



20 July 2020

IR-01-20-15549

Sean Richards
fyi-request-13044-21367167@requests.fyi.org.nz

Dear Mr Richards,

I refer to your Official Information Act request of 6 June 2020 seeking information as follows:

- 1. The documents "Introduction to disclosure of information" and "Disclosure under the Privacy Act 1993" referred to in Police's "Disclosure under the Official Information Act 1982 (OIA)" guide. If these documents have been superseded by some other documents, please provide those documents.*
- 2. How many people at PNHQ respond to OIA requests lodged either in writing to PNHQ or via FYI.org.nz? i.e., how large is the team that handles OIA requests?*
- 3. How are OIA requests stored internally to NZ Police: when an OIA request is received, is it stored in a single central database, and is that database digital or physical?*

Please accept my sincere apology for the delay in responding to your request.

In relation to the first part of your request, I have attached the two documents you requested, namely 'Introduction to Disclosure of Information' and 'Disclosure under the Privacy Act 1993'. I should advise that both of these documents are currently under review.

By way of context for the second part of your request, I can advise that Police receives the highest number of Official Information Act (OIA) requests of any Public Service Department or Statutory Crown Entity. For example in the calendar year 1 January 20190 - 31 December 2019 Police completed 83,043 OIA requests. For the purpose of your request it has been assumed that 'requests made in writing' encompasses those made via Police's online portal or email, in writing, and of course through fyi.org.nz.

Official information requests are responded to by staff across the twelve Police districts via File Management Centres (FMCs), as well as at Police National Headquarters (PNHQ), with the work being demand driven.

Police staff based in FMCs are employed to provide file management and transcription services. As part of these services they also respond to OIAs and Privacy Act requests. In other words they are not directly employed to work only on official information requests. During any given day they can be working on a number of different things. It is not possible to interrogate Police systems to see who might have been working on any particular day on official information requests as opposed to all the other things people employed in those roles do on any given day.

Requests responded to at PNHQ are allocated by dedicated staff in Ministerial Services Group to staff in more than 47 business groups across PNHQ. They are usually responded to by the most appropriate person in that group for the particular request. There is not dedicated staff per se, and the number of staff responding at any point in time will depend on the number of requests that have been submitted at that time. These staff usually respond to official information requests in addition to their core role. Again, it is not possible to interrogate Police systems to see who might have been working on any particular day on official information requests as opposed to all the other things people employed in those roles do on any given day.


The work required to identify information within the scope of your request, and the effect of that on the normal operations of New Zealand Police through diverting resources to meet your request, are such that your request is declined under section 18(f) of the Act as the information cannot be made available without substantial collation and research. I have considered whether charging a fee or extending the timeframe for responding to your request would assist, as required by section 18A of the Act. However I am of the view that, for the reasons outlined above, neither of those options is practicable.

You also asked how Police stores OIAs internally. I can advise that official information requests are stored in Police's Information Request Tool. This is a single, electronic database which can be accessed by staff across New Zealand Police, whether they are based at PNHQ, within FMCs or at the operational level in districts.

I trust that the information I have been able to provide to you has been useful.

You have the right to ask the Ombudsman to review my decision if you are not satisfied with my response to your request.

Yours sincerely,



Megan Winch
Manager Ministerial Services