

CHARGING FOR LGOIMA REQUESTS POLICY



Approved by:	Council		
Sponsor:	Manager, Governance		
Department responsible:	Governance		
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BACKGROUND

LGOIMA aims to make official information held by local authorities more freely available. It allows for effective participation by the public in actions and decisions of the local authority and promotes open and public transportation of business of the council. It also promotes the accountability of council members and staff. There are protections from disclosure where non-disclosure is in the public interest or to protect personal privacy.

If the reply to a request for information is likely to take a significant amount of research, collate and copy, the Dunedin City Council is entitled under LGOIMA, to impose a charge for the provision of information.

POLICY

1. Key guidelines

- 1.1. This policy details the amount that we may charge for the supply of information and is based on the Ministry of Justice Charging Guidelines for Official Information Act Requests.

2. Charges

- 2.1. The first one (1) hour of time spent on fulfilling official information requests will be free; and then all additional time will be charged at \$38/half hour;
- 2.2. The first twenty (20) pages of black and white photocopying will be free, with a charge of 20c per page for all additional black and white pages.
- 2.3. All other charges incurred shall be fixed at an amount that recovers the actual costs involved. This includes:
 - 2.3.1. Producing a document by computer or other like equipment;
 - 2.3.2. Colour photocopies
 - 2.3.3. Reproducing a photograph, film, video or audio recording;
 - 2.3.4. Arranging for the requestors to hear or view an audio or visual recording;
 - 2.3.5. Providing a copy of any maps, plans etc.
- 2.4. NB: These rates are as outlined in the Ministry of Justice Guidelines and this policy will be amended to reflect any changes in the Ministry Guidelines.

- 2.5. We will notify the requestor of the estimated cost of their request before we begin working on the request. The requestor then has the option of proceeding, withdrawing or refining their request.
- 2.6. In accordance with section 13(4) of LGOIMA, we may require that the whole or part of any charge be paid in advance. A deposit will only be requested when the decision has been made to release the information.
- 2.7. Requestors are able to make a complaint to the Office of the Ombudsman in regards to the proposed charge.
- 2.8. Charges may be waived in whole or in part at the discretion of the Principal Administrative Officer. This will generally be in a situation where there is an agreed public interest in the disclosure of the information requested. This policy will be formally reviewed every three years.

Relevant Legislation:	Local Government Official Information Meetings Act
Associated Documents:	