

POLICY ON CHARGING FOR OFFICIAL INFORMATION

Purpose:

For the University to impose a reasonable charge for the University to impose a reasonable charge subject to external review by the Ombudsman

Where a charge is appropriate, this will be calculated with the first one hour of time spent on the request being free; and then all additional time to be charged at \$30 per half hour.

Photocopying or printing on standard paper where the total number of pages is in excess of 20 pages will be charged at a rate of 20c for each page.

All other costs incurred will be charged at an amount that recovers the actual costs involved. This could include:

- x Provision of information on discs
- x Retrieval of information from offsite storage
- x Providing a copy of any document larger than A4 size
- x Actual rate of pay where specialist staff are required to process the request

Where the threshold to provide the information for free (1 hour) is only slightly exceeded, the University will at its discretion decide whether any charge is payable or not.

All charges specified in this policy are inclusive of GST.

Remission of charges

The University reserves the right to reduce or waive any charge, having regard to the particular circumstances of any request. Such considerations could include hardship to assist another department or agency in its work or where there is a significant public interest.

- x written documents, reports, memoranda, letters, notes, emails and draft documents;
- x non-written documentary information, such as material stored on or generated by computers, including databases, video or tape recordings;
- x information which is known to an agency, but which has not yet been recorded in writing or otherwise (including knowledge of a particular matter held by an officer, employee or member of an agency in their official capacity);
- x documents and manuals which set out the policies, principles, rules or guidelines for decision making by an agency; and
- x the reasons for any decisions that have been made about a person.

An Agency includes those entities listed or described in Part 1 or Part 2 of Schedule 1 of the Ombudsmen Act 1975 (OA), or in Schedule 1 of the OIA, and includes:

- x Ministers of the Crown in their official capacity;
- x government departments and organisations, including the Police;
- x crown entities and some state owned enterprises;
- x district healthboards;
- x universities, polytechnics, colleges of education, wananga and other tertiary education institutions (but not private training establishments); and
- x boards of trustees of state schools

Audience:

This policy applies to all officers and employees of the University, including contracted individuals, organisations and

Relevant Legislation:

The Official Information Act 1982 The purposes of the Act include the promotion of good government and the enhancement of respect for the law by increasing the availability of official information progressively, in order to enable more effective public participation in the making and administration of laws and policies to promote the accountability of Ministers and officials