



**NEW ZEALAND**  
FOREIGN AFFAIRS & TRADE



Ministry of Foreign Affairs and Trade  
Māori ōriaki

17 May 2018

Mark Hanna  
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Dear Mark Hanna

I refer to your email of 16 April 2018 in which you request the following under the Official Information Act 1982 (OIA):

*"...Please release the following information, from 1 July 2016 to 30 June 2017, broken down by request:*

- 1. The date on which the request was received.*
- 2. The date on which the request was answered.*
  - 2a. If the request was answered on the last allowable day, the time at which the request was answered*
- 3. Whether or not the request was extended under section 15A of the OIA.*
  - 3a. If the request was extended, the date on which notice of the extension was sent to the requester.*
  - 3b. If the notice of extension was sent to the requester on the last allowable day, the time at which the notice of extension was sent to the requester.*
  - 3c. If the request was extended, the duration of the extension.*
- 4. The outcome of the request (e.g. all information released, transferred to another agency).*

*Please provide all information in an accessible, searchable format. A spreadsheet format, such as CSV or XLSX, is preferable for tabular data."*

In your further email of 17 April 2018, you refined the timeframe of your request as follows:

*"I'd like to update the request I sent yesterday regarding OIA response time statistics. I had asked for statistics for the period 1 July 2016 to 30 June 2017, however this was a mistake. I had instead intended to ask for statistics for the period 1 July 2017 - 30 December 2017, please use that instead."*

On 15 May 2018, we wrote to you to advise that the timeframe for our response would be extended to 28 May 2018 as we were in the process of finalising our response.

The Ministry of Foreign Affairs and Trade received 106 requests from 1 July 2017 – 30 December 2017. Please find attached a spreadsheet that provides the following information for each of these requests based on Ministry records:

- The date and time that the request was received.
- The date and time that the request was answered.
- Whether or not the time limit to respond to the request was extended under section 15A of the OIA, and for those that were extended, the date and time that notification of the extension was sent to the requester and the duration of the extension.
- The outcome of each request.

In the attached spreadsheet, to the extent possible, we have sought to provide the times that requests were received, and responses were sent, based on Ministry records. However, some of the times needed to be marked "unknown" in the spreadsheet because hardcopy letters were sent through the post. Accordingly, this information is not held by the Ministry.

For the date responded, we have provided the date and time that the final reply was sent and the record was closed. Where multiple replies were sent, we have sought to provide this information for you as well.

Where the time limit for responding to requests was extended, these extensions took into account upcoming statutory holidays, and the period of 25 December 2017 to 15 January 2018, which are not considered working days as set out in section 2(1) of the OIA.

You have the right under section 28(3) of the OIA to seek a review of this response by the Ombudsman.

Yours sincerely

A handwritten signature in black ink, consisting of a large, stylized 'W' followed by a horizontal line.

Wendy Adams  
for Secretary of Foreign Affairs and Trade