



THE MANAGEMENT AGENCY

AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

Policy Document

Policy Number:	AFB/22/0/11 - 006
Policy Title:	Charges for Providing Official Information under of the Official Information Act 1982
Scope:	The Management Agency AFB NPMP follows in general the Government guidelines set out in the Ministry of Justice guidelines dated 18 March 2002. The guidelines represent what is regarded as reasonable charges for the purposes of the Act.
Policy Statement:	Staff Time

Staff time is charged at NZ\$50.00 per half hour or part thereof, after the first hour which is free. The rate applies to all staff dealing with requests, irrespective of seniority. Staff time includes:

- Searching indexes
- Locating and extracting information
- Reading or reviewing information
- Transcribing, including compiling excerpts or summaries.
- Supervising access to the information, including supervising the requestor if the information is being viewed.
- Collating and photocopying information.

Photocopies are provided at \$0.50 per copy.

Other actual and direct will be charged at cost.

The charges include GST.

If repeated requests are made about a common subject over a period of up to 8 weeks, all but the first request should be combined for charging purposes.

Deposits

A deposit will be required:

- If the charge is likely to be more than \$100.00 or
- To provide some assurance of payment to avoid wasting resources.

A deposit may only be requested after a decision has been made to release the information.



The applicant must be notified of:

- Amount of deposit required.
- Method of calculating the charge
- Expected final amount to be paid.

Work on the request may be suspended until such time as the deposit is paid.

The unused part of the deposit should be refunded immediately to the applicant with a statement detailing how the rest was spent.

Waiving or Reducing Charges

The Management Agency may, at its discretion, modify or waive the requirement to pay any charge.

Before a decision on waiving or reducing charges is made, the circumstances of each request must be considered.

Review of Decisions on Charges

The Management Agency is cognizant of the fact that the Ombudsman may investigate any decision on charging for an official information request.

Applicants must be informed of their rights of appeal to the Ombudsman when notified of the charge.

Procedures: The Manager AFB NPMP will coordinate all charges as appropriate and appraise the Management Agency accordingly.

Associated Policies: AFB/22/0/11 (010)

- Requests under the Official Information Act 1983 for Disclosure of Registered Apiary Locations.

AFB/22/0/11 (016)

- Release and Distribution of Information Contained on the Apiary Database (Register)

Effective Date: This policy will be effective from 20 January 2018.

Review Date: 20 April 2021



John Hartnell
Chairman AFB PMP Board of Management

Date 27/4/2018