



**Te Tari Taiwhenua  
Internal Affairs**

2 August 2021

*Ministerial and Secretariat Services*

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Thomas Allard

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Dear Thomas Allard

**Official Information Act request (OIA 2021-0013)**

I refer to your Official Information Act 1982 (OIA) request of 7 July 2021. Your request sought the following information:

- 1. All roles in which DIA employs people working in Ministers' offices.*
- 2. The remuneration range that applies to each role.*

**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.
- 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).

Occasionally, specific roles within Ministers offices can be 'non-banded' as a reflection of the uniqueness of the role as well as the skills and experience of the candidate.

Due to the small number of staff employed in some Ministerial office roles, I have combined three similar roles and bands under section 9(2)(a) of the Act in order to protect the privacy of those involved.

The standard salary band does not include any additional employment costs such as employer superannuation contributions, allowances, training and development, or other costs such as ACC levies.

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.

Please note that in cases where the Department's response provides information that is identified to be of general public interest, the response may also be published on the Department of Internal Affairs website. If the Department publishes its response to your OIA request, all personal information, including your name and contact details, will be removed.

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 802 602.

Yours sincerely

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

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