

Appendix E – Central Monitoring Reporting Requirements

ESSENTIAL REQUIREMENTS

Baseline data

1. Number of requests received that fulfil the definition of a request for the purposes of monitoring.
2. Number of requests which fulfil the definition of a request for the purposes of monitoring and are refused because the department has searched for the information requested and does not hold it.

Performance data in processing requests

Timeliness

3. a) Number of requests that took 20 working days or less to be processed
b) Number of working days it took each request which exceeded the 20 working day deadline to be processed.
4. Where it is not carried out simultaneously, the number of working days taken to notify the applicant of the department's decision where the balance of public interest lies (see section 10(3) of the Freedom of Information Act) after the day on which they issue a notice in compliance with section 17(1) of the Freedom of Information Act.
5. Number of requests which fall under the Environmental Information Regulations where the time limit is extended from 20 working days to 40 working days because of the complexity or volume of the request.
6. Number of requests outstanding at the end of the reporting year

Handling of requests

7. Number of times a fee notice was issued or a fee was charged
8. Number of times fee was
 - a) paid and request was processed
 - b) paid and request was not processed
 - c) not paid and request was processed
9. Total amount received in fees
10. Number of times a request was refused because it was considered vexatious
11. Number of times a request was refused because it met the criteria in section 14(2) of the Freedom of Information Act
12. Number of requests where the fee limit under the Freedom of Information Act was invoked
13. Number of requests where departments processed a request in excess of the fees limit because the applicant paid the required amount
14. Of the fees charged under the Environmental Information Regulations the number of times
 - a) a commercial fee was charged
 - b) a non commercial fee was charged

Measures of disclosure

Refusals and disclosures

15. Number of times a request was granted in full.
16. Number of times the department neither confirmed nor denied it held
 - a) all the information requested
 - b) part of the information requested
17. Number of times the information in a request was refused
 - a) in its entirety
 - b) in part
18. The number requests where an entire document within the scope of a request was refused rather than being partially released or a summary of the document produced
19.
 - a) Where a request falls under the Freedom of Information Act, the number of times search of the exemptions in sections 22 to 44 were cited as the reason for refusal.
 - b) Where a request falls under the Environmental Information Regulations, the number of times each of the Exceptions to the right to disclosure of environmental information were cited as the reason for refusal

Measures of reviews of decisions

Internal review

20. Number of requests that were referred for internal review on the grounds that information was withheld
21. Of these, the number of requests where
 - a) original decision was upheld
 - b) original decision upheld in part
 - c) complaint upheld

Appeals to the Information Commissioner

22. Number of requests that were appealed to Information Commissioner on the grounds that information was withheld
23.
 - a) Where a request falls under the Freedom of Information Act, the number of times each of the exemptions in sections 21 to 44 were cited as the reason for withholding information in requests that were being appealed
 - b) Where a request falls under the Environmental Information Regulations, the number of time each of the Exceptions to the right to disclosure of environmental information
24. Number of times a fee notice, reasonable fee or advance fee was appealed to the Information Commissioner
25. Number of times the refusal of a request due to the fee limit being applied was appealed
26. Number of times the refusal of a request due to it being considered repeated or vexatious was appealed
27. Of 23, 24, 25 and 26, the number of requests where
 - a) original decision was upheld
 - b) original decision upheld in part
 - c) complaint upheld
28. Number of times an enforcement notice was served on a department by the Information Commissioner

Appeals to the Information Tribunal

29. Number of times the department appealed a decision of the Information Commissioner to the Information Tribunal

30. Number of times the Information Tribunal upheld a decision of the Information Commissioner in full
31. Number of times the Information Tribunal upheld a decision of the Information Commissioner in part
32. Number of times the Information Tribunal overturned a decision of the Information Commissioner

Use of Certificates to prevent disclosure

33. Number of times a certificate was issued to the Information Commissioner under section 53(2) of the Freedom of Information Act
34. Number of times a certificate was issued under section 23(2) of the Freedom of Information Act
35. Number of times a certificate was issued under section 24(3) of the Freedom of Information Act
36. Number of times a section 23 certificate was
 - a) upheld by the Information Tribunal
 - b) quashed by the Information Tribunal
37. Number of times a section 24 certificate was
 - a) upheld in full by the Information Tribunal
 - b) upheld in part by the Information Tribunal
 - c) quashed by the Information Tribunal

DESIRABLE REQUIREMENTS

The following are criteria that it is desirable that departments collect and the DCA is recommending be collected, but is not intending to request from them:

38. Number of times refusal for the exemptions in sections 21 – 44 were cited as the reason for withholding information in requests that were referred for internal review
39. Number of times a fee notice was reviewed
40. Number of times the refusal of a request due to the fee limit being applied was reviewed
41. Number of times the refusal of a request due to it being considered vexatious was reviewed
42. Number of times the refusal of a request due to it being considered repeated was reviewed
43. Of 40, 41 and 42, the number of requests where
 - a) original decision was upheld
 - b) original decision upheld in part
 - c) complaint upheld
44. A measure of the amount of departmental resources consumed in dealing with requests