



3 October 2024

9(2)(a) privacy

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Official Information Request

Our Ref: OIA 2024-0245

I refer to your official information request received on 9 September 2024 where you have asked:

- “1. What directives/instructions (verbal or written) have Ministers given your department on how to prepare advice and policy options, since December 2023.*
- 2. When was that directive given and by which Minister?”*

Our response

Te Kawa Mataaho Public Service Commission (the Commission) has not received any directives from Ministers on how to prepare advice and policy options since December 2023. However, on 24 April 2024 the office of the Minister for the Public Service advised verbally that the Minister had requested the recommendations section within reports were at the end of the report rather than at the beginning after the executive summary section.

Each year, the Commission provides a Ministerial Policy Satisfaction survey to the Minister for the Public Service for feedback on the written and oral policy advice received by the agency over the past 12 months. This information is used to calculate a satisfaction score which is reported in Te Kawa Mataaho Public Service Commission’s annual report along with a summary of any feedback provided by the Minister.

Te Kawa Mataaho Public Service Commission’s Annual Report will be published on our website by 18 October 2024, I am therefore withholding the document listed in the table below under section 18(d) of the Official Information Act, on the grounds the information will soon be publicly available on the Commission’s website.

Item	Date	Document Description	Website Address
1	2023/24	Te Kawa Mataaho Public Service Commission’s Annual Report – For the year ending 30 June 2024	Publications - Te Kawa Mataaho Public Service Commission

If you wish to discuss this decision with us, please feel free to contact Enquiries@publicservice.govt.nz.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that we intend to publish this letter (with your personal details removed) on the Te Kawa Mataaho Public Service Commission's website.

Yours sincerely



Nicky Dirks

**Manager – Ministerial and Executive Services
Te Kawa Mataaho Public Service Commission**