

RASCI Matrix – Official Information Act Process

- R** Responsible (*owns the activity*)
- A** Accountable / Approve (*sign-off / approver*)
- S** Support (*involved in the process*)
- C** Consulted (*has necessary info / capability*)
- I** Informed (*needs to be notified of results*)

Process or activity once OIA is received

BU Deputy Secretary	GEMS – Managers	BU – Business lead	BU – SME	GEMS - Advisor	Minister(s) Office	Media team / Legal / OSE
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Agree Approach & Commission	Complete initial scope			C	S	R		
	Agree approach	I	A	C	S	R		C
	Commission information			C	C	R		
Gather Information	Finalise scope			S	S	R		
	Advise on OIA requirements		C	I	I	R		
	Collate information			A	R	S		
Draft the response	Analyse information and provide supporting material		I	C	R	S		
	Apply OIA provisions		S		I	R		
	Subject matter consultation			C	C	R		C
	Draft response/memo and prepare documents for release		S		I	R		
Sign off and consultation	Sign off of draft response/memo		A			R		
	Minister(s) Office consultation (if required)		I			R	C	
	Apply extension of time provisions (if required)		A	I	I	R		
	Final approval and sign off	A	I	R		S		
	Send response		A	I	I	R		I