



6 June 2017

LGOIMA No. 8140001390
(Please quote this in any correspondence)

Ben

By Email: fyi-request-5843-63374f03@requests.fyi.org.nz

Dear Ben

Local Government Official Information And Meetings Act 1987 (LGOIMA)

Policies for handling LGOIMA requests

I refer to your enquiry which we received on 8 May 2017, requesting Auckland Council LGOIMA policy and process documents.

Copies of the current policy, procedure, manual or other process documents that records Council's process or processes for handling and deciding requests under the LGOIMA;

Please find following documents attached:

- Policy on Charging for Official Information dated January 2015
- Information Sheet dated August 2015
- [Auckland Council Governance Manual](#) – Section 12 Official Information dated April 2017
- LGOIMA CCO (Auckland Council Controlled Organisations) Protocols dated May 2015

Some further information is also available from the Auckland Council website under the Performance and transparency page:

- [Privacy and official information requests](#)
- [Published responses](#)

Please note an internal guideline about staff name redactions has been withheld under section 7(2)(g) of the LGOIMA to maintain legal professional privilege. This guideline was prepared by the council internal legal team to assist the official information team make decisions about the redaction of staff names from documents being released under LGOIMA.

Any diagram or flowchart of Council's process or processes (if any have been created); and

Please refer to the attached LGOIMA process flow chart.

Copies of any template response letters that form part of Council's process or processes (if any have been created).

Please find following response letter templates attached:

- Customer Acknowledgement
- Customer Notification of Time Extension
- Customer Quotation
- Customer Response
- Expert Response Template
- External Party Transfer

I hope you find this information useful. If you have any further queries please contact me on 09 301 0101, quoting LGOIMA No. 8140001390.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jenny Hua', written in a cursive style.

Jenny Hua
Privacy & LGOIMA Business Partner
Democracy Services