

25 January 2024

Sent via email to: [REDACTED]

Dear [REDACTED],

REQUEST FOR OFFICIAL INFORMATION – RELEASE OF INFORMATION

Thank you for your request for information held by the Queenstown Lakes District Council (**QLDC**). On 7 December 2023 you requested the following information under the Local Government Official Information and Meetings Act 1987 (**LGOIMA**):

1. End-of-Year Bonuses:

- Total amount paid in end-of-year bonuses to the CEO this Christmas.
- Total amount paid in bonuses to staff employed by your organization this Christmas.
- Please also provide the same for Christmas 2022.

2. Presents for Staff:

- Total expenditure on presents for staff including but not limited to 'secret Santa' etc.
- Please include this cost for last year also.

3. Christmas Parade:

- Total expenditure breakdown on any Christmas parade hosted or funded by the Council this year. This should also include road closure impact assessments where possible.
- Please include a cost breakdown for any Christmas parade last year.

4. Christmas Trees and lights:

- Number of Christmas trees purchased and erected, and the cost of these purchases for this year.
- Please also include the cost for any Christmas lights for tree and any lights for buildings for this year.
- Please also include the cost of both for last year, too.
- Please highlight if the council had any left over from last year.

5. Hiring Santa:

- Breakdown of costs associated with hiring a Santa, if applicable.
- Please also provide this information for last year, too.

6. Christmas Market:

- Breakdown of costs associated with running/hosting/sponsoring a Christmas market, if applicable.
- Please provide this information for last year, too.

7. Christmas Party Supplies:

- Please breakdown the amount spent on the following for the years 2022 and 2023:
 - Wrapping paper
 - Santa hats
 - Alcohol for parties
 - Party hats
 - Christmas crackers
 - Christmas cards
 - Christmas decorations

8. Christmas Parties:

- Total expenditure breakdown on Council Christmas parties. Please also include in the breakdown any travel arrangement costs.
- Please include this for last year, also.

9. Office Closure:

- Duration of office closure during the Christmas period for the council generally.
- Please specify how many managers and senior executive staff are taking more hours/days out of office than is blanket across the council for the Christmas period.
- Does the Christmas office closure also affect contactors paid by the council? If not, how much are they being paid over the Christmas break in an hourly rate?

10. Fines:

- Does the council have any plans to increase fines for parking offences or any other offences during the Christmas period?
 - If so, which fines are increasing, why and what revenue is expected to be raised?

QLDC response

Please see our response below:

1. End-of-Year Bonuses:

- *Total amount paid in end-of-year bonuses to the CEO this Christmas.*
- *Total amount paid in bonuses to staff employed by your organization this Christmas.*
- *Please also provide the same for Christmas 2022.*

No Christmas bonuses were paid to employees in 2022 and 2023, this includes the CEO.

2. Presents for Staff:

- *Total expenditure on presents for staff including but not limited to 'secret Santa' etc.*
- *Please include this cost for last year also.*

We don't do any presents for staff.

3. Christmas Parade:

- *Total expenditure breakdown on any Christmas parade hosted or funded by the Council this year. This should also include road closure impact assessments where possible.*
- *Please include a cost breakdown for any Christmas parade last year.*

No Christmas parades were hosted in 2022 or 2023.

4. Christmas Trees and lights:

- *Number of Christmas trees purchased and erected, and the cost of these purchases for this year.*

No Christmas trees were purchased but three trees were installed. These were purchased five years ago with lights.

- *Please also include the cost for any Christmas lights for tree and any lights for buildings for this year.*

There were no lights on buildings and the lights on existing trees were not replaced this year.

- *Please also include the cost of both for last year, too.*

Same as above.

- *Please highlight if the council had any left over from last year.*

We reuse all our trees and lights each year.

5. Hiring Santa:

- *Breakdown of costs associated with hiring a Santa, if applicable.*
- *Please also provide this information for last year, too.*

No Santa was hired in 2022 or 2023.

6. Christmas Market:

- *Breakdown of costs associated with running/hosting/sponsoring a Christmas market, if applicable.*
- *Please provide this information for last year, too.*

- No Christmas markets were organised by Council.

7. Christmas Party Supplies:

Please breakdown the amount spent on the following for the years 2022 and 2023:

- *Wrapping paper*
- *Santa hats*
- *Alcohol for parties*
- *Party hats*
- *Christmas crackers*
- *Christmas cards*
- *Christmas decorations*

A budget of \$25 per person is allocated for Christmas.

8. Christmas Parties:

- *Total expenditure breakdown on Council Christmas parties. Please also include in the breakdown any travel arrangement costs.*
- *Please include this for last year, also.*

See the answer to question 7 above.

9. Office Closure:

- *Duration of office closure during the Christmas period for the council generally.*

Our offices are closed from 22 December 2023 to 3 January 2024.

- *Please specify how many managers and senior executive staff are taking more hours/days out of office than is blanket across the council for the Christmas period.*

The majority of the executive staff returned to work on 3 January 2024. One member returned on 8 January 2024.

60% of our other Managers returned to work on 3 January 2024. 40% returned to work on 8 January 2024.

- *Does the Christmas office closure also affect contactors paid by the council? If not, how much are they being paid over the Christmas break in an hourly rate?*

The rate paid to contractors does not change over the Christmas break. Contractors are paid a fixed hourly rate irrespective of when the work is completed (e.g. on public holidays, weekends, at night, etc.).

10. Fines:

- *Does the council have any plans to increase fines for parking offences or any other offences during the Christmas period? If so, which fines are increasing, why and what revenue is expected to be raised?*

No – parking Infringement provisions are set nationally not locally.

We trust this response satisfactorily answers your request.

Ngā mihi,

A handwritten signature in black ink, consisting of a stylized 'M' followed by a horizontal line and a flourish.

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Senior Official Information Advisor