

PAPERWORK REDUCTION

ANALYSIS

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A BILL INTITULED

5 **An Act to audit and to reduce to a minimum the amount of paperwork that Government departments, Crown entities, and State enterprises require the public to complete**

BE IT ENACTED by the Parliament of New Zealand as follows:

1. Short Title—This Act may be cited as the Paperwork Reduction Act 1995.

10 **2. Interpretation**—In this Act, unless the context otherwise requires, “organisation” means an organisation named in the First Schedule or Second Schedule to the State-Owned Enterprises Act 1986, the First Schedule to the State Sector Act 1988, and the Fourth Schedule to the Public Finance Act 1989.

15 **3. Organisations required to conduct audit**—Every organisation shall, in the first financial year following the passing of this Act, and every 3 years thereafter, conduct a paperwork audit.

20 **4. Paperwork audit**—The paperwork audit shall—
(a) Review all forms and means of information collection used to obtain information; and

- (b) Identify the information needs of organisations conducting the audit; and
- (c) Relate the information needs required to fulfil the organisation's mission statement to the information that that organisation requests from the public; and 5
- (d) Estimate the time required to complete forms and information requests with a view to reducing that time.

5. Paperwork audit report—(1) Every organisation shall forward a copy of its paperwork audit to its Responsible Minister. 10

(2) Upon receipt of a paperwork audit report, the Minister shall, within 12 sitting days of its receipt, present the report to the House of Representatives.

6. Paperwork monitoring report—(1) Every organisation shall compile a paperwork monitoring report, to be forwarded to the Responsible Minister, on each form that it uses to obtain information from the public. 15

(2) The report shall—

- (a) Note the reason for each question used on the form and for each piece of information sought; and 20
- (b) State whether the information requested is required or optional; and
- (c) How the information will be used; and
- (d) Who will have access to it; and 25
- (e) The estimated time required to complete the form.

(3) All paperwork monitoring reports shall be publicly available upon request.

(4) All forms shall have a note printed at the bottom of the last page stating where the paperwork monitoring report for that form can be obtained. 30

(5) For forms estimated to take longer than 15 minutes to complete, including the time taken to collate the information, the note shall state the estimated time required to complete the form. 35

(6) Upon receipt of a paperwork monitoring report, the Responsible Minister shall, within 12 sitting days of its receipt, present the report to the House of Representatives.

7. Requirement to comply—Section 6 (4) and (5) of this Act shall apply— 40

- (a) To all forms, issued by an organisation that are required to be completed by the public, that are new,

redesigned or modified after the commencement of this Act:

- 5 (b) To 20 percent of all forms, issued by an organisation that are required to be completed by the public, on the first anniversary of the date of the commencement of this Act:
- 10 (c) To 50 percent of all forms, issued by an organisation that are required to be completed by the public, on the second anniversary of the date of the commencement of this Act:
- (d) To all forms, issued by an organisation that are required to be completed by the public, on the third anniversary of the date of the commencement of this Act.

- 15 **8. Report**—The annual report of every organisation shall contain a section outlining compliance with **section 6** of this Act, including concerns highlighted in any submissions made by the public and what action has been taken to reduce the paperwork requirement for the public.