

GOVERNMENT, EXECUTIVE & MINISTERIAL SERVICES OIA Process - Lifecycle steps

Business Unit
GEMS

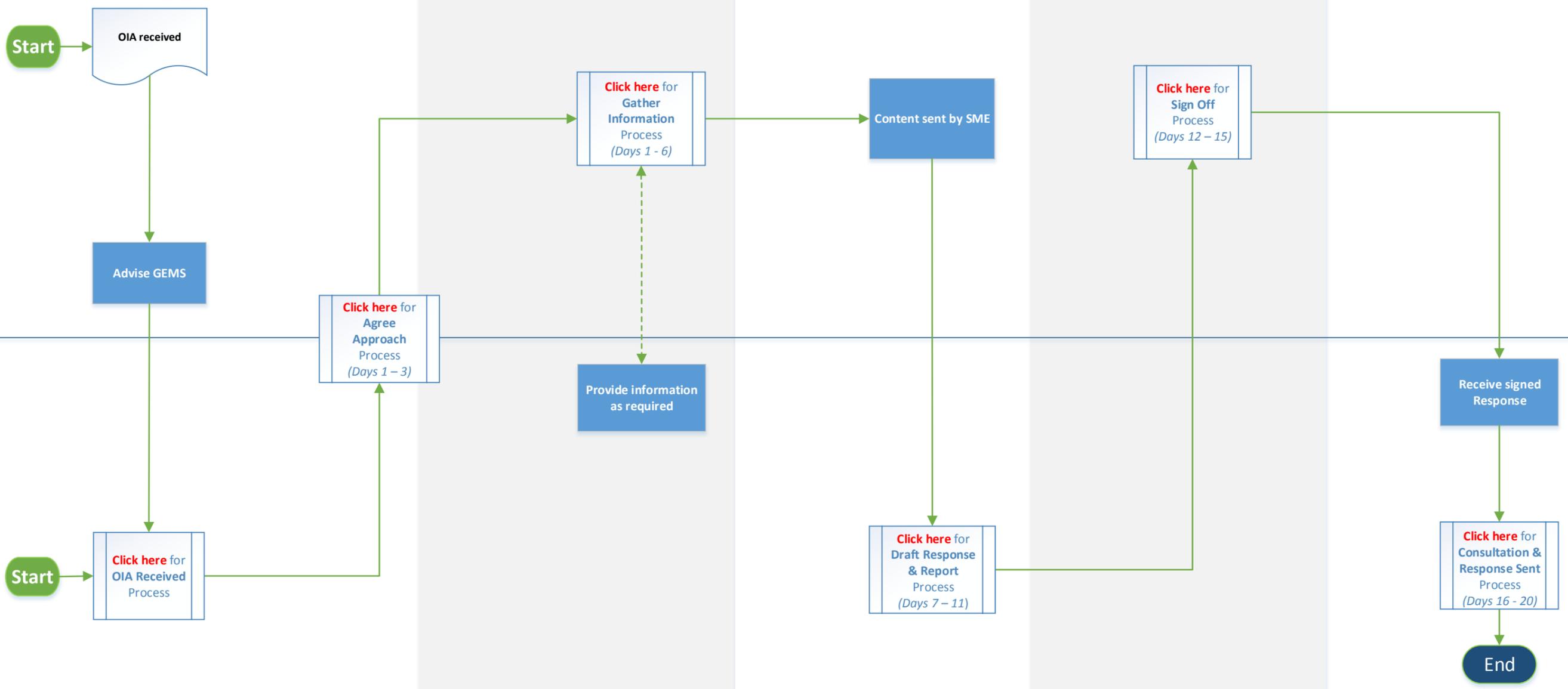
Stage 1 (end of day 3)
Agree on the Approach

Stage 2 (end of day 6)
Gather Information

Stage 3 (end of day 11)
Draft the Response

Stage 4 (end of day 15)
Sign Off

Stage 5 (end of day 20)
Consult Ministers Office (if required) & Respond



Report Point
Day 3

Report Point
Day 6

Report Point
Day 11

Report Point
Day 15

Report Point
Day 20

ADDITIONAL PROCESS:

[Click here for Clarify \(by day 7\) Transfer \(by day 10\), Extend or Charge Processes](#)

KEY

[Click here](#) to return to Lifecycle Map



Link out to pages



Link in from pages



Process flow notes



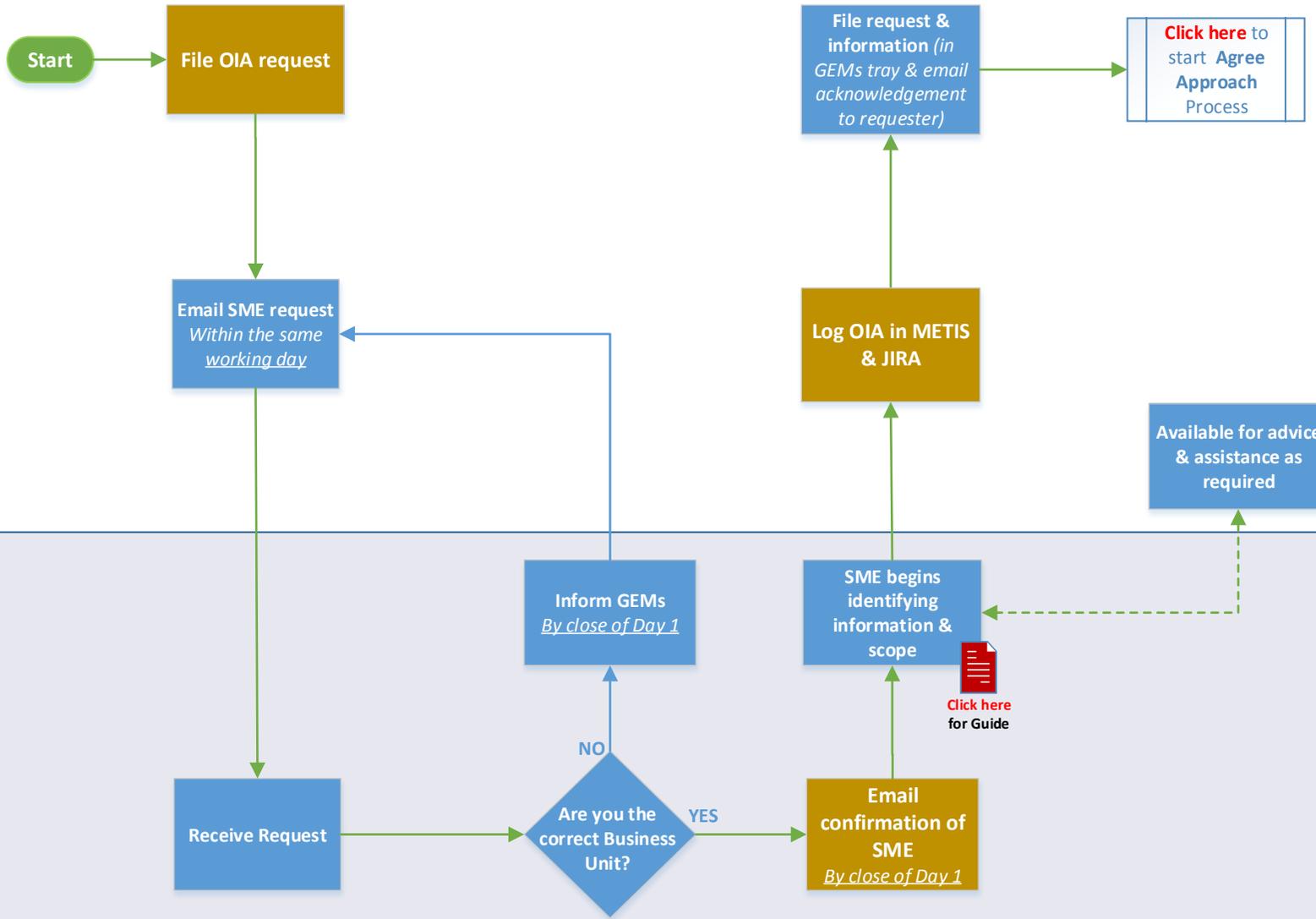
[Link to Document](#)

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OIA Received

GEMS

BUSINESS UNIT



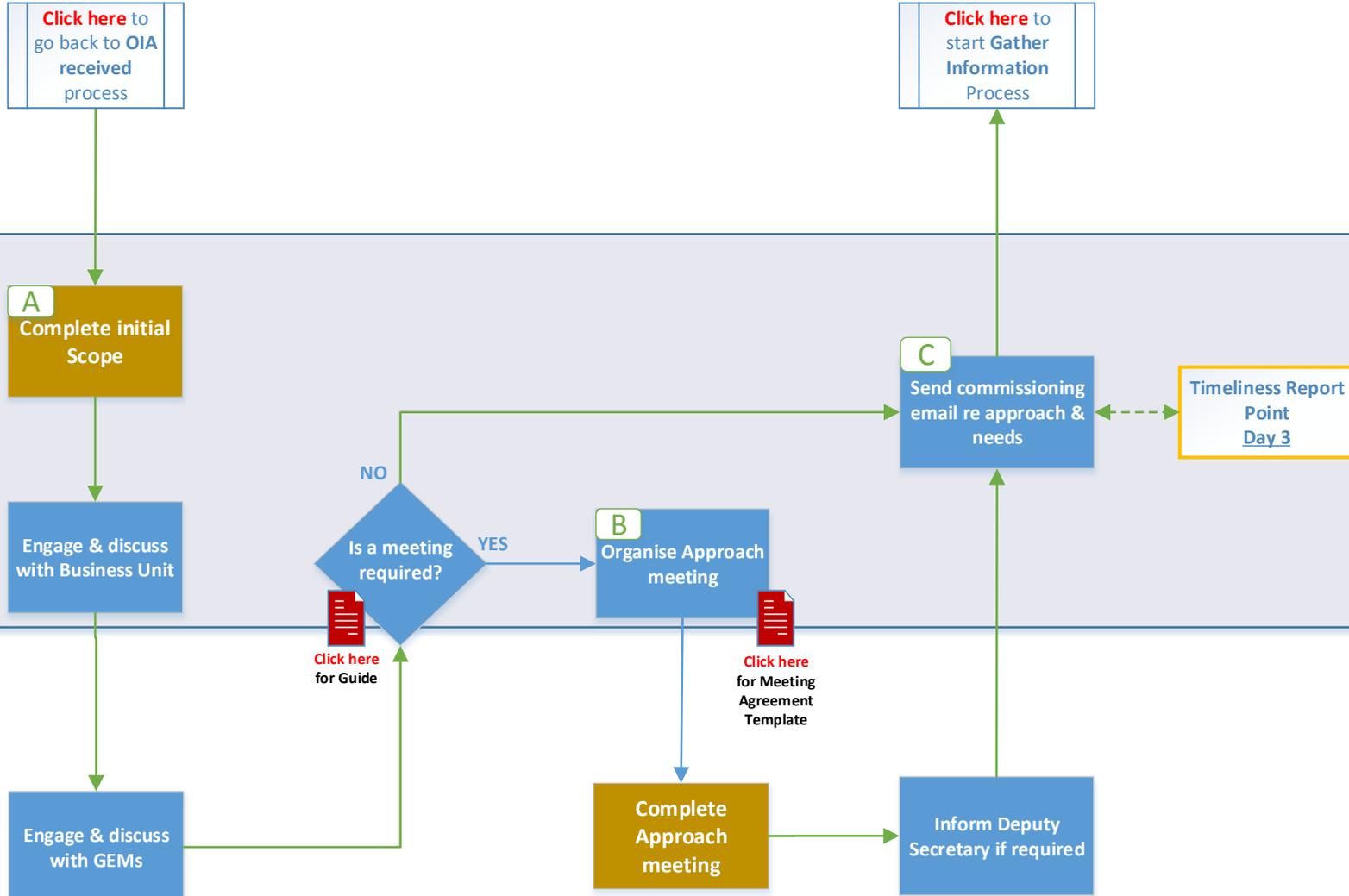
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OIA Stage 1 – Agree Approach *(by end of day 3)*

GEMS
OIA co-ordinator

GEMS
OIA Advisor

BUSINESS UNIT



NOTES:

- A** Initial scope & ID transfer:
 - Business Unit
 - Ministers office review
 - Background research eg:
 - Requester
 - Previous OIA
 - Media statements
- B** Possible meeting participants:
 - Business Lead
 - Legal
 - Media
 - Regional Reps
- C**
 - Upload approach in JIRA

ADDITIONAL PROCESSES

[Click here](#) for Clarify *(by day 7)* Transfer *(by day 10)*, Extend or Charge Processes

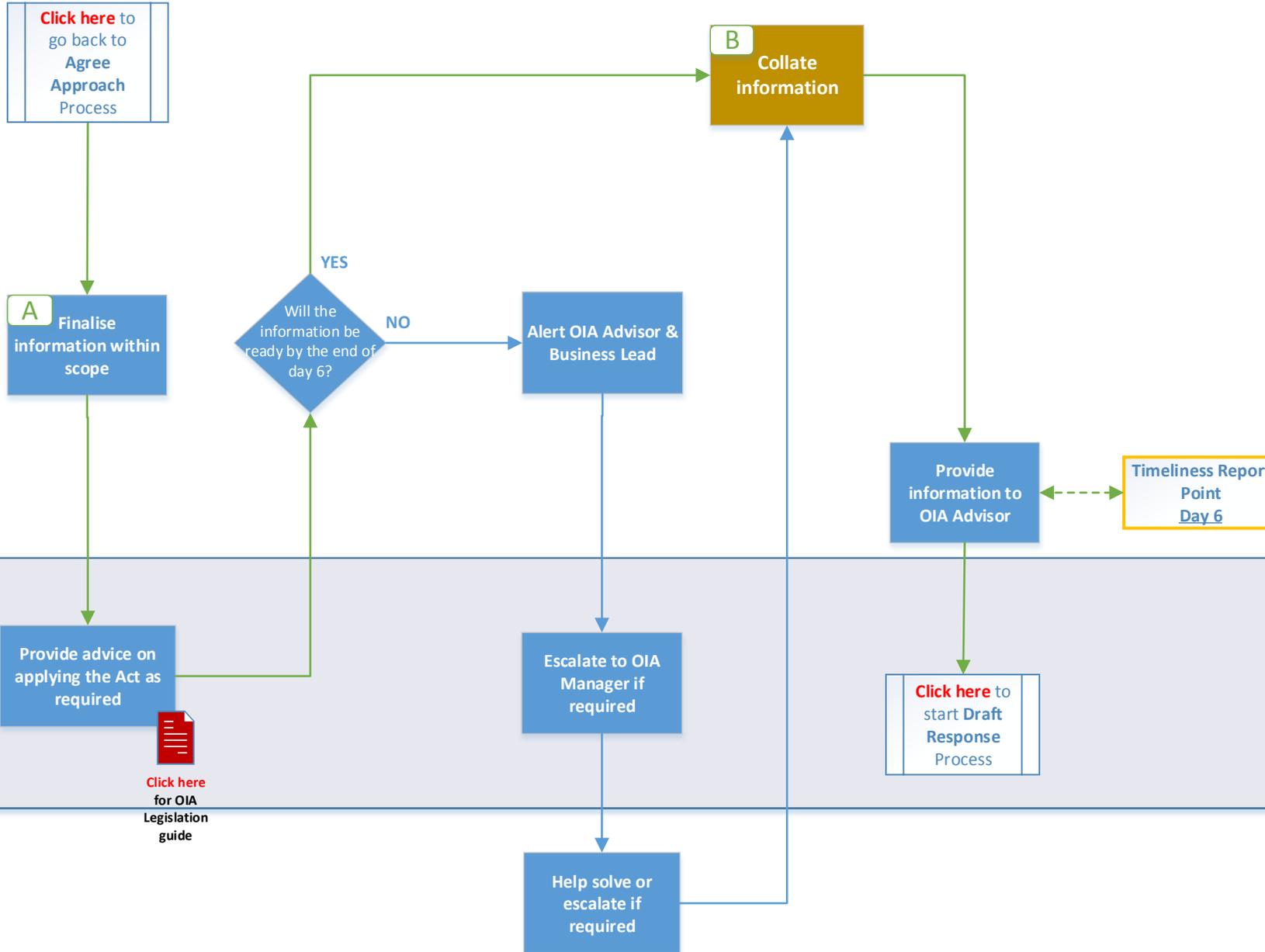
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OIA Stage 2 - Gather Information *(by end of day 6)*

BUSINESS SME

GEMS OIA Advisor

BUSINESS Leader



[Click here for OIA Legislation guide](#)

NOTES:

- A** Search or request:
 - Relevant databases
 - Archives
- B** Obtain all information including support information eg. Context

ADDITIONAL PROCESSES

[Click here for Clarify \(by day 7\) Transfer \(by day 10\), Extend or Charge Processes](#)

[Click here](#) to return to Lifecycle Map

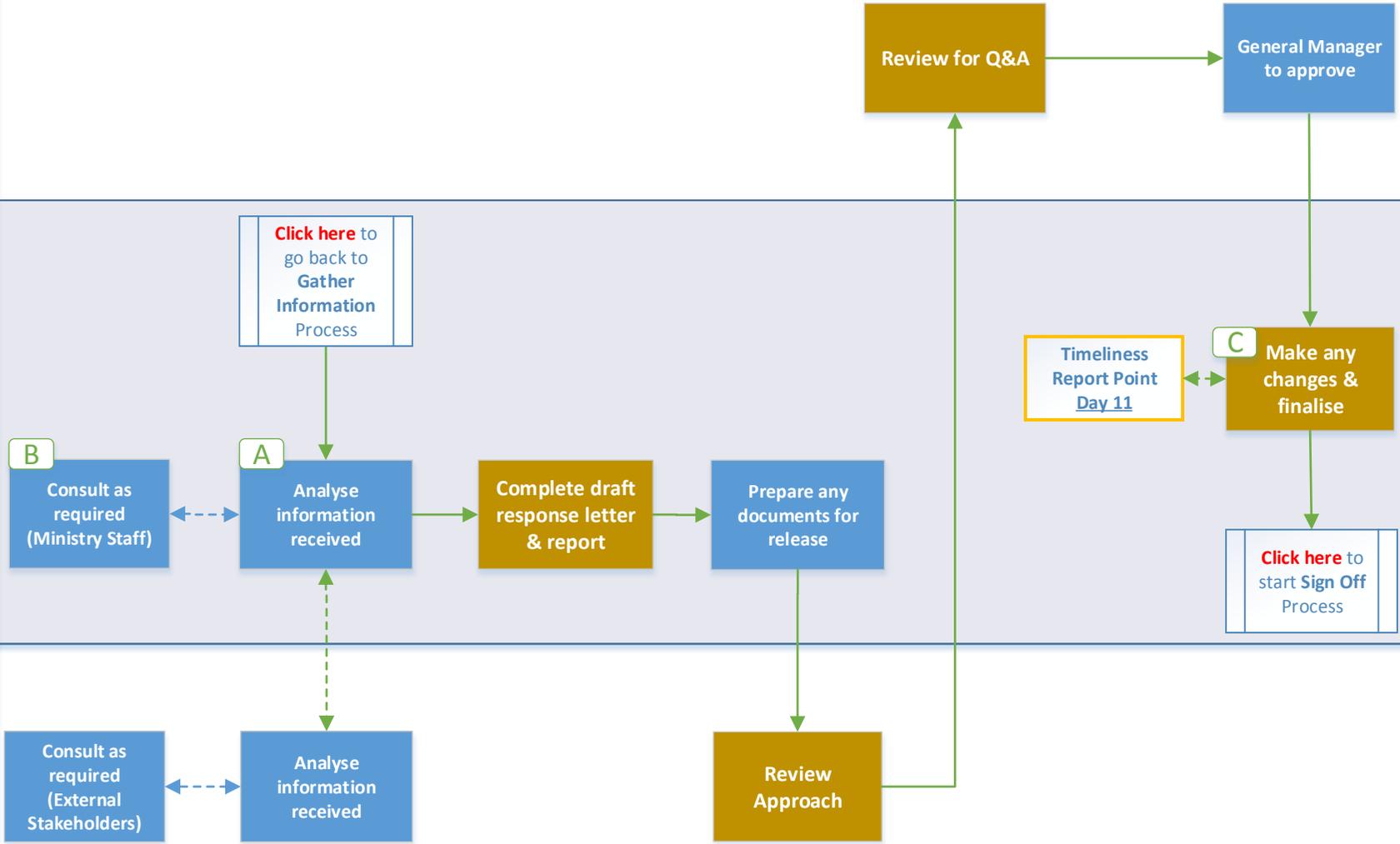
OIA Stage 3 - Draft Response *(by end of day 11)*

NOTES:

GEMS OIA Peer Reviewer

GEMS OIA Advisor

BUSINESS SME



A

Against OIA Act and the request

B

- Consult **MoE staff** about release of information about them
- Advise **SME** about the result of staff consultations
- Consult **External** people about release of information eg. Schools, organisations

C

- Send final copy for review as required to:
- Media
 - Legal
 - Business Lead
 - Office of Secretary of Education if required

ADDITIONAL PROCESSES & LINKS

[Click here](#) for Transfer (by day 10), Extend or Charge Processes

[Click here](#) to return to Lifecycle Map

OIA Stage 4 - Business Unit Sign Off *(by end of day 15)*

BUSINESS UNIT

[Click here](#) to return to Draft Response Process

Senior Management approval

Complete Reviews

Close response & provide a signed copy to GEMS

ADDITIONAL PROCESSES

[Click here](#) for Extend or Charge Processes (Day 10)

BUSINESS
Dep Sec or delegated authority

Are changes required?

NO

Deputy Secretary Sign off

YES

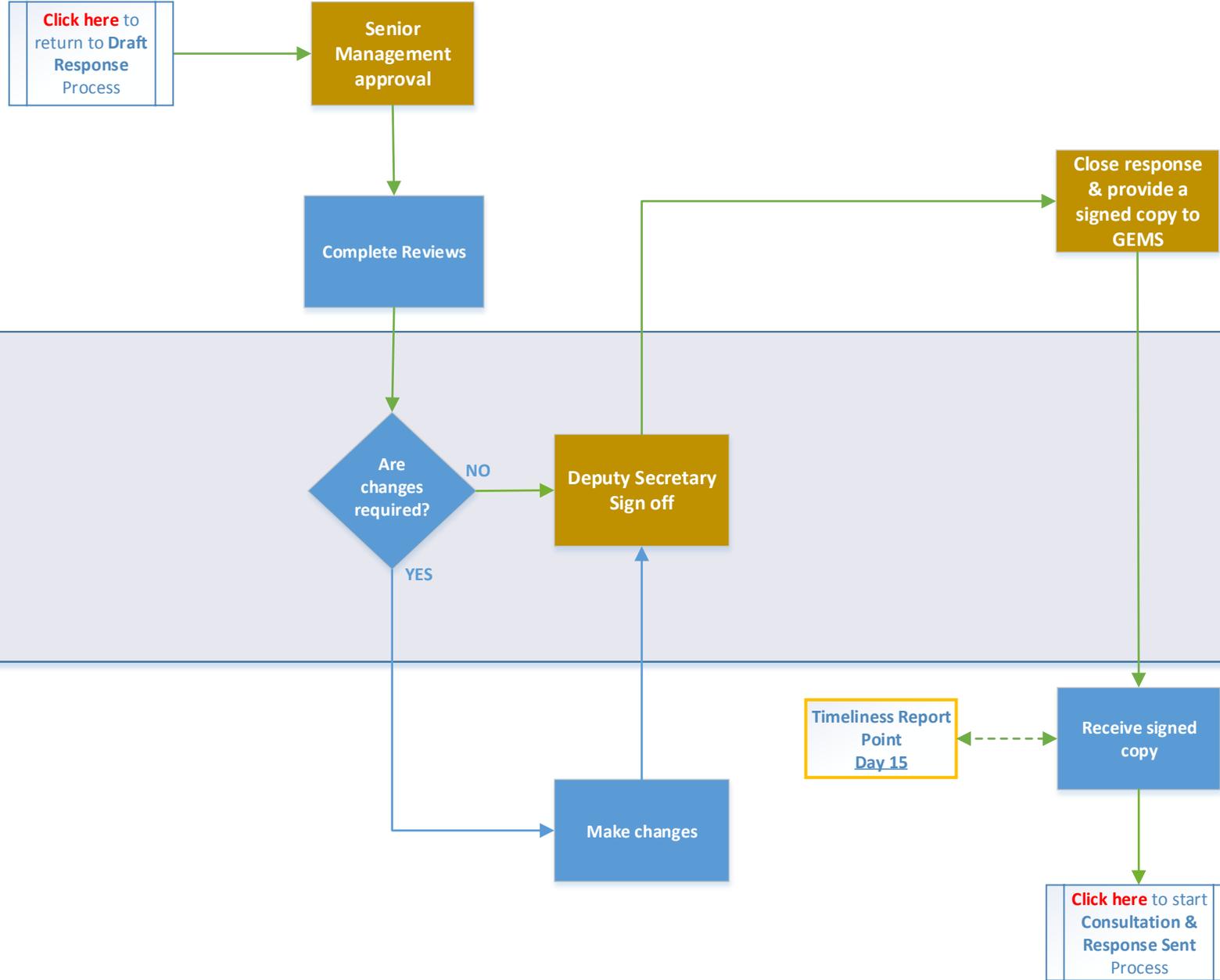
GEMS
OIA Advisor

Make changes

Timeliness Report Point Day 15

Receive signed copy

[Click here](#) to start Consultation & Response Sent Process

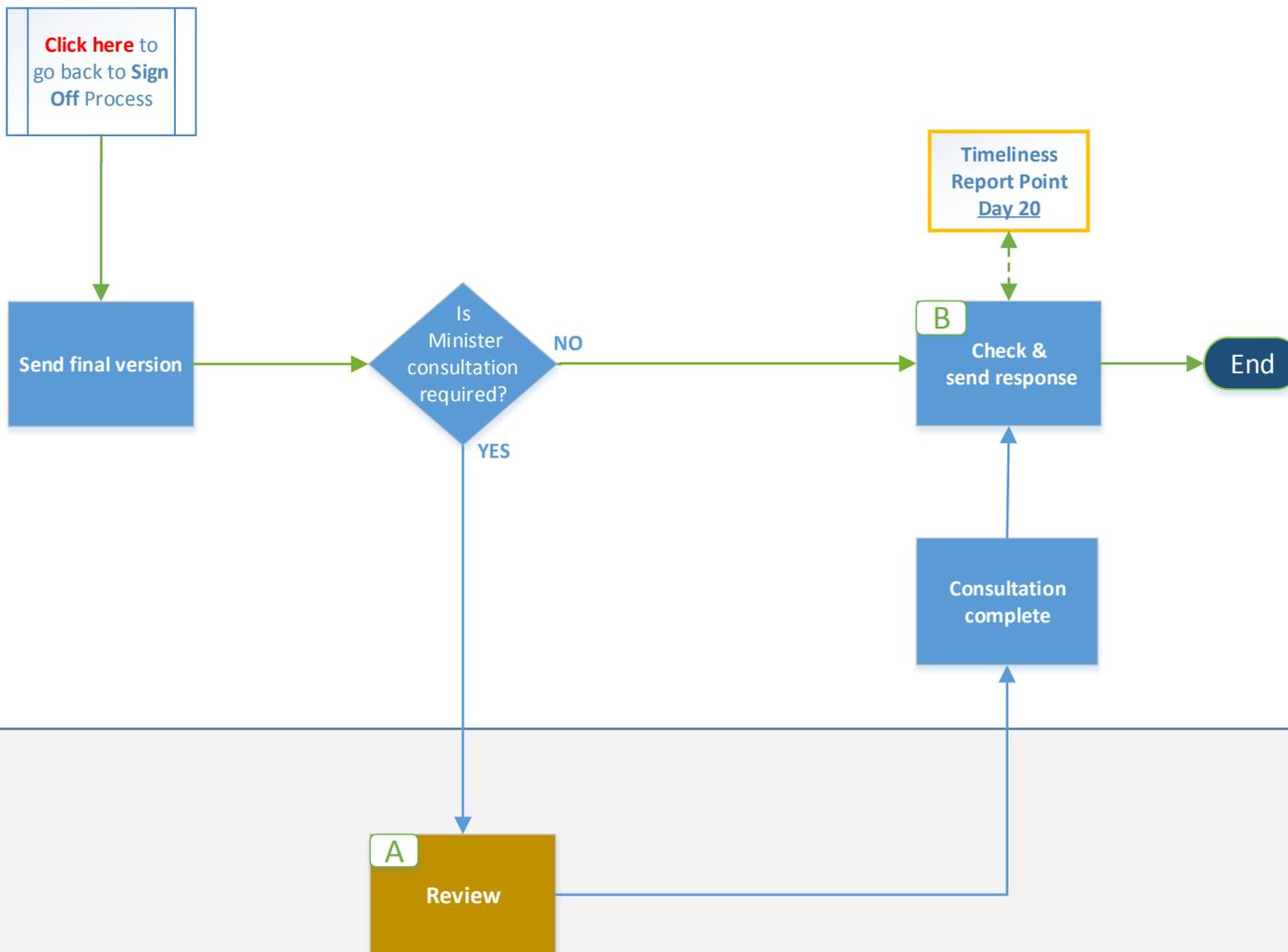


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OIA Stage 5 – Consultation & Response Sent *(by end of day 20)*

GEMS

MINISTERS office



NOTES:

A Within 5 days

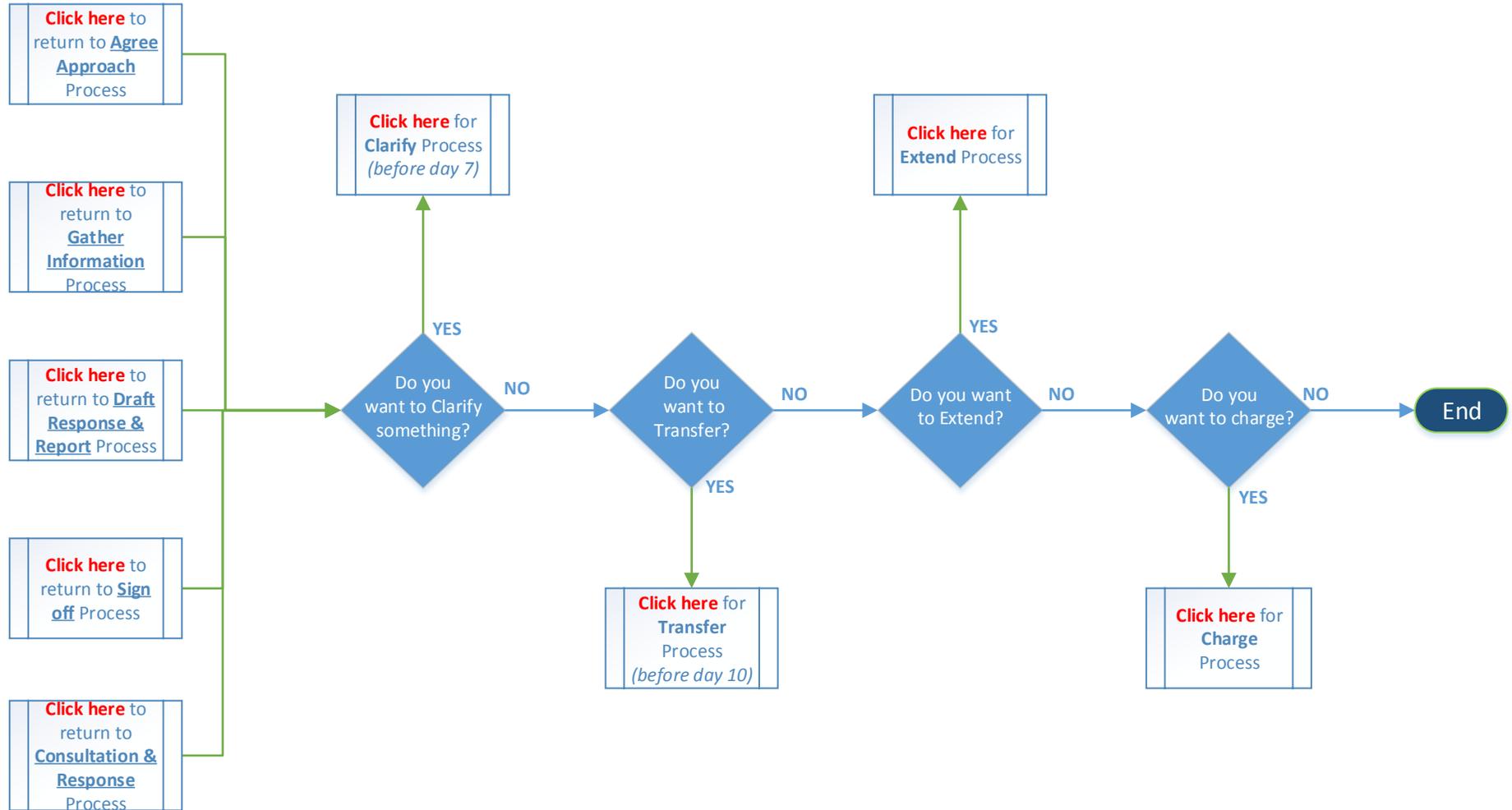
B OIA may publish on the Ministry website, 5 days after being released

ADDITIONAL PROCESSES

[Click here for Extend or Charge Processes](#)

Transfer, Clarify, Extend or Charge

BUSINESS



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Clarify – *by the end of day 7*

NOTES:

A

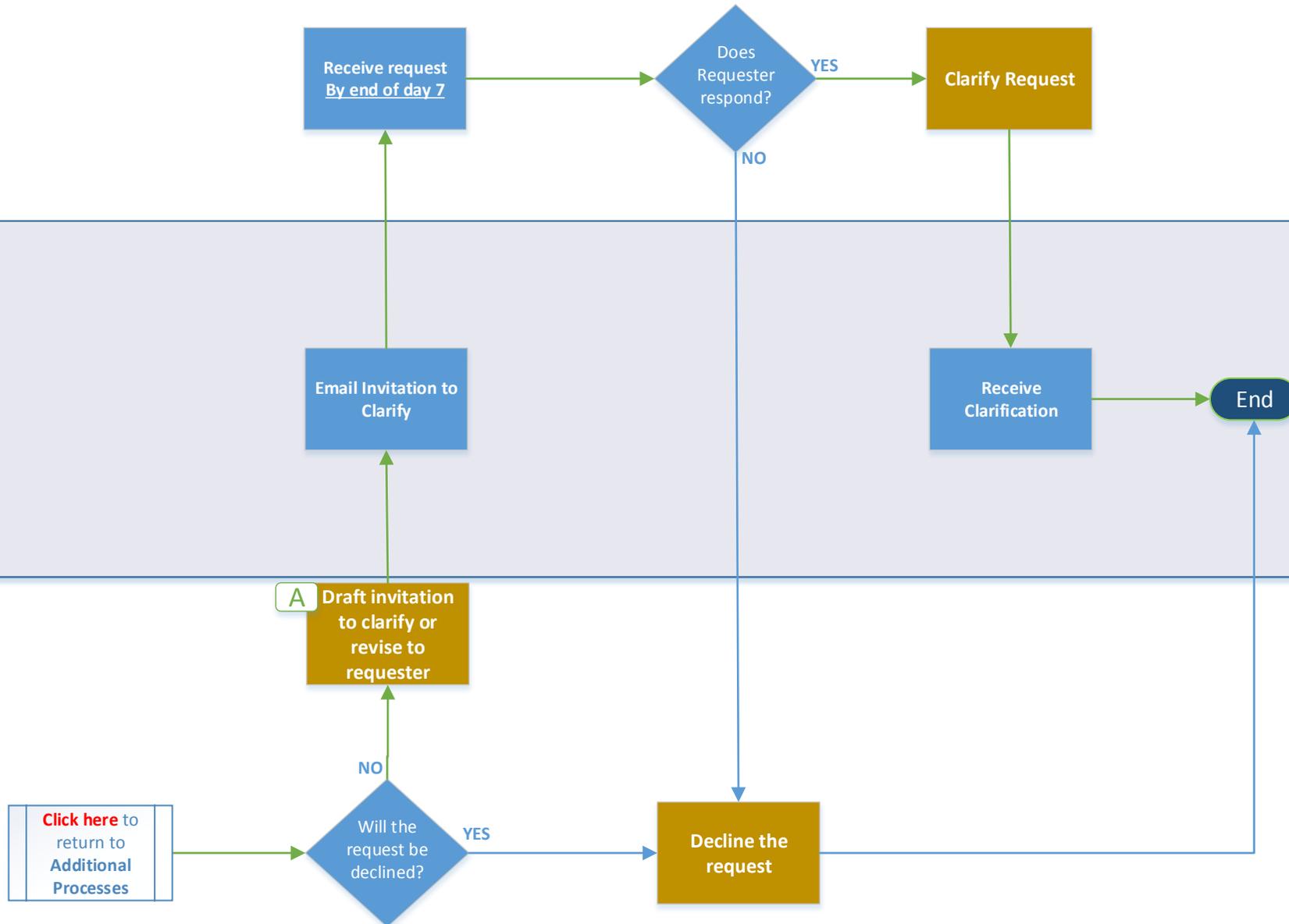
To phone the requester as required:

- OIA Senior Manager
- OIA Senior Advisor
- Business Unit
- SME
- Regional Team
- Media Team

REQUESTER

GEMS OIA Co-ordinator

GEMS OIA Advisor



[Click here to return to Lifecycle Map](#)

Transfer – *by the end of day 10*

GEMS
OIA Advisor

[Click here to return to Additional Processes](#)

Call Agency to agree to transfer

Agency agrees?

Draft Transfer request

GEMS
OIA Manager or Senior Advisor

GEMs Manager to escalate to OIA Team Manager

Agreement made?

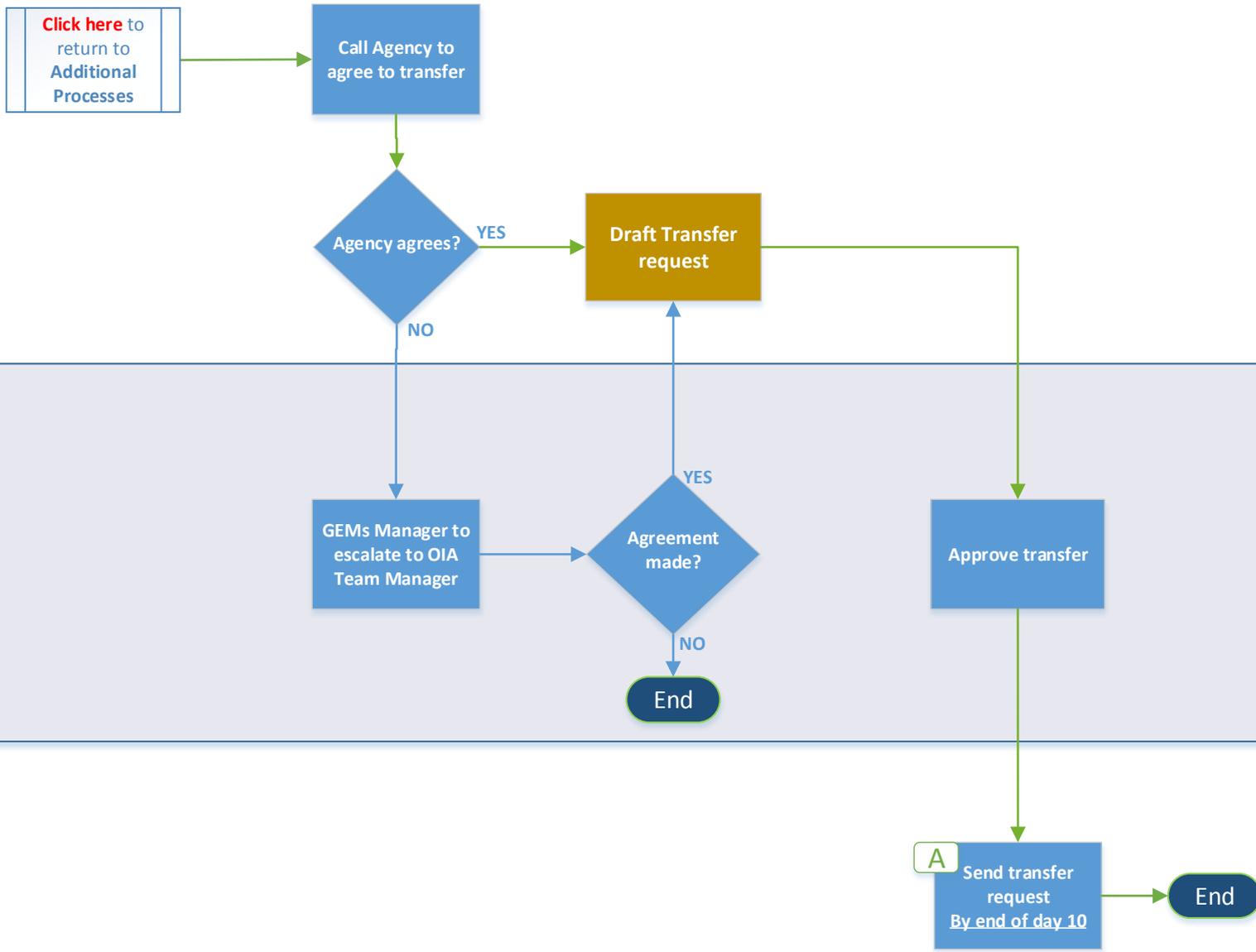
Approve transfer

GEMS
OIA Co-ordinator

A Send transfer request
By end of day 10

NOTES:

A Advise Requester



Extend

GEMS
OIA Co-ordinator

GEMS
OIA Advisor

GEMS
OIA Manager or Senior
Advisor

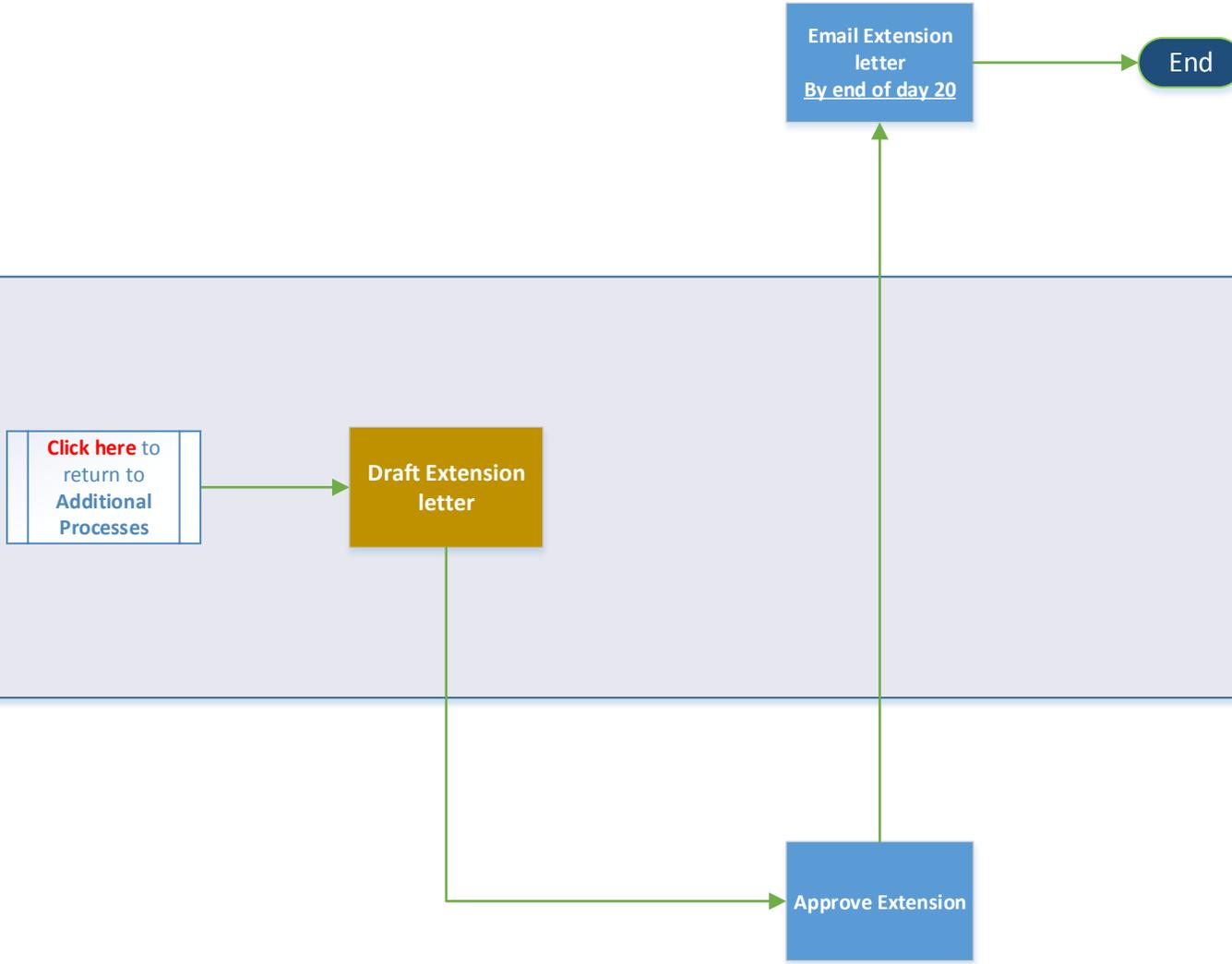
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Draft Extension letter

Approve Extension

Email Extension letter
By end of day 20

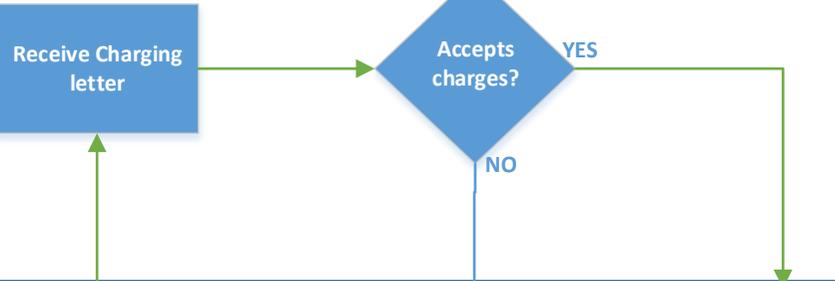
End



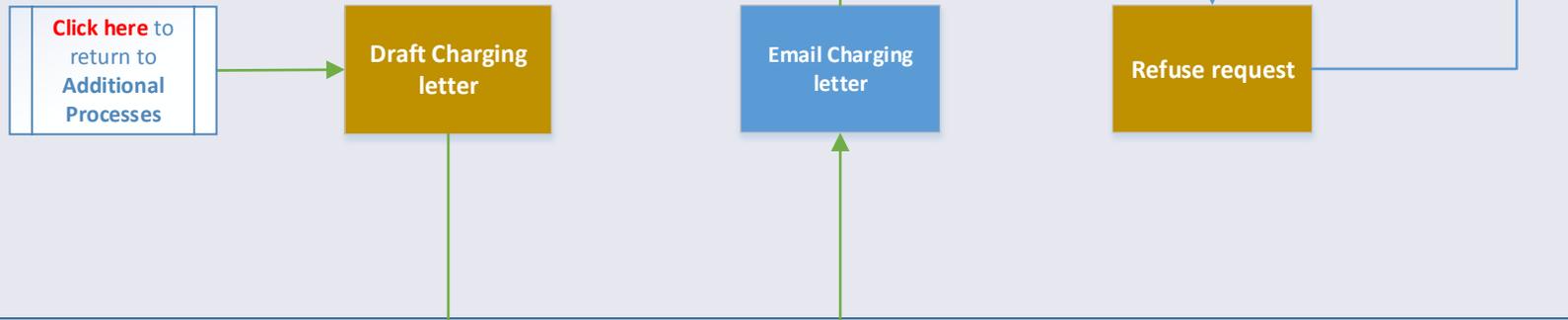
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Charge

REQUESTER



GEMS OIA Advisor



GEMS OIA Manager or Senior Advisor

