



Ben  
fyi-request-6053-f2f4eac8@requests.fyi.org.nz

Reference: OIA-2016/17-0482

Dear Ben

**Official Information Act request relating to Policies relating to the handling of OIA requests**

I refer to your Official Information Act 1982 request received on 23 June 2017. You requested the following:

*\* Copies of the current policy, procedure, manual or other process document that records the Department's process or processes for handling and deciding requests under the OIA; and*

*\* Any diagram or flowchart of the Department's process or processes (if any have been created);*

*\* Copies of any template response letters that form part of the Department's process or processes (if any have been created).*

**Information being released**

Under section 15(1) of the Act, I have decided to release the documents listed below:

Item	Date	Document Description/Subject
1.	28 October 2014	DPMC Official Information Act Policy – CURRENT POLICY
2.	June 2016	DPMC Reply template (MOTO)
3.	January 2016	Processing a basic Official Information Act request
4.	January 2016	Responding to large and broadly defined requests
5.	January 2016	Contacting people who have requested information under the Official Information Act

The Department of Prime Minister and Cabinet implemented a web based workflow management tool – MOTO - in August 2016. A comprehensive review of the DPMC OIA policy and procedures is currently underway.

The Public Sector Guidance pamphlets (documents 3 – 5) available on the Public Sector Intranet were developed in collaboration with 25 government agencies, designed to foster public sector consistency. These documents are currently under review by the State Services Commission and are likely to be published on their website.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'AShaw', with a stylized, cursive script.

Anne Shaw  
**Director, Office of the Chief Executive**