



14 December 2017

██████████  
Student  
Victoria University of Wellington  
Via e-mail: ██████████

Dear ██████████

**Official Information Act request dated 16 November 2017**

I am writing in response to your Official Information Act request received on 16 November 2017 about the recordkeeping practices of government agencies.

The answers you requested are on the following pages. I hope you find this information helpful.

You have the right to seek an investigation and review of my response by the Ombudsman, whose address for contact purposes is:

The Ombudsman  
Office of the Ombudsman  
PO Box 10-152  
WELLINGTON 6143

Yours sincerely

Dr Malcolm Menzies  
**Chief Executive**



**P:** 04 917 7040  
**F:** 04 917 7059  
**W:** superu.govt.nz

Level 5, 117 Lambton Quay  
PO Box 2839  
Wellington 6140

Question	Answer
1. As at October 16th, 2017, what is the total number of FTE OIA staff employed by your department/agency?	This function is handled by various staff members depending on the issue
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? (Please do not include the work experience of the supervisor/team leader/manager of your agency's OIA hub.)	Unable to answer – please see our answer to question 1
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?	Unable to answer – please see our answer to question 1
4. Do any of your agency's FTE OIA staff have tertiary qualifications?	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?	Depends on the issue, staff member and whether they've had training from other organisations in past roles
10. Is the supervisor/team leader/manager of your OIA hub required to complete the OIA training?	NA – there is no dedicated OIA Hub at Superu
11. Is OIA training offered to all department/agency staff as part of their induction?	No
12. Does your department/agency have an electronic management system for tracking OIA requests? If you answered Yes, please proceed to question 13. If you answered No, please proceed to question 26.	Yes

Please answer the below questions (12 – 25) in relation to the period of 17 October 2016 – 16 October 2017).

13. How many OIA requests did your department/agency receive in total?	4
14. Of the total OIA requests received, how many were referred to a Minister for consultation/clearance prior to release?	3
15. How many OIA requests did your department/agency receive from Members of Parliament or their staff or their political party's staff?	2

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?	2
17. How many OIA requests did your department/agency receive from the media or bloggers?	0
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?	NA
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)?	0
20. How many OIA requests were transferred under section 14 of the OIA?	2 – one transferred from another agency, one transferred to another agency
21. Of the number of OIA requests transferred under section 14 of the OIA, how many transfers were to a Minister?	0
22. How many extensions to the maximum response time were notified under section 15A of the OIA?	1
23. How many OIA requests were decided as follows? <ul style="list-style-type: none"> <li>• Granted</li> <li>• Refused in whole</li> <li>• Refused in part</li> <li>• Unable to answer this question</li> </ul>	All requests were granted
24. How many OIA requests were declined as follows: <ul style="list-style-type: none"> <li>• Cannot be made available without substantial collation and research [s 18(f)]:</li> <li>• Information is not held by the department/agency [s 18(g)]</li> <li>• Request is frivolous or vexatious [s 18(h)]</li> <li>• Unable to answer this question.</li> </ul>	0
25. What is the breakdown of OIA requests made via the following means: <ul style="list-style-type: none"> <li>• Posted/faxed letter:</li> <li>• e-mail:</li> <li>• Department/agency website:</li> <li>• Telephone:</li> <li>• Social media (e.g. Facebook, Twitter):</li> <li>• FYI.org.nz:</li> <li>• Other (please specify):</li> <li>• Unable to answer this question.</li> </ul>	All received via email
26. Does your department/agency have an automated electronic system for managing information (e.g. an EDRMS or an Enterprise Content Management system)?  If you answered Yes, please proceed to question 27.	No
27. Please provide details of the electronic system your department/agency uses for managing information.	NA

