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6 March 2018

William

By email: fyi-request-7227-263a5067@requests.fyi.org.nz

Dear William

Information Request – copy of procedures/instructions

I refer to your official information request dated 7 February 2018 regarding copy of procedures/instructions.

The Official Information Act 1982 (**OIA**) requires that we advise you of our decision on your request no later than 20 working days after the day we received your request. Unfortunately, it will not be possible to meet that time limit and we are therefore writing to notify you of an extension of the time to make our decision, to 30 March 2018.

The reason for the extension is that consultations are necessary to make a decision on your request are such that a proper response to your request cannot reasonably be made within the original time limit.

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 or freephone 0800 802 602.

Yours sincerely

Leigh Deuchars
Director, Office of the Chief Executive