

# Work sheet for dealing with OIA requests that involve Ministers

 **Important note**

This summary work sheet takes you through the process of dealing with OIA requests that involve a Minister. More detailed guidance is found in our guide: [Dealing with OIA requests involving Ministers](#).

<p><b>1. Does the request involve a Minister’s interests?</b></p>	<ul style="list-style-type: none"> <li>• Decide whether the request involves a Minister’s interests.</li> <li>• Consider whether the requested information:             <ul style="list-style-type: none"> <li>- relates to the Minister’s functions or activities;</li> <li>- could impact on the Minister’s functions or activities;</li> <li>- was generated by or on behalf of the Minister;</li> <li>- is sensitive or controversial; or</li> <li>- is likely to be published in the news media or debated in the House.</li> </ul> </li> <li>• If the request involves a Minister’s interests, go to step 2.</li> </ul>
<p><b>2. Let the Minister know about the request</b></p>	<ul style="list-style-type: none"> <li>• Let the Minister know about the request, in accordance with the agency’s policies or protocols for doing so.</li> <li>• The purpose of doing this is to enable discussion to take place about the appropriate mechanism for addressing the Minister’s interests, if necessary: transfer, consultation or notification of the decision.</li> </ul>
<p><b>3. Do we need to transfer to the Minister?</b></p>	<ul style="list-style-type: none"> <li>• Consider the specific information at issue and the functions of Ministers, and discuss with the Minister’s office.</li> <li>• Decide whether the information at issue is more closely connected with the Minister’s functions.</li> <li>• If it is, transfer the request. Do it early (and within 10 working days), and include a copy of the information held by the agency if it is different to the information held by the Minister.</li> <li>• If it isn’t, retain the request, and go to step 4.</li> </ul>

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<p><b>4. Should we consult the Minister?</b></p>	<ul style="list-style-type: none"> <li>• Consider whether the agency needs the Minister's input before making a decision on the request.</li> <li>• Is the agency contemplating release of official information that could reasonably be expected to be of concern to the Minister because, for example: <ul style="list-style-type: none"> <li>- they supplied the information;</li> <li>- it is about their functions or activities; or</li> <li>- release could affect their functions, activities or legitimate interests.</li> </ul> </li> <li>• If the agency does need the Minister's input before making a decision on the request, consult the Minister as soon as reasonably practicable and within 20 working days.</li> <li>• If the agency doesn't need the Minister's input before making a decision on the request, go to step 5.</li> </ul>

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<p><b>5. Should we let the Minister know about our decision on the request?</b></p>	<ul style="list-style-type: none"> <li>• Consider whether the agency needs to let the Minister know about the decision.</li> <li>• The purpose of doing this is to enable the Minister to prepare for the possibility of public or political commentary.</li> <li>• This may be necessary where the information is: <ul style="list-style-type: none"> <li>- sensitive or controversial; or</li> <li>- likely to be published in the news media or debated in the House.</li> </ul> </li> <li>• Provide a copy of the decision and (if necessary) the information at issue, at the same time as it is released to the requester.</li> <li>• Ministers can be kept updated throughout the processing of the request as to the nature of the information at issue and likely decision to be taken.</li> </ul>