

Reference: 20170165



20 June 2017

Ben

fyi-request-5842-2b962bad@requests.fyi.org.nz

Dear Ben

Thank you for your Official Information Act request, received on 8 May 2017. You requested:

"I am conducting research into the Official Information Act (OIA) policies & practices adopted by government agencies, with a view to identifying best practice approaches.

I therefore request the following information under the OIA:

- * Copies of the current policy, procedure, manual or other process document that records the Treasury's process or processes for handling and deciding requests under the OIA; and*
- * Any diagram or flowchart of the Treasury's process or processes (if any have been created);*
- * Copies of any template response letters that form part of the Treasury's process or processes (if any have been created).*

If you need any more information from me please let me know as soon as possible. For the avoidance of doubt, this request does NOT seek drafts or previous policies."

Information Being Released

Please find enclosed the following documents:

Item	Document Description	Decision
1.	Treasury Code of Conduct - pg 9	Release in part
2.	Guidance Document - Update November 2016	Release in full
3.	Introductory Workshop Official Information Act 1982 Facilitators' Guide	Release in part
4.	Intranet pages (Make sure these are combined in one doc in the binder)	Release in full

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5.	TOIA relevant documents spreadsheet	Release in full
6.	TOIA Acknowledgement template	Release in full
7.	TOIA Extension template	Release in full
8.	TOIA Inform template	Release in full
9.	TOIA Reply template	Release in full
10.	TOIA Transfer to department template	Release in full
11.	TOIA Transfer to Minister template	Release in full
12.	TOIA Gameplan template	Release in full

I have decided to release the relevant parts of the documents listed above, subject to information being withheld under the following section of the Official Information Act, as applicable:

- section 9(2)(g)(i) – to maintain the effective conduct of public affairs through the free and frank expression of opinions.
- under section 9(2)(h) – to maintain legal professional privilege

Some information has been deleted because it is not covered by the scope of your request. This is because the documents include matters outside your specific request.

You should note that document three above is a training document tailored for Treasury, State Services Commission and Department of the Prime Minister and Cabinet employees.

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

Please note that this letter (with your personal details removed) and enclosed documents may be published on the Treasury website.

This reply addresses the information you requested. You have the right to ask the Ombudsman to investigate and review my decision.

Yours sincerely



Jeremy Salmond
Treasury Solicitor and Manager