



POLICE NATIONAL HEADQUARTERS

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Woody
fyi - request - 639 - 93c8d9d2@requests.fyi.org.nz

Dear Requester

OFFICIAL INFORMATION ACT REQUESTS

We received six separate requests from you on 28 October 2012 between 09.55pm and 10.52pm requesting copies of various "police policy manuals and GI" (general instructions). These are referred to collectively for the purposes of this response as "Police Manual chapters".

As your requests are about similar subject matters (i.e. Police Manual chapters) and were received in short succession on the same evening, Police has treated your requests as a single request pursuant to section 18A(2) of the Official Information Act 1982.

In turn, I must inform you that your requests for information are refused pursuant to section 18(f) of the Act, on the grounds that the information requested cannot be made available without substantial collation or research.

The following factors, identified as relevant by the Ombudsmen's office in its guidance material, apply in respect of your combined single request:

The amount of documentation to be looked at

In total you have requested 99 separate Police Manual chapters or general instructions, varying in complexity and length.

The work time involved

It is always difficult to accurately predict in advance how long such a large request will take but as a rough guide we have estimated a minimum time of between 51 and 92 hours to process depending on the actual complexity, length (our estimate of time is based on averages of 5 and 10 pages per document) and nature of each of the Police Manual chapters requested. This estimate includes time:

- to identify and locate the documents in our Police Instructions system and identify the business owner

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- to physically save the documents in a format suitable for redaction where necessary, and send to the business owner for consideration
- for each business owner to read, review, and edit/redact any information to be withheld, and for that to be checked by an appropriate supervisor
- preparing/attaching the individual documents approved for release by electronic sending.

The nature of the resources and the personnel available to process requests for information

Given the complex, specialist and/or sensitive nature of many Police Manual chapters, and the wide range of subjects covered in your requests, the review of the documents would have to be done by people with a good understanding of the particular content, and the release authorised by appropriate supervisors.

Police does not have people who are readily available to deal with information requests the size of yours, and it is not a task that could be readily assigned to a contractor brought in for the purpose. The people dealing with the requests would have to be diverted from other Police duties.

The effect on other operations of the diversion of resources to meet the request

Meeting your requests will impact on operational groups at Police National Headquarters. These groups do not have large staff numbers and, with many competing priorities and business constraints, have heavy workloads. The diversion of any person for significant periods of time to deal with your requests will impact significantly on their ability to deliver their core work.

Whilst Police does not have the resources to deal with your request, we advise that if we had, there would be a significant charge to complete the work. Police follows the Ministry of Justice's *Official Information Act: Charging for Services* guidelines, which provide that time in excess of one hour should be charged at an initial charge of \$38 for the first chargeable half hour and then \$38 for each additional half hour.

Based on our initial estimate of the time it would take to process your requests (between 51 and 92 hours, i.e. 50 and 91 chargeable hours) the charge to you could be between \$3,800 and \$6,916. Under section 15(3) of the Official Information Act, Police can require that the whole or part of any charge be paid in advance.

If, in the future, you make a new request narrowing the scope to a particular identifiable subject, and reducing the amount of documentation requested to a more manageable level, 'substantial collation and research' issues are less likely to arise.

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In closing, while I have attempted to respond as positively as I can to your request, as you may already be aware, you have the right (under section 28(3) of the Official Information Act) to complain to the Office of the Ombudsmen about the way your request has been handled.

Respectfully



Mike Webb
Acting General Manager
Strategy, Policy & Performance

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