

17 May 2023

██████████  
Sent via email to ██████████

Dear ██████████

### REQUEST FOR OFFICIAL INFORMATION – RELEASE OF INFORMATION

Thank you for your request for information held by the Queenstown Lakes District Council (**QLDC**). On 24 April 2023 you requested the following information under the Local Government Official Information and Meetings Act 1987 (**LGOIMA**):

1. How many in-house graphic designers does your organisation employ?
2. What is the budget for in-house/employed graphic designers?
3. How much has been spent on contracting external graphic designers?
  - If external contractors have been used, why did your organisation not use your employed/in-house graphic designers?
4. If employed/in-house or external contractors have been used to design a report in the last 12 months, was the report made public?
  - If not, why not?

### QLDC response

1. *How many in-house graphic designers does your organisation employ?*
  - Two full-time employees.
2. *What is the budget for in-house/employed graphic designers?*
  - \$158,709 – 22/23 Salary Budget (for one Senior Graphic Designer and one Graphic Designer).
3. *How much has been spent on contracting external graphic designers?*

\$3,450 (over the past 12 months).

  - *If external contractors have been used, why did your organisation not use your employed/in-house graphic designers?* Half the job was completed by external graphic designers and the remaining half of the job was completed in-house. The decision to contract to an external designer on this occasion was made by an inexperienced member of staff who did not understand internal processes or responsibilities.
4. *If employed/in-house or external contractors have been used to design a report in the last 12 months, was the report made public?*

Yes.

- *If not, why not?* N/a.

We trust this response satisfactorily answers your request.

Kind regards,

A handwritten signature in black ink, appearing to read 'MA', with a long horizontal line extending to the right.

Madeline Patterson  
Senior Official Information Advisor