



15 May 2019

Ref: DOIA 1819-1583

Jake Preston  
[fyi-request-10239-272aeff@requests.fyi.org.nz](mailto:fyi-request-10239-272aeff@requests.fyi.org.nz)

Dear Jake Preston

Thank you for your email of 3 May 2019 to the Ministry of Business, Innovation and Employment (MBIE) requesting, under the Official Information Act 1982 (the Act), the following information:

*I would like to request copies of all training materials, policies and procedures used within MBIE relating to the way in which Official Information Requests, are dealt with when received by MBIE. To be clear this includes all processes and recollections whether documented or not.*

On 14 May 2019 you provided clarification regarding your request for information:

*I am happy to receive any ministry wide OIA training materials, but I am also interested in what was the Department of Building and Housing and any specific way of handling requests they employ, for example I am interested to see how an official information request is handled, say from a member of cabinet, a member of the opposition, and a member of the public. Similarly I am keen to understand the internal processes involved when a request is received, through to when a response is issued.*

This letter is to advise you that part of your request has been transferred to the Ministry of Housing and Urban Development.

This is because part of the information you have requested relates to the Ministry of Housing and Urban Development and is not held by MBIE. Section 14(b)(i) of the Official Information Act allows me to transfer any request where the information is not held, but is believed to be held by another department, organisation or Minister of the Crown.

I trust you find the information helpful. You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

If you wish to discuss any aspect of your request or this response, or if you require further assistance, please contact [CLMMinisterialServices@mbie.govt.nz](mailto:CLMMinisterialServices@mbie.govt.nz).

Yours sincerely

Jan Morison  
Team Leader  
Ministerial Services