

A bronze statue of a woman sitting on a rock, surrounded by trees and a path. The statue is the central focus, set against a backdrop of lush greenery and a paved walkway. The image is overlaid with a dark grey semi-circle on the left and bottom, and a white semi-circle on the bottom right containing the Napier City Council logo and name.

# LOCAL GOVERNMENT OFFICIAL INFORMATION AND MEETINGS ACT (LGOIMA) POLICY



**NAPIER**  
CITY COUNCIL  
Te Kaunihara o Ahuriri

# Local Government Official Information and Meetings Act Policy



<b>Adopted by</b>	Napier City Council on 05 March 2019
<b>Relevant Legislation</b>	Local Government Official Information and Meetings Act 1987
<b>NCC Documents Referenced</b>	340092 LGOIMA procedure 335938 LGOIMA response templates and reasons for withholding 335923 LGOIMA tracking spreadsheet

## Purpose

### Local Government Official Information and Meetings Act (LGOIMA) requests for Information

The Local Government Official Information and Meetings Act 1987 (the Act) establishes the law to apply in responding to requests for information. The purposes of the Act are:

- to provide for the availability to the public of official information held by local authorities, and to promote the open and public transaction of business at meetings of local authorities, in order
  - to enable more effective participation by the public in the actions and decisions of local authorities, and
  - to promote the accountability of local authority members and officials, and thereby to enhance respect for the law and to promote good local government in New Zealand
- to protect official information and the deliberations of local authorities to the extent consistent with the public interest and the preservation of personal privacy.

This policy outlines the principles and procedures applying to receipt of a LGOIMA request.

## Policy

### 1. Principles

- 1.1. All requests for official information are, in fact, requests under the Act, unless it is by an individual for any of their own information held by Napier City Council, in which case the request is made under the Privacy Act 1993.
- 1.2. Requests may only be for information already held; there is no obligation to create new information for the purposes of responding to a request.
- 1.3. Requests for opinion are not requests for official information.
- 1.4. The Act requires that a response on whether the request is being upheld, partially upheld or declined is provided within 20 working days of the request being received. Where information is being provided in full or in part, this should follow the response as soon as a reasonably practicable.
- 1.5. If a person asks for information urgently, they must specify the reason(s) for urgency.
- 1.6. There is a general duty towards transparency and assistance under the Local Government Official Information and Meetings Act 1987 (the Act); the default position should be to release information unless there is very good reason under the Act not to.
- 1.7. This duty also extends to providing assistance to requestors through the request process, including helping requestors to clearly frame their request, and responding to the request as soon as reasonably practicable and no later than 20 working days.



1.8. Responses need to balance the duty to make information available and to protect information where necessary, including the need to protect an individual's privacy. Where any information is withheld, the reason under the Act must be provided.

## **2. Procedure**

2.1. Council's operational procedure for addressing requests under the Local Government Official Information and Meetings Act 1987 is outlined in the document "LGOIMA procedure" and its accompanying documents "LGOIMA response templates and reasons for withholding" and "LGOIMA tracking spreadsheet".

## **3. Reporting**

3.1. An overview of LGOIMA requests processed in the reporting period will be reported to Council at each Council meeting.

## **Policy Review**

The review timeframe of this policy will be no longer than every three years.



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