

6 June 2017

Ben

fyi-request-5844-b9c2af23@requests.fyi.org.nz

Our ref: 62301

Dear Ben

**Official Information Act request – OIA process documentation**

I refer to your request under the Official Information Act 1982 (OIA) for documents relating to how the Ministry of Justice deals with OIA requests, which was lodged through [www.fyi.org.nz](http://www.fyi.org.nz) on 8 May 2017.

You have requested:

- *Copies of the current policy, procedure, manual or other process document that records the Ministry's process or processes for handling and deciding requests under the OIA; and*
- *Any diagram or flowchart of the Ministry's process or processes (if any have been created);*
- *Copies of any template response letters that form part of the Ministry's process or processes (if any have been created).*

The Ministry does not have a single process or policy document that sets out its approach to OIA requests, but does provide a range of guidance and process information on its intranet. The Ministry's Office of Treaty Settlements has developed additional guidance material, which supports the general guidance provided by the Ministry and reflects the Office of Treaty Settlements' specific functions and requirements.

The documents that come within the scope of your request are listed in the attached table, together with the grounds on which any information has been withheld. Copies of the document are attached. The Ministry also has an interactive training module, which you may view at our head office in Wellington. Please email our Team Leader Media and External Relations, Antony Paltridge, if you would like to arrange a time to do that ([antony.paltridge@justice.govt.nz](mailto:antony.paltridge@justice.govt.nz)).


Individual teams, business units and groups may also create their own supplementary guides or processes to enable them to comply with statutory requirements and Ministry processes. I have not identified or included these as they supplement, rather than replace, the material you have requested.

Where I am withholding information under section 9(2) of the Act, I am satisfied that there are no public interest considerations that render it desirable to make the information available.

You have the right to complain to the Ombudsman under section 28(3) of the Official Information Act if you are not satisfied with my response to your request. The Ombudsman may be contacted by emailing [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz).

I trust this addresses the matters you have raised.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Suzanne Stew', with a long horizontal flourish extending to the right.

Suzanne Stew  
**Deputy Secretary, Corporate**

## Documents

Document number and description	Comments
1. Tracking sheet for OIA requests	Released in full.
2. Tracking sheet for OIA requests from media and similar requesters	Released in full.
3. Official Information Act (OIA) Requests <i>Ministry of Justice intranet page</i>	Some information has been withheld under section 9(2)(f)(iv) to maintain the constitutional conventions for the time being that protect the confidentiality of advice tendered by officials.
3.1. Official Information Act 1982 – Process Guide	Released in full.
3.2. Clarifying the scope and information included in a response <i>Flowchart</i>	Released in full. <i>Note that the words in blue underlined text are not hyperlinks.</i>
3.3. Official Information Act 1982 frequently asked questions and handy hints	Released in full. <i>Note that the references to 'links' in the document are not active.</i>
3.4. Extension letter <i>Template</i>	Released in full.
3.5. Transfer letters <i>Template</i>	Released in full.
3.6. Response letter – withholding some information requested <i>Template</i>	Released in full.
3.7. Response letter – withholding all information requested <i>Template</i>	Released in full.
3.8. Legal Professional Privilege <i>Ministry of Justice intranet page</i>	Some information has been withheld under section 9(2)(f)(iv) to maintain the constitutional conventions for the time being that protect the confidentiality of advice tendered by officials.
3.9. Checklist for advisers consulting with third parties when considering requests for information that relates to or may affect those parties	Released in full.
3.10. How to redact information in a document <i>This guide is a working draft and is currently being updated</i>	Some information has been withheld under section 9(2)(f)(iv) to maintain the constitutional conventions for the time being that protect the confidentiality of advice tendered by officials.

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3.11. Interactive online OIA training module	You may view this training module at our head office in Wellington. Please email <a href="mailto:antony.paltridge@justice.govt.nz">antony.paltridge@justice.govt.nz</a> if you would like to arrange a time to do that.
4. Office of the Ombudsman <i>Ministry of Justice intranet page</i>	Some information has been withheld under section 9(2)(f)(iv) to maintain the constitutional conventions for the time being that protect the confidentiality of advice tendered by officials.
5. Guidelines from Minister Finlayson's office for the Office of Treaty Settlements <i>13 November 2015</i>	Information that is outside the scope of your request has been withheld.
6. OTS 20 day timeline for dealing with Official Information Act requests <i>Office of Treaty Settlements</i>	Released in full.
7. OIA redaction software quick guide <i>Office of Treaty Settlements</i>	Released in full.
8. Guide to OIA redaction <i>Office of Treaty Settlements</i>	Some information has been withheld under: <ul style="list-style-type: none"> <li>• section 9(2)(a) to protect the privacy of natural persons</li> <li>• section 9(2)(f)(iv) to maintain the constitutional conventions for the time being that protect the confidentiality of advice tendered by officials.</li> </ul>
9. Table of documents released under Official Information Act 1982 <i>Template</i>	Released in full.