

## Official Information Act 1982 Policy

### Purpose

This policy reinforces the Ministry of Health's commitment to the principles and purposes of the Official Information Act 1982 (the Act), and to progressively making more official information publicly available.

### Policy scope

This policy applies to all Ministry of Health employees, contractors and consultants, and informs them of their responsibilities under the Act when handling requests to the Ministry for official information, and drafting responses to requests on behalf of Ministers.

### Definitions

Definitions related to terms used in this policy can be found in the organisational policy glossary at [organisational glossary](#).

### We are committed to:

- Making official information available unless there are good legal reasons to withhold it, having consideration of the public interest and personal privacy.
- Increase progressively the availability of official information.
- Providing for proper access by each person to official information relating to that person.
- Making reasonable charges for supplying official information where considered justifiable.

### We will achieve this by:

When making decisions about the release of official information, the following principles should be applied. No principle should be treated as more important than another.

- Requests for official information being handled carefully, conscientiously, and in accordance with the law.
- Decisions on requests being made as soon as practicable and within statutory timeframes.
- Minister(s) being informed of requests for official information where appropriate in accordance with the 'no surprises' principle.
- Cooperating fully with any investigation by the office of the Ombudsman into a requested review of a decision under the Act.

- Proactively publishing documentation of high public interest including ministerial decision documents.
- Continuously training employees about the Act's importance and their responsibilities under the Act.

## Monitoring the Official Information Act 1982 policy

The Policy Owner has the overall responsibility for:

- ensuring staff receive the appropriate training and awareness of this policy and supporting guidance and business rules
- monitoring activities to ensure effective controls are in place
- carrying out periodic reviews to ensure compliance with the policy, guidance and business rules and the overall principles are being achieved.

Measures of the policy's effectiveness are:

- reporting against performance measures in the Annual Report and externally to the Public Services Commission on responses under the Act and the proactive publication of information
- regular reporting internally on timeliness and quality of replies under the Act and complaints referred by the Office of the Ombudsman.

## Roles and responsibilities

Person/Party	Responsibilities
Director-General of Health	<ul style="list-style-type: none"> <li>• Compliance with the legislation and Cabinet directives.</li> </ul>
Operational Leadership Team	<ul style="list-style-type: none"> <li>• Compliance for their directorates.</li> </ul>
Executive Sponsor Deputy Director-General, Corporate Services	<ul style="list-style-type: none"> <li>• Monitoring of performance and reporting to Executive Leadership Group.</li> </ul>
Policy Owner	<ul style="list-style-type: none"> <li>• The guidance, training, and delivery of services to enable kaimahi to meet their responsibilities under the Act.</li> </ul>
Our people	<ul style="list-style-type: none"> <li>• Comply with the requirements of this policy and related guidance and business rules.</li> </ul>

## Guidance and rules to help good decision-making

Additional guidance and business rules are in place and should be read in conjunction with this policy for decisions related to:

- Official Information Act overview
- Managing and preparing OIA responses
- Withholding information and redactions
- Charging for the supply of official information
- Proactive information release guidance
- Official Information Act charging guidance.

## Related policies

- Information Management Policy
- Privacy Policy

## Legislation and relevant standards

- Official Information Act 1982

## Policy Owner

Insert owner	Approved by	Next review
Group Manager, Government Services	Operational Leadership Team	May 2028. Three years after approval.