

22 April 2021

[REDACTED]

[REDACTED]

Request for Official Information responded to under the Local Government and Official Information and Meetings Act 1987 (LGOIMA) – reference: 8193834 (OIR: 2021-227)

I refer to your information request we received on 30 March 2021. The information you have requested is set out below

1. Does your organisation have a policy or guidelines in relation to charging requestors for supplying information under the LGOIMA?

Kāpiti Coast District Council (Council) does not have its own policy or procedure in relation to charging for requests under the LGOIMA. Council practice on charging for LGOIMA requests is guided by relevant sections of the LGOIMA, together with guidance released by the New Zealand Ombudsman and the Ministry of Justice.

Guidance on Council's approach to charging for LGOIMA requests is publicly available on the Council website and follows the New Zealand Ombudsman and Ministry of Justice guidelines:

- Kāpiti Coast District Council [Official Information Request Charges - Kāpiti Coast District Council \(kapiticoast.govt.nz\)](https://www.kapiticoast.govt.nz/official-information-request-charges)
- Ministry of Justice Official Information Act Charging Guidelines <https://www.justice.govt.nz/assets/Documents/Publications/1982-Official-Information-Act-charging-guidelines.pdf>
- New Zealand Ombudsman [Charging guidelines for OIA requests | New Zealand Ministry of Justice](https://www.nzombudsman.org.nz/charging-guidelines-for-oia-requests)
- New Zealand Ombudsman [The LGOIMA for local government agencies: A guide to processing requests and conducting meetings | Ombudsman New Zealand](https://www.nzombudsman.org.nz/the-lgoima-for-local-government-agencies)

Council has established workflows and templates for managing and responding to LGOIMA requests, which prompt staff across the organisation to consider whether it is appropriate to charge for a particular request. Staff are requested to consult with the Governance and Legal Services Team and Advisor Official Information if they are considering whether to charge.

- 2. If yes, please supply a written copy of the policy/guideline, including grounds for seeking costs for supplying information, charges for photocopying, scanning or other copying of information and the hourly rate for staff time in compiling LGOIMA requests?**

As set out above, guidance on Council's approach to charging for LGOIMA requests is publicly available on the Council website.

- 3. If not, what does your organisation charge for photocopying, scanning or other copying of information and what is the hourly rate for staff time in compiling requests under the LGOIMA?**

Please see the response above.

- 4. In the 12 months from 1 January 2020 to 31 December 2020, how many requests for information under the LGOIMA did your organisation receive?**

Council received 228 requests over this period.

- 5. Of these, in how many was the requestor advised that they would incur charges for copying and staff time, or any other reason?**

Between 1 January 2020 and 31 December 2020, Council proposed a charge for 7 LGOIMA requests. In all instances where Council proposes a charge, Council provides the requester with an opportunity to refine or amend their request.

- 6. In how many of these, did the requestor pay the required charge for supplying of information?**

While Council proposed a charge on 7 occasions between 1 January 2020 and 31 December 2020, Council did not apply a charge for any of these requests. All requests were either withdrawn or refined.

- 7. In total, how much did your organisation receive in payments for supplying information under the LGOIMA?**

In the year 1 January 2020 to 31 December 2020 we received nil payments, as per response to Questions 6.

- 8. What were the largest 10 amounts paid by requestors in charges for fulfilling LGOIMA requests?**

In the year 1 January 2020 to 31 December 2020 this is not applicable. However, prior to this the last time we charged for LGOIMA requests was in 2016 as follows:

- a) \$760 (GST inclusive) – September 2016
- b) \$456 (GST inclusive) – May 2016
- c) \$456 (GST inclusive) – March 2016

Ngā mihi

A handwritten signature in black ink, appearing to read "Susan Owens". The signature is written in a cursive style with a period at the end.

Susan Owens

Acting Group Manager People and Partnerships
Te Kaihautū, ngā Rangapū, Tāngata hoki