



National Headquarters

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9 April 2018

Brody

By email: fyi-request-7578-dcd69e0c@requests.fyi.org.nz

Dear Brody

Information Request – handbooks outlining Senior rank responsibilities

I am writing to acknowledge receipt of your information request, dated 8 April 2018 for **handbooks outlining Senior rank responsibilities**.

In accordance with section 15 of the Official Information Act 1982 we will try to respond to your request as soon as possible and in any event no later than 20 working days after the day your request was received. If we are unable to respond to your request by then, we will notify you of an extension of that timeframe.

We will contact you if we require further information to clarify, or to enable us to process, your request. If any additional factors come to light which are relevant to your request, please do not hesitate to contact us so that these can be taken into account.

Yours sincerely

A blue ink handwritten signature, appearing to be 'K Perham', written in a cursive style.

Kathryn Perham
Ministerial Services Coordinator, Office of the Chief Executive

