



11 July 2018

Richard  
[fyi-request-8030-58532999@requests.fyi.org.nz](mailto:fyi-request-8030-58532999@requests.fyi.org.nz)

Dear Richard

## RESPONSE TO YOUR OFFICIAL INFORMATION ACT REQUEST

Thank you for your request of 13 June, for official information regarding:

*"...the Ministry's current policy on administering requests it receives under the Official Information Act 1982."*

The Official Information Act 1982 (the Act) prescribes the way that requests for information are handled. This includes specific timelines for responding to or transferring a request and the grounds under which information requested can be withheld or refused.

The Ministry of Defence has an internal policy that provides guidance for the management of Official Information Act requests, which are managed by the Ministerial and Executive Services team as the central point of contact.

When a request is sent to our [info@defence.govt.nz](mailto:info@defence.govt.nz) inbox or received through other channels such as the FYI website, the Ministerial and Executive Services team:

- identify and allocate the request to a subject matter expert for response
- provide templates, identify timelines and provide relevant precedent
- review proposed responses for consistency across the Ministry's work, and provide technical guidance on the Act or other relevant frameworks
- arrange for the final approval of the proposed response
- provide material to the Office of the Minister of Defence for response or consultation (if required).

As part of this process, subject matter experts who are allocated a request have the responsibility of consulting with the New Zealand Defence Force if required, or other relevant agencies.

I sign out all responses to requests made under the Act.

To inform the process for responding to requests, the Ministry also refers to guidance provided by other agencies such as the Ministry of Justice, in addition to advice and precedent published online from the Office of the Ombudsman.

Under section 28(3) of the Act you have the right to request the Ombudsman to investigate and review this response.

Yours sincerely

A handwritten signature in blue ink, consisting of a stylized 'H' and 'Q' followed by a horizontal line.

Helene Quilter  
**Secretary of Defence**