



## Te Tari Taiwhenua Internal Affairs

16 January 2024

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John Luke

Via email: [fyi-request-24917-3f0cd509@requests.fyi.org.nz](mailto:fyi-request-24917-3f0cd509@requests.fyi.org.nz)

Tēnā koe John

### **Your Official Information Act Request OIA2324-0369 about OIA staffing and statistics.**

Thank you for your 28 November 2023 request under the Official Information Act 1982 (the Act), received by the Department of Internal Affairs (the Department), for the following information:

- 1. May I kindly request org chart of your team who deal with OIA Act request.*
- 2. How many OIA Act request you have received from 1st Jan 2023 to 28 Nov 2023.*
- 3. Also are able to provide the status of how many requests you have delayed in reply and*
- 4. how many you required extension of time to response.*

### **Response to Part 1**

The Department does not operate a centralised OIA servicing model. A small central team oversees tracking, reporting, systems, and responds to OIA requests related to the Department's OIA system.

OIA requests related to the Department's functions are managed by employees across the seven branches, related to those functions. These employees who manage OIA requests also undertake other activities as part of their substantive roles and responding to OIAs is not their entire job. In addition, our senior leaders have regular oversight across OIAs being completed within their functional areas and across the organisation.

To capture these employees, I have provided you with organisational charts for teams that managed more than five OIA requests during the period from 1 January – 28 November 2023.

Please note that the organisational charts include staff who are currently employed at DIA. Names are provided for approvers and managers.

Please refer to the separate appendix document provided with this letter, which contains the organisational chart information you have requested.

Further information about the Department's branches and functions are available in the Directory of Official Information: [Alphabetical list of entries | New Zealand Ministry of Justice](#)

## Response to Parts 2 – 4

The requested information is provided in the table below. Please note the following caveats to this data:

- 'OIA requests received' refers to the volume of enquiries received in the period that were registered as a departmental OIA request, including those that were subsequently withdrawn by the requester or transferred to another responder. This does not include items managed as media enquiries or which received direct response by business groups or the contact centre within the Department's Service Delivery and Operations branch.
- We have provided the volume of media enquiries received in the period. Please be aware that not all media enquiries are eligible requests under the Act. Media enquiries are not currently tracked in a way that enables data to be extracted for only OIA-eligible media enquiries.
- Data given on extensions and late responses applies only to Departmental OIA requests received and is provided as a subset of the received volume. i.e. x requests were received, and of these, x were extended and x were late.

Measure	1 Jan 2023 – 30 June 2023	1 July 2023 – 28 November 2023
OIA requests received	432	327
Media enquiries received	268	297
OIA deadline extended under the Act	50	35
Requests in which response was provided late	15	2

We intend to publish our response to your request on [www.dia.govt.nz](http://www.dia.govt.nz). This letter, with your personal details removed, will be published in its entirety. Publishing responses increases the availability of information to the public and is consistent with the Act's purpose of enabling more effective participation in the making and administration of laws and policies and promoting the accountability of Ministers and officials.

You have the right, under section 28 of the Act, to seek an investigation and review of our decision by the Office of the Ombudsman. The postal address of the Office of the Ombudsman is PO Box 10152, Wellington. Alternatively, you can phone 0800 802 602 or email [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz).

Yours sincerely



Karlene Symonds  
**General Manager Workplace Services**  
**Organisational Capability and Services Branch**