



**Mackenzie**  
DISTRICT COUNCIL

14 December 2021

Tim Adriaansen - FYI

By email transfer from Environment Canterbury Regional Council on 14 December 2021

Dear Tim,

**Acknowledgement of receipt of request for information relating to Low Cost Low Risk transport projects (our ref. 474).**

We received your request on 14 December 2021. We will endeavour to respond to your request as soon as possible and in any event no later than 02 February 2022, being 20 working days after the day your request was received (note as per the Act, the period from 20 December to 10 January is excluded from the calculation of working days). 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.

Please also note that in line with Official Information Act charging guidelines, requests for information made in respect of a common subject over intervals of up to eight weeks are aggregated for charging purposes.

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', written in a cursive style.

Cathy Matheson.

Records Advisor

Mackenzie District Council