

6 June 2023

s9(2)(a)

Tēnā koe s9(2)(a)

I refer to your request received on 5 June 2023, which has been considered under the Official Information Act 1982 (OIA), for the following information:

1. *Any materials used by Manatū Taonga (MCH) to process OIA requests, including internal documents that contain relevant policies, principles, rules, guidelines or templates.*
 - a. *I note that section 22 of the OIA specifically makes such documents accessible.*
 - b. *Please exclude any Ombudsman guidelines that are already publicly available.*
2. *Any additional information on how MCH makes decisions under the OIA when the information requested has a Māori or Te Tiriti o Waitangi aspect.*
3. *If and when any of the materials that fall within the scope of (1) or (2) are due to be reviewed.*

Information being released

Please find enclosed the following documents relevant to your request. These documents are reviewed on an as needed basis (i.e a change to Ombudsman guidance or a change to internal systems meaning that processes must be amended):

Item	Document Description
1	OIA process map flowchart (with annotations)
2	Acknowledgement of request
3	Internal commissioning email
4	Template letter – Minister response
5	Template letter – Ministry response
6	Template letter – Consultation with third party
7	Release of staff information under the Official Information Act – Internal policy document
8	Section 6 – Quick reference guide
9	Section 9 – Quick reference guide

Regarding part two of your request, the Ministry makes decisions on requests on a case-by-case basis. It has no material that specifically references a Māori or Te Tiriti o Waitangi aspect as it relates to OIA requests.

If you wish to discuss this decision with us, please feel free to contact ويا@mch.govt.nz.

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.

Nāku noa, nā

s9(2)(a)

Matthew Oliver

Pou Mataaho o Te Iho - Deputy Chief Executive, Organisational Performance

PROACTIVELY RELEASED