



29 April 2021

Dear [REDACTED]

Thank you for your email of 29 March 2021 to the Ministry of Education regarding our charging for Official Information Act requests, attached as **Appendix A**.

Your request has been considered under the Official Information Act 1982 (the Act).

My response is provided in the number order of your request below:

#### **Questions 1, 2 & 3 Charging Policy and Guidelines**

It is not the Ministry's usual practice to charge for providing information in response to an Official Information Act request.

When considering charging requesters, a key consideration for the Ministry is whether the application of a charge would make a practical difference to our ability to answer the request.

Bringing additional resource in to collate/prepare the material for a particular release will often not mitigate the administrative burden associated with answering a request. This is because such requests will often require the involvement of experienced Ministry officials to collate and assess the information requested and the impact of taking those officials away from their core duties for an extended period is difficult to quantify in dollar terms.

If it were considered appropriate to charge a requester, the Ministry of Justice's charging guidelines would be applied. A link to the Ministry of Justice's Charging Guidelines is available to requesters on the Making an OIA request page on the Ministry of Education's website and can be found at:

<https://www.justice.govt.nz/assets/Documents/Publications/1982-Official-Information-Act-charging-guidelines.pdf>.

#### **Questions 4, 5, 6, 7 & 8 Requests for official information received 1 January to 31 December 2020**

We received 602 requests for official information between 01 January to 31 December 2020.

We did not advise any requestor that they would incur charges in our supply of information under the Official information Act request. I am therefore refusing this part of your request under section 18(e) of the Act because the information does not exist.

Please note, the Ministry now proactively publishes OIA responses on our website. As such, we may publish this response on our website after five working days. Your name and contact details will be removed.

Thank you again for your email. You have the right to ask an Ombudsman to review this decision. You can do this by writing to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz) or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely



Emily Fabling  
**Deputy Secretary**  
**Strategy, Planning and Governance**

## Appendix A

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**From:** [REDACTED]  
**Sent:** Monday, 29 March 2021 4:14 PM  
**To:** Enquiries National <[enquiries.national@education.govt.nz](mailto:enquiries.national@education.govt.nz)>  
**Subject:** Request for Information under the Official Information Act

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

29 March 2021

Dear Sir or Madam

Official information request: charging for Official Information Act requests

Please supply the following information under the Official Information Act (OIA):

1. Does your organisation have a policy or guidelines in relation to charging requestors for supplying information under the Official Information Act 1982?
2. If yes, please supply a written copy of the policy/guideline, including grounds for seeking costs for supplying information, charges for photocopying, scanning or other copying of information and the hourly rate for staff time in compiling requests?
3. If not, what does your organisation charge for photocopying, scanning or other copying of information and what is the hourly rate for staff time in compiling requests?

In the 12 months from 01 January 2020 to December 31, 2020:

4. How many requests for information under the Official Information Act did your organisation receive?
5. Of these, in how many was the requestor advised that they would incur charges for copying and staff time, or any other reason?
6. In how many of these, did the requestor pay the required charge for supplying of information?
7. In total, how much did your organisation receive in payments for supplying information under the OIA?
8. What were the largest 10 amounts paid by requestors in charges for fulfilling OIA requests?

If you need any more information from me, please let me know as soon as possible. I understand that a decision on a request for information under the OIA should be made within 20 working days of receiving that request.

If you do not normally deal with official information requests, or you need advice on dealing with this request, guidance is available from the Ombudsman at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz).

Yours faithfully

9(2)(a)