

Yellow – add information listed in field
Green – Choose whether/which to include
Blue – instructions. Delete in letter.
Double click on this para and delete

INTERNAL AFFAIRS

Te Tari Taiwhenua

"<dd month yyyy>"

147 Lambton Quay, Wellington 6011

Phone +64 4 495 7200

Fax +64 4 382 3589

Email OIA@dia.govt.nz

Website www.dia.govt.nz

"<Requester's full name>"

"<requester affiliation or organisation>"

"<Physical OR email address>"

Dear "<Mr/Ms last name>"

"<OIARef no>" Official Information Act 1982 request for information about

"<general topic of request>"

Thank you for your official information request dated <dd month yyyy>, in which you asked for:

"<quote request>".

We received your request on <dd month yyyy>. We'll respond to your request as soon as possible, and within 20 working days. The 20th working day is <dd month yyyy>.

If you have any queries, please do not hesitate to contact us at

"<OIA@dia.govt.nz/your email address>".

Yours sincerely

<insert author's name>

<insert author's job title>

<insert business group or unit>

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

Yellow – add information listed in field
Green – Choose whether/which to include
Blue – instructions. Delete in letter.
Double click on this para and delete

INTERNAL AFFAIRS

Te Tari Taiwhenua

"<dd month yyyy>"

147 Lambton Quay, Wellington 6011

Phone +64 4 495 7200

Fax +64 4 382 3589

Email OIA@dia.govt.nz

Website www.dia.govt.nz

"<Requester's full name>"

"<requester affiliation or organisation>"

"<Physical OR email address>"

Dear "<Mr/Ms last name>"

"<OIARef no>" Official Information Act 1982 request for information about

"<general topic of request>"

Regarding your official information request, which we discussed on <dd month yyyy>. Our understanding of your request is:

<quote request>

We've begun processing your request, and will provide a response as soon as possible, and within 20 working days. The 20th working day is <dd month yyyy>.

If we have not correctly captured your request and you'd like us to amend it, please let us know, by responding with the corrected form of your request

Please note that, in accordance with section 15(1AA) of the Official Information Act, your amended or clarified request will be treated as a new request, replacing the original, and the response date will change accordingly.

Yours sincerely

<insert author's name>

<insert author's job title>

<insert business group or unit>

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

Yellow – add information listed in field
Green – Choose whether/which to include
Blue – instructions. Delete in letter.
Double click on this para and delete

INTERNAL AFFAIRS

Te Tari Taiwhenua

"<dd month yyyy>"

147 Lambton Quay, Wellington 6011

Phone +64 4 495 7200

Fax +64 4 382 3589

Email OIA@dia.govt.nz

Website www.dia.govt.nz

"<Requester's full name>"

"<requester affiliation or organisation>"

"<Physical OR email address>"

Dear "<Mr/Ms last name>"

"<OIARef no>" Official Information Act 1982 request for information about

"<general topic of request>"

Regarding your official information request, dated <dd month yyyy>, for the following information:

<quote request>

<explain the lack of clarity and list questions>

OR

DisplayText cannot span more than one line!

If you would like to discuss your request with us by telephone, please contact <name of contact person, contact details>, or call the Department of Internal Affairs' freephone number 0800 25 78 87 and ask to be transferred.

If we do not receive a response from you by <20th working day>, we will proceed with your request as it currently stands. Please note that in some circumstances this may lead to a request being refused.

[Use if clarifying within seven working days from date request received – otherwise delete]

Please note that, in accordance with section 15(1AA) of the Official Information Act, your amended or clarified request will be treated as a new request, replacing the original, and the response date will change accordingly.

Yours sincerely

<insert author's name>

<insert author's job title>

<insert business group or unit>

Yellow – add information listed in field
Green – Choose whether/which to include
Blue – instructions. Delete in letter.
Double click on this para and delete

INTERNAL AFFAIRS

Te Tari Taiwhenua

"<dd month yyyy>"

147 Lambton Quay, Wellington 6011

Phone +64 4 495 7200

Fax +64 4 382 3589

Email OIA@dia.govt.nz

Website www.dia.govt.nz

"<Requester's full name>"

"<requester affiliation or organisation>"

"<Physical OR email address>"

Dear "<Mr/Ms last name>"

"<OIARef no>" Official Information Act 1982 request for information about

"<general topic of request>"

Regarding your official information request dated <dd month yyyy>, for the following information:

<quote request>

<Part of the / The> information you have requested,

<specific detail of requested information>, is not held by the Department of Internal Affairs.

We believe this information is more closely connected with the functions of

<other government agency>.

For this reason, we have transferred <part of> your request to <other government agency> for response.

You will hear further from <other government agency> concerning <that part of> your request. The <other government agency> can be contacted on <basic contact details>.

Yours sincerely

<insert author's name>

<insert author's job title>

<insert business group or unit>

Yellow – add information listed in field
Green – Choose whether/which to include
Blue – instructions. Delete in letter.
Double click on this para and delete

INTERNAL AFFAIRS

Te Tari Taiwhenua

"<dd month yyyy>"

147 Lambton Quay, Wellington 6011

Phone +64 4 495 7200

Fax +64 4 382 3589

Email OIA@dia.govt.nz

Website www.dia.govt.nz

"<Requester's full name>"

"<requester affiliation or organisation>"

"<Physical OR email address>"

Dear "<Mr/Ms last name>"

Dear <insert recipient's name>

"<OIARef no>" Official Information Act 1982 request for information about
"<general topic of request>"

We have received an official information request from <name of requester> on
<dd month yyyy> for <brief description of request>. This request is attached.

As discussed with <other agency person name> on <dd Month yyyy>, this request is being
transferred <in full / in part> to your agency for response.

Please treat this letter as a formal transfer of <this part of> the request under section 14 of
the Official Information Act.

Yours sincerely

<insert author's name>

<insert author's job title>

<insert business group or unit>

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982



"<dd month yyyy>"

147 Lambton Quay, Wellington 6011

Phone +64 4 495 7200

Fax +64 4 382 3589

Email OIA@dia.govt.nz

Website www.dia.govt.nz

"<Requester's full name>"

"<requester affiliation or organisation>"

"<Physical OR email address>"

Dear "<Mr/Ms last name>"

Dear <insert recipient's name>

Notification of Official Information Act 1982 request in progress

The Department of Internal Affairs has received a request for information made under the Official Information Act 1982. <if made publically, details and link goes here>

The information that is being requested includes information about <you/your organisation/etc>

The information in scope is <brief description of the info in scope about the third party>

The Department will be reviewing the information for release and will follow the Official Information Act if there is any information that needs to be withheld.

If you have any questions please do not hesitate to contact <Name> on <phone number> or at <email address>.

Kind regards

<insert author's name>

<insert author's job title>

<insert business group or unit>

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

"<dd month yyyy>"

147 Lambton Quay, Wellington 6011

Phone +64 4 495 7200

Fax +64 4 382 3589

Email OIA@dia.govt.nz

Website www.dia.govt.nz

"<Requester's full name>"

"<affiliation or organisation>"

"<Physical OR email address>"

Dear "<Mr/Ms last name>"

Official Information Act 1982 (OIA) information request "<OIARef no>"

Thank you again for your official information request dated <dd month yyyy>.

You requested:

<quote request>

The Department is extending the time available to respond to your request under section 15A(1)(a) as your request is for a large quantity of information, or requires a search through a large quantity of information, such that meeting the original timeframe would unreasonably interfere with the normal operation of the Department.

OR

The Department is extending the time available to respond to your request under section 15A(1)(b) as consultations necessary to make a decision on your request are such that a proper response cannot reasonably be made within the original time limit.

Add context information here if needed

If you have questions or would like some guidance on what you should put in your letter, the OIA team can advise you further. You can reach them at OIA@dia.govt.nz – they can help with advice and review, and provide best practice examples of previous DIA responses.

The Department's response will now be provided by <dd month yyyy>. I will endeavour to provide a response to your request sooner if possible.

You have the right to seek an investigation and review by the Ombudsman of this decision.

Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you would like to discuss any aspect of your request with us, including this decision, please contact <details of contact person>.

Yours sincerely

<name>

<job title>

<team, business group or branch>

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

"<dd month yyyy>"

147 Lambton Quay, Wellington 6011

Phone +64 4 495 7200

"<Requester's full name>"

Fax +64 4 382 3589

"<requester affiliation or organisation>"

Email OIA@dia.govt.nz

"<Physical and/or email address>"

Website www.dia.govt.nz

Dear "<Requester name>"

Official Information Act 1982 (OIA) information request "<OIARef no>"

Thank you for your request under the Official Information Act 1982 received by the Department of Internal Affairs (Department) on <dd month yyyy>

You requested

<quote request>

Enter your decision and any relevant information being released. Remember, if we are withholding information, we must provide the grounds for doing so as part of this decision.

Consider whether to include context information – this can be particularly helpful if doing so helps the requestor to make more sense of the information you have provided, or if there is information that might assist the requestor when their core request has been declined.

If you have questions or would like some guidance on what you should put in your letter, the OIA team can advise you further. You can reach them at OIA@dia.govt.nz – they can help with advice and review, and provide best practice examples of previous DIA responses.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Yours sincerely

<insert author's name>

<insert author's job title>

<insert business group or unit>

Appendix of Released Documents

Doc #	Page #	Description
1	1 - 6	e.g. Briefing to Minister on OIA Template Document

Use the above table if you are supplying more than five documents. Delete this line before printing.

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

Departmental Official Information Act request

<attach information to be released; if deletions, attach a full copy with deletions highlighted>

Requested by	<name and organisation; state if regular requester>
The request	<take from the status report>
Date due	This is due with the requester on <e.g. 12 January 2014>
DIA contact	<name, job title, phone number>

Information falling within the request

This information <has/has not> been released before.

<if it has, state who it was released to and when>

Proposed response

The proposed response and the information proposed to be released are attached.

<amend this section as required; delete text and/or table that is not used >

use either:

The Department intends to release all of the above information falling within the request except for <exception>. We propose to withhold this information under section <section> of the Official Information Act. This section provides that <provision>.

or:

The Department intends to release all of the above information except for the information listed in the table below:

Proposed information to withhold	Section of OIA Act	
	Number	Provision

Consultation

<when applicable, indicate which matters Comms or Legal have been consulted on>

<state any other agencies consulted, including any issues raised>

Risks and mitigation

<assess risk in releasing the information, explaining any sensitivities or concerns>

<describe any mitigation steps to minimise or manage the risk >

Signed out to Minister's Office	Minister's Office response
<responsible manager's name>, <position>	<Minister's name>, <Minister's portfolio>
Date / /	Date / /

Coversheet Appendix A: Documents for OIA request

<complete this table if there are many documents falling within the request; otherwise delete this appendix>

#	Name of document	Document date	Summary of contents	Release or withhold
1.		<yyyy/mm/dd>		<R/W>
2.				
3.				

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

Ministerial Official Information Act request

<attach information to be released; if deletions, attach a full copy with deletions highlighted>

Requested by	<name and organisation; state if regular requester>
The request	<take from the status report>
Date due	This is due with the requester on <e.g. 12 January 2014>
DIA contact	<name, job title, phone number>

Information falling within the request

This information <has/has not> been released before.

<if it has, state who it was released to and when>

Proposed response

The proposed response and the information proposed to be released are attached.

<amend this section as required; delete text and/or table that is not used >

use either:

The Department intends to release all of the above information falling within the request except for <exception>. We propose to withhold this information under section <section> of the Official Information Act. This section provides that <provision>.

or:

The Department intends to release all of the above information except for the information listed in the table below:

Proposed information to withhold	Section of OIA Act	
	Number	Provision

Consultation

<when applicable, indicate which matters Comms or Legal have been consulted on>

<state any other agencies consulted, including any issues raised>

Risks and mitigation

<assess risk in releasing the information, explaining any sensitivities or concerns>

<describe any mitigation steps to minimise or manage the risk >

Signed out to Minister's Office	Minister's Office response
<responsible manager's name>, <position>	<Minister's name>, <Minister's portfolio>
Date / /	Date / /

Coversheet Appendix A: Documents for OIA request

<complete this table if there are many documents falling within the request; otherwise delete this appendix>

#	Name of document	Document date	Summary of contents	Release or withhold
1.		<yyyy/mm/dd>		<R/W>
2.				
3.				

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

Sign out sheet – OIA Requests

Title	<insert title>		
Location in Cohesion	"<location link>"	In library	"<describe location>"
Other location	<insert DMS file number>	<insert DMS file reference>	
Author	<insert first and last name>	<job title and unit>	

Consulted parties

Finance	<Y or n/a>	Governance, Risk and Assurance	<Y or n/a>
Human Resources	<Y or n/a>	Legal Services	<Y or n/a>
Property/Operations	<Y or n/a>	Communications	<Y or n/a>
Policy	<Y or n/a>	Chief Security Office	<Y or n/a>

<insert details of other business units/groups consulted; or delete row if not applicable>

<insert details of other agencies consulted; or delete row if not applicable>

<insert details of any external stakeholders consulted; or delete row if not applicable>

Any comments:

Sign-offs		Name	Signature	Date completed*
Required	Peer reviewer			<dd month yyyy>
	Manager			<dd month yyyy>
If required	Director/GM			<dd month yyyy>
	Deputy CE			<dd month yyyy>
	Chief Executive			<dd month yyyy>

*The dates should be the final date on which each particular step is completed, not multiple dates where a document has gone backwards and forwards between two parties

Process checklist

✓	Checked that response is consistent with any past releases on the same topic
	Spelling and grammar proofed and formatting (inc. tables) is compliant with style guide
	Response letter is ready for signature with all draft watermarking removed
	Release documentation scanned to PDF format on OIA watermark paper, with each redaction correctly annotated on the page.
	Coversheet includes all risks and mitigations, and has been signed by the responsible Manager
	OIA pack includes signed coversheet, copy of request, final OIA response letter, copy of release documentation, copy of mark-up documentation. (include clean copy of documentation if redaction was done manually)