



14 May 2026

Ref: OIA-2025/26-0599

Tēnā koe

Official Information Act request relating to guidance, training and advice on handling OIA requests in ministerial offices

Thank you for your Official Information Act 1982 (OIA) request, which was received by the Department of the Prime Minister and Cabinet (DPMC) on 19 March 2026. You requested:

“Under the Official Information Act 1982, I request copies of any guidance, training material, presentations, workshop material, aide-mémoires, manuals, templates, talking points, checklists, correspondence, or advice held by the Department of the Prime Minister and Cabinet relating to how Ministers or ministerial offices should handle, manage, process, draft, respond to, or otherwise deal with requests made under the Official Information Act 1982. Please include, but do not limit the search to:

- 1. any written guidance, manuals, or template material provided to Ministers, ministerial staff, or ministerial offices on responding to OIA requests*
- 2. any presentations, slide decks, induction material, training notes, workshop material, or briefing material concerning OIA handling by Ministers or ministerial offices*
- 3. any advice about avoiding the creation of records, the use of verbal rather than written communications, the use of private messaging platforms, or any similar practices in relation to official information requests*
- 4. any advice, guidance, or discussion about how politically sensitive OIA requests should be managed*
- 5. any correspondence between DPMC and ministerial offices concerning training, workshops, or briefings on OIA processes*
- 6. any records showing where such guidance or training was provided, by whom, and to which offices or categories of staff.*

For the avoidance of doubt, I request material created, used, sent, or held between 1 January 2020 and 31 March 2026.”

On 17 April 2026, the time frame for responding to your request was extended under section 15A of the Act by 21 working days because consultations were needed before a decision could be made on the request. Following this extension, I am now in a position to respond.

I have interpreted your request to be for information held by DPMC only from 1 January 2020 to 19 March 2026 (the date your request was received). I have also interpreted your request to be for general advice, rather than for advice that DPMC may have given to Ministers' offices about specific OIA requests.

DPMC is committed to transparency and accountability and takes its obligations under the OIA seriously. We work with the Prime Minister's Office (PMO) to ensure OIA standards and protocols are maintained in respect to the OIA, and that they are consistent with the guidance provided by the Ombudsman and the Cabinet Manual. DPMC provides administrative support to PMO. However, Ministers are responsible for providing responses to the OIA requests they receive.

The Cabinet Office provides briefing seminars to departments, Ministers' offices, and other interested parties on the Cabinet decision-making process. These are informative briefings on the role of the Cabinet Office, Executive Council, and Cabinet and Cabinet Committee processes. Whilst the material used in these briefings includes reference to the handling and release of Cabinet material under the OIA, the Cabinet Office does not provide specific training on the OIA to Ministers or their offices.

Ministers receive a briefing on the OIA from the Ombudsman as part of their induction which is facilitated by the Cabinet Office. The parts of the briefing seminar material relevant to your request are attached to this response (see item nine of the release document). In addition, [Chapter 8](#) of the Cabinet Manual includes guidance for Ministers on their obligations under the OIA.

The process used by PMO for responding to OIA requests is managed by a PMO staff member who has considerable experience with the OIA process. Other PMO staff have been advised, verbally, to refer OIA requests to the specific staff member who manages the OIA process.

Information being released

I have decided to release the documents listed below, subject to information being withheld as noted. Some information is being withheld under section 9(2)(a) of the OIA, to protect the privacy of individuals. Some information is considered out of scope of your request and has been marked accordingly. Some duplication of two emails sent to multiple Senior Private Secretaries is also marked.

Item	Date(s)	Document description	Decision
1	13 March 2025	Email sent by a staff member from the Cabinet Office to Hon Scott Simpson's Senior Private Secretary, and ministerial induction briefings for Hon Scott Simpson	Some information withheld under section 9(2)(a).
2	12 February and 28 January 2025	Emails sent by a staff member from the Cabinet Office to Hon James Meager's Senior Private Secretary, contact list for Hon James Meager's ministerial induction, and ministerial induction briefings for Hon James Meager	Some information withheld under section 9(2)(a).
3	13-14 December and 7 December 2023	Emails between Hon Melissa Lee's Senior Private Secretary and a staff member from the Cabinet Office, and an email sent to multiple Senior Private Secretaries from a staff member from the Cabinet Office	Some information withheld under section 9(2)(a).
4	14 December 2023	Emails between Hon Todd McClay's Senior Private Secretary and a staff member from the Cabinet Office	Some information withheld under section 9(2)(a). Some duplicate information.
5	20 December 2023	Emails between Hon Paul Goldsmith's Acting Senior Private Secretary and a staff member from the Cabinet Office, and an email sent to multiple Senior Private Secretaries from a staff member from the Cabinet Office	Some information withheld under section 9(2)(a). Some duplicate information.
6	20 December 2023	Emails between Hon Simeon Brown's Senior Private Secretary and a staff member from the Cabinet Office	Some information withheld under section 9(2)(a). Some duplicate

Item	Date(s)	Document description	Decision
			information.
7	20 December 2023	Emails between Hon Nicola Grigg's Acting Senior Private Secretary and a staff member from the Cabinet Office	Some information withheld under section 9(2)(a). Some duplicate information.
8	21 December 2023	Induction programme key points from the Ombudsman	Release in full.
9	N/A	Material provided by Cabinet Office as part of its ministerial induction briefings	Release in full.
10	N/A	Template for a briefing for a draft reply to a PMO OIA request	Some information withheld under section 9(2)(a).
11	N/A	Template for a briefing for a draft transfer or extension of a PMO OIA request	Some information withheld under section 9(2)(a).
12	N/A	Template for a response to an OIA request received by PMO	Release in full.
13	N/A	Template for an extension of an OIA request received by PMO	Release in full.
14	N/A	Template for a transfer of an OIA request received by PMO to a government agency (includes the transfer letter to be sent to the requester)	Release in full.
15	N/A	Template for a transfer of an OIA request received by PMO to a Minister of the Crown (includes the transfer letter to be sent to the requester)	Release in full.

I have decided to release only the templates DPMC uses for OIA requests received by the Ministers it is responsible to as of 19 March 2026 (being Rt Hon Christopher Luxon as Prime Minister and the Minister for National Security and Intelligence). The templates DPMC used for OIA requests received by Ministers to which it was previously responsible were automatically generated by DPMC's OIA workflow system. The content of those templates is substantially the same as the content of the templates that have been released to you (see items 10 to 15 of the release document).

Part three

I have interpreted part three of your request as being for advice about avoiding compliance with the OIA and the Public Records Act. DPMC has not provided any such advice, and I am therefore refusing that part of your request under section 18(g) of the OIA because the requested information is not held.

However, the Cabinet Office has given advice about the following paragraphs of the Cabinet Manual (paragraphs 2.86 and 2.87):

As far as possible, Ministers should not use their personal email account or phone number to conduct ministerial business. Where the use of a personal account or phone number for ministerial business is unavoidable (for example, when Ministers are travelling and/or have issues accessing their ministerial account) it is important that:

- a. information is protected from unauthorised access, use, and disclosure and that classified and personal information is handled appropriately;*
- b. the Minister's office and officials have ready access to relevant information;*

- c. timely responses can be made to requests for access to that information, for example, under the Official Information Act 1982 and the Privacy Act 2020; and
- d. accurate records can be preserved of ministerial decision-making in line with the Public Records Act 2005 (see also paragraph 8.104).

Where a personal email account or phone number is used, steps should be taken to ensure those communications are captured for the official record.

Part five

In searching for material in scope of your request, we identified some emails that are in scope of part five of your request. These emails are included in the documents released to you, as listed in the table above.

However, taking into account the amount of information that would need to be assessed for relevance and the resources available to undertake that work, I believe to respond to the remainder of part five of your request would involve substantial collation and research. Accordingly, I am refusing the remainder of part five of your request under section 18(f) of the OIA, that the information requested cannot be made available without substantial collation or research.

In reaching this decision, I first considered the factors contained in sections 18A(1) and 18B of the Act. However, I did not consider that taking any of these steps of charging you for the information, extending the time limits or consulting further with you, would allow the request to be answered.

In making my decision, I have considered the public interest considerations in section 9(1) of the OIA. No public interest has been identified that would be sufficient to outweigh the reasons for withholding that information.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the OIA.

This response will be published on the DPMC website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Nāku noa, nā



Alan Cassidy
Deputy Chief Executive, Corporate and Chief People Officer

From: [Rachel Clarke \[DPMC\]](#)
To: s9(2)(a)
Cc: [Diana Hawker \[DPMC\]](#)
Subject: Ministerial Induction meetings
Date: Thursday, 13 March 2025 12:17:00 pm
Attachments: [Available Ministerial Induction Sessions - Simpson\(341817.1\).docx](#)
[image001.jpg](#)

IN-CONFIDENCE UNCLASSIFIED

Hi s9(2)(a)

Your Minister received the attached form in his induction pack. Now he's had a couple of weeks to get his feet under the desk, I thought I'd chase up on whether he would like any induction sessions.

I expect he has already met with a few, such as DIA Ministerial Services and the Cabinet Office. As he has already been a Minister, these sessions may not be necessary, but the offer is there. If Mr Simpson would like to meet with any others, please let me know and I'll provide you with their contact details to arrange suitable meeting times.

Rachel

Rachel Clarke
Senior Advisor
Cabinet Office, Te tari o te Kōmiti Matua
Executive Wing Parliament Buildings
Wellington 6011, New Zealand

s9(2)(a)

Email: rachel.clarke@dpmc.govt.nz

Proactively Released

Ministerial Induction Briefings – Hon Scott Simpson

Department/Group	Briefing topic	Would like briefing Y / N
Out of scope		
Office of the Ombudsman	The Official Information Act and its impact on your role as a Minister.	
Out of scope		

Please return to: Rachel Clarke, Cabinet Office

Rachel.Clarke@dpmc.govt.nz

From: [Rachel Clarke \[DPMC\]](#)
To: s9(2)(a)
Cc: [Diana Hawker \[DPMC\]](#)
Subject: Contact list for Ministerial Induction for Hon Meager
Date: Wednesday, 12 February 2025 9:45:00 am
Attachments: [Contact list for Ministerial Induction - Meager\(340882.1\).docx](#)
[image001.jpg](#)

~~IN CONFIDENCE~~ UNCLASSIFIED

Hi s9(2)(a)

Apologies for the delay in getting this back to you.

I have attached the contact list for all sessions that Mr Meager stated in interest in receiving, except for DIA Ministerial services. I understand from DIA that they have already met with Mr Meager.

I'll leave to you to contact everyone to set up suitable meeting times. I suggest all wing up to 30 minutes for each meeting, dependent of course on Mr Meager's availability.

I'd appreciate if you could just let me know once all sessions are complete for our records, and of course give me a yell if you hit any issues.

Rachel

Rachel Clarke
Senior Advisor
Cabinet Office, Te tari o te Kōmiti Matua
Executive Wing Parliament Buildings
Wellington 6011, New Zealand

s9(2)(a)

Email: rachel.clarke@dpmc.govt.nz

Proactively Released

Contact list for Ministerial Induction – Hon James Meager

Department/Group	Briefing topic	Presenter(s) and Contact person
<p>Out of scope</p>		
<p>Office of the Ombudsman</p>	<p>The Official Information Act and its impact on your role as a Minister.</p>	<p>Peter Boshier (John Allen after 31 March) Karen.Carter@ombudsman.parliament.nz s9(2)(a) [REDACTED]</p>

Out of scope

Proactively Released

From: [Rachel Clarke \[DPMC\]](#)
To: s9(2)(a)
Cc: [Rachel Hayward \[DPMC\]](#)
Subject: Hon Meager - Induction training
Date: Tuesday, 28 January 2025 5:23:00 pm
Attachments: [Available Ministerial Induction Sessions - Meager\(340883.1\).docx](#)
[image001.jpg](#)

IN-CONFIDENCE UNCLASSIFIED

Hi s9(2)(a)

The Secretary of the Cabinet, Rachel Hayward, is meeting with Mr Meager tomorrow. Among other things, she will give him his Ministerial warrants and his induction pack.

The induction pack contains the attached document which outlines the introductory sessions we can arrange for him as he wishes. I'd appreciate if you could ensure he completes the form and send it back to me. Once we receive his preferred sessions, I can provide you with the contact numbers to organise meeting times with relevant officials.

Thanks

Rachel

Rachel Clarke
Senior Advisor
Cabinet Office, Te tari o te Kōmiti Matua
Executive Wing Parliament Buildings
Wellington 6011, New Zealand

s9(2)(a)

Email: rachel.clarke@dpmc.govt.nz

Proactively Released

Ministerial Induction Briefings – Hon James Meager

Department/Group	Briefing topic	Would like briefing Y / N
Out of scope		
Office of the Ombudsman	The Official Information Act and its impact on your role as a Minister.	
Out of scope		

From: [Rachel Clarke \[DPMC\]](#)
To: s9(2)(a)
Subject: RE: Ministerial Induction session with the Ombudsman
Date: Thursday, 14 December 2023 10:01:00 am
Attachments: [image001.jpg](#)
[image002.png](#)

Hi s9(2)(a)

Thanks for confirming Minister's attendance. Unfortunately, we won't have room for advisors in this session but DIA should be organising a session for them at some stage.

Rachel

From: s9(2)(a)
Sent: Wednesday, 13 December 2023 3:49 pm
To: Rachel Clarke [DPMC]
Subject: RE: Ministerial Induction session with the Ombudsman

Hi Rachel

Minister Lee confirms that she will come along to this session.

She also asked if her advisor could come along as well?

Let me know.

Cheers s9(2)(a)

s9(2)(a)

Senior Private Secretary | Office of Hon Melissa Lee
Minister for Economic Development | Minister for Ethnic Communities | Minister for Media and Communications
Associate Minister for ACC

s9(2)(a)

Email: s9(2)(a) Website: www.Beehive.govt.nz
Private bag 18041, Parliament Buildings, Wellington 6160, New Zealand

From: Rachel Clarke [DPMC] <Rachel.Clarke@dpmc.govt.nz>

Sent: Thursday, 7 December 2023 2:47 PM

To: s9(2)(a)

[Redacted content]

Cc: s9(2)(a) Rachel Hayward

<Rachel.hayward@dpmc.govt.nz>

Subject: Ministerial Induction session with the Ombudsman

IN CONFIDENCE UNCLASSIFIED

Hi everyone

The Prime Minister's Office has agreed to an additional Ministerial induction session with the Ombudsman, to be held on

Thursday 21st December at 9.30-10.30am in the Cabinet committee room (8.5). Chiefs of staff are also invited to attend.

The Ombudsman will be covering Ministers' obligations under the Official Information Act. Ministers are expected to attend if possible.

Thanks

Rachel

Rachel Clarke
Senior Advisor
Cabinet Office, Te Tari o te Kōmiti Matua
Executive Wing Parliament Buildings
Wellington 6011, New Zealand

DDI: s9(2)(a)

Email: rachel.clarke@dpmc.govt.nz

From: [Rachel Clarke \[DPMC\]](#)
To: s9(2)(a)
Subject: RE: Ministerial Induction session with the Ombudsman
Date: Thursday, 14 December 2023 2:00:57 pm
Attachments: [image001.jpg](#)
[image002.png](#)

Thx s9(2)(a)

From: s9(2)(a)
Sent: Thursday, 14 December 2023 1:50 pm
To: Rachel Clarke [DPMC]
Subject: RE: Ministerial Induction session with the Ombudsman

Hi there

Minister McClay will be overseas, so he is unable to attend. Please note his apologies.

Thanks

s9(2)(a)

s9(2)(a) | Senior Private Secretary
Office of Hon Todd McClay

s9(2)(a)

E: s9(2)(a)

M: Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand

Authorised by Hon Todd McClay, Wellington

Duplicate



From: Rachel Clarke [DPMC]
To: s9(2)(a)
Cc:
Subject: RE: Ministerial Induction session with the Ombudsman
Date: Wednesday, 20 December 2023 4:07:00 pm
Attachments: [image001.jpg](#)
[image002.png](#)

That's fine, thanks s9(2)(a) . It will be a bit of a moving feast with the House still going!

From: s9(2)(a)
Sent: Wednesday, 20 December 2023 4:06 pm
To: Rachel Clarke [DPMC]
Cc: s9(2)(a)
Subject: RE: Ministerial Induction session with the Ombudsman

Kia ora Rachel

It has just come to our attention that Minister Goldsmith has urgency house roster from 10.00 – 11.00am tomorrow.

He will therefore need to leave this session early.

Our apologies for any inconvenience/disruption this may cause.

Nga Mihi

s9(2)(a)
Acting Senior Private Secretary | Office of Hon Paul Goldsmith
Minister for Arts Culture and Heritage | Minister of Justice
Minister for State Owned Enterprises | Minister for Treaty of Waitangi Negotiations
DDI: s9(2)(a)
Email: s9(2)(a) | www.beehive.govt.nz
Private Bag 16047, Parliament Buildings, Wellington 6160, New Zealand

Authorised by Hon Paul Goldsmith, Parliament Buildings, Wellington

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Please note information about meetings related to the Ministers' portfolios will be proactively released (this does not include personal or constituency matters). For each meeting in scope, the summary would list: date, time (start and finish), brief description, location, who the meeting was with, and the portfolio. If you attended a meeting with the Minister on behalf of an organisation, the name of the organisation will be released. If you are a senior staff member at an organisation, or meet with the Minister in your personal capacity, your name may also be released. The location of the meeting will be released, unless it is a private residence. The proactive release will be consistent with the provisions in the Official Information Act, including privacy considerations. Under the Privacy Act 1993 you have the right to ask for a copy of any personal information we hold about you and to ask it to be corrected if you think it is wrong. If you'd like to ask for a copy of your information, or to have it corrected, or are concerned about the release of your information in the meeting disclosure, please contact the sender. You can read more about the proactive release policy at <https://www.dia.govt.nz/Proactive-Releases#MS>

From: Rachel Clarke [DPMC] <Rachel.Clarke@dpmc.govt.nz>

Sent: Wednesday, 20 December 2023 9:16 AM

To: s9(2)(a)

[Redacted content]

Cameron Burrows

Cameron.Burrows@parliament.govt.nz

Cc: Lucy Bennett <Lucy.Bennett@ombudsman.parliament.nz>; Rachel Hayward <Rachel.hayward@dpmc.govt.nz>

Subject: FW: Ministerial Induction session with the Ombudsman

Hi everyone

Just a reminder that the Ombudsman is running an introductory session on the OIA for Ministers and Chiefs of Staff in the Cabinet committee room (8.5) tomorrow morning 9.30-10.30am.

It is important that Ministers are aware of their obligations under the OIA, so it would be great to have as many as possible attend. Attendance by Zoom is available for Ministers that are unable to attend in person – let me know if this is required and I will send an invite.

Rachel

Rachel Clarke
Senior Advisor
Cabinet Office, Te Tari o te Kōmiti Matua
Executive Wing Parliament Buildings
Wellington 6011, New Zealand

s9(2)(a)

Duplicate

Proactively Released

From: Rachel Clarke [DPMC]
Sent: Wednesday, 20 December 2023 10:51 am
To: s9(2)(a)
Subject: RE: Ministerial Induction session with the Ombudsman

Hi s9(2)(a)

Thanks for the update. I'll let the Ombudsman know and we can arrange a follow up session in the New Year.

Rachel

From: s9(2)(a)
Sent: Wednesday, 20 December 2023 10:36 am
To: Rachel Clarke [DPMC]
Subject: RE: Ministerial Induction session with the Ombudsman

Thanks Rachel. Unfortunately, Hon Simeon Brown has leave and will be in Auckland for a series of portfolio related meetings. Hopefully the office of the Ombudsman can reach out for a one on one session with Hon Simeon Brown.

Kind regards
s9(2)(a)



s9(2)(a)
Senior Private Secretary | Office of Hon Simeon Brown
Minister of Transport, Minister of Local Government, Minister for Energy, Minister for Auckland

DDI: s9(2)(a)
Email: s9(2)(a) Website: www.Beehive.govt.nz
Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand

Disclaimer: The information in this email (including attachments) is confidential and may be legally privileged. If an addressee

Please note information about meetings related to the Ministers' portfolios will be proactively released (this does not include the organisation will be released. If you are a senior staff member at an organisation, or meet with the Minister in your personal capacity you have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you wish. For more information see <https://www.dia.govt.nz/Proactive-Releases#MS>

Duplicate

Proactively Released

From: [Rachel Clarke \[DPMC\]](#)
To: s9(2)(a)
Cc: [Rachel Hayward \[DPMC\]](#)
Subject: RE: Ministerial Induction session with the Ombudsman
Date: Wednesday, 20 December 2023 10:04:00 am
Attachments: [image002.jpg](#)
[image004.png](#)
[image001.jpg](#)

Thanks s9(2)(a).

We can definitely organise something for her once she returns next year. Best of luck to her with the new arrival!

Rachel

From: s9(2)(a)

Sent: Wednesday, 20 December 2023 10:02 am

To: Rachel Clarke [DPMC]

Subject: RE: Ministerial Induction session with the Ombudsman

Hi Rachel – Hon Grigg is now on parental leave till 30 April. She won't be able to attend or zoom in for this induction session. Any chance that she can revisit this after she returns in May?

s9(2)(a)

Acting Senior Private Secretary | Office of Hon Nicola Grigg

Minister of State for Trade

Minister for Women

Associate Minister of Agriculture (Horticulture)


s9(2)(a)

Email: s9(2)(a) | Website: www.Beehive.govt.nz

Private Bag 18041, Parliament Buildings, Wellington 6160, New Zealand

Authorised by Hon Nicola Grigg, Parliament Buildings, Wellington

Duplicate



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Induction programme key points– Ombudsman, 21/12/23

Present: Hon Simon Watts, Hon Andrew Hoggard, Hon Nicola Willis, Hon Karen Chhour, Hon Nicole McKee, Hon Melissa Lee, Hon Andrew Bayly, Hon Simon Court, Hon Matt Doocey, Hon Chris Penk, Hon Casey Costello, Hon Mark Patterson, Hon David Seymour, Hon Paul Goldsmith, Hon Brooke van Velden, Hon Louise Upston, Hon Tama Potaka (last part), Cameron Burrows

The Ombudsman:

- is an officer of Parliament, appointed by Parliament, and as is politically neutral
- only has ‘teeth’ through the Ombudsman Act. Otherwise they can only issue opinions and recommendations, but can escalate by going public on issues if necessary. The OIA is higher up the scale.
- Can’t investigate Ministerial decisions, or advice given to Ministers.

Free and Frank:

- Necessary to allow the testing of ideas, generation of advice, and elimination of options
- Should be protected to allow Ministers and officials to have open conversations.

Official information is more likely to need to be released the closer it is to being finalised (i.e. ‘along the policy continuum’), and becoming government policy.

Ministers:

- should aim to always have a note taker, when speaking or meeting in their Ministerial capacity. Ideally even when on the phone.
- Need an organised office which can keep track of the flow of official information
- Can’t interfere in OIAs (or other official information) that is sent to them as an FYI (such as being notified about the response to an agency OIA). That is political interference. Minister’s office staff also can’t interfere

Official information produced by Ministers is only OIA’able if produced when the Minister was acting in that role, not as an MP.

Reform of the OIA? (points by Ombudsman and Ministers)

- Concern about how the OIA is used (in order to disrupt, make a point, be deliberately annoying or petty) or generally not due to a genuine need for information
- There has been a significant increase in the volume of official information since 1983, and it would be worth redrawing the boundary of what official information is
- It should include a ‘good faith’ protection for the proactive release of information.

The losing remarks were that Ministers shouldn’t be afraid of releasing information, as trying not to, or interfering with the release of information, is when things tend to get problematic.

Handling and Releasing Cabinet Material

- All cabinet papers are classified and must be kept secure.
- All Cabinet material is subject to the Official Information Act 1982. The Leader of the Opposition must be consulted on the release of any Cabinet material created during their administrations.
- All Cabinet material (except appointment papers) should be proactively released and published online within 30 business days of final decisions being taken by Cabinet.



The above is taken from slide presentations given to private secretaries and agencies

The below is from SPS and Private secretary Guides:

Releasing Cabinet material

There are two ways that Cabinet papers can be publicly released: Proactive Release and under the Official Information Act 1982 (OIA).

Proactive release of Cabinet Papers

All Cabinet and Cabinet committee papers and minutes must be proactively released and published online within 30 business days of final decisions being taken by Cabinet, unless there is good reason not to publish all or part of the material, or to delay the release beyond 30 business days. Only Appointment papers and minutes are explicitly excluded from this requirement. All Cabinet papers must include a section on whether a paper will be proactively released.

More information on the proactive release policy on the DPMC website.

Official Information Act 1982

All Cabinet material is subject to the OIA. Departments should consult their Ministers on the release of Cabinet material.

Significant OIA responses should be coordinated through the Prime Minister's office.

There may be reasons to withhold information, and this should be assessed on a case-by-case basis.

Releasing Cabinet material from a previous administration

Cabinet material from a previous administration of the current government may be approved for release by the current Minister.

Cabinet material from a previous administration that is currently in Opposition, must be reviewed by the Leader of the Opposition's office before release.

The Cabinet Office co-ordinates consultation with the Leader of the Opposition. Private secretaries should email a copy of the request and the Cabinet material intended for release, showing any planned redactions, and noting any timeframes to CabinetOffice@dpmc.govt.nz.

The below is taken from Ministers induction guidance

The Official Information Act

You, your office, and your agency will receive requests for information under the OIA. Requests must be dealt with carefully, conscientiously, and in accordance with the law. As a Minister, you are personally responsible for complying with the duties imposed on you by the OIA. Working with Ministerial Services, you should ensure that staff in your office are familiar with the OIA and have access to appropriate guidance.

The OIA is a key accountability mechanism. It contains clear timeframes within which decisions on requests must be made. Your agency may consult you on its responses under the OIA. It is a good idea to discuss with your chief executive how consultation arrangements on OIA requests will be handled generally.

Cabinet Manual

Chapter 8 of the Cabinet Manual – Official Information and Public Records

[8. Official Information and Public Records | Department of the Prime Minister and Cabinet \(DPMC\)](#)



Briefing for Draft Reply to PMO OIA Request

To	<i>PMO Chief of Staff</i> <i>PMO Advisor</i>	Cameron Burrows s9(2)(a): PM's Office
From	<i>DPMC Ministerial Services Contact</i>	{{prop: Assignee}} {{prop: Assignee[display=jobTitle]}} {{prop: Assignee[display=phoneNumber]}}

PMO OIA number	{{prop:ExtReference}}	
OIA title	{{prop:Title}}	
Requestor	<i>Name</i>	{{Prop:SubmitterFullNam }}
	<i>Organisation / Business</i>	{{prop:SubmitterOrganisation}}
Due to requestor	{{prop:replyduedate}}	
Due to PMO	{{prop:ministersduedate}}	

Attachments:

- Request.
- Documents for release (including audit versions).
- Draft reply / transfer / extension letter (for signature).

Consulted with:

-
-

Comments on draft reply:

-
-

{{prop:ExtReferenc }} cleared for submission to PMO by:

ELT Member

{{prop: Manager}}
 {{prop: Manager[display=jobTitle]}}
 {{prop: Manager[display=Team]}}

...../...../.....



Briefing for Draft Transfer / Extension of PMO OIA Request

To	<i>PMO Chief of Staff</i> <i>PMO Advisor</i>	Cameron Burrows <small>s9(2)(a): PM's Office</small>
From	<i>DPMC Ministerial Services Contact</i>	{{prop: Assignee}} {{prop: Assignee[display=jobTitle]}} {{prop: Assignee[display=phoneNumber]}}

PMO OIA number	{{prop:ExtReference}}	
OIA title	{{prop:Title}}	
Requestor	Name	{{Prop:SubmitterFullNam }}
	Organisation / Business	{{prop:SubmitterOrganisation}}
Due to requestor	{{prop:replyduedate}}	
Due to PMO	{{prop:ministersduedate}}	

Attachments:

- Request.
- Draft transfer / extension letter to requestor (for signature).
- Draft transfer letter to Minister / agency (for signature).

Consulted with:

-
-

Comments on draft transf r/ex ension:

-
-

{{prop:ExtReferenc }} cleared for submission to PMO by:

.....
Jenna Hansen
Manager, Accountability and Ministerial Services

...../...../.....

Office of Rt Hon Christopher Luxon

Prime Minister
Minister for National Security and Intelligence
Minister Responsible for Ministerial Services



[Date]

{{Prop:SubmitterFullAddress}}

Ref: {{prop:ExtReference}}

Dear {{prop:SubmitterFirstName}},

Official Information Act request: {{prop:Summary}}

Thank you for your Official Information Act 1982 (the Act) request, received on {{prop:ReceivedByDepartmentDate[display=]}}. You requested:

“{{prop:QuestionSummary}}.”

[Check: Was the request clarified/revised by requestor?]

[Check: Was any part of the request transferred?]

[Check: Was time limit extended?]

The time frame for responding to your request was extended under section 15A of the Act by 20 working days because it necessitated a search through a large quantity of information [OR] consultations to be undertaken [R] a search through a large quantity of information, and consultations to be undertaken before a decision could be made on the request. Following this extension, I am now in a position to respond.

Information being released

Please find enclosed the following documents:

Item	Date	Document description	Decision

I have decided to release [the relevant parts of] the documents listed above, subject to information being withheld under one or more of the following sections of the Act, as applicable

- [List of grounds to copy and paste](#)

Information publicly available

The following information is also covered by your request and is publicly available on the [DPMC, Beehive or other] website:

Item	Date	Document description	Website address

Accordingly, I have refused your request for the documents listed in the above table under section 18(d) of the Act – the information requested is or will soon be publicly available.

[Check: has relevant information been removed from published documents?

In addition, some relevant information has been removed from documents listed in the above table and should continue to be withheld under the Act, on the grounds described in the documents.]

Information to be withheld

There are additional documents covered by your request that I have decided to withhold in full under **[one or more of]** the following sections of the Act, as applicable:

- [List of grounds](#) to copy and paste

In making my decision, I have considered the public interest considerations in section 9(1) of the Act. No public interest has been identified that would be sufficient to outweigh the reasons for withholding that information.

[Check: delete if no information has been withheld under section 9]

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

Yours sincerely,

Cameron Burrows
Chief of Staff

Proactively Released

Office of Rt Hon Christopher Luxon

Prime Minister
Minister for National Security and Intelligence
Minister Responsible for Ministerial Services



[DATE]

{{Prop:SubmitterFullAddress}}

Ref: {{prop:ExtReference}}

Dear {{prop:SubmitterFirstName}},

Official Information Act request: {{prop:Summary}}

Thank you for your Official Information Act 1982 (the Act) request received on {{prop:ReceivedByDepartmentDate[display=|]}}. You requested:

“{{prop:QuestionSummary}}.”

Under section 15A of the Act, I have decided to extend the time limits for deciding on your request by an additional {{prop:ExtensionDays}} working days.

[Reason: **Consultation** (delete if not applicable)]

This extension is required because of the consultations needed to make a decision on your request. Despite the extension, a response will be sent to you as soon as possible.

[Reason: **Quantity of Information** (delete if not applicable)]

This extension is required because your request necessitates a search through a large quantity of information before a decision can be made on your request. Despite the extension, a response will be sent to you as soon as possible.

[Reason: **Consultation & Quantity of Information** (delete if not applicable)]

This extension is required because your request necessitates a search through a large quantity of information, and consultations are needed before a decision can be made on your request. Despite the extension, a response will be sent to you as soon as possible.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

Yours sincerely

Cameron Burrows
Chief of Staff

Office of Rt Hon Christopher Luxon

Prime Minister
Minister for National Security and Intelligence
Minister Responsible for Ministerial Services



[Date]

{{Prop:SubmitterFullAddress}}

Ref: {{prop:ExtReference}}

Dear {{prop:SubmitterFirstName}},

Official Information Act request: {{prop:Summary}}

Thank you for your request made under the Official Information Act 1982 (the Act), received by this office on {{prop:ReceivedByDepartmentDate[display=1]}}. You requested:

“{{prop:QuestionSummary}}.”

[Check: has the request been revised by the requestor?]

[Option 1 – No Information Held]

[Full]

This office does not hold the requested information, but I believe it is held by the {{prop:TransferDepartment}}. Accordingly, I have decided to transfer your request to the {{prop:TransferDepartment}} under section 14(b)(i) of the Act.

[Part]

This office does not hold the part of your request for information relating to **[summarise aspect to be transferred]**, but I believe it is held by the {{prop:TransferDepartment}}. Accordingly, I have decided to transfer this part of your request to the {{prop:TransferDepartment}} under section 14(b)(i) of the Act. The other parts of your request have not been transferred, and I will respond to these in due course.

[Option 2 – Closely Connected]

[Full]

I believe the requested information is more closely connected to the functions of the {{prop:TransferDepartment}}. Accordingly, I have decided to transfer your request to the {{prop:TransferDepartment}} under section 14(b)(ii) of the Act.

[Part]

I believe the part of your request for information relating to **[summarise aspect to be transferred]** is more closely connected to the functions of the {{prop:TransferDepartment}}. Accordingly, I have decided to transfer this part of your request to the {{prop:TransferDepartment}} under section 14(b)(ii) of the Act. The other parts of your request have not been transferred, and I will respond to these in due course.

The {{prop:TransferDepartment}} has the usual time limits under the Act from receipt of this transfer to make a decision on your request.

Yours sincerely,

Cameron Burrows
Chief of Staff

Proactively Released



[Date]

{{prop:TransferDepartment[display=ceFullName]}}
{{prop:TransferDepartment[display=ceTitle]}}
{{prop:TransferDepartment}}
{{prop:TransferDepartment[display=Address]}}

Ref: {{prop:ExtReference}}

Dear {{prop:TransferDepartment[display=ceSalutation]}},

Official Information Act request: {{prop:Summary}}

On {{prop:ReceivedByDepartmentDate [display=l]}}, I received the **attached** Official Information Act 1982 (the Act) request from {{prop:SubmitterFullName}}. The request was for:

“{{prop:QuestionSummary}}.”

[Check: has the request been revised by the requestor?]

[Option 1 – No Information Held]

[Full]

This office does not hold the requested information and I believe it is held by the {{prop:TransferDepartment}}. Accordingly I have decided to transfer the request to you, as the **Chief Executive** of the {{prop:TransferDepartment}} under section 14(b)(i) of the Act.

[Part]

This office does not hold the requested information relating to {{prop:Summary}} and believe it is held by the {{prop:TransferDepartment}}. Accordingly, I have decided to transfer this part of the request to you, as **Chief Executive** of {{prop:TransferDepartment}} under section 14(b)(i) of the Act. The other parts of the request have not been transferred to you.

[Option 2 – Closely Connected]

[Full]

I believe that the requested information is more closely connected with the functions of the {{prop:TransferDepartment}}. Accordingly, I have decided to transfer the request to you, as **Chief Executive** of {{prop:TransferDepartment}} under section 14(b)(ii) of the Act.

[Part]

I believe that the part of the request for information {{prop:Summary}} is more closely connected to the functions of the {{prop:TransferDepartment}}. Accordingly, I have decided to transfer this part of the request to you, as **Chief Executive** of {{prop:TransferDepartment}} under section 14(b)(ii) of the Act. The other parts of the request have not been transferred to you.

I have today informed the requestor of the transfer, and that you have the usual time limits to make a decision.

Yours sincerely,

Cameron Burrows
Chief of Staff

Proactively Released

Office of Rt Hon Christopher Luxon

Prime Minister
Minister for National Security and Intelligence
Minister Responsible for Ministerial Services



[Date]

Ref: {{prop:ExtReference}}

{{Prop:SubmitterFullAddress}}

Dear {{prop:SubmitterFirstName}},

Official Information Act request: {{prop:Summary}}

Thank you for your request made under the Official Information Act 1982 (the Act), received by this office on {{prop:ReceivedByDepartmentDate[display=!]}}. You requested:

“{{prop:QuestionSummary}}.”

[Check: has the request been revised by the requestor?]

[Option 1 – No Information Held]

[Full]

This office does not hold information relating to your request, but I believe that such information is held by the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=portfolioName]}}. Accordingly, I have decided to transfer your request to the {{prop:TransferPortfolioMinister[display=ministerFullName]}} as the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=portfolioName]}} under section 14(b)(i) of the Act.

[Part]

This office does not hold information relating to the part of your request for [briefly describe aspect of request to be transferred], but I believe this information is held by the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=portfolioName]}}. Accordingly, I have decided to transfer this part of your request to the {{prop:TransferPortfolioMinister[display=ministerFullName]}} as the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=portfolioName]}} under section 14(b)(i) of the Act. The other parts of your request have not been transferred, and I will respond in due course.

[Option 2 – Closely Connected]

[Full]

I believe that the information you have requested is more closely connected to the functions of the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=portfolioName]}}. Accordingly, I have decided to transfer your request to the {{prop:TransferPortfolioMinister[display=ministerFullName]}} as the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=portfolioName]}} under section 14(b)(ii) of the Act.

[Part]

I believe that the part of your request for [briefly describe aspect of request to be transferred] is more closely connected to the functions of the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=portfolioName]}}. Accordingly, I have decided to transfer this part of your request to {{prop:TransferPortfolioMinister[display=ministerFullName]}} as the [Associate] Minister of /

for {{prop:TransferPortfolioMinister[display=porfolioName]}} under section 14(b)(ii) of the Act. The other parts of the request have not been transferred, and I will respond in due course.

The [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=porfolioName]}} has the usual time limits from receipt of this transfer to make a decision on your request.

Yours sincerely,

Cameron Burrows
Chief of Staff

Proactively Released

Office of Rt Hon Christopher Luxon

Prime Minister
Minister for National Security and Intelligence
Minister Responsible for Ministerial Services



[Date]

Ref: {{prop:ExtReference}}

{{prop:TransferPortfolioMinister[display=ministerFullName]}}
{{prop:TransferPortfolioMinister[display=porfolioName]}}
{{prop:TransferPortfolioMinister[display=ministerAddress]}}

Dear Minister,

Official Information Act request: {{prop:Summary}}

On {{prop:ReceivedByDepartmentDate [display=l]}}, I received the **attached** Official Information Act 1982 (the Act) request from {{prop:SubmitterFullName}}. The request was for:

“{{prop:QuestionSummary}}.”

[Check: has the request been revised by the requestor?]

[Option 1 – No Information Held]

[Full]

This office does not hold any information that is relevant to the request, but I believe that you, as the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=porfolioName]}}, may hold such information. Accordingly, I have decided to transfer the request to you under section 14(b)(i) of the Act.

[Part]

This office does not hold any information relating to the part of the request for [briefly describe aspect of request to be transferred]. I believe that you, as the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=porfolioName]}}, may hold such information. Accordingly, I have decided to transfer this part of the request to you under section 14(b)(i) of the Act.

[Option 2 – Closely Connected]

[Full]

I believe that the information requested is more closely connected to the functions of your portfolio as the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=porfolioName]}}. Accordingly, I have decided to transfer this request to you under section 14(b)(ii) of the Act.

[Part]

I believe that the part of this request for information about [briefly describe aspect of request to be transferred] is more closely connected to your functions as the [Associate] Minister of / for {{prop:TransferPortfolioMinister[display=porfolioName]}}. Accordingly, I have decided to transfer this part of the request to you under section 14(b)(ii) of the Act.

I have today informed the requestor of the transfer, and that you have the usual time limits to make a decision.

Yours sincerely,

Cameron Burrows
Chief of Staff

Proactively Released