



Te Kawa Mataaho

Public Service Commission

18 March 2021

9(2)(a) privacy

Dear 9(2)(a) privacy

Official Information Request Our Ref: 2021-0012

I refer to your official information request received on 24 February 2021 where you asked for information in respect of OIA statistics.

Information being released

Te Kawa Mataaho Public Service Commission (the Commission) provides guidance to agencies on the Official Information Act, including information on managing OIA requests and OIA systems and processes. Our policies can be found on our website here: [OIA guidance for agencies | Te Kawa Mataaho Public Service Commission](#).

Please find below our response to each of your questions. For ease of reference, I have listed each of your questions with our answers below.

- 1. Are the OIA statistics reported to TKM published on your agency's website, and if so, where?**
- 2. Are any additional statistics (such as those detailed below) published on your agency's website, and if so, where?**

The Commission publishes Official Information Act 1982 (OIA) statistics covering Crown entities and government departments subject to the OIA every six months on our website [here](#).

This covers statistics for:

- The number of requests completed
- The number of requests completed within legislated timeframe
- The number of OIA request responses published on the agency website
- The number of Ombudsman complaints notified to the agency
- The number of final opinions issued by the Ombudsman against the agency

- 3. Does the agency collect or report (please answer collect, report, or no):**

Government agencies are required to report separately on their own Official Information Act statistics at their Annual Review and Estimates Select Committees, which includes the number of OIA requests received, transferred, and refused, the number of requests responded to in more/fewer than 20 days and the average time to respond. This information is proactively released on the Parliament NZ website and the Commission's information can be found at the links below.

Document description	Website address
Annual Review	Business before committees - New Zealand Parliament (www.parliament.nz) Annual Review of the Public Service Commission 2019/2020
Estimates for Vote Public Service	Site Search - New Zealand Parliament (www.parliament.nz)

Please find outlined in the table below, the Commission's responses to whether the Commission collects or reports the below statistics in relation to the Official Information Act.

Questions	Our Response
a. the number of requests received	Report
b. the number of requests transferred in full;	Report
c. the number of requests withdrawn;	No
d. the number of requests refused;	Report
e. the number of requests granted in part;	No
f. the number of requests granted in full;	No
g. time taken from receipt of request to despatch of the official information or decision to refuse;	No
h. time taken from receipt to transfer.	No

4. Does agency count the number of requests (please answer yes or no):

The Commission manually records information in relation to whether a request has been clarified or extended and whether this has been done within the statutory timeframe, as part of our OIA process management. We do not formally collate or report these statistics.

The Commission follows the Ministry of Justice's guidelines on charging for Official Information Act requests, which can be found on our website here: [How agencies will respond to information requests | Te Kawa Mataaho Public Service Commission](#).

Please find in the table below the Commission's responses to whether we count the number of OIA requests in the categories you have requested below.

Questions	Our Response
a. requesting urgent attention;	No
b. amended or clarified (within or outside the legislated seven day time frame);	Yes
c. consulted another agency or 3rd party;	No
d. consulted Minister;	No
e. charged;	No
f. extended;	Yes

g. notified to Minister;	No
h. where the statutory time-frame to transfer a request was met or not met;	Yes
i. where the statutory time-frame to notify an extension was met or not met;	Yes
j. where the statutory time-frame to seek amendment or clarification was met or not met.	Yes

5. Does the agency measure (please answer yes or no):

Please find in the table below the Commission's responses to whether we measure information for OIA requests in the categories you have requested below. As noted above, where we have indicated that we do measure the below categories, it is done manually as part of our internal OIA process management, and we do not formally collate or report these statistics.

Questions	Our Response
a. time taken from receipt of request to decision regarding release of information;	Yes
b. time from receipt to seeking clarification;	Yes
c. time from receipt to notification of extension;	Yes
d. duration of extension;	Yes
e. time for agency or third party response;	No
f. time for Minister response;	No
g. time from decision to release of information.	No

6. Does the agency have any system to classify requests by (please answer yes or no):

The Commission does not have a system that categorises requests. Please find in the table below the Commission's responses to whether we classify OIA requests in the categories you have requested below:

Questions	Our Response
a. channel;	No
b. gateway;	No
c. requester category;	No

If you wish to discuss this decision with us, please feel free to contact Ministerial.Services@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

Managing Principal – Ministerial Services
Te Kawa Mataaho Public Service Commission