



**Upper Hutt City Council**

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Konrad Hickson  
Via email: fyi-request-10377-2a9c1358@requests.fyi.org.nz

File: 311/04-001

Ref: 982

27 May 2019

Dear Konrad

RE: OFFICIAL INFORMATION REQUEST FOR REPORTS FOR TREE CUTTING ON MCLEOD STREET

I am writing to acknowledge receipt of your official information request dated 24 May 2019 for reports for tree cutting on McLeod Street.

We received your request on 24 May 2019. We will endeavour to respond to your request as soon as possible and in any event no later than 24 June 2019, being 20 working days after the day your request was received. Furthermore, we note the time sensitivity of this request, and will prioritise this, and another request received about the same trees.

If you have any queries, please feel free to contact the LGOIMA Officer on 04 529 0080. 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.

To keep the Mayor and Councillors informed, a brief summary of your request will be published as part of the regular Audit Risk and Finance Committee Agenda.

Yours sincerely

Meesh Holswich  
Information and Communications Officer

### 13 Decisions on requests

Legislation: Local Government Official Information and Meetings Act 1987

- (1) *Subject to this Act, the local authority to which a request is made in accordance with section 10 of this Act, or is transferred in accordance with section 12 of this Act or section 14 of the Official Information Act 1982, shall, as soon as reasonably practicable, and in no case later than 20 working days after the day on which the request is received by that local authority,—*
- (a) *Decide whether the request is to be granted and, if it is to be granted, in what manner and for what charge (if any); and*
  - (b) *Give or post to the person who made the request notice of the decision on the request.*
- [(1A) *Subject to section 23 of this Act, 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.]*
- (2) *Any charge for the supply of official information under this Act shall not exceed the prescribed amount.*
- (3) *Where no such amount is prescribed, any charge fixed shall be reasonable, and regard may be had to the cost of the labour and materials involved in making the information available and to any costs incurred pursuant to a request of the applicant to make the information available urgently.*
- (4) *The local authority may require that the whole or part of any charge be paid in advance.*
- (5) *Where a request in accordance with section 10 of this Act is made or transferred to a local authority, the decision on that request shall be made by the [chief executive] of that local authority or an officer or employee of that local authority authorised by that [chief executive] unless that request is transferred in accordance with section 12 of this Act to another local authority or to a Department, Minister of the Crown, or organisation.*
- (6) *Nothing in subsection (5) of this section prevents the [chief executive] of a local authority or any officer or employee of a local authority from consulting a local authority or any other person in relation to the decision that the [chief executive] or officer or employee proposes to make on any request made to the local authority in accordance with section 10 of this Act or transferred to the local authority in accordance with section 12 of this Act or section 14 of the Official Information Act 1982.*
- [(7) *If a request (the original request) is amended or clarified after the date on which it is received, the local authority that receives the request may treat the amended or clarified request as a new request that, for the purposes of subsection (1), replaces the original request.]*
- [(8) *However, subsection (7) does not apply if—*
- (a) *the original request is amended or clarified because the local authority sought an amendment to, or a clarification of, the request; and*
  - (b) *the local authority did not seek that amendment or clarification within 7 working days after receiving the original request.]*