


OFFICIAL INFORMATION ACT DECISION – MEMO AND APPROVAL DOCUMENT

	DOIA ref no.	
	Prepared by	
	Due to MSOC	Click here to enter a date.

SUMMARY

<p>Purpose</p> <p>This memorandum has been prepared to inform you of the recommended response to an Official Information Act request. It provides background information and context for you to approve the response.</p>
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<p>Actions required</p> <p>Agree to the recommended response to the requester.</p> <p>Agree the information and/or documents to be released.</p> <p>Agree with the recommendation on whether the OIA response should be published on the LINZ website</p> <p>Sign this memo and attached response letter.</p>
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Request details	
Date received	Click here to enter a date.
Requester	Name and organisation (if any)
Information requested	Quote exact text of request
Date clarified/extended	Click here to enter a date.

Decision recommendation			
Release in full (no redactions)	<input type="checkbox"/>	Charge	<input type="checkbox"/>
Release in part (some redactions)	<input type="checkbox"/>	Refuse request	<input type="checkbox"/>
Other (details provided in analysis)	<input type="checkbox"/>	Publish the OIA Response	<input type="checkbox"/>

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ANALYSIS

Scope

Explain how you have interpreted the request and any information that you have considered but determined to be out of scope.

Detail what areas have been canvassed to find the information.

Detail any clarification that you have received from the requester.

The [OIA planning checklist](#) can help you plan your response.

Information released and context

Provide an overview of the information being released and what it shows. Use the [OIA document table template](#) when considering multiple documents.

Risks

Departmental risks

If no risks are identified, say N/A.

Otherwise, identify and outline departmental risks associated in releasing the material, such as:

- Reputational risk
- Financial or commercial risk
- Privacy risk
- Risk of complaint to the Ombudsman

Explain how these will be mitigated, for example:

- Withhold or refuse information
- Provide information in the form of a summary
- Provide additional contextual information in the cover letter
- Press release or media statement

Media or political risks *Talk to MSOC about consulting Strategic Communications*

If no risks are identified, say N/A.

Otherwise, identify and outline any specific media or political risks associated in releasing the material, such as:

- What is the receiver of this information likely to do with this information
- Who may be affected by the release of this information

Explain how these risks will be mitigated, for example:

- Reactive talking points prepared for Chief Executive/Minister
- Withhold or refuse information

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- Provide additional contextual information in the cover letter
- Press release or media statement

I consulted with [name], Strategic Communications on these risks

Proposed redactions *Talk to MSOC about whether you need to consult Legal Services*

Explain the proposed redactions and relevant withholding grounds. If no redactions are proposed, explain why. Advise who you have consulted with on the redactions.

If legal privilege - s(9)(h) is being relied on has a privileged communication between a lawyer and a client been clearly identified. Legal Services **MUST** be consulted if legal privilege - s(9)(h) is being relied on.

If withholding information under section 9, you must consider whether the reason for withholding is outweighed by the public interest. Ensure that you provide a statement confirming that you have considered public interest before applying a section 9 withholding ground. If there are a large number of documents please table this information and include it as an attachment.

I consulted with [name], MSOC/Legal Services on the proposed redactions.

Consultation - E-mails containing consultation **must** be uploaded to the respective Objective folder

MSOC	<input type="checkbox"/>	Legal Services	<input type="checkbox"/>
Strategic Communications	<input type="checkbox"/>	Other business groups	<input type="checkbox"/>
Minister – (done through MSOC)	<input type="checkbox"/>	External	<input type="checkbox"/>

Additional information

Provide any additional information that may be relevant to the decision maker. This could be:

- Information about the requester and their interest in the subject
- If previous requests have been made in the past or information released through parliamentary questions
- If an extension has been made

Publishing the OIA response on the Toitū Te Whenua website - For guidance on what you need to consider for publishing an OIA is available at <https://linzone/id:A3910369> and <https://linzone/id:A3857690>

Toitū Te Whenua is required to publish OIA responses on our website, as per the expectations set out by Te Kawa Mataaho.

ALL OIA responses should be published unless there is a good reason why they should not be. This is

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to increase our transparency and accountability.

There may be reasons not to publish an OIA for example where a response involves

- A property transaction where publishing the response would release personal information of the requester.

I recommend that - (Please delete one of the two options below that is not applicable)

- The OIA response should be published.
- The OIA response should NOT be published because XXXXX .

Where the OIA response is to be published confirm:

- That the response letter advises the requester that Toitū Te Whenua intends to publish the response to their OIA request (with their personal details withheld) and the date this is likely to be published (if possible).
- A copy of the webform <https://linzone/id:A4662672> has been completed to provide the delegated decision maker the opportunity to ensure they're comfortable with what content will be on the Toitū Te Whenua website to accompany the material being published.

Attachments

List all attachments to the memo e.g. response letter, documents for release, Webform, etc.

APPROVAL

Quality assurance *To be completed by the author/peer reviewer*

All relevant information has been collated and considered in the response	<input type="checkbox"/>
Memo has sufficient detail for the approver to make an informed decision	<input type="checkbox"/>
The cover letter adequately addresses the queries and provides context as appropriate	<input type="checkbox"/>
Media, political and reputational risks have been identified and mitigated ¹	<input type="checkbox"/>
Appropriate consultation has been undertaken	<input type="checkbox"/>
Legal Services HAS been consulted if legal privilege - s(9)(h) is being relied on.	<input type="checkbox"/>
The decision complies with the requirements of the Official Information Act 1982 and LINZ OIA standards .	<input type="checkbox"/>
The letter is error free and written in plain English	<input type="checkbox"/>
Documents are securely redacted (if relevant)	<input checked="" type="checkbox"/>
I agree with the recommendation that the OIA response should be published/not published	<input type="checkbox"/>
Webform has been completed if the OIA response is to be published on the Toitū Te	<input type="checkbox"/>

¹ Must be in consultation with Legal Services.

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Whenua website		
I confirm that the requirements of the checklist above have been complied with.		
_____	_____	_____
Name of author	Signature	Date
_____	_____	_____
Name of peer reviewer ²	Signature	Date
_____	_____	_____
Name of manager	Signature	Date

Approval by delegated decision maker ³		
I approve the dispatch of this response to the requester	YES	NO
I have sighted evidence that Legal Services has been consulted where legal privilege - s(9)(h) is being relied on.	YES	N/A
<p>I agree that - (please delete one of the two options below that is not applicable)</p> <ul style="list-style-type: none"> The OIA response should be published. The OIA response should NOT be published. <p>The OIA response should be published on the LINZ website as recommended in the "Publishing the OIA response on the Toitū Te Whenua website" section above.</p>	YES	NO
_____	_____	_____
Title	Name	Date

² Peer reviewer should have an understanding of the content and have completed OIA training.

³ Decision makers are those who have decision making approval delegated by the Chief Executive. The full list of powers and functions, and approved delegated employees, can be found [here](#).