

# Request for information

Date:

To:

Re: Name of tamaiti/tamariki:

DOB:

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I am a \_\_\_\_\_ (enter job title) appointed to carry out functions under the Oranga Tamariki Act 1989.

As a child welfare and protection agency or independent person (within the meaning of the Oranga Tamariki Act 1989)  
I am requesting information held on te tamaiti/tamariki named above or the individuals listed below:

Name:

Their relationship to te tamaiti/tamariki:

DOB:

Current address:

## 1. Request details of information sought:

**Note:** Please say whether you are **requiring** the recipient to provide information under section 66(1) of the Oranga Tamariki Act 1989 or whether you are **requesting** the recipient to provide information under section 66C of the Oranga Tamariki Act 1989.

I require you to provide information relating to the above under section 66 (1) of the Oranga Tamariki Act 1989 to:  
(tick the appropriate boxes)

to determine whether te tamaiti is in need of care or protection or requires assistance following a care and protection investigation

for the purpose of care and protection proceedings

OR

I am requesting information under section 66C of the Oranga Tamariki Act 1989 to:  
(tick the appropriate boxes. You can tick as many boxes as apply)

prevent or reduce the risk of te tamaiti being harmed, ill-treated, abused, neglected or deprived

make or contribute to an assessment of risk or need in relation to te tamaiti

make, contribute, or monitor and support a plan for te tamaiti where the plan relates to the activities of Oranga Tamariki

prepare, implement, or review a prevention plan or strategy issued by Oranga Tamariki

arrange, provide or review services facilitated by Oranga Tamariki for te tamaiti and their whānau

carry out functions in relation to a family group conference, to te tamaiti in care, or any other function relating to care and protection.

### Statement of Confidentiality

The information contained in this request and any associated pages is intended for the named recipient. If you have received this in error, please notify us immediately so that we can arrange for the destruction and/or retrieval of the information. Note that any unauthorised disclosure, photocopying, distribution or other use of this information is prohibited.

**The reason I need access to this information now is:** Detail your current involvement, concerns, and what decisions you are trying to inform. How will this information assist you in your decision making, or the activities you are undertaking?

**The information I require you to provide or am requesting is:** Outline the details of the information you need as clearly as you can. It may be helpful to request information as a series of questions.

## **2. Information relevant to the consultation**

**Note:** If requesting information under section 66C of the Oranga Tamariki Act 1989 there is an obligation on the child welfare and protection agency or independent person who may disclose the information to consult with te tamaiti if it is practicable or appropriate. They may also wish to consult with the person the information relates to.

The child welfare and protection agency or independent person may also wish to consult with te tamaiti or the person the information relates to in relation to information sought under section 66(1). This is an issue for the disclosing child welfare and protection agency or independent person to consider.

This section provides the child welfare and protection agency or independent person with information for them to consider when making an assessment about whether it is practicable or appropriate to consult with te tamaiti or the person the information relates to.

**Is te tamaiti, their whānau or the person concerned aware that this information is being requested?**

Yes          No

**If no why?** Explain the reason for this. Be specific about safety issues or issues that need to be considered by the receiver in relation to their assessment about consultation with te tamaiti or the person concerned. This may include being at the beginning of an investigation and consultation prejudicing this.

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**If yes, what was their view on this information sharing?** Insert their views. Are they happy for the request to be made? If te tamaiti and/or their whānau do not want us to gather this information why have we decided to go ahead with the request? Is te tamaiti and/or their whānau aware that the receiving agency will need to consult with them about the information they wish to share? Have they requested to have a support person present?

**To enable the child welfare and protection agency or independent person to consult with te tamaiti, or person the information is about, where appropriate and practicable, please provide the contact details for te tamaiti or their representative, or the person the information relates to:** Provide the phone number or contact details for te tamaiti or the person concerned, or name of the representative.

**Other things to consider in relation to consultation:** Be specific about safety issues or issues that need to be considered by the receiver in relation to their assessment about consultation with te tamaiti or the person concerned.

### **3. Timeframe**

I would be grateful if you could email me with the information sought by

It is important that I have this information by this date as:

I can be contacted by Phone:

or email:

If you have any queries, wish to talk over the request, or are unable to meet the requested timeframe, please contact me on the above phone number or email address to discuss.

Thank you for your assistance.

Signature

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