

Local Government Official Information and Meetings Act (LGOIMA) Request:

Expert Response, Tracking and Approval

LGOIMA Reference No.:	<i>To be pre-populated by LGOIMA team</i>
Customer Name:	<i>To be pre-populated by LGOIMA team</i>
Description:	<i>To be pre-populated by LGOIMA team</i>
Department expert(s):	<i>To be completed by Department.</i>
Date due to LGOIMA Team:	<i>To be pre-populated by LGOIMA team</i>

Elements of the request - (SEE original request *attached*)

Completed?*	Information Requested
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>1. To be pre-populated by LGOIMA team</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>2. To be pre-populated by LGOIMA team</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>3. To be pre-populated by LGOIMA team</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>4. To be pre-populated by LGOIMA team</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>5. To be pre-populated by LGOIMA team</i>

**To be completed by Department to confirm the response addresses each element of the request.*

Please contact your Privacy & LGOIMA Business Partner immediately if the response:

- Cannot be completed by the due date because of amount of work/information involved; AND/OR
- Is likely to take more than 4 hours to complete (SEE [Appendix A](#) for further information on council's "Policy on Charging for Official Information").

Response Section

[ENTER draft response to be provided to customer]

[Link](#) to examples of previously published LGOIMA responses

Withholding Grounds

Do any of the grounds for withholding or refusing information under the LGOIMA Act apply? * (SEE [Appendix B](#) for further information) Yes No

[ENTER notes on any potential withholding grounds]

Have you clearly marked the sections of the information you believe should be withheld? ** Yes No

**Please contact your Privacy & LGOIMA Business Partner if you have any questions about withholding grounds - the Privacy & LGOIMA Team will make a final assessment on whether withholding grounds apply.*

***Please do not apply final redactions until agreed with the Privacy & LGOIMA Team - a record of redacted and unredacted information is required for our official records.*

Risk Section

[ENTER notes on any known or anticipated risks associated with releasing the information requested (e.g. legal, commercial, political or reputational risks to the organisation).

Hours spent responding to this LGOIMA:*	[To be completed by department]
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**Please provide an estimate of the time spent by your department on responding to this LGOIMA – this data helps us assess and report on the organisation-wide impact on resources associated with responding to requests*

Senior Leadership Team Manager: Approval for release/sign off *

Approved by:	[To be completed by department]
Signed:	
Date:	

**Has the response been signed by a manager with the appropriate delegation? All responses must be signed off by a Tier 3 manager (exception - Community Services, IES and Regulatory Services = Tier 4 signoff).*

Appendix A: Charging for Official Information

If a response is likely to take more than four hours to prepare, council can charge the customer in certain circumstances.

A charge of \$38 applies for every half hour of work over four hours.

We must provide an upfront quote to the customer - so you will need to let your Privacy & LGOIMA Business Partner know ASAP:

- How long it will take to prepare the response/collate the information (estimated hours); and
- Any other potential costs such as photocopying.

Further information on charging can be found in council's "[Policy on Charging for Official Information](#)"

**Charging is not meant to be a deterrent, but a means to recover reasonable costs. If the customer accepts the charge, you must be willing to do the work.*

***Actual hours and costs must be documented - the customer is entitled to a refund if the actual costs are less than the original quote.*

Appendix B: Withholding/Refusal Grounds

[Link](#) to sections 7 & 17 Local Government Official Information and Meetings Act (LGOIMA)

<p>Some common grounds for withholding under section 7 include:</p>	<ul style="list-style-type: none"> • Privacy - s7(2)(a) • Trade secrets - s7(2)(b)(i) • Prejudice to the commercial position of a 3rd party - s7(2)(b)(ii) • Information supplied in confidence - ss7(2)(c)(i) &(ii) • Free and frank expression of opinion - s7(2)(f)(i) • Legal professional privilege- s7(2)(g) • Prejudice to commercial activities - s7(2)(h) • Prejudice to negotiations - s7(2)(i)
<p>Some common grounds for refusing under section 17 include:</p>	<ul style="list-style-type: none"> • Information is or soon will be publically available - s17(d) • Information does not exist or cannot be found - s17(e) • The request involves substantial collation or research (must consider charging as an option) - s17(f) • The request is frivolous or vexatious, or information requested is trivial - s17(h)

**Please contact your Privacy & LGOIMA Business Partner if you have any questions about withholding grounds - the Privacy & LGOIMA Team will make a final assessment on whether withholding grounds apply.*