

User's Guide to IRT (Information Request Tool)

PNHQ OIA Requests

ROLE-BASED USER GUIDE



NEW ZEALAND
POLICE
Ngā Pirihimana o Aotearoa



INTRODUCTION

The Information Request Tool (IRT) is Police's real-time workflow tool for logging, managing and reporting on OIA, Privacy and Ministerial OIA requests. It came into effect in April 2018 and replaces the previous Information Request System (IRS). IRT is used by all districts, service centres and PNHQ groups to manage these requests. You can access this tool through this link, <https://svbpmps.police.govt.nz/ProcessPortal>, or via the IRT icon on your desktop. The tool needs to be used on the Chrome browser, not via Internet Explorer.

This guide shows you how to use IRT to complete an OIA request at Police National Headquarters (PNHQ). Separate guides have been developed for PNHQ Privacy Act requests, District OIA requests and District Privacy Act requests.

The following requests should be entered into IRT:

- information requested under the OIA or Privacy Act (basically the requests that come in from members of the public and media)
- requests from the Ministry for Children, Oranga Tamariki, (MCOT) which fall under the information for court proceedings
- requests from Lawyer for Children or Lawyer for Family Court
- requests from agencies where there is a Memorandum of Understanding (MOU) in place
- insurance requests, NOT including Traffic Crash Reports (TCRs).

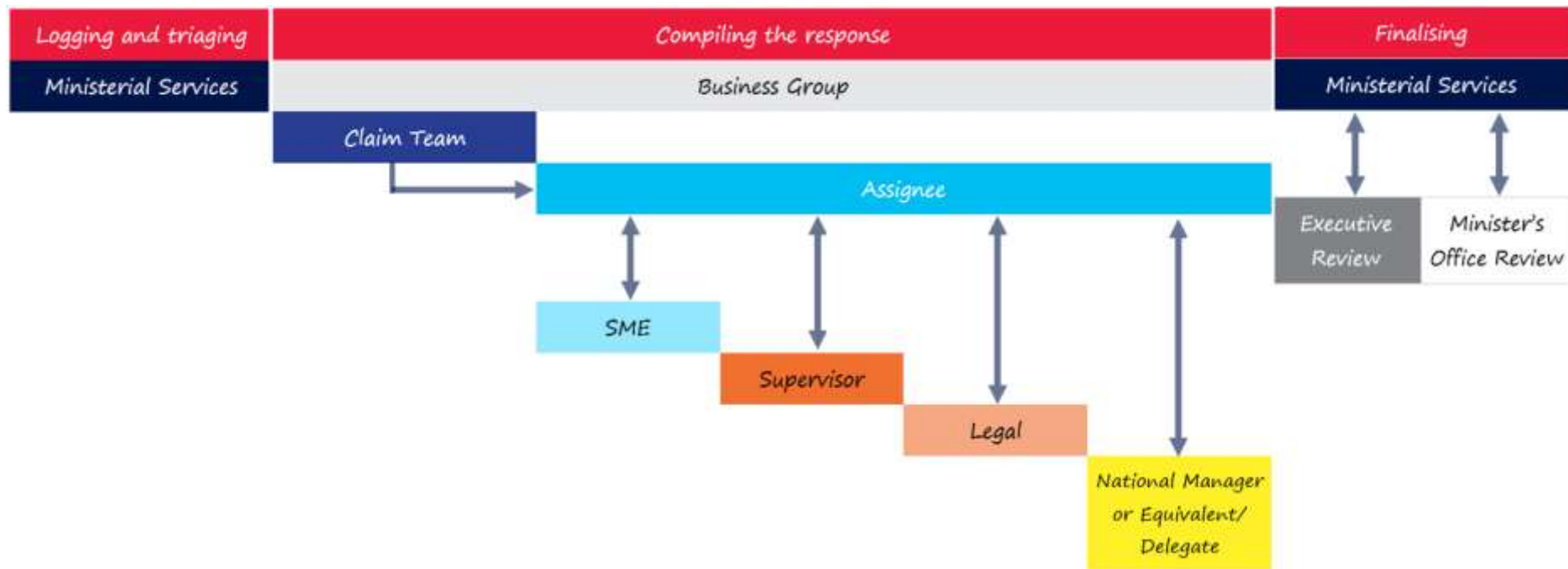
This guide should be read in conjunction with the *Disclosure under the Official Information Act 1982 (OIA)* which can be found on the Police Instructions site. This Police Instructions chapter details Police procedures and requirements under the OIA for responding to requests for information. It also includes information on how to complete revised and new national processes such as:

- the triage approach
- marking a request as confidential
- marking a request as having high organisational impact.

PROCESS OVERVIEW

This guide highlights what tasks need to be completed in each role and how each role relates to the system and process. Each role has been allocated a colour to make it easy for you to find the sections relevant to your role. Look for the colour that relates to your role at the top right hand corner of each page.

OIA requests follow a defined process through a number of teams and roles. Each role plays a key part in the process. Set out below is a simple process map of the stages an OIA request goes through. The map shows the standard roles that play a part in logging the request and preparing the response.



Click on your role to get started.

[Ministerial Services](#)

[Claim Team](#)

[Assignee](#)

[Subject Matter Expert \(SME\)](#)

[Supervisor](#)

[Legal](#)

[National Manager or Equivalent/Delegate](#)

[Executive Review](#)

[Minister's Office Review](#)

MINISTERIAL SERVICES (LOGGING AND TRIAGING)

ABOUT

Ministerial Services are responsible for the initial logging and triaging of PNHQ OIA requests. Ministerial Services send the request to the relevant business group for the response to be prepared, then moves the draft response through the approval and finalisation process. Ministerial Services is also responsible for managing transfers to other agencies and organisations.

TASKS

Logging

An OIA request can come through to Ministerial Services in a multitude of ways. If submitted through the Police website it is automatically logged in the IRT. If it is automatically logged you can start working through the triaging of the request. Requests can also come via email, phone call, be sent in the post or handed to Police in person. If this the case it is necessary to log the request in the system.

To do this, follow the tasks below.

- [Logging in](#)
- [Manually logging a request](#)
- [Claim request](#)
- [Setting up your dashboard](#)

Triaging

Ministerial Services are responsible for triaging each request to ensure that the details are correct and that the request belongs with PNHQ. For more details on the triaging process, look at the *Disclosure under the Official Information Act 1982 (OIA)* document.

To triage the request, follow the tasks below.

- [Transferring request \(full and partial\)](#)
- [Change district](#)
- [Confirmation of identity](#)
- [Mark as confidential](#)
- [Mark as high organisational impact](#)
- [Normal/high priority](#)
- [Special instructions - worklog](#)
- [Attaching documents](#)
- [View attachments](#)

Next steps

- [Assign to business group for compiling response](#)
- [Searching requests](#)
- [Extension request](#)

MINISTERIAL SERVICES (FINALISING)

ABOUT

Ministerial Services is responsible for receiving the draft response back from the business group, ensuring all the relevant information is attached in IRT and putting the response through any approval process. Ministerial Services also manages the sign-out process and sending the completed request to the requestor.

TASKS

Checking response is ready for Executive

- [Is an approval sheet completed and attached?](#)
- [Is the draft response completed and supporting information attached?](#)
- [Endorsed by National Manager?](#)
- [Check worklog](#)

Executive review

- Ministerial Services decide if the request needs an Executive review. If it does, follow the steps below. If it doesn't, go to [the Response to requestor](#) section. [Send to Executive review](#)
- [Action the Executive review](#)

Minister's Office review

Ministerial Services must also decide whether a Minister's Office review is required. The Executive may also indicate during the approval process that the response needs to be sent to the Minister's Office for review. It is then Ministerial Services' responsibility to do this.

- [Submit for Minister's Office review](#)
- [Action the Minister's Office review](#)

Response to requestor

Ministerial Services are responsible for managing, in conjunction with the business group, signatures and any other relevant sign-out processes prior to sending out the request to the requestor.

- [Attach signed final response](#)
- [Communicate decision and/or response](#)
- [Close request](#)

CLAIM TEAM

ABOUT

Once a request has been assigned to a business group, it goes to the business group's claim team. A notification is sent via email and the claim team is able to access the request through the link in this email. The claim team is responsible for triaging the request and assigning it to an appropriate assignee in their business group to prepare the response.

TASKS

Getting started

- [Email notification of request](#)
- [Logging in](#)
- [Claim request](#)
- [Setting up your dashboard](#)

Triaging

Before you start triaging or taking any further steps make sure that the request is **In-Progress**.

- [Recommend for transfer \(full and partial\)](#)
- [Reject](#)
- [Mark as confidential](#)
- [Mark as high organisational impact](#)
- [Normal/high priority](#)
- [Extension \(claim team\)](#)
- [Special instructions - worklog](#)
- [Attaching documents](#)
- [View attachments](#)

Next steps

- [Assign to assignee](#)
- [Team Performance Dashboard](#)
- [Check your team's task list](#)
- [Check a team member's task list](#)
- [Reassign to a new assignee](#)
- [Searching requests](#)

ASSIGNEE

ABOUT

A member of the claim team assigns the request to the assignee (the person responsible for drafting the response). The assignee will then receive an email notification. They can access the request through the link provided in this email, or log into IRT and access the request through their dashboard.

The assignee is responsible for preparing the draft response, including any review by their supervisor and/or Legal, and getting the draft response endorsed by the business group's National Manager or Equivalent/Delegate.

TASKS

Getting started

- [Email notification of request](#)
- [Logging in](#)
- [Claim task](#)
- [Setting up your dashboard](#)

Triage

- [Recommend for transfer \(full and partial\)](#)
- [Reject](#)
- [Mark as confidential](#)
- [Mark as high organisational impact](#)
- [Normal/high priority](#)
- [Extension \(assignee\)](#)

Preparing response

The *Disclosure under the Official Information Act 1982* document is on the intranet on the Police Instructions site and can be used to support the assignee in compiling the response.

- [Searching requests](#)
- [Team Performance Dashboard](#)
- [Check your team's task list](#)
- [Check a team member's task list](#)
- [Reassign to new assignee](#)
- [Create SME task](#)
- [Supervisor review](#)
- [Legal review](#)
- [Attaching documents](#)
- [View attachments](#)
- [Recommend for Executive review](#)
- [Worklog](#)

Endorse response

- [Approval sheet](#)
- [Submit draft response](#)



SUBJECT MATTER EXPERT (SME)

ABOUT

A Subject Matter Expert (SME) refers to any member of Police who has information that will help the assignee in preparing the response. The SME is responsible for providing the relevant information when this is requested of them by the assignee. An SME will be alerted to a task by an email notification. The assignee may also have contacted the SME separately to advise them of the upcoming task. This is important in cases where a SME may not have responded to an OIA before or might be unsure of what is expected. The SME completes their task in IRT before returning the task to the assignee.

TASKS

- [Logging in](#)
- [Claim request](#)
- [Setting up your dashboard](#)
- [Compile information](#)
- [Attaching documents](#)
- [View attachments](#)

SUPERVISOR

ABOUT

The supervisor receives the draft response from the assignee and is responsible for reviewing it. The supervisor in IRT is the line supervisor for the assignee. This is because IRT links directly to Police's HRMIS system. If an assignee needs a draft response to be reviewed by a supervisor other than their line supervisor, that review must be done outside of the system. The assignee must note the outcome of that review in the worklog. The supervisor should review the draft response before it is sent to Legal for review (if required).

TASKS

- [Logging in](#)
- [Claim request](#)
- [Setting up your dashboard](#)
- [Review the request](#)
- [Worklog](#)



LEGAL

ABOUT

The role of the Legal team is to review the draft response if the business group deems it necessary. The Legal team receives the request once it has been drafted by the assignee and reviewed by the supervisor. The assignee will have noted in the worklog exactly what they need reviewed.

Note: The assignee may seek advice from a member of the Legal team at any stage of preparing the response. The outcome of that advice should be noted in the worklog, along with the name of the person in the Legal team who provided the advice. This is useful if follow-up is needed at a later stage.

TASKS

- [Logging in](#)
- [Claim request](#)
- [Setting up your dashboard](#)
- [Worklog](#)
- [Review the request](#)
- [Attaching documents](#)
- [View attachments](#)



NATIONAL MANAGER OR EQUIVALENT/DELEGATE



ABOUT

The National Manager or Equivalent/Delegate is responsible for endorsing the draft response. It is the assignee's responsibility to request this endorsement. The draft response needs to be endorsed both on the hard-copy approval sheet as well as in IRT. Some business groups may elect to have the assignee complete the endorsement in IRT, as long as the endorsement by the National Manager or Equivalent/Delegate is noted on the approval sheet.

TASKS

- [Logging in](#)
- [Claim task](#)
- [Setting up your dashboard](#)
- [National Manager or Equivalent/Delegate endorsement](#)



EXECUTIVE REVIEW

ABOUT

Ministerial Services determines if the draft response needs to be approved by the Executive before it is sent to the requestor. If it doesn't need Executive approval, Ministerial Services works directly with the business group to have the response signed, then sends it to the requestor and closes the request record.

When a response requires Executive approval, Ministerial Services manages this process both in hard copy and in IRT. The steps are outlined below.

- Ministerial Services delivers the hard copy of the file to the Executive Receptionist. At the same time, they submit the electronic file (IRT record) for Executive review. Ministerial Services needs to ensure the draft response has been endorsed by the National Manager before the record is submitted for Executive review.
- The Executive Receptionist checks that the hard copy and the IRT record contain the correct documentation, including endorsement by the National Manager or Equivalent/Delegate.
- The Executive Receptionist takes the hard copy to the Executive Assistant (EA) for the intended Executive member. At the same time, the Executive Receptionist reassigns the request to the EA for that Executive member. That EA gives the hard copy file to their Executive member for approval. Once it is completed that EA logs into IRT via the email notification sent by the Executive Receptionist, enters the result of the Executive member's review and reassigns the request record to the EA for Public Affairs. The EA then hands the hard copy to the EA for Public Affairs.
- The EA for Public Affairs manages the approval process of the hard copy file with the Executive member for Public Affairs and enters the result of that in IRT, then submits it to Ministerial Services. They return the hard copy to the Executive Receptionist.
- Ministerial Services receive email notification and can view via their dashboard when the Executive review process is completed. Ministerial Services also collect the hard copy file from the Executive Receptionist.
- Ministerial Services reviews the result of the Executive approval process and coordinates with the business group any amendments. If there are any changes the amended response will be attached to the record in IRT either by Ministerial Services or the business group. In some cases, where there are significant amendments to be made, the file may need to be re-submitted for Executive review.

TASKS

- [Logging in](#)
- [Claim task](#)
- [Setting up your dashboard](#)
- [Assign to EA for appropriate Executive member](#)
- [Assign to EA for Public Affairs](#)
- [Submit to Ministerial Services](#)





MINISTER'S OFFICE REVIEW

ABOUT

A hard copy of the request and response is sent to the Minister's Office if required. The Minister's Office reviews and then signs the hard copy and may provide comment. Ministerial Services are responsible for monitoring its return to Ministerial Services.



LOGGING IN

Ministerial Services are full-time users of IRT, therefore they log in each day and view any new work or the progress of in-flight requests via their dashboard.

Non-standard users will receive an email notification that they have a new request or a task to complete. These vary according to your role but name you in the email so you are aware of what task you need to complete.

Role	Notification
Ministerial Services	A request has been logged or a request has come back from the business group. Ministerial Services need to manually enter a request (so they log in and proceed from there).
Claim team	A request is waiting to be claimed and assigned to someone in your assignee team.
Assignee	You have been assigned a request.
SME	You have been given a task.
Supervisor	You have been assigned a request to review.
Legal	You have been assigned a request to review.
National Manager or Equivalent/Delegate	You have been assigned a request to endorse.
Executive	You have been assigned a request to approve.

STEPS

1. If you are a **frequent** user you will most likely access IRT through your favourites.
2. If you are an **infrequent** user, you will most likely rely on the email notification to alert you that you have a new task or request assigned to you. Click the link sent to you in the email to get to the IRT login screen.
3. Use your Enterprise logon and password to log into the system.

Note: The system for the request is called the IRT, and this sits within the BPM log in. Make sure that you are using Google Chrome to access IRT.



The screenshot shows the login interface for the Business Process Manager (BPM) system. At the top left is the New Zealand Police logo with the text 'NEW ZEALAND POLICE' and 'Ngā Pirihimana o Aotearoa'. To the right is the 'Business Process Manager' logo. Below the logos is a disclaimer: 'Accessing this application, or using or disclosing the information it contains, for any reason other than for legitimate work-related purposes is prohibited and could lead to your dismissal, following a proper employment inquiry, or criminal prosecution.' The main section is titled 'Sign in to BPM' and contains two input fields: 'Username' and 'Password'. A 'Continue' button with a right-pointing arrow is located below the password field. At the bottom, there is a small copyright notice and the IBM logo.

RELATED TASKS

- [Claim requests](#)
- [Searching requests](#)

CLAIM REQUEST

Ministerial Services are full time users of the system, therefore they claim requests and tasks as they come in via their dashboard.

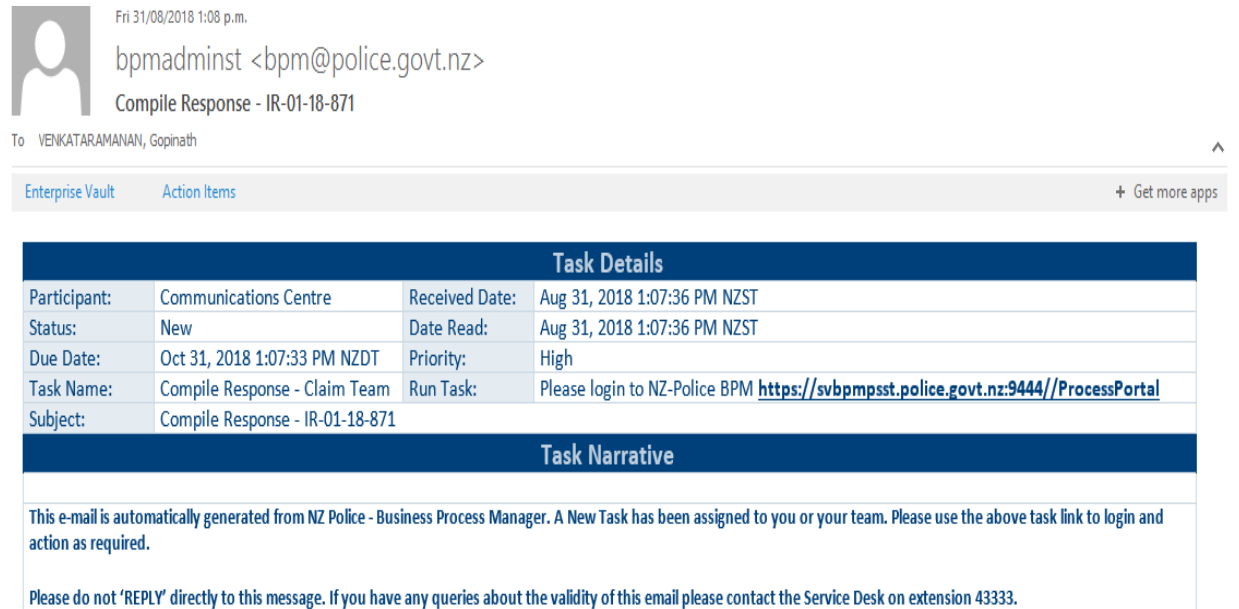
Non-standard users will receive an email notification with a link in it, notifying them about the request or task. Once you have clicked the link and logged in, you will be able to claim the task. You can also open IRT via the desktop icon or you may have already saved it in Favourites in your browser.

This table highlights why each role will claim a request, and what this request will most likely be called.

Role	Notification
Ministerial Services	Claims a new request when it comes in so that they can triage it and send it to the relevant business group. Claims the request again, once the assignee sends it to them. Claims the request from their dashboard when it is moving between the different reviews – Executive review and Minister’s Office review.
Claim team	Claims a request when it comes in so that they can triage it and send it to the correct assignee in their group.
Assignee	Claims a request when it comes in so that they can compile the response.
SME	Claims a task when it comes in so that they can answer the question that the assignee has sent them.
Supervisor	Claims the task when the assignee sends it to them for review.
Legal	Claims a request when it comes in so that they can review the response.
National Manager or Equivalent/Delegate	Claims the request when the assignee sends it to them for endorsement.
Executive	Claims the task when it is sent from Ministerial Services and also between them as a team.

STEPS

1. You will receive an email notification. It will look similar to the image to the right, (the task name and subject will change dependent on your role).
2. Click the link in the email. You will find this under **Run Task** on the right-hand side.



The screenshot shows an email notification from bpmadminst <bpm@police.govt.nz> dated Fri 31/08/2018 1:08 p.m. The subject is 'Compile Response - IR-01-18-871'. The recipient is VENKATARAMANAN, Gopinath. The email content includes a 'Task Details' table and a 'Task Narrative' section.

Task Details

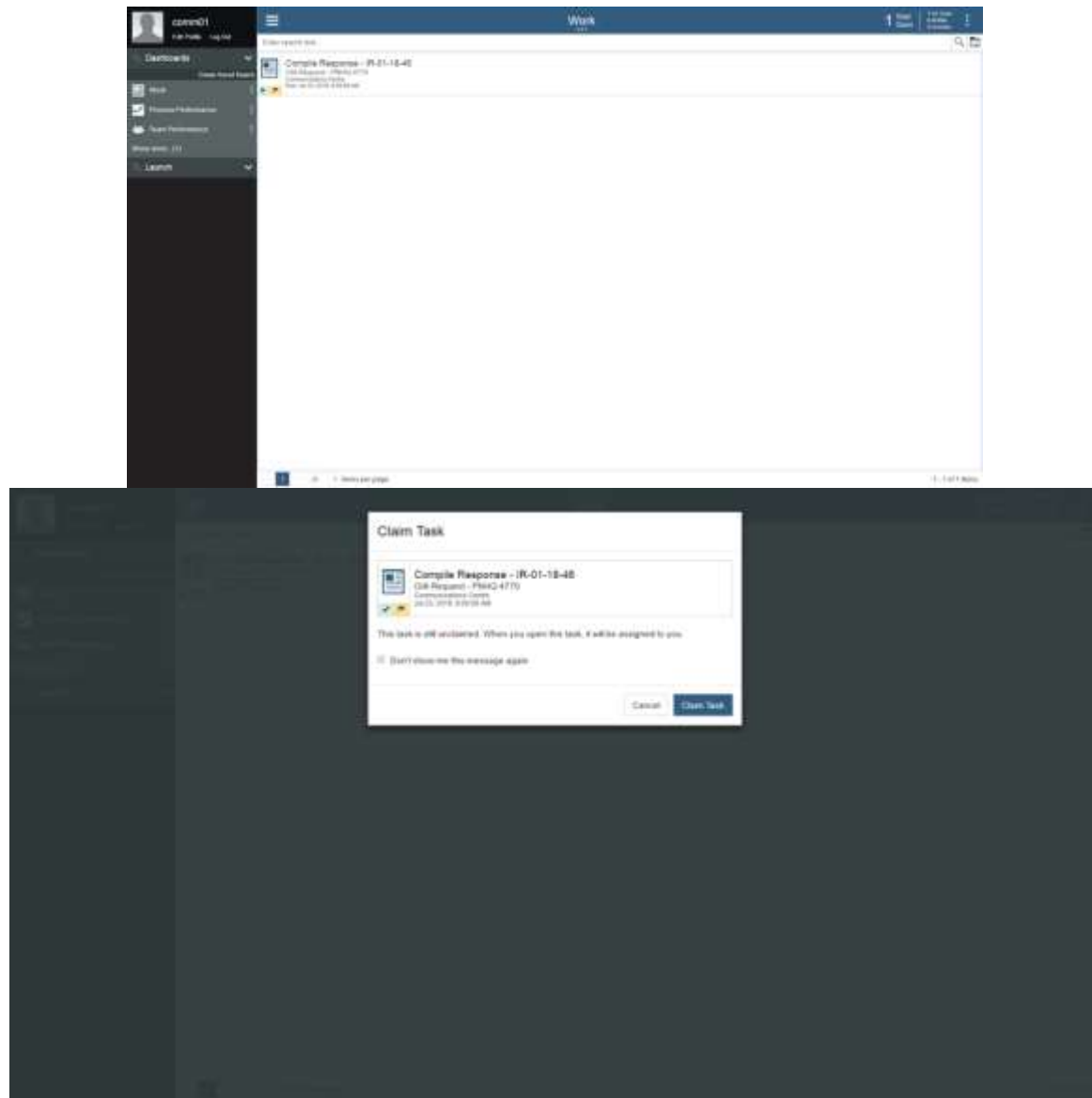
Participant:	Communications Centre	Received Date:	Aug 31, 2018 1:07:36 PM NZST
Status:	New	Date Read:	Aug 31, 2018 1:07:36 PM NZST
Due Date:	Oct 31, 2018 1:07:33 PM NZDT	Priority:	High
Task Name:	Compile Response - Claim Team	Run Task:	Please login to NZ-Police BPM https://svbpmsst.police.govt.nz:9444//ProcessPortal
Subject:	Compile Response - IR-01-18-871		

Task Narrative

This e-mail is automatically generated from NZ Police - Business Process Manager. A New Task has been assigned to you or your team. Please use the above task link to login and action as required.

Please do not 'REPLY' directly to this message. If you have any queries about the validity of this email please contact the Service Desk on extension 43333.

1. Log in.
2. Select the request from your dashboard.
3. Click **Claim Task** to open this request.



SPECIAL INSTRUCTIONS – WORKLOG

The worklog is available for use by all roles. The worklog is a permanent record of activity associated with that request. Activity is either noted as 'system' or 'user' initiated. The worklog can be a useful tool to record the results of any discussion about that request (for example, when seeking a legal review you should note the name of the person you spoke to and what was discussed, or you might record any follow-up conversation you have with the requestor). You cannot amend any comment once it has been added.

Ministerial Services might use the worklog to issue any special instructions that the business group needs to be aware of when compiling the response.

NEW ZEALAND POLICE
Liaison/Recorded by: FATHI DEVAL Mohamed (MINOR)
Workgroup:
Current Status: In-Progress
Record ID: IR-01-18-113

Save Create SMC Task For Transfer Aggregated Sheet Report Submit

Attachments

Documents

Showing 1 items

HOME Work Log Review

Comments

Enter Comment

Enter your comment here. Maximum of 1000 characters.

Add Comment

Per page: 10

Date	Role / Step	Created By	Comment Text	User
22/05/2018 12:53	Log Request	System	Section 9(2)(a) Official Information Act 1982	
22/05/2018 12:53	Log Request	System		

Showing 1 to 2 of 2 entries

Go to top

ATTACHING DOCUMENTS

All roles in the process can attach documents to the request. Ministerial Services attach the initial request and any supporting documentation. The business group attaches the draft response and any supporting documentation. Ministerial Services attach the final approved response that is sent to the requestor.

After a record is closed, attachments can still be added. Contact one of the Ministerial Services team at PNHQ to have this done.

There is no limit on the amount of attachments that can be uploaded to a response.

Note: An attachment may fail to upload if:

- attachments share the same file name, or
- it contains any of these characters: ~ " # % & * : < > ? / \ { | }.

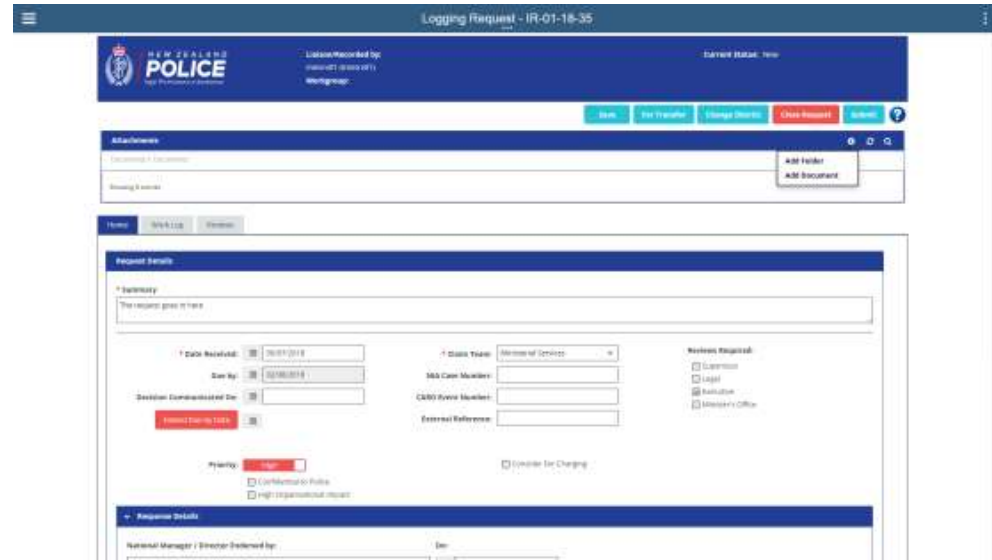


STEPS

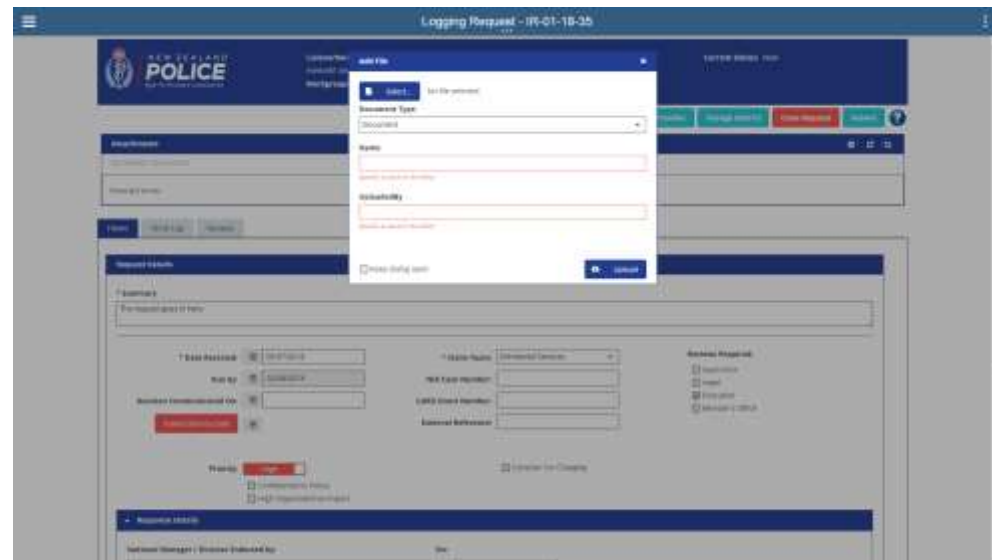
1. In the **Attachments** section, click on the word **Documents**.
2. Then click the **+** (plus) button in the white wheel. This gives you two options:
 - a. **Add Folder**
 - b. **Add Document**

The screenshot shows the 'Logging Request - IR-01-18-35' interface. At the top, there is a header with the New Zealand Police logo and navigation buttons: 'View', 'For Transfer', 'Change Details', 'Close Request', and 'Refresh'. Below this is the 'Attachments' section, which includes a search bar and a '+ Add Folder' / '+ Add Document' button. The main area is titled 'Request Details' and contains several input fields: 'Date Received' (26/01/2018), 'Case No.' (1818018), 'Decision Communicated On', 'Priority' (High), 'Case Type' (Minors of Service), 'M&C Case Number', 'CRSI Case Number', 'External Reference', and 'Consider for Charging'. There are also checkboxes for 'Confidential to Police' and 'High Organizational Impact'. A 'Request Manager' section is partially visible at the bottom.

3. Click on **Add Document**.
4. If you click on **Add Folder**, you will create a folder in the attachments section, which you can then manually upload documents into.



5. Once you've selected the option:
 - a. Click on **Select...** to upload your file
 - b. Enter your name or QID in the **Uploaded By** field
 - c. If you have more than one file to upload, click on **Keep dialogue open** to keep the box open.
6. Click **Upload**.



7. The folder or document will now be added to the request.

The screenshot shows the 'Logging Request' web form for the New Zealand Police. The page title is 'Logging Request - IP-01-18-05'. The header includes the New Zealand Police logo and navigation buttons: 'Home', 'My Account', 'Create New Request', 'Cancel Request', and 'Help'. The form is titled 'Request Details' and includes a 'Summary' section with a text area for 'The request goes in here'. Below this, there are several input fields and checkboxes:

- * NAME REQUEST:** A dropdown menu with 'ADDRESS OFFICER' selected.
- * NAME:** A dropdown menu with 'ADDRESS OFFICER' selected.
- * REQUEST CATEGORY:** A dropdown menu with 'ADDRESS OFFICER' selected.
- * REQUEST TYPE:** A dropdown menu with 'ADDRESS OFFICER' selected.
- * REQUEST STATUS:** A dropdown menu with 'ADDRESS OFFICER' selected.
- * REQUEST PRIORITY:** A dropdown menu with 'ADDRESS OFFICER' selected.
- * REQUEST DATE:** A date input field.
- * REQUEST TIME:** A time input field.
- * REQUEST LOCATION:** A text input field.
- * REQUEST REFERENCE:** A text input field.
- * REQUEST COMMENTS:** A text input field.
- * REQUEST STATUS:** A dropdown menu with 'ADDRESS OFFICER' selected.
- * REQUEST PRIORITY:** A dropdown menu with 'ADDRESS OFFICER' selected.
- * REQUEST DATE:** A date input field.
- * REQUEST TIME:** A time input field.
- * REQUEST LOCATION:** A text input field.
- * REQUEST REFERENCE:** A text input field.
- * REQUEST COMMENTS:** A text input field.

At the bottom, there are checkboxes for 'Considered by Police' and 'High Organizational Impact', and a 'Submit Request' button.

RELATED TASKS

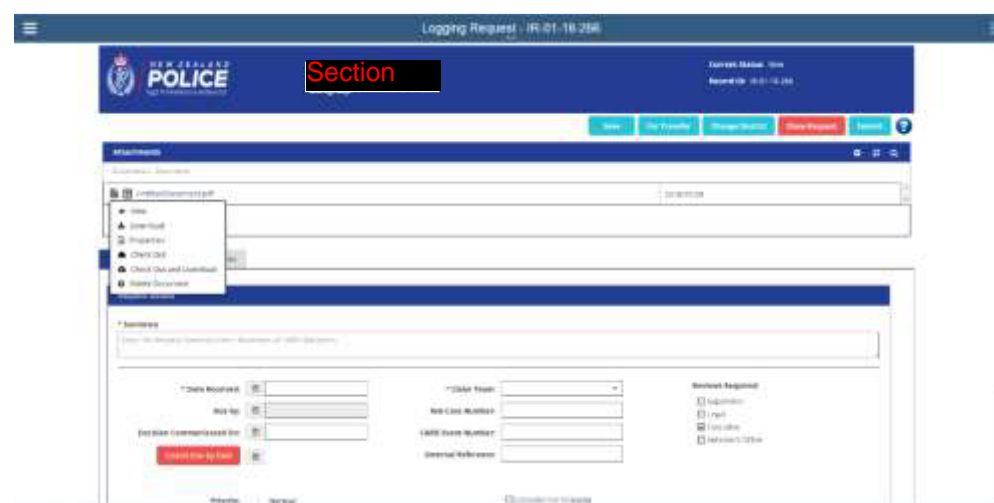
- [View attachments](#)

VIEW ATTACHMENTS

All roles in the process can view documents that are attached to the request.

STEPS

1. Go to the **home page**.
2. In the **Attachments** section, click either the **paper** icon (not the title of the document) or the down arrow twice. This gives you six options:
 - a. **View**
 - b. **Download**
 - c. **Properties**
 - d. **Check out**
 - e. **Check out and Download**
 - f. **Delete Document**
3. Choose whichever option suits your needs.



RELATED TASKS

- [Attaching documents](#)

SEARCHING REQUESTS

All roles can search for requests, both previous and active, in the system. You can use the search function when you need to find information from previous reports (for example, information that might assist in responding to a new request). You will only be able to view the request, not amend it.

STEPS

1. Click **OIA & Privacy Search** in the left-hand grey section.

Note: *If you don't enter any dates then it will show you the results for the past two years. The system will ultimately be able to search for the past seven years of information. The more you refine your search parameters, the faster the system will respond.*



2. Search using the **Filters** available.

The screenshot shows a web interface for searching DIA & Privacy records. The 'Filters' section is organized into several panels. The top row includes 'Request Type' (All, Filtered), 'Request Status' (Active, Filtered), 'Date In Between' (Date dropdown, Start Date, End Date), and 'District/Service Center & Claim Team' (District/Service Center, Claim Team dropdowns). Below these are checkboxes for 'Personnel Applied', 'High-Organizational Impact', and 'Available for Cloning'. The bottom row contains 'Request' (Request From Request Summary, Requester, Request Number), 'Requester' (Organization/Requester Name, Email Address, Phone Number, Mobile Number), 'Address' (Head/Street, Town/City), and 'External References' (NSA Case Number, CAPI Event Number). 'Retrieve Results' and 'Reset Filter' buttons are at the bottom.

3. Click **Retrieve Results**.

Note: You can see all search results on one page. Check how many entries there are in the bottom left of the screen. Then go to the top right box, **Per Page** and enter a number greater than that of the total entries.

- Once you have found the request you are looking for, click on the **binoculars**. This will open the request in a new tab.
- If you want to do another search, click on **Reset Filters**. This will take you back to the main search screen.

Blue binoculars → Normal request. Anyone can open and view the request and the content.

Red binoculars → Confidential request. Anyone can view the information on the search results screen but they can't open and view the request or content unless they worked on the response.

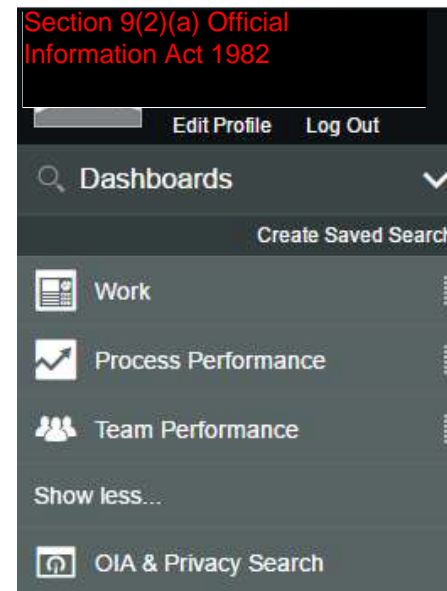
Record Number	Date Received	Due by	Request Summary	Requester/Organization	Status	District	Assignee	Request Type
10011001	10/01/2019	10/01/2019	1001	1001 1001	In Progress	Waikato		Open
10011002	11/01/2019	10/01/2019	1002	1002 1002	In Progress	Waikato		Private
10011003	10/01/2019	10/01/2019	1003	1003 1003	In Progress	Waikato		Private
10011004	10/01/2019	10/01/2019	1004	1004 1004	In Progress	Waikato		Open
10011005	10/01/2019	10/01/2019	1005	1005 1005	In Progress	Waikato		Revised
10011006	10/01/2019	10/01/2019	1006	1006 1006	In Progress	Waikato		Open
10011007	10/01/2019	10/01/2019	1007	1007 1007	In Progress	Waikato		Open
10011008	10/01/2019	10/01/2019	1008	1008 1008	In Progress	Waikato		Open
10011009	10/01/2019	10/01/2019	1009	1009 1009	In Progress	Waikato		Private
10011010	10/01/2019	10/01/2019	1010	1010 1010	In Progress	Waikato		Open

SETTING UP YOUR DASHBOARD

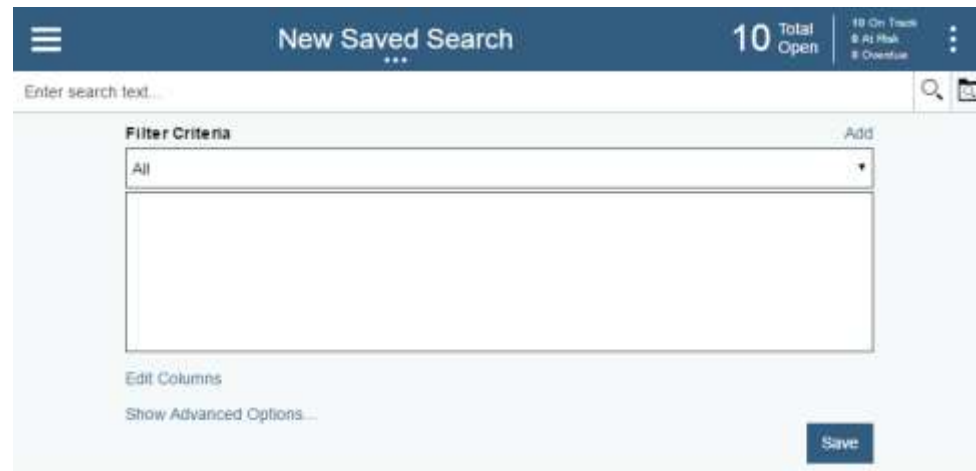
All roles can set up their dashboard to best suit their needs. If you are a frequent user, set up your preferences so you can use the system more easily.

STEPS

1. From the **Dashboard** section in the navigation panel, click on **Create Saved Search**.



2. This will display the **New Saved Search** screen.



3. Request records are displayed by any of the selected pre-defined filters. To edit this, select your preferred filter criteria.
- a. **All** displays requests that belong to your team.
 - b. **Available** displays request records that belong to your team and have not been claimed by (assigned to) a team member.
 - c. **Claimed and Available** displays request records that belong to your team which have not been claimed by (assigned to) a team member and those that you have claimed (assigned to yourself).
 - d. **Completed** displays request records that belong to your team and have not been closed.



4. To choose the columns that are displayed in the search results, click **Edit Columns**.
5. From the **Available columns** dialog box, select the columns to display in the search results and click **OK**. Suggested fields to add are:
 - a. **Record Number**
 - b. **Requestor First Name**
 - c. **Requestor Last Name**
 - d. **Task Received**
 - e. **Task Due Date**

Filter Criteria

Claimed and Available

Edit Columns

Available columns

Select the columns to display in the search results. For business data columns (each marked with an asterisk), you can define a display name. Select a column label and type in the Display name field.

*Requestor First Name
Display name

*Requestor Last Name
Display name

*Return To Officer

*Secondary Officer

Snapshot

6. The columns are added to the search results.

Note: you can change between list view and table view by clicking on the three dots underneath 'New Saved Search'. This will allow you to customise your view.

Task Subject	Instance name	Task status	Priority	Requestor First Name	Requestor Last Name
Compte Response...	DIA Request - District...	Received	Medium	Mary	Piggins
Compte Response...	DIA Request - Minist...	Received	Medium	Mike	Johns

7. If you want to add more columns, simply repeat the steps above.

Note: You can add multiple filter criteria.

8. Another way to add columns is to use the **Filter Criteria** dialog box, click on the down arrow on the right side of the Search field. A list of predefined criteria is displayed. You can filter by **Completion Date, District, Instance ID, Task Subject, Requestor First Name, Requestor Last Name, Task Status, Priority, Task Due Date** and **Task Received Date**.

Note: This is an out-of-the-box list and only some criteria is relevant to an OIA or Privacy request record.

Filter Criteria Add

Claimed and Available ▼

Filter Criteria

*Requestor Last Name ▼

Search ▼

Enter search text...

Cancel **OK**

Task Subject	Instance name	Requestor Last Name
Complete Response - IR-01-18-24	OIA Request - District :3643	Smith
Finalise Response - IR-01-18-24	OIA Request - District :3643	Smith
Complete Response - IR-02-18-40	Privacy Request - District :3829	Smith
Supervisor Review - IR-02-18-40	Privacy Request - District :3829	Smith



9. You can **Edit** or **Remove** the filter criteria by using the options next to the filter.

Enter search text...

Filter Criteria Add

All

*Requestor Last Name Equals Smith: Edit Remove

*Requestor First Name Equals Petra

Edit Columns

Show Advanced Options...

Save

Task Subject	Instance name	Requestor Last Name	Requestor First Name
Complie Response - IR-02-...	Privacy Request - PNHQ :3...	Smith	Petra
Complie Response - IR-02-...	Privacy Request - PNHQ :3...	Smith	Petra
Complie Response - IR-02-...	Privacy Request - PNHQ :3...	Smith	Petra



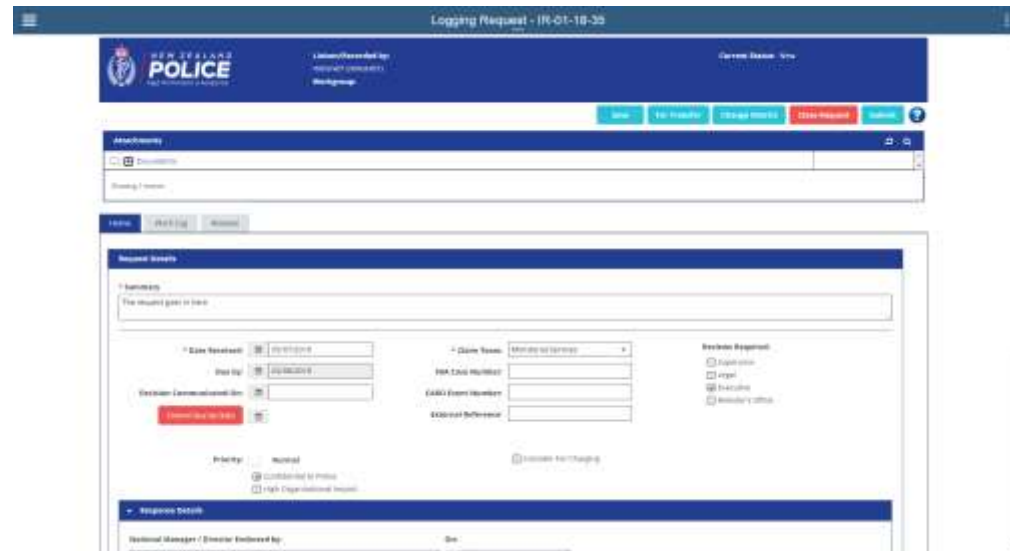
MARK AS CONFIDENTIAL

When you are triaging the request, check whether it should be marked as confidential or not. Marking a request as confidential means that only the persons who logged the request or worked directly on responding to that request will be able to access it, both while it is active and after it has been closed. Refer to *Disclosure under the Official Information Act 1982 (OIA)* if you need further information.

TIP When you search for a request, confidential requests are indicated with a **red** binocular. Non-confidential requests have a **blue** binocular.

STEPS

1. On the home screen, tick the **Confidential to Police** box.



RELATED TASKS

- [Mark as high organisational impact](#)
- [Normal/high priority](#)

MARK AS HIGH ORGANISATIONAL IMPACT

When triaging the request, consider whether it is a high organisational impact request or not. Marking a request as having high organisational impact can help ensure the response receives the appropriate consultation and approvals. Refer to *Disclosure under the Official Information Act 1982 (OIA)* if you need further information.

STEPS

1. On the home screen, tick the **High Organisational Impact** box.
2. Select at least one reason as to why this is high organisational impact.
3. You then have to tick at least one option within the **Approval** or **Consultation** or **Notification** boxes.

Note: It is your responsibility to ensure that whatever options you have ticked are covered off. It is not a system-driven task.

The screenshot shows a 'Logging Request' form for request ID IR-01-18-38. The form includes fields for 'Data Received' (set to 'DISCLOSE'), 'Date Recd' (set to 'APPROVED'), and 'Service Requested' (with options for 'Information', 'Copy', 'Exemption', and 'Review OIA'). A 'Priority' section has 'Normal' selected, with 'No response to mail' and 'High Organisational Impact' also visible. A prominent orange banner highlights the 'High Organisational Impact' section. Below this, a 'Reasons' section asks the user to select at least one reason from a list of checkboxes, including 'Likely to negatively affect trust and confidence in public institutions or organisations', 'Likely to negatively affect the reputation of an individual or organisation', 'Premises legal institutions', 'High interest to the public', 'Involvement of high-profile figures', 'There is an issue with, or complaint about, a public body', and 'There is any other reason why a request should be flagged'. At the bottom, three columns of checkboxes are provided for 'Approval' (with 'Execution approval or veto'), 'Consultation' (with 'Legal', 'Public Affairs/Media', 'Chief Privacy Officer', and 'Chief Information Security Officer'), and 'Notification' (with 'Public Affairs/Media', 'Commissioner and/or Ombudsman', and 'Issue OIA').

RELATED TASKS

- [Mark as confidential](#)
- [Normal/high priority](#)

NORMAL/HIGH PRIORITY

When you are triaging the request, check if it is a high priority request. A high priority request lets the different roles know that the response is required urgently. It is useful to note in the worklog the reason for marking the request as high priority.

Note: The default setting is 'normal priority'.

STEPS

1. On the home screen, tick the **Priority** box.

Note: If you don't tick the **Priority** box, of the request will stay as **Normal** priority.

The screenshot shows the 'Logging Request' form in the New Zealand Police system. The form is titled 'Logging Request - 01-01-16-36'. It features a header with the New Zealand Police logo and user information. Below the header, there are sections for 'Attachments', 'Request Details', and 'Response Details'. The 'Request Details' section includes fields for 'Data Required', 'Data Type', 'Data Source', 'Data Category', 'Data Sub-category', 'Data Reference', 'Data Status', 'Data Priority', 'Data Urgency', 'Data Confidentiality', and 'Data Retention'. There are also checkboxes for 'Data Required', 'Data Urgency', and 'Data Confidentiality'. The 'Response Details' section includes a 'Response Status' dropdown and a 'Response Date' field.

RELATED TASKS

- [Mark as high organisational impact](#)
- [Mark as confidential](#)

5. Consider if the request belongs to PNHQ or not.
 - If it doesn't, transfer to the [relevant district](#) or to the [relevant agency](#).
 - If it does belong with PNHQ then follow the steps below.
6. Check the other fields and decide if you need to add:
 - **Required Reviews** (and if so, who needs to review)
 - **High priority**
 - **High Organisational Impact**
 - **Confidential to Police**

The screenshot shows a web-based form titled "Logging Request - IR-01-18-35". The form is divided into several sections:

- Top Section:** Includes "Out to:" (dropdown), "Decision Communicated to:" (dropdown), "WA Case Number:" (text), "CAPI Event Number:" (text), "External Reference:" (text), "Priority:" (radio buttons for Normal, Confidential to Police, High Organisational Impact), and "Confidential to Police" (checkbox).
- Response Details Section:** Includes "Requester Summary" (text area) and "Response Summary" (text area).
- Correspondent Details Section:** Includes fields for "Organisation Name", "Business", "First Name", "Middle Name", "Last Name", "Date of Birth", "Email Address", "Phone Number", "Suburb", "Town/City", "Post Code", "Country" (dropdown), and "Mobile Number".

RELATED TASKS

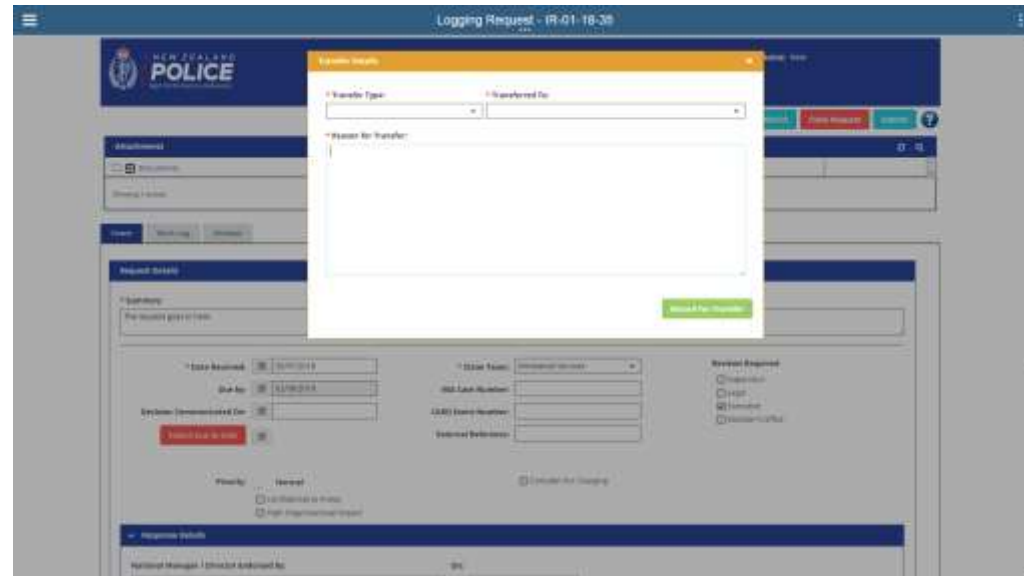
- [Transferring request \(full and partial\)](#)
- [Change district](#)
- [Confirmation of identity](#)
- [Mark as confidential](#)
- [Mark as high organisational impact](#)
- [Normal/high priority](#)
- [Assign to business group for compiling response](#)

TRANSFERRING REQUEST (FULL AND PARTIAL)

Ministerial Services are responsible for the actual transfer process to transfer requests that are more properly responded to by another agency. If a business group identifies and records in the system that a request requires a transfer outside of Police, Ministerial Services will take note of this and notify a transfer with the relevant agency or department. The system does not issue any request for transfer or notification of transfer to the requestor or to the agency the request is being transferred to.

STEPS

1. Click **For Transfer** in the top navigation bar. A pop-up box will appear.
2. In the **Transfer Type** use the dropdown to select **Partial** or **Full**.
 - a. A partial transfer only moves part of the request. It is still the Police's responsibility to complete the other (non-transferred) part of the request.
 - b. A full transfer records in IRT that the entire request requires transfer to another agency, and the request will disappear from your dashboard.
3. In **Transferred To**, use the dropdown to select the agency.
4. Enter the **Reason for Transfer**. If it is partial transfer, list the parts of the request that are relevant to that agency.
5. Click **Record for Transfer**.
6. Ministerial Services then manually completes the transfer process.



RELATED TASKS

- [Confirmation of identity](#)
- [Mark as confidential](#)
- [Mark as high organisational impact](#)
- [Normal/high priority](#)
- [Assign to business group for compiling response](#)



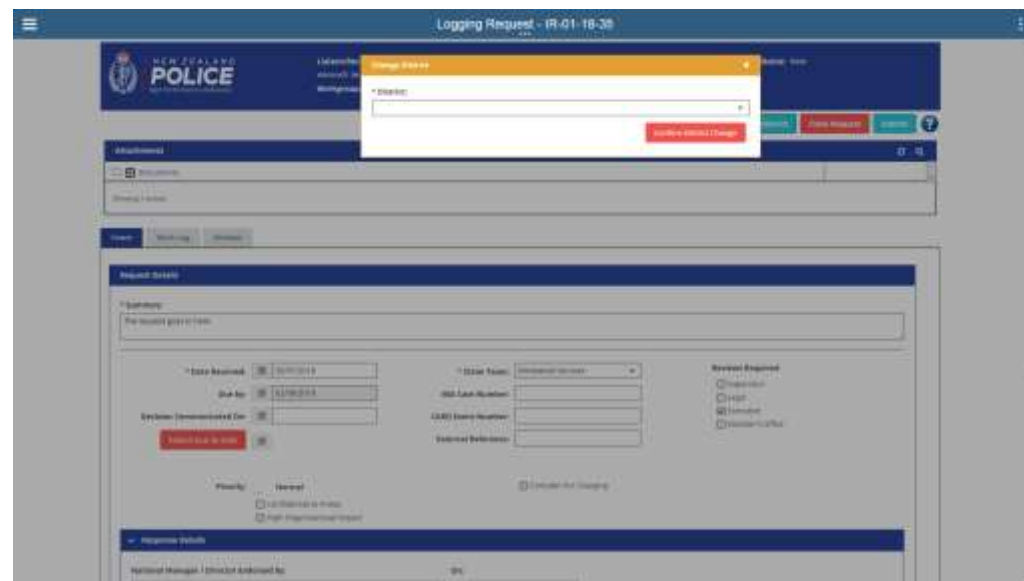
CHANGE DISTRICT

Ministerial Services are responsible for sending the request to the correct district if the request doesn't belong to PNHQ. Once a request has been transferred to the relevant district, the reference number recorded for the request at PNHQ is closed, and a new reference number is created at the district end.

STEPS

1. Go to the **home screen**
2. Click **Change District**. A pop-up box will appear.
3. Select the district to send this to using the dropdown.
4. Click **Confirm District Change**.
5. This will close the request on your dashboard.

Note: You should ensure that all relevant documents are attached (for example, any incoming request and attached documents) and note in the worklog whether the request has been acknowledged.



CONFIRMATION OF IDENTITY

Ministerial Services are responsible for confirming the identity of the requestor. While proof of identity is not mandatory for OIA requests, there are times when you should seek confirmation (for example, if the request is a sensitive one). If there is missing information, contact the requestor and ask for more details. Note the outcome of any contact with the requestor in the worklog.

STEPS

1. Go to the **home screen**.
2. Go to the **Correspondent Details** section.
3. Check that there is:
 - a full name
 - contact details
 - details on where to send the request, either an email or a postal address.

The screenshot shows a web form titled "Logging Request - IR-01-18-35". The form is organized into several sections. At the top, there are fields for "File No" (containing "20180012"), "MIA Case Number", "GMSI Panel Number", and "Request Reference". Below these are checkboxes for "Consider for Change" and "Consider for Review". The "Requester Details" section includes a dropdown for "Requester Name" (set to "Requester"), a text field for "Address", and a text area for "Request Summary". The "Correspondent Details" section contains fields for "Organizational Name", "First Name", "Middle Name", "Last Name", "Date of Birth", "Email Address", "Phone Number", and "Mobile Number". There are also dropdown menus for "Assault Level" (set to "10 - Other Law"), "Status" (set to "Open"), "Years/Stop" (set to "Open/End"), and "Date of Birth" (set to "1990-01-01"). A "Go to top" button is located at the bottom right of the form.

RELATED TASKS

- [Transferring request \(full and partial\)](#)
- [Mark as confidential](#)
- [Mark as high organisational impact](#)
- [Normal/high priority](#)
- [Assign to business group for compiling response](#)

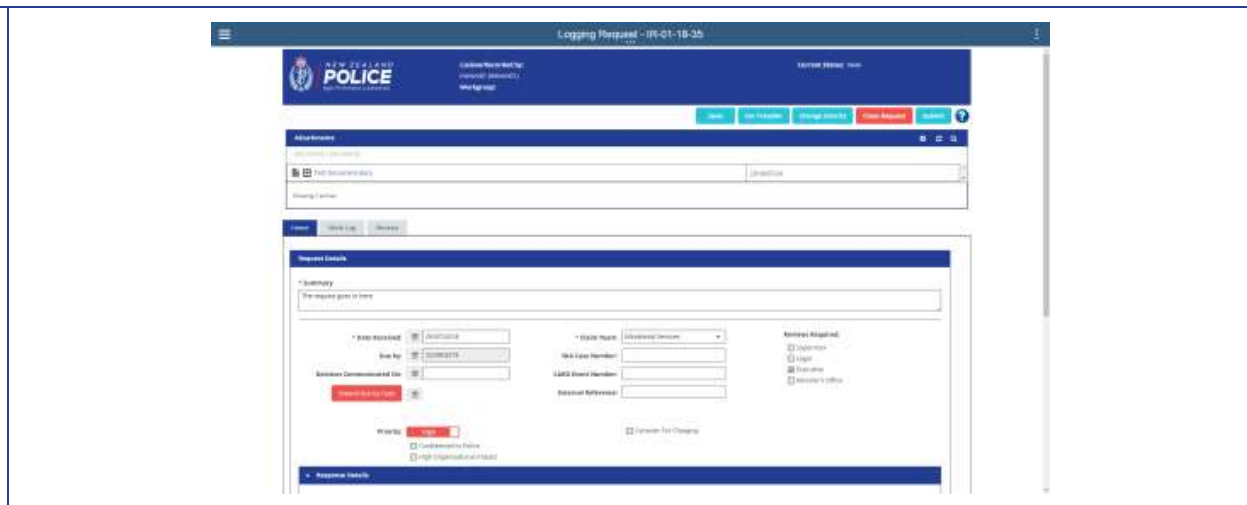


ASSIGN TO BUSINESS GROUP FOR COMPILING RESPONSE

Once Ministerial Services have triaged the request and completed all the relevant checks, they send the request to the relevant business group to compile the response.

STEPS

1. Check that the request has been [logged](#) and gone through the [triage process](#).
2. Use the dropdown arrow next to **Claim Team** to select the business group that this request belongs to.
3. Click **Submit**.
4. The **Current Status** in the top right will change from **New** to **In Progress**.



The screenshot shows the 'Logging Request' interface for the New Zealand Police. At the top, there is a header with the New Zealand Police logo and navigation buttons: 'Back', 'Go to triage', 'View request', 'Clear request', and 'Submit'. Below the header, there is a 'Request Details' section with a 'Summary' field containing the text 'The request goes to team'. There are several input fields for 'Business Group', 'Business Operational Unit', 'Waka Level Number', 'Waka Level Number', and 'Business Reference'. A 'Submit' button is visible. On the right side, there is a 'Current Status' dropdown menu with options: 'New', 'In Progress', 'Completed', 'Cancelled', and 'On Hold'. The status is currently set to 'New'.

RELATED TASKS

- [Finalising](#)

EXTENSION REQUEST

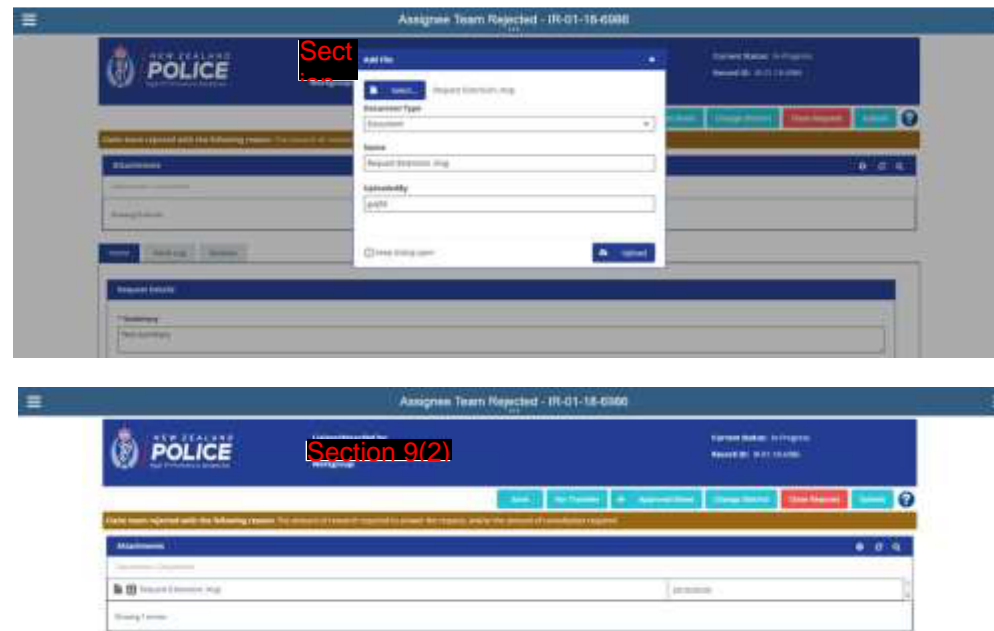
Both claim teams and assignees can decide if an extension is required, and this must happen at any stage within the first 20 working days of Police receiving the request. Once the assignee or claim team member have decided an extension is required, it is sent to Ministerial Services.

STEPS

1. Add the **Extended Date** to the request (this date will be advised by the business group).

The screenshot shows the 'Assignee Team Rejected' form in the Sectio system. The form is titled 'Assignee Team Rejected - TR-01-18-0300' and is currently in the 'In Progress' status. The form includes a 'Summary' section with a text area for 'This summary'. Below the summary, there are several input fields for 'Form Received', 'Date Recd', 'Business / Commissioner Ref', 'Extended Date', 'Egnet Type', 'MIA Case Number', 'MIA Case Number', 'Decision Ref Number', and 'Consider for charging'. There are also checkboxes for 'Consider for charging' and 'Consider for charging'. The form is part of a larger system interface with a navigation bar at the top and a sidebar on the left.

2. Send an extension letter to the requestor, explaining why there is going to be an extension.
3. Once you have done this, attach the extension letter to the request and send it back to the business group.



RELATED TASKS

- [Assign to business group for compiling response](#)

FINALISATION: IS AN APPROVAL SHEET ATTACHED?

One of the checks Ministerial Services needs to do is to ensure that an approval sheet has been attached.

STEPS

1. On the **home screen** look at the **Attachments** section.
2. Check that you can see the approval sheet is attached and completed.
3. If it isn't, contact the assignee and ask them for a copy so you can attach it.

RELATED TASKS

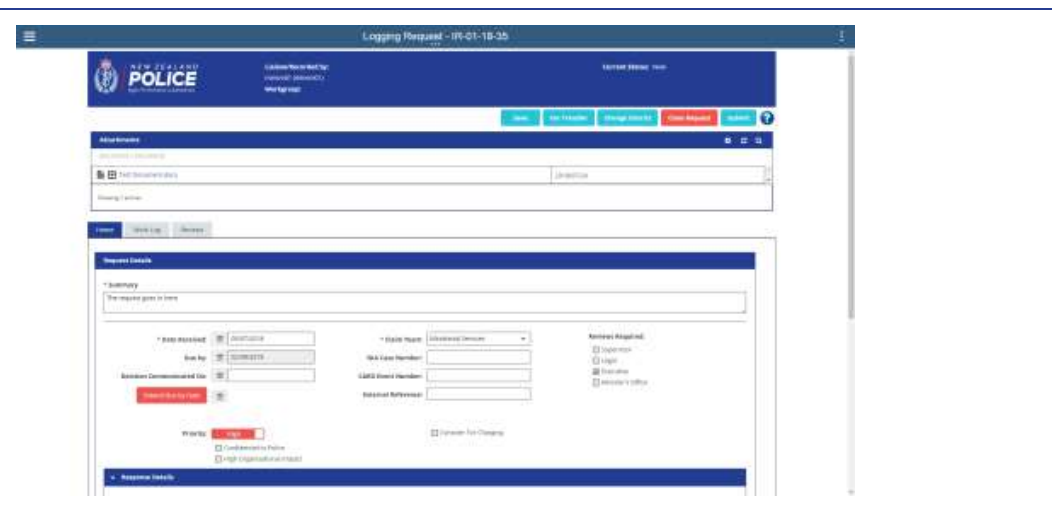
- [Draft response and supporting information attached?](#)
- [Endorsed by National Manager or Equivalent/Delegate?](#)
- [Check worklog](#)
- [Send to Executive review](#)

IS THE DRAFT RESPONSE COMPLETED AND SUPPORTING INFORMATION ATTACHED?

Ministerial Services needs to check that a draft response is provided, both in hard copy and attached to the OIA file on IRT.

STEPS

1. On the home screen look at the **Attachments** section and the **Response Summary** section.
2. Check that there is a draft response in either of these two sections.
3. If there is no response in either section, contact the assignee and request a copy.



RELATED TASKS

- [Is an approval sheet completed and attached?](#)
- [Endorsed by National Manager or Equivalent/Delegate?](#)
- [Check worklog](#)
- [Send to Executive review](#)



ENDORSED BY NATIONAL MANAGER OR EQUIVALENT/DELEGATE?

Ministerial Services will check that the response has been endorsed by the National Manager or Equivalent/Delegate. A request must be endorsed before it is sent to Ministerial Services, and before it can be progressed to Executive for review.

STEPS

1. On the home screen go to the **Response Details** section.
2. Check that there is a **National Manager or Equivalent/Delegate** name and that the date has been filled in.
3. If this section isn't complete, contact the assignee to discuss.

The screenshot displays a 'Logging Request - IR-01-18-35' form. The 'Response Details' section includes fields for 'National Manager / Director endorsed by:' (with a dropdown menu), 'Employee ID/Response ID:' (with a dropdown menu), and 'Response Statement:' (with a text area). The 'Respondent Details' section includes fields for 'Organisational Name:', 'First Name:', 'Initial Name:', 'Last Name:', 'Date of Birth:', 'Email Address:', 'Phone Number:', 'Assigned to:', 'Status:', 'Team/Unit:', 'Risk Code:', 'Country:', and 'Mobile Number:'. A 'Save' button is visible at the bottom right of the form.

RELATED TASKS

- [Is an approval sheet completed and attached?](#)
- [Draft response and supporting information attached?](#)
- [Check worklog](#)
- [Send to Executive review](#)

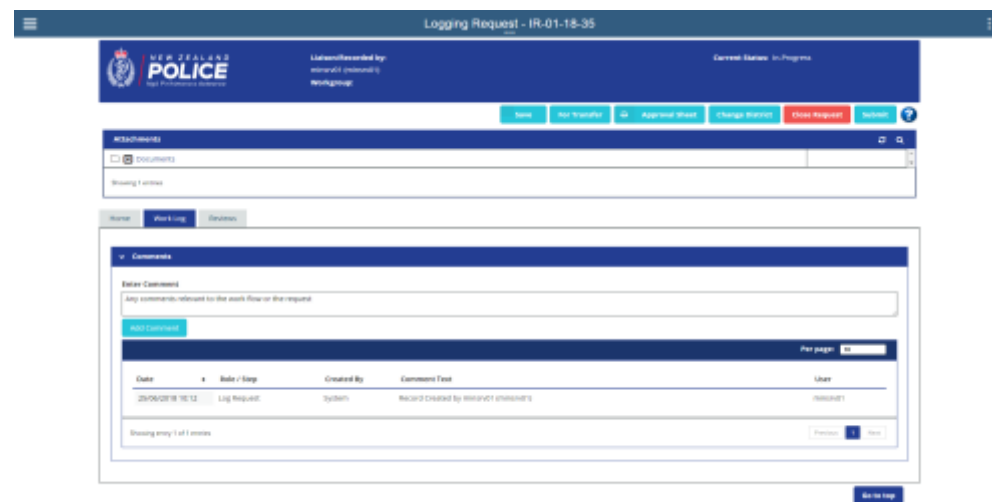


CHECK WORKLOG

It is important for Ministerial Services to check the worklog when the request comes back to them. This means they can see what communication has happened throughout the process, and any comment(s) relevant to the finalisation process.

STEPS

1. On the home screen click into the **Worklog** screen.
2. You will then be able to see all communications throughout the process of compiling the response to the request, as well as any other information.



RELATED TASKS

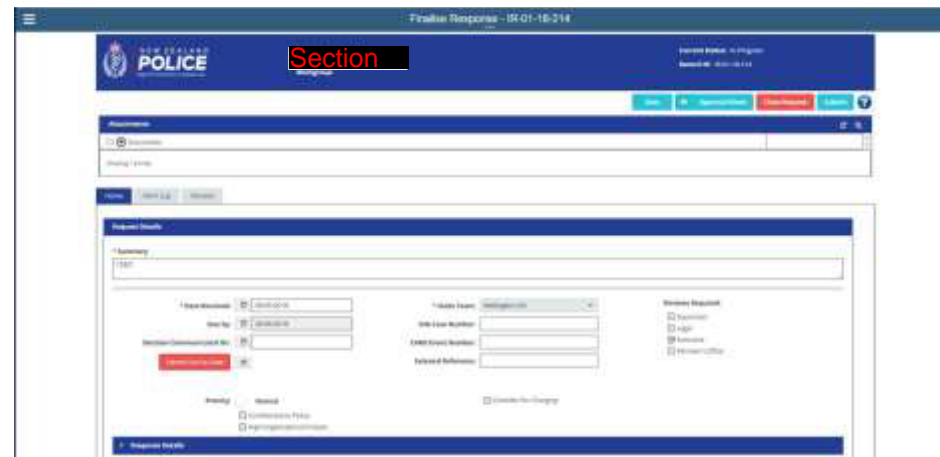
- [Is an approval sheet completed and attached?](#)
- [Draft response and supporting information attached?](#)
- [Endorsed by National Manager or Equivalent/Delegate?](#)
- [Send to Executive review](#)

SEND TO EXECUTIVE REVIEW

It is Ministerial Services' responsibility to submit the request for Executive review. They do this after they have checked that all the information has been provided, *and after determining that an Executive review is required*. Note that a hard copy of the file is physically handed to the Executive Receptionist at the same time as submitting the request via IRT.

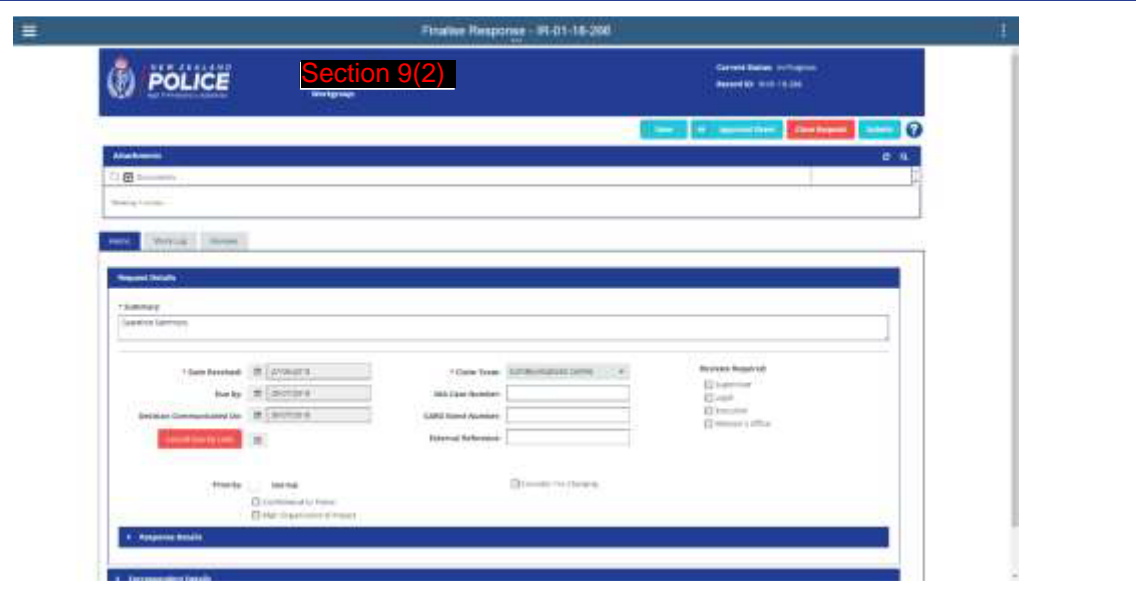
STEPS

1. Under **Reviews Required**, make sure **Executive** box is ticked.
2. Click **Submit**.



The screenshot displays the 'Request Details' form in the IRT system. The form is titled 'Request Details' and includes a 'Summary' section with a text area containing '1234'. Below this, there are several input fields and checkboxes. The 'Reviews Required' section has three checkboxes: 'Executive' (checked), 'Legal', and 'Ministerial'. The 'Priority' section has two checkboxes: 'Normal' (checked) and 'Expedited'. The 'Consider for Change' checkbox is also present. The form is part of a larger interface with a blue header and navigation buttons.

3. When the review comes back to you, [claim it](#). Note that under **Reviews Required**, the **Executive** box is no longer ticked.
4. Click **Review**. This will show you the reviews and the Executive's response to your request.



RELATED TASKS

- [Action the Executive review](#)
- [Submit for Minister's Office review](#)

ACTION THE EXECUTIVE REVIEW

The response is submitted via hard copy and electronic (IRT) to the relevant Executive members to review. Once the Executive review process is completed, both copies of the response are returned to Ministerial Services for finalisation.

STEPS

1. Update the **draft response** with any comments from the Executive review process.
2. Notify the business group if they need to change anything.
3. It may need to go back through the Executive review process once the above steps have been completed but this will be indicated.

RELATED TASKS

- [Submit for Minister's Office review](#)
- [Action the Minister's Office review](#)

SUBMIT FOR MINISTER'S OFFICE REVIEW

It is Ministerial Services' responsibility to decide whether a Minister's Office review is required. The Executive may also indicate during the approval process that the response needs to be sent to the Minister's Office for review.

STEPS

1. Under **Reviews Required**, make sure that the **Minister's Office** box is ticked.
2. Click **Submit**.
3. Send the hard copy to the Minister's Office.

The screenshot shows the 'Finalise Response' web form for the New Zealand Police. The form is titled 'Finalise Response - R-01-16-214'. It features a 'Section' dropdown menu, a 'Status' dropdown menu, and a 'Reviews Required' section with a 'Minister's Office' checkbox. The 'Minister's Office' checkbox is checked. The form also includes fields for 'Date Received', 'Date Issued', 'Date by', 'Date Communicated to', 'Date Received', 'Date Issued', 'Date by', 'Date Communicated to', 'Date Received', 'Date Issued', 'Date by', 'Date Communicated to', and 'Date Received'. There are also checkboxes for 'Consider for Closing' and 'Response Includes'.

RELATED TASKS

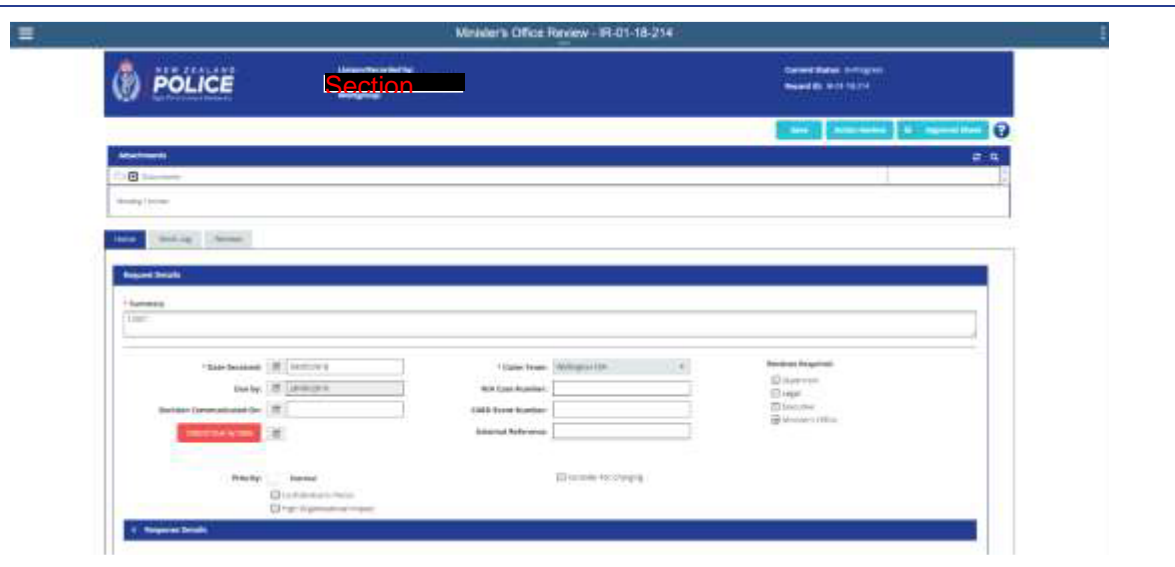
- [Action the Minister's Office review](#)
- [Attach signed final response](#)

ACTION THE MINISTER'S OFFICE REVIEW

Once the Minister's Office reviews the request, Ministerial Services needs to action the review.

STEPS

1. Claim the task.
2. Click **Action Review**.
3. This will action any review and move it onto the next stage.



RELATED TASKS

- [Attach signed final response](#)
- [Communicate response](#)
- [Close request](#)

ATTACH SIGNED FINAL RESPONSE

It is Ministerial Services' responsibility to attach the signed final response to the request, after getting the final draft approved and signed by the National Manager or Equivalent/Delegate.

STEPS

1. Prepare and provide a copy of the approved response printed on Police letterhead to the business group for signing.
2. [Attach](#) the final signed response.
3. Attach the signed approval sheet.

RELATED TASKS

- [Communicate response](#)
- [Close request](#)

COMMUNICATE DECISION AND/OR RESPONSE

It is Ministerial Services' responsibility to communicate the decision to the requestor. This includes whether an extension is required. The decision must be communicated within 20 working days of the request being submitted. It is important that business groups communicate to Ministerial Services, as soon as they can, if it is going to take more than 20 working days to compile the response. This is done outside of the system. Once this has been communicated, complete the following steps.

STEPS

1. Go to the home screen of the request.
2. Under the **Request Details** section, fill in the **Date Communicated On**.
3. This date must be within 20 working days of the request being received by Police.

The screenshot displays the 'Finalise Response' interface for request ID 'RR-01-15-214'. The 'Request Details' section includes a 'Summary' field, a 'Date Received' dropdown set to '2023-03-10', and a 'Date Communicated On' field with a red 'Select Date to Use' button. Other fields include 'Case Date' (2023-03-10), 'HM Cost Number', 'HM Cost Number', and 'Internal Reference'. A 'Priority' dropdown is set to 'Normal'. The 'Response Required' section has checkboxes for 'Response', 'Sign', 'Subscribe', and 'Under Review'. The 'Response Details' section includes an 'Approval by' field with a dropdown, a 'Date' field set to '2023-03-10', and a 'Response Summary' text area.

RELATED TASKS

- [Close request](#)

RECOMMEND FOR TRANSFER (FULL OR PARTIAL)

Ministerial Services manage the transfer process of a request to the relevant agency. As a claim team member or assignee, you should note in the IRT file for the OIA via the 'For Transfer' function which agency the request (or part of the request) should go to for a response.

STEPS

1. Click **For Transfer**. A pop-up box will appear.
2. In the **Transfer Type** use the dropdown to select **Partial** or **Full**.
 - a. A **partial transfer** only moves part of the request. It is still the Police's responsibility to complete the other part of the request. *Note that for partial transfers, when the request goes back to Ministerial Services to process the transfer, it disappears off the business group's dashboard and is only visible when Ministerial Services send it back to you. You can still work on the request as long as you have noted the content of the request somewhere.*
 - b. A **full transfer** sends the whole request back to Ministerial Services and the request will disappear from your dashboard.
3. In **Transferred To**, use the dropdown to select the agency.

The screenshot shows the 'Complete Response' form for IR-01-10-46. The form is titled 'Section' and includes a 'Request Details' section. The 'Request Details' section contains a 'Summary' field with the text 'Information being requested will display here...'. Below this are several input fields: 'Date Received' (25/06/2018), 'Due By' (25/07/2018), 'Requester's Communication ID', 'Class Name' (Communications Centre), 'Risk Case Number', 'CAREX Case Number', and 'Internal Reference'. There is a 'Priority' dropdown menu set to 'Normal' and a 'Business Required' section with checkboxes for 'Suppression', 'Log', 'Amend', and 'Ministerial Office'. A red button labeled 'Cancel this by Date' is also present.

4. Enter the **Reason for Transfer**. If it is a partial transfer, list the parts of the request that are relevant to the agency.
5. Click **Record for Transfer**.

Note: Ministerial Services then manually manage the process of transferring the request outside of IRT, including notifying the requestor.

The screenshot displays the 'Compile Response - IR-01-18-46' interface. A modal window titled 'Transfer Details' is open, featuring a dropdown menu for 'Transfer Type' (set to 'Transferred to'), a text area for 'Reasons for Transfer', and a green 'Record for Transfer' button. The background shows the 'Request Details' section with fields for 'Date Received', 'Date By', 'Request Communicated By', 'Date Transferred', 'IR Case Number', 'CARS Report Number', 'Internal Reference', and 'Requester' (with checkboxes for 'Requester', 'Legal', 'Executive', and 'Ministerial Office').

RELATED TASKS

- [Reject](#)

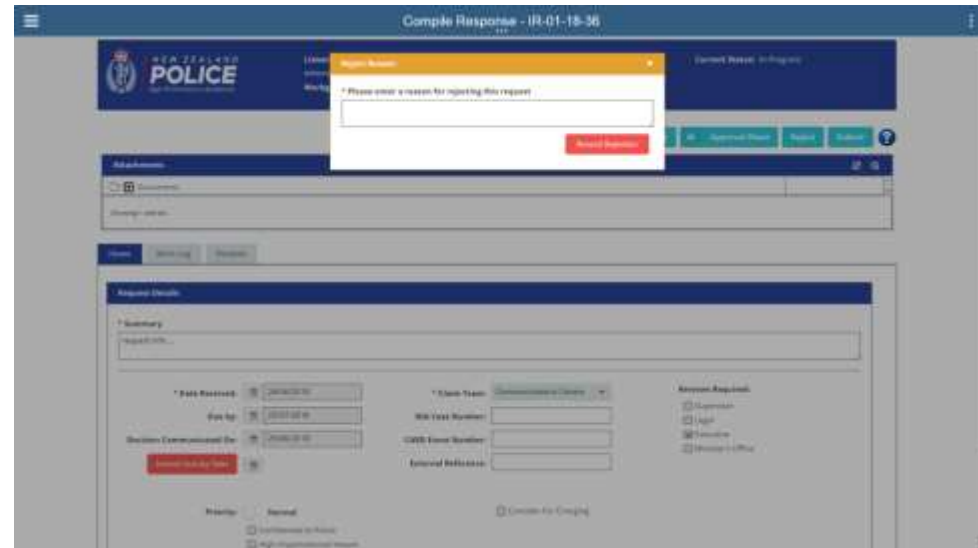
REJECT

A business group can choose to reject a request sent to them by Ministerial Services. This is usually because the request belongs to another group for responding. When the request is rejected, the request goes back to Ministerial Services.

If you are the assignee, and you aren't able to respond to the request, do not use the reject function. Instead talk to your group's claim team and have them reassign it to someone else.

STEPS

1. [Log into the system](#) and claim the request.
2. Once in the request click **Reject**.
3. Enter the reason why you are rejecting the request in the **Reject Reason** pop-up box. Reasons might include:
 - a. this needs to go to another business group (put their name in the box also).
4. Click **Record Rejection**. This will send the request back to Ministerial Services and remove the request from your group's dashboard.



TEAM PERFORMANCE DASHBOARD

You can use the Team Performance Dashboard to manage the work of the team members that you are responsible for. You can manage the work load for the team and individuals. To view this dashboard, you must be a member of the Claim Team Manager and/or Assignee Team Manager teams. You can access the Team Performance Dashboard from your dashboard. It is on the left-hand side.

If you are the manager of more than one team, you can select the team to work on from the dashboard summary page.

The dashboard summary contains all the teams that you are responsible for. At a glance you can see the request records that are overdue and those that are on track.



CHECK YOUR TEAM'S TASK LIST

The dashboard summary contains all the teams that you are responsible for. At a glance you can see the request records that are overdue and those that are on track. You can check the tasks of your team and see their progress.

STEPS

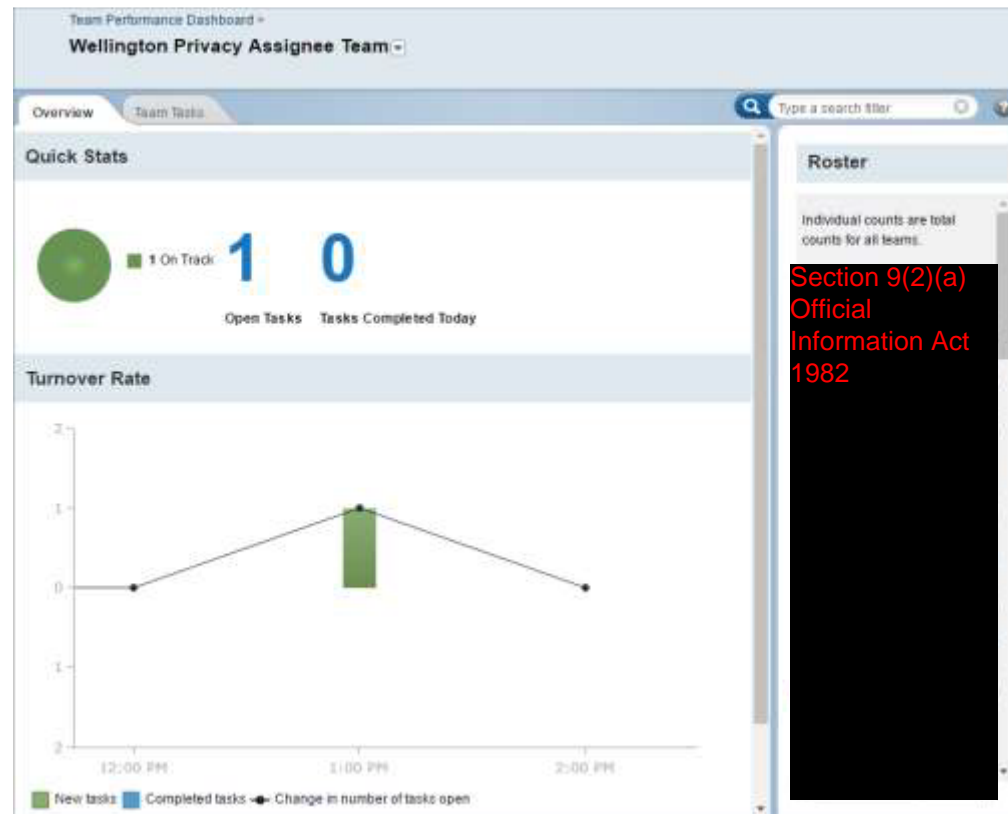
1. On the dashboard summary screen, click into an individual team.
2. You will see two tabs:
 - Overview
 - Team Tasks

Note: The *At Risk* option is not currently used.



3. The **Overview** page has the following sections.

- **Quick Stats** provides an overview of the tasks that are assigned to the team. This section includes counts for the open tasks and today's completed tasks. Open tasks are categorised as overdue, at risk, and on track.
- **Turnover Rate** provides an overview of the rate at which tasks are started and completed over time. The trend line indicates whether the team is catching up or falling behind with its work based on the difference between the task arrival and completion rates.
- **Roster** is the list of team members. For each team member, the list includes counts for the assigned tasks and today's completed tasks for all the teams to which the person belongs.



4. The **Team Tasks** page has the following sections.


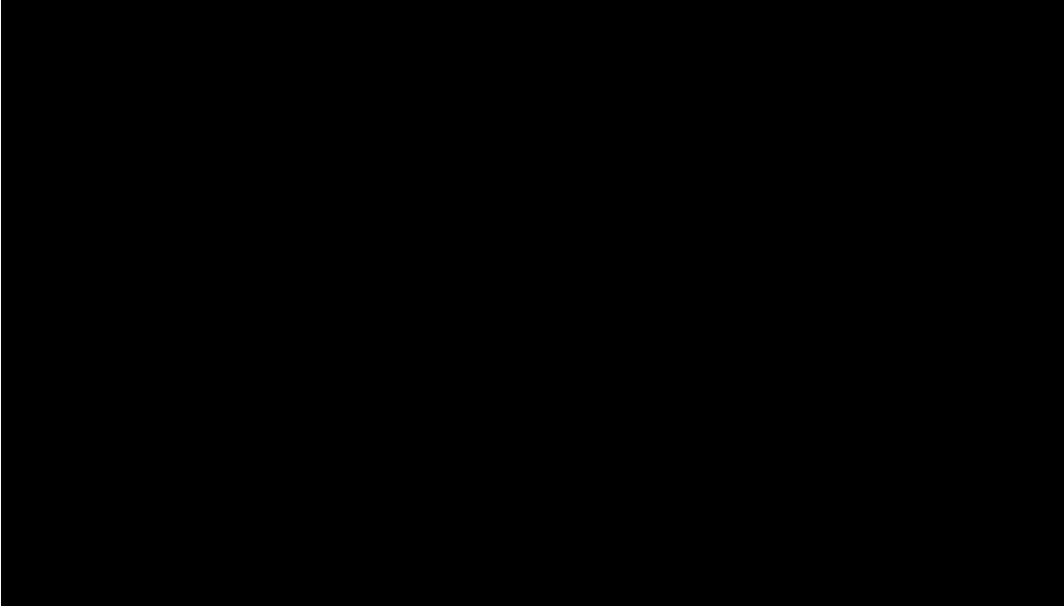
- **Open Tasks** shows all the tasks that are assigned to the team. By default, the list of tasks contains both assigned and unassigned open tasks. You can change the view to show completed tasks or just the open, unassigned tasks.
- **Roster** is the list of team members. For each team member, the list includes the counts for the assigned tasks and today's completed tasks for all the teams to which the person belongs.



CHECK A TEAM MEMBER'S TASK LIST

You can check the tasks each team member has and see their progress.

STEPS

<p>1. Select the person's name in the roster to see their dashboard.</p>	 A large black rectangular redaction covers the screenshot content. At the top left of the redacted area, the text "Section 9(2)(a) Official Information Act 1982" is written in red.
<p>2. A team member's page has the following sections.</p> <ul style="list-style-type: none">• Quick Stats provides an overview of the tasks that are assigned to the team member. This section includes counts for the open tasks and today's completed tasks. The open tasks are categorised as overdue, at risk, and on track.• Team member's Tasks shows the list of your team's tasks that are assigned to an individual.• Activity provides an overview of the activity on the assigned tasks and posts for the team member.	 A large black rectangular redaction covers the screenshot content. At the top left of the redacted area, the text "Section 9(2)(a) Official Information Act 1982" is written in red.



REASSIGN TO A NEW ASSIGNEE

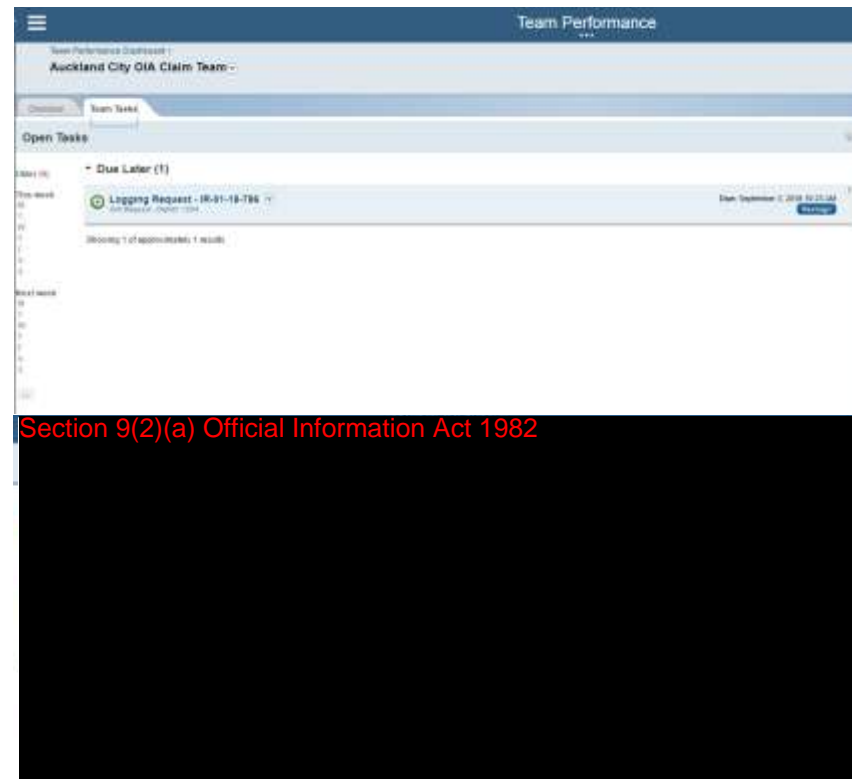
If an assignee approaches you and says that this request shouldn't be with them, or there is a reason that they can't complete it, you can reassign the request to another assignee. To do this, you need to go to the Team Performance dashboard. You can get there from either the Team Tasks screen or the Team Member's screen.

STEPS

1. In the **Team Tasks** or **Team Member's** screen, hover over an assigned name.
2. Click the **Reassign** button next to the task you want to reassign.

Notes:

- *To reassign tasks, you must be a member of the Assignee Team Manager team.*
- *To reassign a task to another claim team member, you must be a member of the Claim Team Manager team.*



Section 9(2)(a) Official Information Act 1982

3. From the **Reassign** dialog box, you can reassign the task either back to the team or to another team member.
4. Type in the name of the team or individual the task is to be reassigned to.
5. Click **Reassign**.

Reassign: Compile Response - IR-01-18-229

Section 9(2)(a) Official Information Act 1982

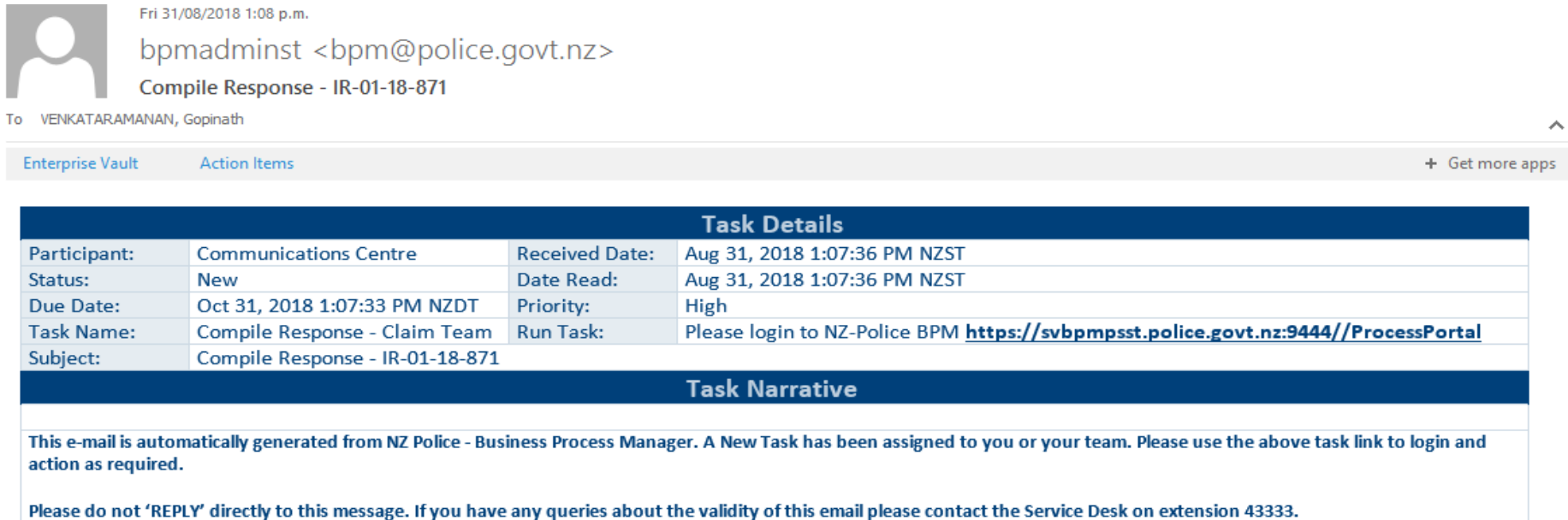
Team


Individual

Reassign

EMAIL NOTIFICATION OF REQUEST (CLAIM TEAM)

As a member of the claim team you will receive an email notifying you of a new request that has been assigned to your business group. Below is an example of the email notification. Click on the link on the right under **Run Task** in the **Task Details** section. This will take you to the login screen for IRT.



 Fri 31/08/2018 1:08 p.m.
bpmadminst <bpm@police.govt.nz>
Compile Response - IR-01-18-871

To VENKATARAMANAN, Gopinath

Enterprise Vault Action Items + Get more apps

Task Details			
Participant:	Communications Centre	Received Date:	Aug 31, 2018 1:07:36 PM NZST
Status:	New	Date Read:	Aug 31, 2018 1:07:36 PM NZST
Due Date:	Oct 31, 2018 1:07:33 PM NZDT	Priority:	High
Task Name:	Compile Response - Claim Team	Run Task:	Please login to NZ-Police BPM https://svbpmpst.police.govt.nz:9444//ProcessPortal
Subject:	Compile Response - IR-01-18-871		

Task Narrative

This e-mail is automatically generated from NZ Police - Business Process Manager. A New Task has been assigned to you or your team. Please use the above task link to login and action as required.

Please do not 'REPLY' directly to this message. If you have any queries about the validity of this email please contact the Service Desk on extension 43333.

RELATED TASKS

- [Logging in](#)
- [Claim request](#)
- [Searching requests](#)

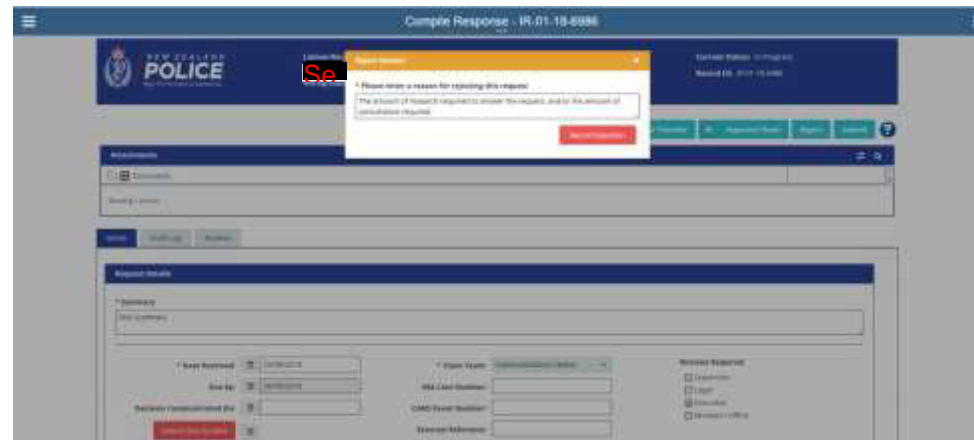


EXTENSION (CLAIM TEAM)

Both claim teams and assignees can decide if an extension is required, and this must happen at any stage within the first 20 working days of Police receiving the request.

STEPS

1. If an extension is required this is indicated in IRT by using the **Reject** button.
2. You need to enter the grounds for wanting an extension. For example, the amount of research required to answer the request, and/or the amount of consultation required.
3. Note in the **Reject Reason** box how long you want the extension for.
4. Click **Submit**. This will send the request back to Ministerial Services.



5. When Ministerial Services have added in the extension date and sent the extension letter to the requestor, they will assign the OIA back to your business group.
6. You then need to assign the request to an assignee.

The screenshot shows the 'Complete Response' page for 'Section 9(2)' on the New Zealand Police website. The page header includes the New Zealand Police logo and the text 'Complete Response - IR 01-16-899'. Below the header, there are navigation tabs: 'Home', 'Check My Case', 'Add Details', 'Request Log', 'Request Status', 'Help', and 'Contact Us'. The main content area is divided into sections: 'Requester's Organisation' with a text field and a 'Request Details' section with a text field. Below these are 'Requester Information' fields, including 'Type of Request' (dropdown), 'Date of Request' (calendar), 'Requester's Organisation' (text), 'Requester's Contact Information' (text), 'Requester's Email' (text), 'Requester's Phone' (text), 'Requester's Address' (text), 'Requester's City' (text), 'Requester's Country' (text), 'Requester's Date of Birth' (calendar), 'Requester's Gender' (dropdown), 'Requester's Marital Status' (dropdown), 'Requester's Nationality' (text), 'Requester's Ethnicity' (text), 'Requester's Religion' (text), 'Requester's Occupation' (text), 'Requester's Education' (text), 'Requester's Employment' (text), 'Requester's Income' (text), 'Requester's Assets' (text), 'Requester's Liabilities' (text), 'Requester's Other Information' (text), and 'Requester's Signature' (text). There are also checkboxes for 'Requester's Consent' and 'Requester's Acknowledgement'.

RELATED TASKS

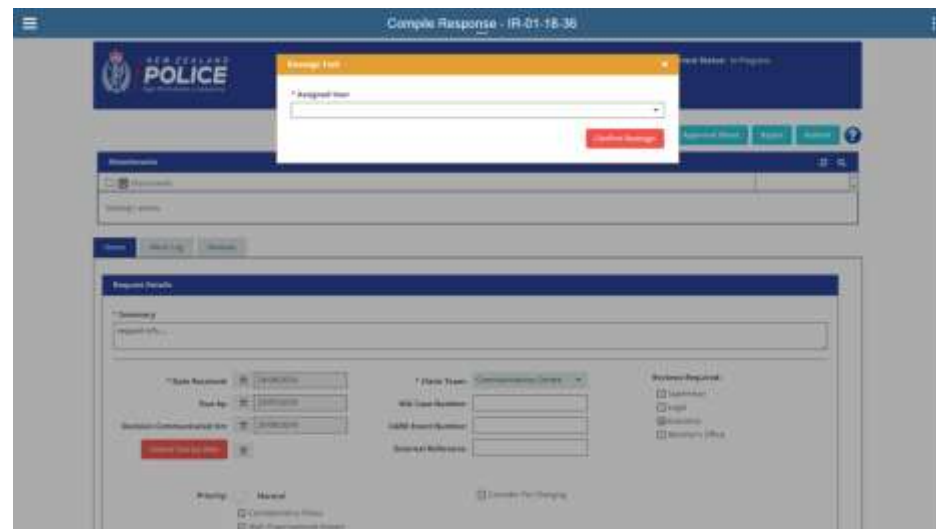
- [Assign to assignee](#)

ASSIGN TO ASSIGNEE

The claim team nominates an assignee from their business group to compile the draft response.

STEPS

1. Review the request.
2. In the system click **Reassign Task** in the main navigation bar.
3. Use the dropdown arrow next to **Assigned User** to select the assignee you want to assign this request to.
4. Click **Confirm Reassign**.
5. The request will disappear off your dashboard and appear on the dashboard of the assignee.




RELATED TASKS

- [Reassign to new assignee](#)

EMAIL NOTIFICATION OF REQUEST (ASSIGNEE)

As a member of the assignee team, you will receive an email notifying you that a new request has been assigned to you for preparing a response. Set out below is an example of the email notification. Note that the system will send the notification to all assignees in your business group. You should check the green text at the bottom of the email to see if the request is for you. If you are not the named assignee, simply delete the email. If you are the named assignee, then click on the link on the right under **Run Task** in the **Task Details** section. This will take you to the login screen for IRT.



Fri 17/08/2018 1:52 p.m.
bpmadminst <bpm@police.govt.nz>
Compile Response - IR-02-18-378

To VENKATARAMANAN, Gopinath

Enterprise Vault Action Items + Get more apps

Task Details			
Participant:	Auckland City Privacy Assignee Team	Received Date:	Aug 17, 2018 1:52:20 PM NZST
Status:	New	Date Read:	Aug 17, 2018 1:52:20 PM NZST
Due Date:	Oct 17, 2018 1:52:18 PM NZDT	Priority:	Normal
Task Name:	Compile Response	Run Task:	Please login to NZ-Police BPM https://svbpmst.police.govt.nz:9444//ProcessPortal
Subject:	Compile Response - IR-02-18-378		

Task Narrative

OIA/Privacy Request Task for Section 9(2)(a) Official Information Act 1982

This e-mail is automatically generated from NZ Police - Business Process Manager. A New Task has been assigned to you or your team. Please use the above task link to login and action as required.

Please do not 'REPLY' directly to this message. If you have any queries about the validity of this email please contact the Service Desk on extension 43333.

RELATED TASKS

- [Logging in](#)
- [Claim request](#)
- [Searching requests](#)

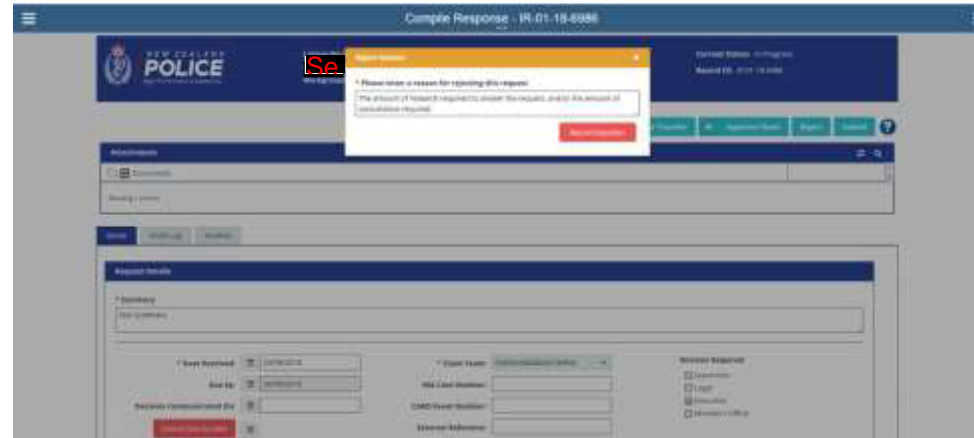


EXTENSION (ASSIGNEE)

Both claim teams and assignees can decide if an extension is required, and this must happen at any stage within the first 20 working days of Police receiving the request.

STEPS

1. If an extension is required this is indicated in IRT by using the **Reject** button.
2. You need to enter the grounds for wanting an extension. For example, the amount of research required to answer the request, and/or the amount of consultation required.
3. Note in the **Reject Reason** box how long you want the extension for.
4. Click **Submit**. This will send the request back to Ministerial Services.
5. When Ministerial Services have added in the extension date and sent the extension letter to the requestor, they will send the OIA back to the claim team.
6. The claim team will assign the request to you.
7. You then need to continue compiling the response.



RELATED TASKS

- [Create SME task](#)
- [Supervisor review](#)
- [Legal review](#)

CREATE SME TASK

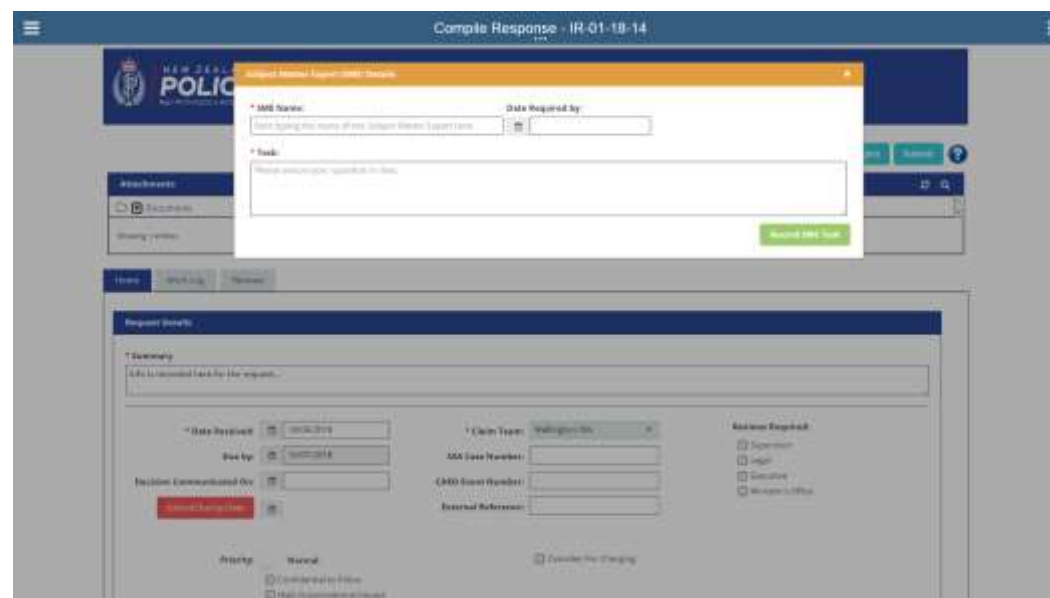
Whoever is compiling the information may require help from a subject matter expert (SME) to get the correct information or provide the response to a particular part of the request

STEPS

1. In the system click **Create SME Task**.
2. In the **SME Name** field, start typing their name or QID, then click on the name to select them (last name then first name is easiest).
3. Select the **Date Required** for the SME's response.
4. Enter what you need from the SME in the **Task** field. This should be enough information so the SME knows what the request is about. However, they should use the system to get all the information they need so don't copy and paste everything for them.
5. Click **Record SME Task**.
6. This will appear in the [Worklog](#).
7. If the SME doesn't respond, you can still complete the request.

Notes:

- You can request as many SMEs as you need.
- Contacting the SME to let them know you will be sending them a task to complete to assist with an OIA request is helpful, particularly if they are not a frequent user of the system.



RELATED TASKS

- [Supervisor review](#)
- [Legal review](#)
- [Recommend for Executive review](#)
- [Get National Manager or Equivalent/Delegate endorsement](#)
- [Submit draft response](#)



SUPERVISOR REVIEW

The assignee should request a supervisor review of the response they've compiled, as well as National Manager or Equivalent/Delegate endorsement, before they submit the response to Ministerial Services to commence the Executive approval and finalisation processes.

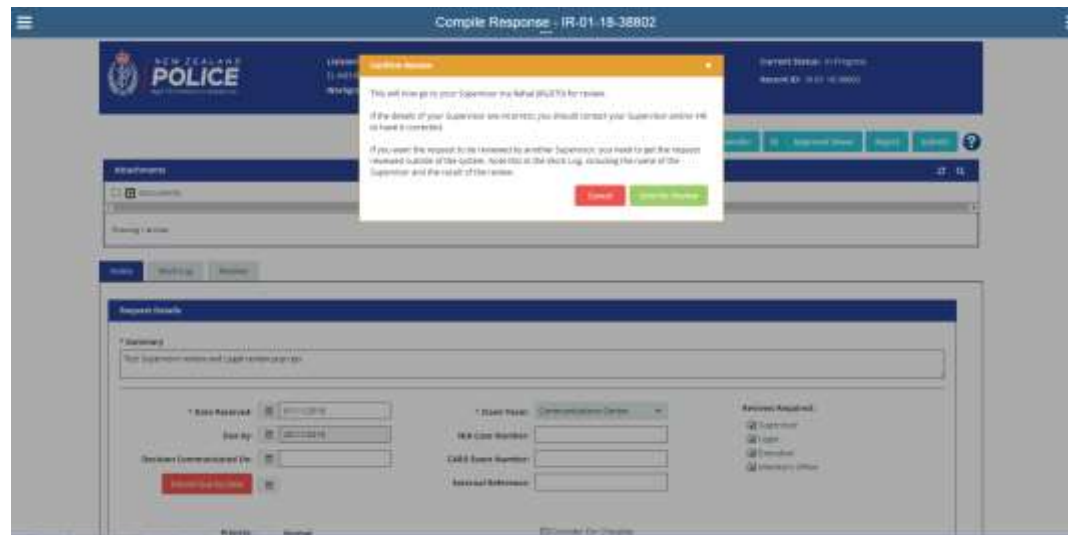
STEPS

1. Under **Reviews Required**, make sure the **Supervisor** box is ticked.
2. Click **Submit**.

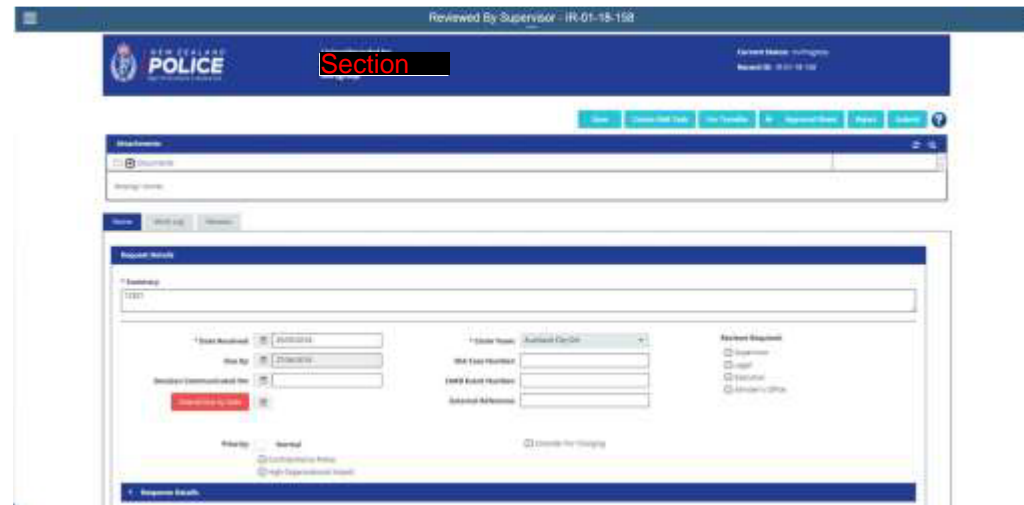
The screenshot shows a web form for a 'Complaint Response'. At the top, there is a header with the New Zealand Police logo and the text 'Section'. Below this, there are several sections: 'Request Details' with a 'Summary' field, and 'Reviews Required' with checkboxes for 'Supervisor', 'Legal', 'Enforcement', and 'Ministry of Justice'. A red 'Submit' button is located below the 'Reviews Required' section. The form also includes fields for 'Case Number', 'Date Recd', 'Decision Communicated On', 'Case Team', 'MR Case Number', 'CSC Case Number', and 'Internal Reference'.

3. A box will then appear **Confirm review**.
4. Click on **Cancel** if you don't want to proceed. If you want to cancel sending the request for supervisor review, you also need to go to the **Reviews Required** boxes on the Home page of the request and untick the **Supervisor** box.
5. Click on **Send for Review** if you want to proceed with getting this supervisor's review.

Note: The request for supervisor review of the response will go to your line supervisor as recorded in HRMIS. If you want the response to be reviewed by another supervisor you need to do this outside the system (via hard copy). Get them to sign the hard-copy approval sheet and also consider noting the outcome of that review, including the name of the supervisor in the worklog for that request.



6. Once the request has been reviewed by your Supervisor, the request will come back to you. [Claim the request](#).
7. Note that **Supervisor** is unchecked because it has been completed.
8. Click **Reviews**. This will show all the reviews and highlight if it has been endorsed or not.



RELATED TASKS

- [Legal review](#)
- [Recommend for Executive review](#)
- [Get National Manager or Equivalent/Delegate endorsement](#)
- [Submit draft response](#)



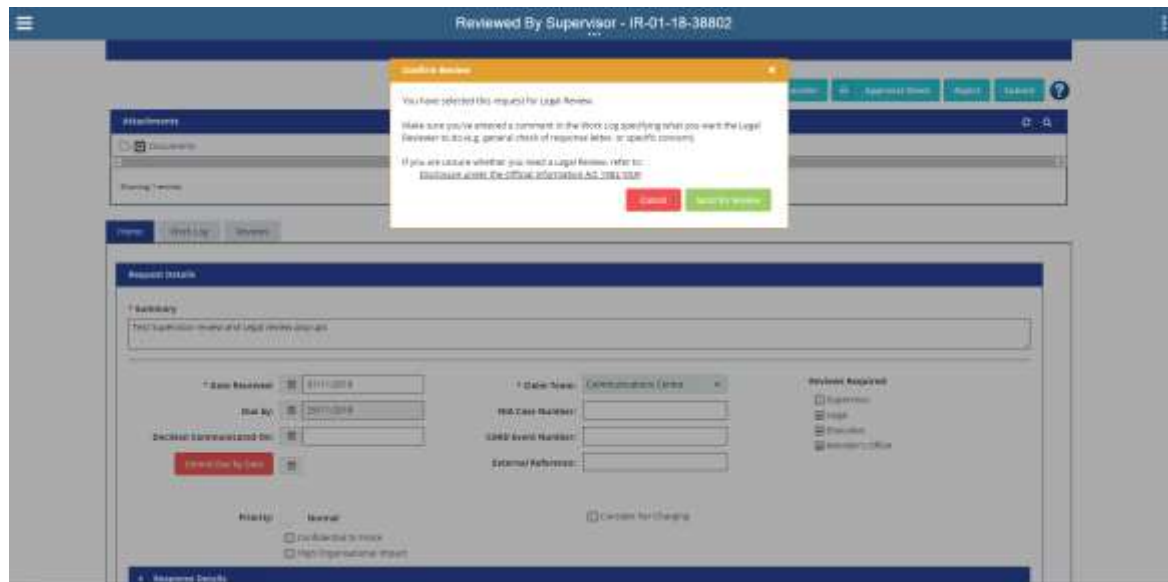
LEGAL REVIEW

It is important to get a legal review once it has been drafted by the assignee and reviewed by the Supervisor. Note that the assignee may seek advice from a member of the Legal team at any stage of preparing the response.

STEPS

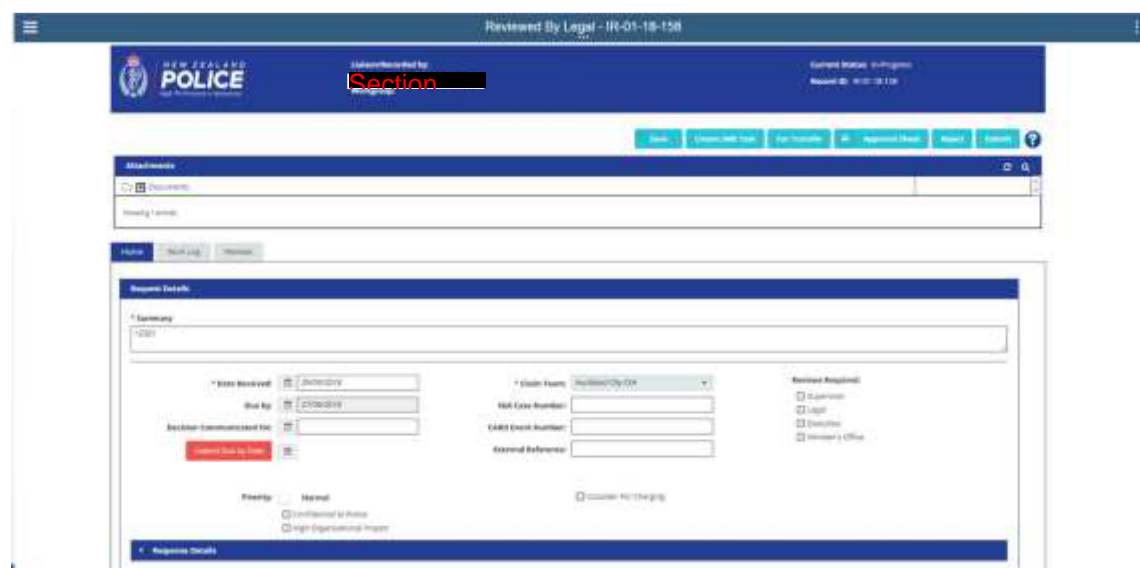
1. Tick **Legal Review**.
2. Go to the **Work Log** tab.
3. In the **Enter comment** field, write what you want the legal reviewer to do.
4. Click **Add Comment**.
5. Click **Submit**.

6. A box will then appear **Confirm review**.
7. Click on **Cancel** if you don't want to proceed. If you want to cancel sending the request for Legal review, you also need to go to the **Reviews Required** boxes on the Home page of the request and untick the **Legal** box.
8. Click on **Send for Review** if you want to proceed with getting a Legal review.



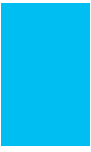
9. Once Legal has reviewed it, you will get an email notification or it will reappear on your dashboard.
10. Claim the reviewed request.
11. Note that **Legal** is now unchecked on the home screen because it's been completed.
12. Click **Review**.
13. This will show you the reviews and Legal's response to your request.

Note: If there is no further work required, proceed to seek National Manager or Equivalent/Delegate endorsement. Otherwise complete any work as recommended by Legal, and have the revised draft response reviewed by your supervisor.



RELATED TASKS

- [Recommend for Executive review](#)
- [Get National Manager or Equivalent/Delegate endorsement](#)
- [Submit draft response](#)



RECOMMEND FOR EXECUTIVE REVIEW

An assignee is able to recommend Executive Review. However, only Ministerial Services can send the request for Executive Review. The Executive Review button is selected by default.

STEPS

1. Tick the **Executive** box prior to submitting the request to Ministerial Services.

The screenshot shows a web interface for 'Compile Response - IR-01-15-266'. The header includes the New Zealand Police logo and the user's name 'Section'. Below the header, there are several sections: 'Attachments', 'Request Details', and 'Response Details'. The 'Request Details' section includes fields for 'Case Number', 'Case Name', 'Case Type', 'Case Status', and 'Case Reference'. There are also checkboxes for 'Executive Review' and 'High Impact/Strategic Impact'. The 'Response Details' section is partially visible at the bottom.

RELATED TASKS

- [Get National Manager or Equivalent/Delegate endorsement](#)
- [Submit draft response](#)

APPROVAL SHEET

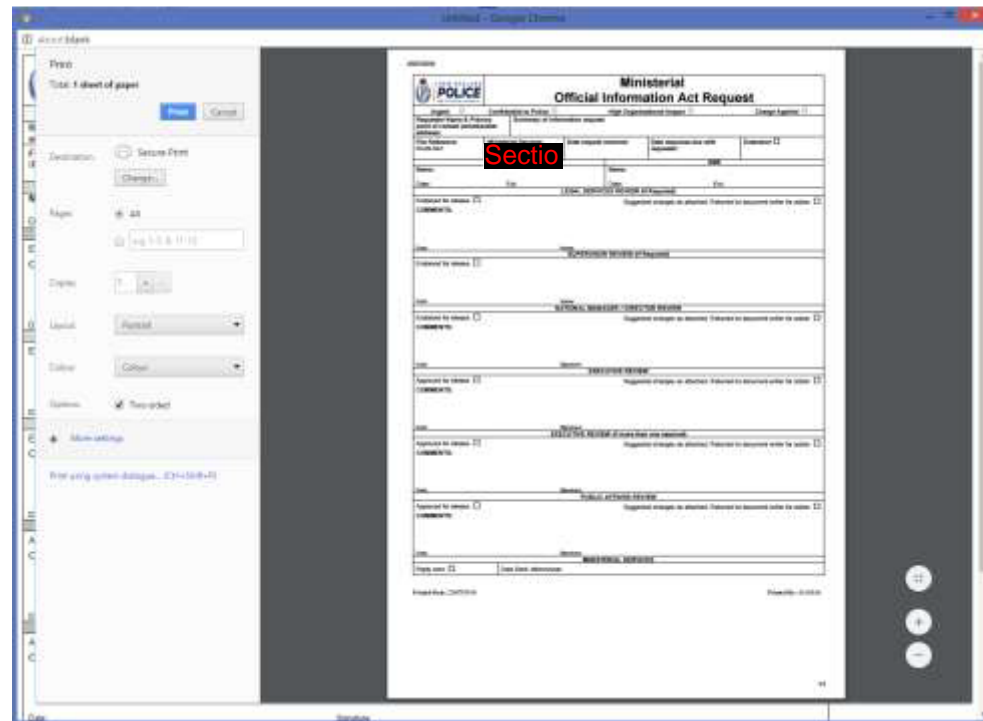
The approval sheet is the front page that accompanies the hard copy file through the approval process. The approval sheet is also one of the documents that must be attached to the IRT file once it has been completed.

Once the response has been compiled and endorsed by both the Supervisor and National Manager or Equivalent/Delegate in the business group, the assignee needs to ensure that an approval sheet has been completed to reflect these approvals. Once the approval sheet has been signed off, attach it to the request record, along with a copy of the draft response.

STEPS

1. In the home screen click **Approval Sheet**.
2. This will bring up the approval sheet. Click **Print** to print a copy.
3. Once the approval signatures have been obtained, scan the sheet and attach it to the request record, and the hard copy to Ministerial Services along with a copy of the endorsed response.

Note: You cannot save the approval sheet elsewhere in your shared folder, as the approval sheet is specific to each request.



RELATED TASKS

- [Attaching documents](#)



SUBMIT DRAFT RESPONSE

Once the assignee has compiled the draft response, obtained all the relevant signatures and attached the relevant documents, they submit the draft response to Ministerial Services to prepare for Executive review.

STEPS

1. Make sure you have everything compiled, noted in the system, and you have received all the relevant approvals.
2. Fill out the response details on the home page.
3. Enter the name of the National Manager or Equivalent/Delegate.
4. Enter the date the National Manager endorsed the response.
5. Enter the response to the request in the **Response Summary** section.
6. Click **Submit**.
7. The request will now disappear off your dashboard and appear on Ministerial Service's dashboard.

Note: Approval name needs to be entered last name first then first name. Select name from drop down menu.

The screenshot shows the 'Compile Response - IR-01-18-46' page in the New Zealand Police system. The page header includes the New Zealand Police logo and the text 'Section'. Below the header, there are several tabs: 'Home', 'Request Details', and 'Response Summary'. The 'Request Details' tab is active, showing a 'Summary' section with a text area for 'Information being requested and supporting facts...'. Below this, there are several input fields: 'Date Received' (25/06/2018), 'Due By' (25/07/2018), 'Decision Communicated On', 'Case Name' (Commissioner's Office), 'Risk Case Number', 'CAND Event Number', and 'Internal Reference'. There are also checkboxes for 'Priority' (Normal, Confidential to Police, High Organizational Impact) and 'Consider No-Charge'. A 'Submit' button is visible at the bottom left of the form area.

PROVIDE INFORMATION

The SME is responsible for providing information required by the assignee.

STEPS

1. Read the task and work out what you need to do.
2. You can check the **Request Details** and the **Correspondent Details**.
3. Find the information required from you.
4. You can either write your answer in the **Answer** field or [attach](#) your response.
5. Click **Save** at any point to save your progress.
6. Once you've completed your task, click **Submit**.
7. This will send your response back to the assignee. No further action is required from you.

Note: If you don't think you are the right person, write this in the **Answer** field and submit the request back to the assignee.

The screenshot shows a web interface for a task titled 'Answer Task - IR-01-18-14'. At the top, there is a navigation bar with the New Zealand Police logo and the text 'Section Workgroup'. The current status is 'In Progress'. Below the header, there are 'Save' and 'Submit' buttons. A section for 'Attachments' is visible with a search icon. The main content area has tabs for 'Home' and 'Work Log'. Under 'Work Log', there is a table with columns for 'Assignee', 'Full Name', 'Position', 'Workgroup', and 'Phone/Extension Number'. Below the table, a task entry is shown for 'Task (Due: 26/06/2018)' with the instruction 'Please provide information as per our discussion...'. A large text input field labeled '* Answer' is provided for the user to enter their response. At the bottom, there are links for 'Request Details' and 'Correspondent Details', and an 'Go to top' button.

REVIEW THE REQUEST

The supervisor needs to review the draft response and confirm it is accurate and appropriate.

STEPS

1. Read the relevant documents.
2. Click **Action Review** in the main navigation.
3. Click **Review Action**. From the dropdown, select one of the following actions.
 - a. **Endorsed** - this gives the go ahead.
 - b. **Rejected** – this marks the review as rejected and will need to be revised by the assignee.
 - c. **Declined with Feedback** - this goes back to the assignee with feedback on their work.
4. Enter the **Date Reviewed**.
5. Add any **Additional Comments**.
6. Click **Record Review**. This sends the request back to the assignee and disappears from your dashboard.

The screenshot shows the 'Supervisor Review' interface for a request with ID 'IR-01-18-56'. A modal window titled 'Review Action' is displayed, allowing the supervisor to select an action (Endorsed, Rejected, or Declined with Feedback), enter a date reviewed, and add additional comments. Below the modal, the 'Request Details' section is visible, showing fields for 'Date Reviewed', 'Review Action', 'Request Number', 'Request Title', 'Request Description', 'Request Status', and 'Request Category'. There are also checkboxes for 'Endorsed', 'Rejected', and 'Declined with Feedback'.

LEGAL REVIEW

A member of the Legal group checks the worklog once they've claimed the task as this is where the assignee will have written instructions on what they want them to review.

STEPS

1. Click **Work Log**.
2. Look at the entries to find out what the assignee needs your assistance with.

The screenshot displays the 'Legal Review - IR-01-18-65' interface. At the top, the New Zealand Police logo is shown alongside the text 'Liaison Recorded by: [username]' and 'Workgroup:'. The current status is 'In Progress'. Below this, there are buttons for 'Done', 'Action Review', and 'Approval Sheet'. An 'Attachments' section is present with a search bar and a 'Showing 1 entries' indicator. The 'Work Log' tab is active, showing a 'Comments' section with a text input field and a 'Add Comment' button. Below the input field is a table with the following data:

Date	Rule / Step	Created By	Comment Text	User
25/05/2018 14:06	Log Request	System	Record Created by [username]	[username]
25/05/2018 14:07	Log Request	System	Submitted to Ministerial Services Claim Team	[username]
25/05/2018 14:08	Complete Response	System	Request Submitted for Legal Review	[username]

The table also includes a 'Per page' dropdown set to 10 and a 'Showing 1 of 3 of Entries' indicator at the bottom.

RELATED TASKS

- [Review the request](#)

REVIEW THE REQUEST

The Legal team reviews the request.

STEPS

1. Read the relevant information and documents.
2. If you want to add any comments, you can write these under **Action Review**, **note in the worklog**, or [attach your own document](#) to the system.
3. Click **Action Review**.

The screenshot displays the 'Legal Review' interface for case 'PI-01-18-05'. The header includes the New Zealand Police logo and navigation options like 'Home', 'Action Review', and 'Attachments'. The main section, 'Request Details', contains a 'Summary' field, a 'Case Number' dropdown, a 'Case Type' dropdown, and a 'Review Requested' section with checkboxes for 'Supervisor', 'Legal', 'Executive', and 'Ministry Office'. There are also fields for 'Case Number', 'LRSO Event Number', and 'Request Reference'. A 'Print Case as PDF' button is visible. The interface is clean and professional, with a blue and white color scheme.

NATIONAL MANAGER OR EQUIVALENT/DELEGATE ENDORSEMENT

The assignee must get National Manager or Equivalent/Delegate's endorsement before the request is submitted back to Ministerial Services. This is the final step in the 'compile response' stage. How this happens will depend on how the business group wants to manage it. The National Manager or Equivalent/Delegate is responsible for endorsing the draft response. This may be done by noting it on the hard copy approval sheet as well as entering the endorsement in IRT, **or** the endorsement may just be made on the approval sheet. In the latter instance, the assignee will need to update the Response Details section in IRT reflecting the endorsement, before the request is submitted to Ministerial Services. Note that endorsement of the draft request must also be recorded on the hard copy approval sheet.

STEPS

1. Once the National Manager or Equivalent/Delegate has looked over the response, the **Response Details** section needs to be filled in.
2. Enter the name of the National Manager or Equivalent/Delegate.
3. Enter the date the National Manager endorsed the response.
4. Enter the response to the request in the **Response Summary** section.

The screenshot shows a web-based form titled "Finalize Response - IR-01-18-04". The form is divided into several sections. At the top, there are fields for "By" (with a dropdown menu), "Web Site Number", "CABR Case Number", and "Approval Reference". Below these are checkboxes for "Confidential to Public" and "High Confidential Request". The "Response Details" section includes a dropdown for "National Manager (or Equivalent Endorsed by)", a date field, a text area for "Response Summary", and a checkbox for "Approved". The "Correspondent Details" section contains multiple input fields for personal and contact information: "Organization Name", "First Name", "Middle Name", "Last Name", "Date of Birth", "Email Address", "Phone Number", "Address", "City", "State", "Postal Code", "Country", "Mobile Number", and "Web Site". A "Save to Step" button is located at the bottom right of the form.

RELATED TASKS

- [Submit draft response](#)

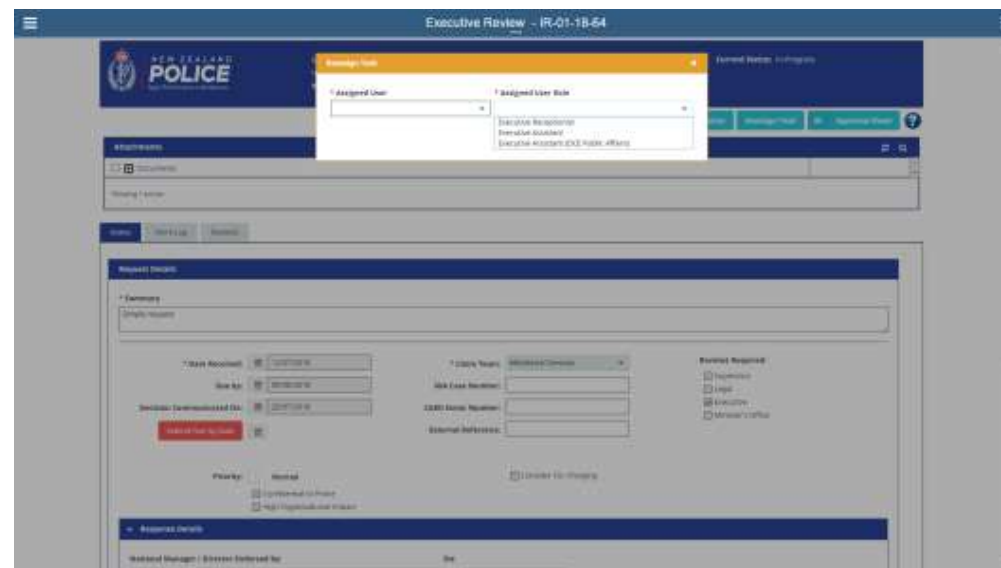


ASSIGN TO EA FOR APPROPRIATE EXECUTIVE MEMBER

The Executive Receptionist assigns the request to the relevant EA and gives them the hard copy file at the same time.

STEPS

1. Click **Reassign Task** on the main navigation.
2. Select **Assigned User** (this will be the relevant EA for the Executive member)
3. Click on the dropdown arrow in the **Assigned User Role** field. Select **Executive Assistant**.
4. Click **Confirm Reassign**.
5. This will now be removed from your dashboard.



RELATED TASKS

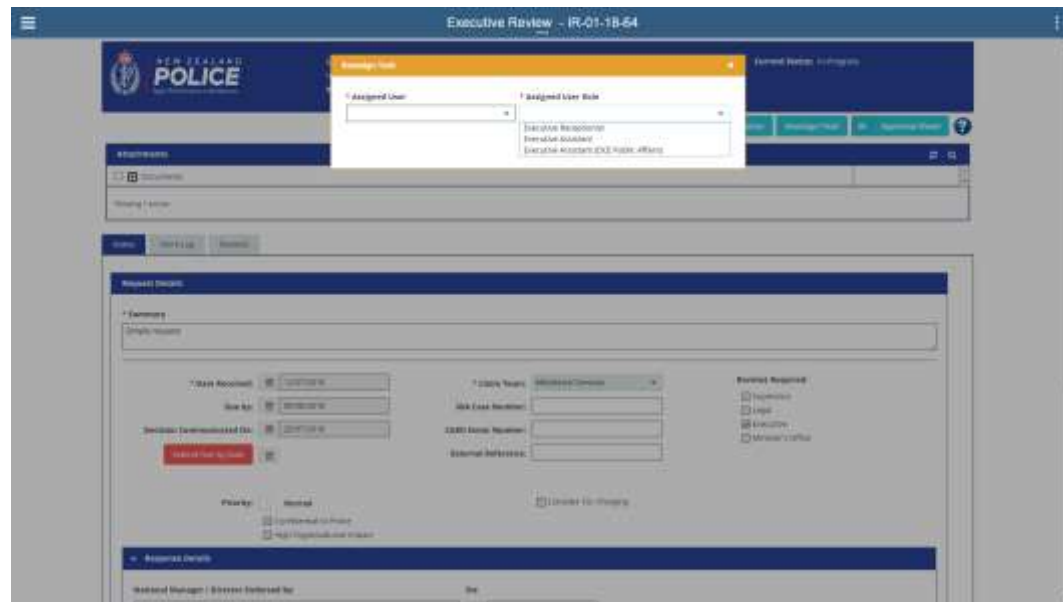
- [Assign to Public Affairs](#)

ASSIGN TO EA FOR PUBLIC AFFAIRS

It is the responsibility of the EA for the relevant Executive member to assign it to the EA for the Deputy Chief Executive Public Affairs once their Executive member has reviewed the request and signed the approval sheet. They also need to take the hard copy version to the EA for Public Affairs.

STEPS

1. Once you've claimed the task enter the comments from the Executive into the system.
2. Click **Reassign Task**.
3. Select **Assigned User** (this will be the relevant EA for Public Affairs).
4. Click on the dropdown arrow in the **Assigned User Role** field. Select **Executive Assistant (DCE Public Affairs)**.
5. Click **Confirm Reassign**.
6. This will remove the request from your dashboard.



RETURN TO MINISTERIAL SERVICES

Once the Deputy Chief Executive Public Affairs has reviewed the request it goes back to the EA for Public Affairs, who then submits it back to Ministerial Services. The hard copy file is returned to the Executive Reception desk for Ministerial Services to collect.

STEPS

1. Once in the system, click **Return to Ministerial Services**.
2. Click **Review Action**.
3. Enter the **Date Reviewed**.
4. In the **On behalf of** field, enter the DCE Public Affairs.
5. Write any **Additional Comments**.
6. Click **Record Review**.
7. This will send the request back to Ministerial Services and it will be removed from your dashboard.

The screenshot displays the 'Executive Review - IR-01-18-64' interface. At the top, it shows the New Zealand Police logo and the user's name 'Lillian/Recorded by: [redacted]'. The current status is 'In Progress'. Below this, there are tabs for 'Home', 'Return to Ministerial Services', 'Review Action', and 'Request/Show'. The 'Attachments' section shows a list of documents. The main 'Request Details' section includes a 'Summary' field with the text 'Sample Request'. Below this, there are several input fields: 'Date Received' (15/03/2018), 'Due by' (16/03/2018), 'Statute Commenced On' (20/03/2018), 'On Behalf Of' (Ministerial Services), 'Risk Level Number', 'CARE Event Number', and 'Statute Reference'. There are also checkboxes for 'Priority' (Normal, Confidential to Police, High Departmental Impact) and 'Confidential for Changing'. A 'Review Required' section has checkboxes for 'Supervisor', 'Manager', 'Director', and 'Minister's Office'. At the bottom, there are sections for 'Response Details' and 'Correspondence Details'.