

## Rebecca Murray

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**From:** Jenny Lapham  
**Sent:** Monday, 17 May 2021 12:17 p.m.  
**To:** [REDACTED]  
**Subject:** FW: LGOIMA requesting charging mechanism for LGOIMA requests

**Importance:** High

Dear [REDACTED]

I refer to your e-mail of 29 April 2021 requesting information under the Local Government Official Information and Meetings Act 1987. Please accept my apology for the delay in responding to your request and I provide the following responses:

- 1 Any internal guidance, currently in use, that provides advice on when and how to charge a fee for responding to an OIA request.

The Council does not have internal guidance we use the reasons outlined in LGOIMA and the guidance provided by the Office of the Ombudsman.

- 2 Any documents, from the past five years, where the subject of whether or not your organisation should charge a fee for processing OIA requests and how the charging could be implemented is discussed.

The current charging policy as adopted as part of the 2019/20 Annual Plan process. Below is the link to the policy and associated reports.

[https://www.dunedin.govt.nz/\\_data/assets/pdf\\_file/0010/187606/Charging-for-LGOIMA-requests-policy.pdf](https://www.dunedin.govt.nz/_data/assets/pdf_file/0010/187606/Charging-for-LGOIMA-requests-policy.pdf)

[https://infocouncil.dunedin.govt.nz/Open/2019/01/CAPCC\\_20190129\\_AGN\\_1099\\_AT.PDF](https://infocouncil.dunedin.govt.nz/Open/2019/01/CAPCC_20190129_AGN_1099_AT.PDF)

[https://infocouncil.dunedin.govt.nz/Open/2019/05/AP\\_20190527\\_AGN\\_1059\\_AT.PDF](https://infocouncil.dunedin.govt.nz/Open/2019/05/AP_20190527_AGN_1059_AT.PDF)

To the best of our knowledge there are no other documents relating to charging for LGOIMA requests.

- 3 Where you have charged for an OIA request and received payment within the past five years please provide the dollar amount for the three largest fees you have charged.

The Council has not charged for any LGOIMA's, we work with the requestor to refine the request or where it is not possible we may decline pursuant to section 17(f) of LGOIMA.

- 4 If you do not charge fees for processing OIA requests please provide confirmation of this in your response letter

As advised the Council does have a charging policy but has not imposed a charge at this to-date

Regards

Jennifer Lapham  
Governance Support Officer  
Civic

## Requester Details

Name:

[REDACTED]

Organisation:

Address:

Phone:

Email:

[REDACTED]

## Request

### ***Request Text***

I am conducting some research on the charging mechanism under section 13 of the Local Government Official Information and Meetings Act 1987. Please send me the following information.

1. Any internal guidance, currently in use, that provides advice on when and how to charge a fee for responding to an OIA request.
2. Any documents, from the past five years, where the subject of whether or not your organisation should charge a fee for processing OIA requests and how charging could be implemented is discussed.
3. Where you have charged for an OIA request and received payment within the past five years please provide the dollar amount for the three largest fees you have charged.
4. If you do not charge fees for processing OIA requests please provide confirmation of this in your response letter.

If any part of this request is unclear or would require substantial collation please contact me to discuss ways the scope can be clarified or reduced.

Kind regards

[REDACTED]

**Rebecca Murray**

**GOVERNANCE SUPPORT OFFICER  
CIVIC**