



**Te Tari Taiwhenua
Internal Affairs**

04 February 2021

BAW Russell

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Ministerial and Secretariat Services

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Dear BAW Russell

OIA 20/21 - 0349

I refer to your Official Information Act (OIA) request to the Department of Internal Affairs (the Department) of 17 December 2020, requesting the following information:

“copies of the following briefings referenced in your Briefing to the Incoming Minister for Ministerial Services: Arrangements for Support Services to Members of the Executive, Instructions to Members of the Executive on Ministerial Expenditure Responsibilities, and Allocation of Crown-Owned Ministerial Residences. Where relevant please provide versions of the briefings that clearly indicate what decisions were sought by the Department and made by the Minister.”

Response to your request

Please find attached copies of the requested briefings listed in the table below.

	Briefing Title	Date
1.	<i>Arrangements for Support Services to Members of the Executive</i>	6 November 2020
2.	<i>Instructions to Members of the Executive on Ministerial Expenditure Responsibilities</i>	6 November 2020
2a.	<i>draft letter to Ministers</i> *N.B. This is the final approved version of the letter which incorporates the feedback provided.	
3.	<i>Allocation of Crown-Owned Ministerial Residences</i>	6 November 2020

The street address of a property has been withheld under s6(d) of the OIA as the making available of that information would be likely to endanger the safety of a person. Following the necessary consultation, I am satisfied that withholding mobile phone numbers of Department staff and the name of a staff member meets the threshold of section 9(2)(a) of the OIA, to protect the privacy of individuals.

Where section 9 has been relied on, I do not consider that the reason for withholding this information is outweighed by other considerations which render it desirable, in the public interest, to make it available.

Please note that the hand-written notation on the briefing *Instructions to Members of the Executive on Ministerial Expenditure Responsibilities* is between two Ministerial office staff members.

If you have any concerns with the information in this, you have a right to request an investigation and review by the Ombudsman under section 23(3) of the OIA.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M Ingram', with a long horizontal flourish extending to the right.

Morag Ingram
General Manager
Ministerial and Secretariat Services