



7 April 2022

Tēnā koe

On 10 March 2022, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information:

- *Copies of any communications sent since 1 January 2020 to your communications staff/ media advisors about their handling of media enquiries.*
- *Copies of any communications sent since January 1 2020 to your communications staff about the handling of OIA requests from members of the media.*

One document has been identified to be in scope of your request. Please find the following document attached:

- *Guidelines: Media responses and the Official Information Act – March 2022.*

This document was circulated internally to Communications staff. You will note that the acronym 'OPI' is used in several instances throughout the document – this refers to the Official and Parliamentary team, who are responsible for the management of Official Information Act requests.

Please note that a version of *Guidelines: Media responses and the Official Information Act* was circulated in November 2021, however this document was superseded by the March 2022 version attached. As such, the Ministry has not provided you the November 2021 version as the intent of your request is met by the provision of the updated document from March 2022.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public. The Ministry will do this by publishing this letter and attachments on the Ministry's website. Your personal details will be deleted, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us regarding Media staff and the Act, please feel free to contact OIA_Requests@msd.govt.nz.

If you are not satisfied with this response, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Ngā mihi nui

PP 

Louise Beaumont
General Manager
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