

# OIA Charging Policy



The [Ministry of Health's Official Information Act Policy](#) allows for charging for official information under the OIA, following consultation with its legal team. The decision to levy is the responsibility of the Deputy Director-General, Government and Executive Services.

After all reasonable steps have been taken to respond to a request, Manatū Hauora may recover some of the costs associated with requests for information that would require considerable labour and materials. This will usually occur in instances where a request will be refused under section 18(f) of the OIA:

*that the information requested cannot be made available without substantial collation or research*

Charges can be made for making the information available, including time spent retrieving and collating the information, and then preparing it for release.

Charges cannot be made for the time spent or any expenses incurred in deciding whether to release the information, or for locating information where poor record keeping mean the information is not stored where it should be.

Manatū Hauora will also consider whether reduction or waiver of any proposed charge may be appropriate having regard to the circumstances of the requester and the public interest in release of the information.

A requester will be given an opportunity to refine the scope of the request in order to reduce or remove the need to charge. Manatū Hauora will wait until the requester has accepted the charge, and paid any amount required to be paid in advance, before undertaking the necessary work to make the information available.

All charges will be made in accordance with the [Charging Guidelines for the Public Service](#)

