

7 April 2021

9(2)(a)

Tēnā koe 9(2)(a)

I refer to your request received on 4 April 2021 asking for information relating to charging under section 15(1)(a) of the Official Information Act 1982 (OIA). Please find a response to your request below.

- 1. Any internal guidance, currently in use, that provides advice on when and how to charge a fee for responding to an OIA request.*
- 2. Any documents, from the past five years, where the subject of whether or not your organisation should charge a fee for processing OIA requests and how charging could be implemented is discussed.*
- 3. Where you have charged for an OIA request and received payment within the past five years please provide the dollar amount for the three largest fees you have charged.*
- 4. If you do not charge fees for processing OIA requests please provide confirmation of this in your response letter.*

In the last five years, Manatū Taonga has not charged for the supply of official information.

In general, Manatū Taonga prefers not to charge for OIA requests.

When we receive a request under the OIA, we undertake due diligence prior to providing a response. This includes reviewing the scope of the request, and whether the request could be met without significantly reducing the Ministry's core functions. If a response would require exceptional levels of time and resources, Manatū Taonga will work with the requester to try and refine the scope of their request, and remove the need to fix a charge to any finalised response.

As we prefer not to charge for requests, we do not have any internal guidance on the charging mechanism of the OIA. If charging was to be considered, we would refer to the guidance created by the Office of the Ombudsman (available here: <https://www.ombudsman.parliament.nz/resources/charging-guide-charging-official-information-under-oia-and-lgoima>).

After a search of our records, we have not found any documents where the subject of charging, and its implementation is discussed. It is likely that considerations may have been made regarding individual requests, particularly when refusing requested under section 18(f) of the OIA (substantial collation and research). However, this information is contained in individual records and would require a manual search to extract this information. Such a search would be likely to interfere with the core functions of the Ministry and would (in itself) require substantial and research.

If you wish to discuss this decision with us, please feel free to contact [uia@mch.govt.nz](mailto:uia@mch.govt.nz).

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Yours sincerely

Sarah Hardy  
**Pou Mataaho o Te Iho**  
**Acting Deputy Chief Executive**  
**Organisational Performance**

Released under the Official Information Act (1982)