

Information To be Published on Tauranga City Council Website

Official information request fees and charges

The fees and charges below apply to official information requests. These fees are set out in the Tauranga City Council 2020-21 User fees and charges, you can find the charges on page 31 in this link: https://www.tauranga.govt.nz/Portals/0/data/council/annual_plans/2020-21/files/user-fees.pdf

All fees are stated as GST inclusive and are effective from 1 November 2020. Council reserves the right to review any fees and charges at any time. Please check with Council for any updates.

If a fee or charge for a Council service is not specifically listed below the charge or fee will be the total of the actual cost of materials, officer time incurred to provide the service and GST.

LGOIMA request fees

Requests for official information may be made to:

Democracy.services@tauranga.govt.nz

info@tauranga.govt.nz

phone 07 5777000

Democracy Services
Tauranga City Council
Private Bag 12022
Tauranga 3143

Check out the link below for more information on LGOIMA.

<https://www.tauranga.govt.nz/council/about-your-council/governance/official-information-requests>

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| 1 | If the request is made by an identifiable natural person seeking access to any personal information about that person, then such requests are not subject to any charge. |
| 2 | Where repeated requests are made in respect of a common subject, in any period of up to 8 weeks, requests after the first shall be aggregated for charging purposes. |

LGOIMA request fees

3	Subject to paragraph 6, staff time will be charged, where the total time involved is in excess of one hour, after the first hour, for each half hour or part thereof at a rate of	\$38.00
4	Photocopying or printing, on standard A4 or foolscap paper, where the total number of pages is in excess of 20 pages, will be charged for each page after the first 20 pages at a rate per page of	\$0.20
5	<p>All other charges incurred shall be fixed at an amount that recovers up to the actual costs involved. This will include:</p> <p>the provision of documents on computer disks the retrieval of information off-site reproducing a film, video or audio recording arranging for the applicant to hear or view an audio or visual recording providing a copy of any map, plan or other document larger than foolscap size</p>	
6	A charge may be modified or waived at the discretion of the Chief Executive.	
7	<p>The charge may not include any allowance for:</p> <p>locating and retrieving information which is not where it ought to be time spent deciding whether or not access should be allowed and in what form</p>	
8	A deposit may be required where the charge is likely to exceed or where some assurance of payment is required to avoid waste of resources. Any unused portion of a deposit will be refunded to the applicant.	
9	A record will be kept of any costs incurred. Wherever a liability to pay is incurred, the applicant is to be notified of the method of calculating the charge and this fact noted on the record.	
10	<p>Council will refer to the Ministry of Justice Charging Guidelines for Official Information Act 1982 Requests (issued 18 March 2002) for guidance in addressing any issues not covered above. You can find more information in the link below:</p> <p>https://www.justice.govt.nz/assets/Documents/Publications/1982-Official-Information-Act-charging-guidelines.pdf</p>	