

# Hon Clare Curran

## MP for Dunedin South

Minister of Broadcasting, Communications and Digital Media

Minister for Government Digital Services

Associate Minister for ACC

Associate Minister of State Services (Open Government)



23 January 2017

Alex Harris  
FYI Website

Via [fyi-request-6927-e0d9e604@requests.fyi.org.nz](mailto:fyi-request-6927-e0d9e604@requests.fyi.org.nz)

Dear Alex

Thank you for your email of 1 December 2017 in which you requested the following information under the Official Information Act 1982 (the Act):

1. *“Whether the Minister of anyone in her office has received training in how to respond to OIA requests, and if so, who (a job description is fine), when and by whom;*
2. *Copies of any training materials used in the above training.”*

In response to section one, please see below table. Most of my staff have previously attending training, or worked regularly with the Official Information Act before joining this office.

Position	Training	Taken by	Date
Minister Curran	Ministerial Induction Presentation on the OIA	Chief Ombudsman	1/11/2017
Senior Private Secretary	Official Information Act Presentation	Assistant Commissioner, SSC	10/11/2017
Private Secretary (Open Government)	Official Information Capability Development Toolkit Workshop	State Services Commission	December 2017
Private Secretary (Broadcasting, Communications and Digital Media)	Guidance on the Official Information Act 1982	Office of the Ombudsman	12/09/2017

With regards to section two, the following document was provided to me at the Ministerial Induction Presentation on the OIA:

1. *The Ombudsman: Our constitutional role*

The following documents are attached and were provided to my office on 21 November 2017 following the Ministerial Induction on 1 November:

2. *Model OIA Protocol for Ministers and Agencies*
3. *Ombudsman: Our constitutional role (also above)*
4. *Dealing with OIA requests involving Ministers*

My Senior Private Secretary was provided with the following material on 10 November:

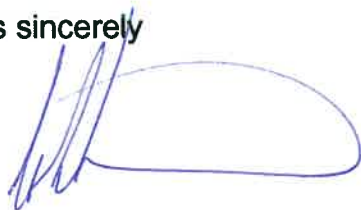
5. *The OIA for Ministers and Agencies*
6. *Dealing with OIA requests involving Ministers (also above)*
7. *The Official Information Act: Key points for Ministerial office staff*

Materials provided at the SSC Workshop in December can be found at the following address: <http://www.ssc.govt.nz/official-information-toolkit>. The Ombudsman website also has a range of useful information about responding to Official Information Act requests: <http://www.ombudsman.parliament.nz/>

In addition to this training, I have had extensive experience with the Official Information Act as a Member of Parliament since 2008.

You have the right, under section 28(3) of the Act, to seek an investigation and review of my response to your request by an Ombudsman. The contact address is: Office of the Ombudsman, PO Box 10152, Wellington 6143. Alternatively, you can email [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz).

Yours sincerely



Hon Clare Curran  
**Associate Minister of State Services (Open Government)**