

**From:** [Sandy Graham](#)  
**To:** [REDACTED]  
**Cc:** [officialinformation@dcc.govt.nz](mailto:officialinformation@dcc.govt.nz)  
**Subject:** RE: Information requests  
**Date:** Friday, 4 September 2015 01:40:31 p.m.

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Dear David

Thanks for the email. I will have officers review the page and make any changes that may add clarity. I do note that the page does say:

How to request information – 4 options

- Use our [Online form](#)
- Phone our Customer Service Centre 03 477 4000
- Ask in person at one of our Customer Service Centres
- Post your request to: Information requests, Governance Manager, Dunedin City Council, PO Box 5045, Moray Place, Dunedin 9058

I hope you found what you were looking for on the website and thank-you for taking the time to provide feedback.

Sandy

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**From:** [REDACTED]  
**Sent:** Friday, 4 September 2015 1:34 p.m.  
**To:** [officialinformation@dcc.govt.nz](mailto:officialinformation@dcc.govt.nz)  
**Subject:** Information requests

Hi

I was just looking over your website (in regard to an entirely unrelated matter) and noticed the section about official information requests appears to imply that a DCC 'form' must be used when making requests. As I'm sure you will be aware, there is nothing in the LGOIMA that requires requests to be made on council forms. In fact, and

as you will no doubt be well aware, any request for information is a request under the Act – it doesn't have to be in writing and neither does it have to be presented in any particular format - and nor does the LGOIMA have to be mentioned when making a request.

Given that the information incorporated within your website has the potentially to result in confusion as regards the process for making requests, you may wish to consider a revision of some kind to forestall such an eventuality.

Yours sincerely

David Aitchison

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