

19 December 2024

9 (2) (a)

OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of 15 November 2024 to Hon Nicola Grigg, Minister for Women for:

- *The number of all Ministerial/Departmental items that have been received by your office and your Ministries/Departments from 15 May 2024 until 15 November 2024. Please break these down by workflow: e.g. Ministerial Correspondence, Departmental Official Information Act Requests, etc.*
- *The standard timeframes set by your office for response, broken down by workflow (e.g. 14 working days for a Ministry to complete an OIA request and send to the Minister's Office for final sign-off, 28 working days to complete and dispatch to requestor the response to Ministerial Correspondence, etc.).*
- *The number of Ministerial/Departmental items that were completed late at any stage of the process (e.g. an item was late to be sent to the Minister's Office or was late to be sent to the requestor). Please also specify by how many days these items were overdue.*
- *The number of Ministerial/Departmental items that required and were granted an extension. Please also specify by how many days an extension was granted.*

On 21 November 2024 the Office of Hon Nicola Grigg, Minister for Women transferred part of your request relating to departmental items to Manatū Wāhine Ministry for Women (the Ministry) under section 14(b)(i) of the Official Information Act.

On 10 December, the Ministry contacted you to advise that your request for information could not be met without substantial collation and research and offered

an opportunity to amend your request. On 17 December you agreed to amend your request to exclude emails and include items received and sent between 15 May 2024 and 15 November 2024 broken down by type, specifically:

- Fortnightly reports
- Briefings
- Memorandums
- Official Information Act requests (OIA)
- Written parliamentary questions (WPQs)
- Ministerial correspondence

The table below provides the number of items received and/or sent between 15 May - 15 November 2024:

Type of item	Total number completed between 15 May – 15 November 2024
Written Parliamentary Questions	165
Ministerial Correspondence	21
Aide memoires	41
Fortnightly Reports	13
Briefings	16
Memorandums	9
Official Information Act Requests	25

Standard timeframes for the items mentioned in the table varies and is determined on a case-by-case basis dependent on priority. The Ministry generally allows 1-2 weeks for the drafting of briefings, memorandums and ministerial correspondence, and 2-4 business days for drafting written parliamentary questions.

The standard 20 working days applies to OIA requests. The Ministry follows a “no surprises” approach, and it is the practice of the Ministry to provide the Minister’s Office with a copy of the response for their information.

Regarding departmental items that were late or required an extension, as discussed, this is being refused under section 18(f) of the Official Information Act.

Official Information Act responses

Please note that this response, with your personal details redacted, may be published on the Ministry’s website. If you have any concerns or comments related

to this, please let us know by emailing ministerialservicing@women.govt.nz, within two weeks of the date of this letter.

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.

Nāku noa, nā

A handwritten signature in black ink that reads "M Shortland". The signature is written in a cursive, flowing style.

Maxine Shortland

Deputy Secretary, Organisational Performance and Services