73

Should you require additional information on all external catering costs, given the amount of resource required to process your request, we will need to charge under section 13 (1A) of Local Government Official Information and Meetings Act for making the requested information available.

*"Every local authority (including a local authority whose activities are funded in whole or in part by another person) may charge for the supply of official information under this act".*

Our Charging Policy is in line with the Ministry of Justice guidelines. Under our Charging Policy, we provide first hour free of charge and we charge \$38.00 per half hour thereafter.

We estimate that the maximum charge for your entire request will be \$2,584.00 based on 35 hours. Please note, the likely catering costs additional to that provided above, would be

Internal Document ID: A2292222

minimal compared to the inordinate amount of time it would take to compile the data. For details of how this charge has been calculated, please refer to the enclosed estimate of costs, attached at Appendix A. Any unused component of the maximum charge however will be refunded to you.

Before we proceed further, please confirm your agreement to the charges. We need to be in receipt of the full amount \$2,584.00 before we proceed further. You can pay at our friendly Customer Service Centre or to make an online payment please refer to this link [Click](#) here.

We will send you the information within 4 weeks of your payment.

Alternatively, if you prefer to change or refine your request in order to reduce or remove the need to charge, I will be able to assist you.

If we do not hear back from you by close of business 30 November 2019, we will assume that you do not wish to proceed and we will close the request.

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 [LGOIMA@ncc.govt.in](mailto:LGOIMA@ncc.govt.in).

Yours sincerely



**Victoria Harper**

Accounting & Property Services Manager

Appendix A – Calculation of charges

	Quantity	Price	Totals
<b>Labour</b>	3 hours to research and prepare data	\$38/half hour	\$ 228.00
	30.5 hours to review and sort data	\$38/half hour	\$2318.00
	1.5 hours to confirm findings and respond	\$38/half hour	\$ 114.00
<b>Discount applied [First hour free of charge]</b>			(\$ 76.00)
		<b>Total cost</b>	\$2584.00

[REDACTED]

---

**From:** no-reply@ncc.govt.nz  
**Sent:** Wednesday, 23 October 2019 9:20 AM  
**To:** LGOIMA  
**Subject:** Official Information Request

**Your Details**

**First Name**

[REDACTED]

**Last Name**

[REDACTED]

**Organisation, if applicable**

Stuff.co.nz

**Postal Address**

[REDACTED]

**Email**

[REDACTED]

**Daytime Phone Number**

[REDACTED]

**Request details**

**Type of request**

LGOIMA (Official information request)

**Details of your request**

[REDACTED] from the Stuff website here.

I'm writing to request some information under the Local Government Official Information and Meetings Act.

I wanted to ask how much Nelson City Council has spent on external catering:

During the 2019 year so far, during 2018 and during 2017.

Written confirmation of receipt of this request would be appreciated and if I can be of assistance or further clarification is required please do not hesitate to get in touch.

Kind regards,

[REDACTED]

**Supporting Document**