



**MINISTRY OF SOCIAL
DEVELOPMENT**

TE MANATŪ WHAKAHIATO ORA

14 APR 2021

On 30 March 2021, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), information relating to charging for Official information requests.

For sake of clarity, the Ministry will answer your question in turn.

1. *Does your organisation have a policy or guidelines in relation to charging requestors for supplying information under the Official Information Act 1982?*

Yes, the Ministry does have a guideline that is followed when charging for Official Information Act (OIA) requests. The Ministry uses the guidelines that are located on the Ministry of Justice website. You can find these guidelines through the Ministry's website at the following link:

www.msd.govt.nz/about-msd-and-our-work/publications-resources/official-information-responses/index.html.

Alternatively you can find these guidelines on the Ministry of Justice website at the following link: www.justice.govt.nz/about/official-information-act-requests/directory-of-official-information/charging-guidelines-for-oia-requests/.

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?*

As the guidelines that the Ministry uses are publicly available, this part of your request is refused under section 18(d) of the Act, on the basis that the information is already in the public domain.

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?*

The Ministry uses the following formula to calculate the cost of an OIA where it meets the criteria for charging.

Formula for charging = (([Est hours staff time] – 1) x \$76 gross)

4. *In the 12 months from 01 January 2020 to 31 December 2020.*

a. *How many requests for information under the Official Information Act did your organisation receive?*

The Ministry received 830 requests for Official Information in 2020. In regard to the number of requests that the Ministry charged for, three OIA requests were received in the year 2020 that the Ministry charged for the release of the information. It is important to note that the number of OIAs received differs from what is published in our annual review. This is because annual review numbers include the Ministry's media statistics, which are treated under the OIA.

b. *Of these, in how many was the requestor advised that they would incur charges for copying and staff time, or any other reason?*

Of these three requests that the Ministry charged for, all three requestors were advised that there would be a charge for the collation of information and their agreement was sought prior to proceeding with the request. The charge for all requests, were in relation to the collating of data that would be of financial gain for the requestor.

c. *In how many of these, did the requestor pay the required charge for supplying of information?*

Yes, the requestors made payment as required.

d. *In total, how much did your organisation receive in payment for supplying information under the OIA?*

For the year 2020, the Ministry received \$1,292 when charging for OIA requests.

e. *What were the largest 10 amounts paid by requestors in charges for fulfilling OIA request?*

As the Ministry only charged for three requests in 2020, the Ministry cannot provide you with the largest 10 amounts paid by requestors. Please see below the top three amounts that were charged:

- \$532
- \$380
- \$380

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents

available to the wider public. The Ministry will do this by publishing this on the Ministry of Social Development's website. Your personal details will be deleted, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with this response in regard to the number of OIA requests that the Ministry charged for in the year 2020, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Ngā mihi nui

A handwritten signature in blue ink, consisting of a stylized 'K' followed by a long horizontal line.

Kate Satterthwaite
General Manager
Ministerial and Executive Services