

Requests for Official Information may be made to the:

**Chief Executive
Upper Hutt City Council
Private Bag 907
Upper Hutt**

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.
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, at **\$38.00** per half hour or part thereof.
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 at 20c for each page after the first 20 pages.
5. All other charges incurred shall be fixed at an amount that recovers up to the actual costs involved. This will include:
 - 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; and
 - providing a copy of any map, plan or other document larger than foolscap size.
6. A charge may be modified or waived at the discretion of the Chief Executive.
7. The charge may not include any allowance for:
 - 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.
8. A deposit may be required where the charge is likely to exceed **\$76.00** or where some assurance of payment is required to avoid waste of resources. Any unused portion of a deposit will be refunded forthwith 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. 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.