



Policy Name: Official Information Act  
Requests – Charging For  
File Name: 2.4.4

Policy No: 2.4.4  
Issue Date: Jun 2018  
Review Date: Jun 2021

## OFFICIAL INFORMATION ACT REQUESTS – CHARGING FOR

### POLICY STATEMENT

It is the policy of the Bay of Plenty District Health Board (BOPDHB) to apply the “Ministry of Justice Charging Guidelines for Official Information Act Requests” when charging for staff time and resources expended to comply with requests under the Official Information Act.

Official Information is defined in section s2 of the Official Information Act 1982.

### PURPOSE

To ensure that the BOPDHB is adequately and fairly compensated for resources expended in complying with Official Information Act requests.

### EXCLUSIONS

There are no exclusions.

### REFERENCES

- Official Information Act 1982
- [Ministry of Justice, Charging Guidelines for Official Information Act Requests, March 2002](#)

Manual Name: Organisational Policy	Page 1 of 1	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Section Name: Gen Mgt, Legal Issues	Version No: 4	
Policy Steward: General Counsel	Authorised by: Chief Executive Officer	