



06 May 2021

Lyn Worthington

By email.

Dear Lynn,

Acknowledgement of receipt of request for information relating to Drug & Alcohol pathology/testing at Mackenzie District Council. (our ref.410).

We received your request on 05 May 2021. We will endeavour to respond to your request as soon as possible and in any event no later than 02 June 2021, being 20 working days after the day your request was received. If we are unable to respond to your request by then, we will notify you of an extension of that timeframe.

Please note that the guidelines provide for Council staff to undertake an hour's work to collate information requested under LGOIMA at no charge. We will assess the amount of time we envisage this request will take and advise before we commence work if we expect charges to be incurred.

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 us so that these can be taken into account.

If you wish to discuss this further with us, please feel free to contact me.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Cathy Matheson'.

Cathy Matheson.

Records Advisor

Mackenzie District Council