

10 February 2023

Sent via email to: [REDACTED]

Dear [REDACTED]

**Request for official information – RELEASE OF INFORMATION**

We refer to your official information request dated 30 January 2023. You requested the following information from the Queenstown Lakes District Council (QLDC):

1. How are citizenship ceremonies run across your district/city, are they just run by council staff, privately organised, etc.?
2. Provide a list of all citizenship ceremonies which have taken place in your council's district/city over the last 3 calendar years. Alongside each ceremony listed, please also provide the following information relevant to that event:
  - a. The number of people who received their citizenship certification
  - b. The number of council staff who attended the event
  - c. The number of councillors who attended the event
  - d. The total cost of organising and running the event, costs should include but not be limited to the following; travel costs, accommodation, staff hours, consulting, venue hire, catering, entertainment, advertising
  - e. The location of the citizenship ceremony
  - f. The number of local or central government staff who were not working for your council, but were working for another govt. authority

**QLDC response**

Please see our response below:

1. *How are citizenship ceremonies run across your district/city, are they just run by council staff, privately organised, etc.?*
  - Citizenship ceremonies at QLDC are coordinated by QLDC staff member at a QLDC venue. Catering, AV and photographer are contracted for the day.
2. *Provide a list of all citizenship ceremonies which have taken place in your council's district/city over the last 3 calendar years. Alongside each ceremony listed, please also provide the following information relevant to that event:*
  - a. *The number of people who received their citizenship certification*
    - Please see the attached table with this response for this part of the request.
  - b. *The number of council staff who attended the event*

- Approximately five members of staff assist on the day at each ceremony.
- c. *The number of councillors who attended the event*
- Varies between ceremony based on availability, usually 3 – 5 councillors attend the event.
- d. *The total cost of organising and running the event, costs should include but not be limited to the following; travel costs, accommodation, staff hours, consulting, venue hire, catering, entertainment, advertising*
- We are unable to quantify costs such as staffing or venues as these aren't tracked specifically against coordinating and conducting a citizenship ceremony. However, the total cost for the ceremonies listed in the attached table for catering, equipment hire, photography, AV services and gifts for recipients is \$12,611.62. A contribution to costs is provided by Department of Internal Affairs (DIA) who provide \$35 per citizen in attendance.

In addition, please refer to the attached for overall costs for last 3 years.

- Queenstown Memorial Hall is the primary location. We have in a few instances conducted ceremonies at the Lake Wānaka Centre (Wānaka) and on the Queenstown Recreation Ground. All of these are QLDC venues.
- e. *The number of local or central government staff who were not working for your council, but were working for another govt. authority*
- DIA provides us the list of new citizens for each ceremony. In addition, occasionally local MP Joseph Mooney will attend if his diary permits.

We trust this response satisfactorily answers your request.

Kind Regards,



Poonam Sethi

Governance and Official Information Advisor