



28 April 2021

██████████  
Sent via email to ██████████

Dear ████████,

### **REQUEST FOR OFFICIAL INFORMATION – RELEASE OF INFORMATION**

We refer to your official information request dated 24 March 2021. You requested the following information from the Queenstown Lakes District Council (QLDC):

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 31 December 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?

### **QLDC response**

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?*
- Please refer to the below link for Q1 & Q2 of your request. It explains our charging policies and procedures to deal with Official Information requests.

- <https://www.qldc.govt.nz/your-council/privacy-and-official-information-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?*

- N/A

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

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

- 168

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

- There will have been a number of occasions in 2020 where we advised the requester that their request was too big and would require a charge if answered in its existing state. However, we always give the requester the opportunity to revise their request to enable us to answer it without the need to charge. During 2020, all requests where we initially advised that a charge would be needed, were subsequently reduced in size and therefore did not require a charge.

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

- N/A

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

- Nothing

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

- N/A

We trust this response satisfactorily answers your request.

Kind Regards,



Poonam Sethi  
Governance and Official Information Advisor