



File Ref: OIA 36431

Tēnā koe

Official Information Act request

Thank you for your information request dated 16 November 2017, for information related to Te Puni Kōkiri's process for responding to Official Information Act (OIA) requests. Your questions and my responses are set out below.

1. As at October 16th, 2017, what is the total number of FTE OIA staff employed by your department/agency?

Te Puni Kōkiri employs one fulltime staff member in a dedicated OIA-related role. Processing OIA requests is considered a core function of any employee. Accordingly we do not record the time spent on OIA requests for these staff.

2. As at October 16th, 2017, what is the total public sector work experience (in terms of years) your agency's FTE OIA staff have among them?

The fulltime staff member employed in the dedicated OIA-related role, has a total of 23 years' experience in the public sector.

3. As at October 16th, 2017, what is the total public sector work experience (in terms of years) your agency's OIA hub supervisor/team leader/manager have?

The Manager of Te Puni Kōkiri's dedicated OIA staff member has 30 years' experience in the public sector.

4. Do any of your agency's FTE OIA staff have a tertiary qualification?

Yes.

5. Do any of your department/agency's FTE OIA staff have, or are currently studying towards, qualifications in information management?

No.

6. Does the supervisor/team leader/manager of your OIA hub have, or is currently studying towards, a qualification information management training?

No.

7. Does your department/agency offer any OIA training?

Yes.

8. What is the nature of the OIA training offered?

Internal training.

9. How many hours does it take to complete the OIA training?

Our internal training session is approximately 2.5 hours long.

10. Is the supervisor/team/leader/manager of your OIA hub required to complete the OIA training?

The Manager contributes to the development and delivery of the OIA training.

11. Is OIA training offered to all department/agency staff as part of their induction?

Yes.

12. Does your department/agency have an electronic management system for tracking OIA requests?

Yes.

13. How many OIA requests did your department receive in total [17 October 2016 – 16 October 2017]

Please see Te Puni Kōkiri's Annual Reports for the number of OIA requests received each year. These are available at <http://www.tpk.govt.nz/en/a-matou-mohiotanga/corporate-documents>

14. Of the total OIA requests received, how many were referred to a Minister for consultation/clearance prior to release?

Te Puni Kōkiri does not have a policy that requires OIA requests to be referred to a Minister for clearance. We may provide a copy under the 'no surprises approach'. We do not count the number of times this occurs.

15. How many OIA requests did your department/agency receive from Members of Parliament or their staff or their political party's staff?

We do not record this information.

16. Of the number of OIA requests received from Members of Parliament or their staff or their political party's staff, how many were referred to a Minister for consultation/clearance prior to release?

Please refer to my response to question (14).



17 How many OIA requests did your department/agency receive from the media or bloggers?

We do not record this information.

18. Of the number of OIA requests received from the media or bloggers?, how many were referred to a Minister for consultation clearance prior to release?

Please refer to my response to question (14).

19. How many OIA requests were not decided and communicated within the maximum 20 working day statutory timeframe (or the extended timeframe notified in accordance with section 15A of the OIA?)

Te Puni Kōkiri reports this data by financial year. Our timeliness data, along with other agencies' data, is available on the State Services Commission web site on the following link: <https://www.ssc.govt.nz/official-information-act-statistics>

20. How many OIA requests were transferred under section 14 of the OIA?

21. Of the number of OIA requests transferred under section 14 of the OIA, how many transfers were to a Minister?

22. How many extensions to the maximum response time were notified under section 15A of the OIA?

With regard to questions 20-22, Te Puni Kōkiri records when a request is received, when it is responded to and if the response is on time. We do not record the detail requested in these questions, and these parts of your request are refused under section 18(f) of the Act, as the information cannot be obtained without substantial collation and research.

In making my decision to decline these parts of your request under section 18(f), I considered whether to consult with you, or impose a charge for providing the information, or extend the timeframe for the response. However, I believe that answering these questions is impracticable as it would cause an unacceptable impact on our core business.

23. How many OIA requests were decided as follows?

Granted

Refused in whole

Refused in part

Unable to answer this question.

24. How many OIA requests were declined as follows:



Soon publicly available [s 18(d)]:

Does not exist or cannot be found [s 18(e)]:

Cannot be made available without substantial collation and research [s 18(f)]:

Information is not held by the department/agency [s 18(g)]:

Request is frivolous or vexatious [s 18(h)]:

Unable to answer this question.

25. What is the breakdown of OIA requests made via the following means:

Posted/faxed letter:

E-mail:

Department/agency website:

Telephone:

Social media (e.g. Facebook, Twitter):

FYI.org.nz:

Other (please specify):

Unable to answer this question.

26. Does your department/agency have an automated electronic system for managing information (e.g. an EDRMS or an Enterprise Content Management system)?

Yes.

27. Please provide details of the electronic system your department/agency uses for managing information.

Name of base product (e.g. Objective, Sharepoint, Hummingbird): Content Server

Name of product as customised (if applicable): Not applicable

Manufacturer: OpenText

Vendor: OpenText

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

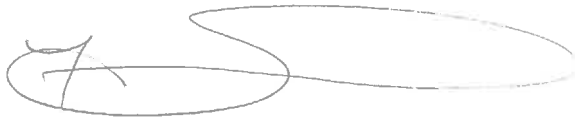


Please note that Te Puni Kōkiri publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact Madeline Smith, Senior Advisor, Ministerials and Business Support via smitm@tpk.govt.nz.

I wish you all the best for your research.

Ngā mihi

A handwritten signature in black ink, appearing to read 'Fiona McBeath', enclosed within a large, hand-drawn oval shape.

Fiona McBeath
Manahautu Tuarua Te Puni Tautoko | Deputy Chief Executive Organisational Support

