



**Te Tari Taiwhenua  
Internal Affairs**

5 July 2021

*Ministerial and Secretariat Services*

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*Thorndon*

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Francis Cole

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[dia.govt.nz](http://dia.govt.nz)

Dear Francis Cole

**Official Information Act request (OIA 2021-0679)**

I refer to your Official Information Act 1982 (OIA) request of 25 May 2021. Your request sought the following information:

*A list of ministerial staff positions/titles in each separate ministerial office currently employed as of May 2021 and the number of people in each role.*

On 18 June 2021, the Department wrote to you extending the timeframe for response to your OIA request to 7 July 2021.

**Background**

There are three types of staff who work in Ministers' offices:

- DIA-employed staff who are assigned to work in a particular Minister's office. These include: Chiefs of Staff, Senior Private Secretaries, Senior / Press Secretaries, Senior / Ministerial Advisors, and Private Secretaries - Executive Support / Administration.
- Roving staff, also employed by DIA, although not assigned to a particular Minister's office. They provide backfill cover for positions and additional resource where there are fluctuating needs.
- Portfolio Private Secretaries who are seconded to Ministers' offices by government agencies to facilitate the management of Ministers' portfolio responsibilities.

**Response to your request**

Please find the information you have requested in the following table (Appendix 1).

The information in Appendix 1 represents ministerial staff employed by the Department of Internal Affairs as at 25 May 2021, the date of your OIA request. The information is broken down by ministerial office, position, and the number of full time equivalent (FTE) staff. which reflects the hours staff are employed to work in that position.

The number of staff employed in a Minister's office fluctuates depending on the nature of portfolios held by a Minister at a particular time.

Please note the following in relation to the information contained in Appendix 1:

- The table does not include staff who are on leave without pay or parental leave, or where a vacancy existed on 25 May 2021
- Staff who are in ministerial offices on secondment from various government agencies are not included in the information, as they remain employed by their home agency.

If you have any concerns with the information in this response, you have a right to request an investigation and review by the Ombudsman under section 28(3) of the Act. Information on how to do this is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802.

Yours sincerely



**Briget Ridden**  
General Manager  
Ministerial and Secretariat Services

**Appendix 1: Ministerial Staff employed by DIA 25 May 2021**

<b>Minister's Office</b>	<b>Position title</b>	<b>Full Time Equivalent (FTE)</b>
<b>Rt Hon Jacinda Ardern</b>		<b>21.7</b>
	Chief of Staff	0.8
	Deputy Chief of Staff	0.7
	Senior Private Secretary	1.0
	Chief Press Secretary	0.8
	Deputy Chief Press Secretary	0.8
	Events Manager	1.0
	Press Secretary	2.0
	Private Secretary (Executive Support)	2.0
	Senior Ministerial Advisor	2.0
	Ministerial Advisor	2.0
	Executive Assistant to Chief of Staff	1.0
	Executive Assistant to Prime Minister	1.0
	Private Secretary Administration	0.4
	Director Communications	0.4
	Deputy Director Communications	0.4
	Private Secretary (Media)	0.2
	Senior Designer	0.2
	Correspondence and Records Manager	1.0
	Lead Advisor (Correspondence Unit)	1.0
	Executive Assistant (Correspondence Unit)	2.0
	Ministerial Assistant (Correspondence Unit)	1.0
<b>Hon Grant Robertson</b>		<b>8</b>
	Senior Private Secretary	1.0
	Senior Press Secretary	2.0
	Senior Ministerial Advisor	2.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
	Private Secretary (Administration)	1.0
<b>Hon Kelvin Davis</b>		<b>6.0</b>
	Senior Private Secretary	1.0
	Specialist Ministerial Advisor	1.0
	Ministerial Advisor	1.0
	Senior Press Secretary	1.0
	Press Secretary	1.0

<b>Minister's Office</b>	<b>Position title</b>	<b>Full Time Equivalent (FTE)</b>
	Private Secretary (Executive support)	1.0
<b>Hon Dr Megan Woods</b>		<b>6.0</b>
	Senior Private Secretary	1.0
	Senior Press Secretary	1.0
	Press Secretary	1.0
	Senior Ministerial Advisor	1.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Chris Hipkins</b>		<b>8.0</b>
	Senior Private Secretary	1.0
	Senior Press Secretary	1.0
	Press Secretary	1.0
	Specialist Ministerial Advisor	1.0
	Ministerial Advisor	3.0
	Private Secretary (Executive Support)	1.0
<b>Hon Carmel Sepuloni</b>		<b>6.0</b>
	Senior Private Secretary	1.0
	Senior Press Secretary	1.0
	Press Secretary	1.0
	Senior Ministerial Advisor	1.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Andrew Little</b>		<b>6.0</b>
	Senior Private Secretary	1.0
	Senior Press Secretary	1.0
	Press Secretary	1.0
	Ministerial Advisor	2.0
	Private Secretary (Executive Support)	1.0
<b>Hon David Parker</b>		<b>6.0</b>
	Senior Private Secretary	1.0
	Senior Press Secretary	1.0
	Senior Ministerial Advisor	2.0
	Private Secretary (Executive Support)	2.0
<b>Hon Nanaia Mahuta</b>		<b>6.0</b>
	Senior Private Secretary	1.0
	Senior Press Secretary	1.0
	Press Secretary	1.0

Minister's Office	Position title	Full Time Equivalent (FTE)
	Senior Ministerial Advisor	1.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Poto Williams</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Damien O'Connor</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Stuart Nash</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Kris Faafoi</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Peeni Henare</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Willie Jackson</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Jan Tinetti</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Ministerial Advisor	1.0

<b>Minister's Office</b>	<b>Position title</b>	<b>Full Time Equivalent (FTE)</b>
	Private Secretary (Executive Support)	1.0
<b>Hon Michael Wood</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Senior Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Kiritapu Allan</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Senior Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Dr David Clark</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Dr Ayesha Verrall</b>		<b>4.0</b>
	Senior Private Secretary	1.0
	Press Secretary	1.0
	Senior Ministerial Advisor	1.0
	Private Secretary (Executive Support)	1.0
<b>Hon Aupito William Sio</b>		<b>2.5</b>
	Senior Private Secretary	1.0
	Private Secretary (Media/Advisory)	1.0
	Private Secretary (Executive Support)	0.5
<b>Hon Meka Whaitiri</b>		<b>2.5</b>
	Senior Private Secretary	1.0
	Private Secretary (Media/Advisory)	1.0
	Private Secretary (Executive Support)	0.5
<b>Hon Phil Twyford</b>		<b>2.5</b>
	Senior Private Secretary	1.0
	Private Secretary (Media/Advisory)	1.0
	Private Secretary (Executive Support)	0.5
<b>Hon Priyanca Radhakrishnan</b>		<b>2.5</b>
	Senior Private Secretary	1.0
	Private Secretary (Media/Advisory)	1.0

<b>Minister's Office</b>	<b>Position title</b>	<b>Full Time Equivalent (FTE)</b>
	Private Secretary (Executive Support)	0.5
<b>Hon James Shaw</b>		<b>5.5</b>
	Chief of Staff	0.8
	Senior Private Secretary	1.0
	Strategic Communications Manager	1.0
	Senior Ministerial Advisor	1.0
	Ministerial Advisor	0.1
	Private Secretary (Media)	0.9
	Private Secretary (Executive Support)	0.7
<b>Hon Marama Davidson</b>		<b>3.9</b>
	Senior Private Secretary	1.0
	Senior Ministerial Advisor	1.0
	Press Secretary	1.0
	Private Secretary (Executive Support)	0.9
<b>Rino Tirakatene, MP</b>		<b>2.5</b>
	Senior Private Secretary	1.0
	Private Secretary (Media/Advisory)	1.0
	Private Secretary (Executive Support)	0.5
<b>Dr Deborah Russell, MP</b>		<b>2.5</b>
	Senior Private Secretary (to Parliamentary Under Secretary)	1.0
	Private Secretary (Media/Advisory)	1.0
	Private Secretary (Executive Support)	0.5