



12 December 2018



Dear 

Thank you for your email of 29 November 2018 to the Ministry of Education requesting the following information:

1. *The policy of the MOE in producing such notional rental lease figures; and*
2. *The methodology and process adopted by the MOE to produce the notional rental lease figures.*

Your request has been considered under the Official Information Act 1982 (the Act).

I am refusing your request for a copy of the Ministry's notional rental lease policy under section 18(d) of the Act. This information is publicly available and can be found on pages 57 and 61 of the Ministry's Financial Information for Schools Handbook which can be downloaded from the following location:

<http://education.govt.nz/assets/Documents/School/Running-a-school/Financial-Information-for-Schools-Handbook/Financial-Information-for-Schools-Handbook-2018-Final-3rd-Party-Contribution-Updated-June-2018.pdf>

In response to the second part of your request, the notional lease amount is calculated for each State school by applying 8% to the value of Ministry owned school property as calculated in the Ministry's annual Revaluation exercise. This figure is then adjusted by any lease costs directly paid by the Ministry.

The calculation is audited every year by Ernst Young, the Ministry's external auditor on behalf of the Office of the Auditor-General.

Please note, the Ministry now proactively publishes OIA responses on our website. As such, we may publish this response on our website after five working days. Your name and contact details will be removed.

Thank you again for your email. You have the right to ask an Ombudsman to review this decision. You can do this by writing to [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz) or Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely



Kim Shannon  
**Head of Education Infrastructure Service**

OIA: 1169876

National Office, Mātauranga House, 33 Bowen Street, Wellington 6011  
PO Box 1666, Wellington 6140. Phone: +64 4 463 8000 Fax: +64 4 463 8001