22 March 2018

Hamish Rutherford
hamish.rutherford@stuff.co.nz

Dear Mr Rutherford

Official Information Act request (17/18-0284)

I refer to your Official Information Act (OIA) request received by the Department of Internal Affairs (Department) on 22 February 2018, which requests the following information:

“As part of the various documents added to your website on December 20, is a memo discussing the development of a "communications plan" on the office relocation.

Under the provisions of the Official Information Act, please provide me with:

- a copy of this communications plan
- any draft versions of the communications plan
- any documents generated in the creation of the communications plan
- and correspondence related to this communications plan.”

Please find attached a copy of the communications plan referenced in the memo dated 27 April 2016, to the Chief Executive, titled ‘BOF Workplace Project – DIA Wellington Accommodation Ministerial Report Back for St Pauls’. Copies of draft versions are also enclosed.

As requested, I am also providing you with a copy of the documents that were generated in the creation of, and as outlined within, the communications plan. Specifically, you will find enclosed the following documents:

- St Paul’s Square Project – communications
- Questions and Answers for external use (existing internal Q&As on 1840 will be supplemented post-announcement)
- Senior Leadership Cohort Update One
- Senior Leadership Cohort Update Two
- Senior Leadership Cohort Update Three
- Workplace building announcement: All of staff message

Some information contained in the material has been redacted as it does not fall within the scope of your request.
You have also asked for ‘correspondence related to this communications plan’. As such, I have gathered all emails related to the communications plan. Please note that names and contact details of some employees have been redacted from the attached emails. This information has been withheld under section 9 (2) (a) of the Official Information Act, to protect the privacy of natural persons.

Please be advised that the Department intends to make the information contained in this letter and any attached documents available to the wider public shortly. The Department will do this by publishing this letter on its website. Your personal details will be deleted and the Department will not publish any information that would identify you as the person who requested the information.

If you have any concerns with the decisions referred to in this letter, you have the right to request an investigation and review by the Ombudsman under section 28(3) of the Act.

Yours sincerely

[Signature]

Morag Woodley
Deputy Chief Executive
Shared Services