
From: official information
Sent: Tuesday, 6 April 2021 10:30
To: [REDACTED]
Cc: official information
Subject: Response: LGOIMA 21084 - [REDACTED] - [REDACTED] Request Breakdown
Attachments: LGOIMA 21084.xlsx

Importance: High

Kia Ora [REDACTED],

RE: [REDACTED] ' LGOIMA REQUESTS

Please see the attached spreadsheet (Tab 2) for a list of requests Hamilton City Council has received from [REDACTED] between 2018 – 2021 (at current). We have not provided anything prior to 2018 as record keeping over the years has changed. We would have to review every LGOIMA request made to us to identify exactly who the requestor was, this will take an extensive amount of time. However, we are confident that the requests provided in the attached spreadsheet are accurate. Could you please let me know if you are happy with the information provided. If you would still like information prior to 2018 we will need to look at extending the timeframe to respond to your request and bring on board additional resource to complete the research and collation of this information, or consider whether to decline the remainder of your request under LGOIMA.

We do not have records of the exact staff members who have worked on individual requests nor the time spent. Time spent, referred to in our calculations/spreadsheets, is an estimate determined by speaking with various staff who have worked across a number of the attached requests. That being said, I have attached the spreadsheet "LGOIMA 21084" to demonstrate an estimate of how requests from the Taxpayers' Union affects employees of Hamilton City Council – in terms of their remuneration.

Below is rates based on a weighted average of salaries, plus direct employee costs and a 10% mark up to cover organisational overheads.

Hours spent	Salary Equivalent
0 to 2	\$ 212.00
2 to 4	\$ 423.00
4 to 6	\$ 635.00
One day (8 hours)	\$ 846.00

After general conversation with current Hamilton City Council employees – we have been advised that the average number of hours spent on a single response to a Taxpayers' Union LGOIMA is between 3 – 5 hours. Please bear in mind, this is only an estimate – most requests don't take much longer than this, but there is the odd request that can take more than 10 hours over a span of a few days to compile an accurate response.

Below is a table demonstrating an estimate of who's time is spent on responding to these LGOIMA's (based on 1 hour):

Who	Portion of 1 Hour	Duty
Those who report to UM	0.6	Researching and Compiling Response
Unit Managers	0.2	Following up and Approving

Executive Assistants	0.1	Adhoc Support
General Management	0.1	Review and Final Approval

As mentioned above and from the attached spreadsheet, we can see an estimated **\$423 – 635** is spent on responding to a single LGOIMA request from the Taxpayers' Union. Below is a table showing estimated average staff time costs spent on responding to Taxpayers' Union requests each year since 2018:

Year	Number of Requests	Estimated Salary
2018	32	\$ 33,856.00
2019	63	\$ 66,654.00
2020	34	\$ 35,972.00
2021	4	\$ 4,232.00

Please do not hesitate to get in contact with our Legal Services Manager, Michelle Hawthorne, for further requests regarding this response.

Kind regards,

Tatiana Taunoa (*Pronouns: she/her*)

Official Information Team | Legal Services & Risk

People and Organisational Performance

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