



Ref: s.7(2)(a) -
t t th

Civic House, 110 Trafalgar Street
PO Box 645, Nelson 7040, New Zealand

15 April 2021

P (03) 03 546 0391
E Devorah.Nicuartasmith@ncc.govt.nz
nelson.govt.nz

Name

s.7(2)(a) -
protect the
privacy of
natural

Dear s.7(2)(a)
t t

Your Request for Information – Charging for Official Information

We write in response to your requests for information which are reproduced below. Our responses are shown in **bold type**:

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

The information is published on our website

<http://www.nelson.govt.nz/council/request-for-official-information/before-making-a-request/> Below is an extract:

Potential costs when making a request

Usually, there will be no charge for your request. However, if a request is for a significant amount of information, or requires substantial collation and research, we may consider imposing a charge.

You are entitled to

- The first hour of time free
- Twenty pages of free photocopying
- Time in excess of one hour is charged at \$38/half hour
- Additional copying is charged at 20 cents per page

If we are going to charge you, we will advise you of the cost of processing your request before we begin working on it. You can then decide if you want to continue, withdraw or refine your request. We will ask you to pay some or all of this cost in advance.

Internal Document ID:

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?

See above. When considering if charges are to be applied, reference is made to the Office of the Ombudsman's Guidance and worksheet tools publicly available on their 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?

Not applicable – see above.

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?

Having in mind that LGOIMA applies to all requests for information received by Council, we confirm that 285 requests were tracked/coordinated using our formal LGOIMA process for the period you have specified.

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

From the information that is readily available we have recorded:

- **two instances that show charges would have applied but the requester elected not to proceed**
- **one instance where a charge was applied and paid**
- **one instance where a charge was applied but subsequently refunded**

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

Once – see above.

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

\$132.17.

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

See above – there was only one instance where a charge was applied and paid in the sum of \$132.17.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or Freephone 0800 802 602.

Yours sincerely

A handwritten signature in black ink, appearing to be 'D. Nícuarta-Smith', written in a cursive style.

Devorah Nícuarta-Smith
Manager Governance and Support Services