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**From:** official information  
**Sent:** Friday, 9 April 2021 13:40  
**To:** [REDACTED]  
**Cc:** official information  
**Subject:** RESPONSE: LGOIMA 21104 - [REDACTED] - Information regarding HCC's guidelines on LGOIMA/Official Information Requests.

Kia Ora,

I refer to your **information request below**, Hamilton City Council is able to provide the following response.

**Please supply the following information under the Local Government Official Information and Meetings Act (LGOIMA):**

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

**Response 1.** Hamilton City Council does not currently have charging policies regarding requestors who make official information requests under LGOIMA. As a council, we generally do not charge for responses to official information requests unless it is deemed absolutely necessary. Occasionally we will outline to a requestor how much potential staff time will be used in our endeavours to provide a response. This is only in cases where a request is so large that we may:

- A. Need the requestor to refine their request
- B. Expect reasonable delays in getting a response back or
- C. Refuse their request under section 17(f) of LGOIMA – substantial collation.

That being said, on our website we do have the Ministry of Justice Guidelines on charging set out – [HCC - Official Information Requests](#). This is to inform a requestor of possible charges and how they would be calculated, should we request some form of payment. Again, this is more as a “For Your Information” and not a policy we enforce.

**Request 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?

**Request 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?

**Response 2 & 3.** As per our response under request 1, we are refusing requests 2 and 3 under Section 17(e) of the LGOIMA as this information does not exist.

**In the 12 months from 01 January 2020 to December 31, 2020:**

**Request 4.** How many requests for information under the LGOIMA did your organisation receive?

**Response 4.** Between 1 January 2020 and 31 December 2020, Hamilton City Council received 389 Official Information requests under LGOIMA.

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

**Response 5.** None.

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

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

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

**Response 6, 7 & 8.** As per our response under request 1, we are refusing requests 6, 7 and 8 under Section 17(e) of the LGOIMA as this information does not exist.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [The Ombudsman](#) or freephone 0800 802 602.

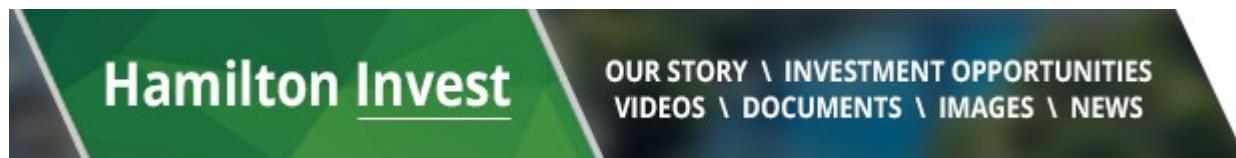
Kind Regards,

**Tatiyana** | Official Information Team  
Legal Services & Risk | People and Organisational Performance  
Email: [officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)



Hamilton City Council | Private Bag 3010 | Hamilton 3240 | [www.hamilton.govt.nz](http://www.hamilton.govt.nz)

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**From:** Hamilton City Council <[do.not.reply@hcc.govt.nz](mailto:do.not.reply@hcc.govt.nz)>  
**Sent:** Tuesday, 30 March 2021 12:41 pm  
**To:** official information <[officialinformation@hcc.govt.nz](mailto:officialinformation@hcc.govt.nz)>  
**Subject:** HCC Website - Official Information Request ref: HCC-QF-210330-7E10E-100V

## HCC Website - Official Information Request

**Reference:** HCC-QF-210330-7E10E-100V

**Attachment:** not attached

**Name:** [REDACTED]

**Email address:** [REDACTED]

**Phone number:** [REDACTED]

### Detailed Description of Request

[REDACTED]

30 March 2021

Dear Sir or Madam

Official information request: charging for Local Government Official Information and Meetings Act requests

Please supply the following information under the Local Government Official Information and Meetings Act (LGOIMA):

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

In the 12 months from 01 January 2020 to December 31, 2020:

4. How many requests for information under the LGOIMA did your organisation receive?
5. Of these, in how many was the requestor advised that they would incur charges for copying and staff time, or any other reason?
6. In how many of these, did the requestor pay the required charge for supplying of information?
7. In total, how much did your organisation receive in payments for supplying information under the LGOIMA?
8. What were the largest 10 amounts paid by requestors in charges for fulfilling LGOIMA requests?

If you need any more information from me, please let me know as soon as possible.

I understand that a decision on a request for information under the LGOIMA should be made within 20 working days of receiving that request.

If you do not normally deal with official information requests, or you need advice on dealing with this request, guidance is available from the Ombudsman at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz).

Yours faithfully

**Organisation:** not supplied