

PEER REVIEWING A RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST

Responses to requests for official information must be peer reviewed within the business group prior to being signed out and sent around the audit trail.

RESPONSE LETTER

Read the draft response letter carefully.

Ensure that there are no spelling or grammatical mistakes.

Ensure that the draft response quotes the exact wording of the request.

Ensure that the response addresses all aspects of the request. (Eg, if the request consists of ten questions, have all of the questions been answered?)

If information has been withheld, ensure that the response sets out all the relevant reasons for withholding that information, and refers to the appropriate sections of the Act.

If information has been withheld, ensure the response advises the requester of his or her right to complain to the Office of the Ombudsmen.

INFORMATION

Are you aware of any other information that has not been considered but which falls within the scope of the request?

If information has been recommended to be withheld, consider whether there is in fact good reason to withhold the information.

Consider whether all of the information identified for release should in fact be released.

Ensure that the response is consistent with previous decisions on the same or similar requests.

If information has been deleted has all the information been correctly removed?

Please ensure that the material is prepared so that those required to sign the audit trail can clearly identify the request, the draft response letter, the information recommended for disclosure, and the information recommended for withholding.