



# Te Kawa Mataaho

Public Service Commission

26 February 2024

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## Official Information Request

**Our Ref: OIA 2024-0013**

I refer to your official information request received on 12 February 2024 where you asked the following:

*"I would like to request the following information under the OIA:*

*all instructions to or within your agency on the processing of OIA requests issued since 27 November 2023. This would include (for example) manuals (if issued since that date), emails, or verbal instructions, both within the agency and from Ministers (or their offices)".*

## Our response

Te Kawa Mataaho Public Service Commission (the Commission) has not issued any instructions within the Commission or received any instructions from the Minister for the Public Service or her office regarding the processing of OIA requests since 27 November 2023.

We have not included communications where the Commission has consulted with other agencies on documents within scope of OIA requests, as have deemed these communications to be out of scope of your request.

Accordingly, I am refusing your request under section 18(e) of the Official Information Act 1982 on the grounds the information requested does not exist.

If you wish to discuss this decision with us, please feel free to contact [Ministerial.Services@publicservice.govt.nz](mailto:Ministerial.Services@publicservice.govt.nz).

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](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that we intend to publish this letter (with your personal details removed) on the Te Kawa Mataaho Public Service Commission's website.

Yours sincerely

Nicky Dirks

**Manager – Ministerial and Executive Services**  
**Te Kawa Mataaho Public Service Commission**