



Date

LGOIMA No. «TransactionID»
(Please quote this in any correspondence)

[Enter External Party's name]

[Enter External Party's address]

Attn: Official Information Officer

Dear Sir or Madam

Local Government Official Information And Meetings Act 1987

«Subject»

Please find enclosed a copy of a request for information received by us from «ReceivedName».

Auckland Council does not hold the information requested and accordingly we are transferring this request to you for answering pursuant to section 12 of the Act.

12 Transfer of requests

Where –

(a) A request in accordance with section 10 of this Act is made to any local authority; and

(b) The information to which the request relates –

- i. Is not held by that local authority but is believed by the person dealing with the request to be held by another local authority or a Department or Minister of the Crown or organisation; or
- ii. Is believed by the person dealing with the request to be more closely connected with the functions of another local authority or a Department or Minister of the Crown or organisation,-

the chief executive of the local authority to which the request is made, or an officer or employee authorised by that chief executive, shall promptly, and in no case later than 10 working days after the day on which the request is received, transfer the request to the other local authority, or the appropriate Department, Minister of the Crown, or organisation, and inform the person making the request accordingly.

Thank you for your cooperation with this request. If you require further assistance from me please contact me on [PHONE] or email me at «personresponsibleemail», quoting LGOIMA Request No. «TransactionID».

Yours sincerely

«PersonResponsibleName»
Privacy & LGOIMA Business Partner
Democracy Services