

23 November 2022

██████████
Senior Writer

By email: ██████████

Tēnā koe ████████

Re: OIA Request: Communications information

Thank you for your Official Information Act request, acknowledged on 26 October 2022.

You requested the following:

Any communications between 1 September 2022 and 19 October 2022:

1) Between your chief executive or other executive manager and your communications/media staff regarding how media queries are dealt with.

2) From the office of your relevant minister regarding how media queries are dealt with.

Please note this is a request for the entirety of any communications captured, not just any parts deemed "in scope".

If there have been oral discussions that have not been documented, please briefly summarise what was said, and by whom.

On 28 October 2022 you agreed the scope of the request would include the following:

- Communications update for Oct – Comms activity for the month
- Communications update for Sep – Comms activity for the month
- Confirmation email for Newstalk ZB COVID 19 interview – Director Filippo Katavake-McGrath
- Talking points Newstalk ZB for Director Filippo Katavake-McGrath
- Guidelines for dealing with the media
- Media Policy
- Te Hiringa Mahara media phone guide

Information being released

Information to be released is attached. **Table 1** sets out information and documents relevant to your request. A total of 5 items were identified as being within the scope of your request.

I have decided to release items 1-5 in full, subject to:

- Information being withheld (via redactions) under the following sections of the Official Information Act, as applicable:
 - names of third parties, under section 9(2)(a) to “protect the privacy of natural persons” - note that we have withheld names of all third parties who were not involved in this project or whom we were not able to hear back from within the timeframes for the finalization of this response.
 - mobile and direct dial phone numbers of officials, under section 9(2)(k) “to prevent the disclosure of information for improper gain or improper advantage”. This will reduce the possibility of staff being exposed to phishing and other scams, as the information released under this OIA may end up in the public domain.

What we agreed to

On 28 October 2022, Te Hiringa Mahara created a set of documents (item 1-8) summarising the communications in scope. As communicated with you on the same day, Te Hiringa Mahara has not received any communication from the Minister’s office, within the specified period, regarding how media requests are dealt with.

Information given in good faith

As an agency of the Crown, we have an obligation to ensure the health and safety of those people who have publicly spoken on the communications reported and released under this OIA request is done so in good faith and should be used fairly, responsibly, and in accordance with the law.

Table 1. Items within scope of request

Description	Item	Decision
Document type: Compilation of media monthly reporting		
Report 1	1. <u>Week 2: 30 August to 5 September 2022</u> 2. <u>Appendix 1: Te Reo Whakaihuwaka weekly operational issues media report 23 August to 5 September 2022</u>	Items released subject to sections 9(2)(a), 9(2)(ba)(i), and 9(2)(k) of the Official Information Act.
Report 2	3. <u>Reactive media – issues in the media – Week 1: 6 September to 12 September 2022</u> 4. <u>Whakaihuwaka weekly operational issues media report September – 12 September 2022</u>	

Report 3	5. <u>Reactive media - issues in the media week 2: 13 September to 9 September 2022</u> 6. <u>Whakaihuwaka weekly operational issues media report 6 September to 15 September 2022</u>		
Report 4	7. <u>Reactive media - issues in the media week 1: 20 to 27 September 2022</u> 8. <u>Whakaihuwaka weekly operational issues media report 20 September to 26 September 2022</u>		
Report 5	9. <u>Reactive media - issues in the media week 2: 28 September to 3 October 2022</u> 10. <u>Whakaihuwaka weekly fortnightly strategic issues in the media report 20 September to 3 October 2022</u>		
Report 6	11. <u>Reactive media - issues in the media week 1: 3 to 10 October 2022</u> 12. <u>Whakaihuwaka weekly operational issues media report 3 to 10 October 2022</u>		
Report 7	13. <u>Reactive media - issue in the media 11 to 17 October 2022</u> 14. <u>Whakaihuwaka weekly operational issues media report 3 to 17 October 2022</u>		
Report 8	15. <u>Reactive media - issue in the media 17 to 25 October 2022</u> 16. <u>Whakaihuwaka weekly operational issues media report 17 to 25 October 2022</u>		
<p>Document type: COVID-19 Insights series interview and email</p> <p>The interview script was sent to Director of Wellbeing and system insights for Te Hiringa Mahara, in preparation for a telephone interview, following the release of an insights report. This interview occurred between Newstalk ZB and Director, Filipino Katavake-McGrath at 8.00am on 7 October 2022.</p>			
Interview Script	17. <u>Interview script</u>		Items released subject to sections 9(2)(a) and 9(2)(k) of the Official Information Act, as applicable.
Email correspondence	18. Personal names have been redacted in this email correspondence.		

Document type: Media policy and Guidelines for dealing with the media

Policies that guide our responses and approach.

Media Policy and Guidelines for dealing with media

19. [Media Policy updated 1 August 2022](#)
20. [Guidelines for dealing with the media](#)

Item released in full.

Document type: Summarised Communications update for September and October 2022.

These reports are embedded within the Corporate Services report to the Board.

Communication update to the Board

21. [Communications update to the Board](#)

Item released in full

In making my decision, I have considered the public interest considerations in section 9(1) of the Official Information Act.

Please note, Te Hiringa Mahara publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.

This reply addresses the information requested. You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

If you wish to discuss this information release, please feel free to contact kiaora@mhwc.govt.nz.

Nāku noa, nā



Karen Orsborn
Tumu Whakarae | Chief Executive