

Reference: 20170165



6 June 2017

Ben

fyi-request-5842-2b962bad@requests.fyi.org.nz

Dear Ben

Thank you for your request made under the Official Information Act, received on 8 May 2017. You requested:

"I am conducting research into the Official Information Act (OIA) policies & practices adopted by government agencies, with a view to identifying best practice approaches.

I therefore request the following information under the OIA:

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

If you need any more information from me please let me know as soon as possible. For the avoidance of doubt, this request does NOT seek drafts or previous policies. "

I have decided under section 15A of the Official Information Act to extend the time limit for deciding on your request by an additional 10 working days. The new due date for responding to your request is 4 July 2017.

The extension is required because the request necessitates a search through a large quantity of information before a decision can be made on the request.

This extension will also apply to the time limit for transferring your request, should this become relevant.

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Notwithstanding this extension, I undertake to make a decision on your request as soon as reasonably practicable.

You have the right to ask the Ombudsman to investigate and review this decision.

Yours sincerely

A handwritten signature in black ink, appearing to be 'AA', followed by a comma.

Anabelle Alis
Team Leader, Administration and Ministerial Advisory