



28 June 2017

Ben  
fyi-request-6051-78d387b6@requests.fyi.org.nz

Reference: DOIA-1617 1599

Dear Ben

Thank you for your email of 23 June 2017 requesting, under the Official Information Act 1982 (OIA), the following information:

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

Please find attached a copy of the MBIE OIA Policy.

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

Yours sincerely

Alan Witcombe  
Manager, Ministerial Services  
MBIE

