

15 November 2016

Mr David Lawson

Via the Fyi.org website only

Dear Mr Lawson

Request for information – Benchbook

I write further to your request for information made 13 November 2016 (8:16am).

I confirm your request to be for the following information:

1. The name of the member of staff who produced (and maintains and updates) the Benchbook document.
2. If that staff member is not Ms Clark, confirmation as to whether Ms Clark has ever been involved with the production, maintenance and updating of Benchbook, in any capacity.
3. Confirmation as to whether the staff member who produced Benchbook was responsible for the production of the (DRSL and FairWay) Reviewer Training Manual.
4. If the staff member who produced Benchbook is not Ms Clark, confirmation as to whether Ms Clark has ever been involved with the production, maintenance and updating of the Reviewer Training Manual.

I note you have requested this information under urgency under the Official Information Act 1982. Where your request was made/received 13 November 2016 and yesterday the FairWay Christchurch office was closed we will not be in a position to respond to your request by the date you have nominated of today, 15 November 2016.

Where you have noted that you have current live reviews we will accord urgency to your request and will respond as soon as possible. At present we indicate a timeframe for response of 24 November 2016.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Rebecca Lee', with a stylized, cursive script.

Rebecca Lee

Complaints Investigation and Privacy Officer