

24 January 2024



John Luke

fyi-request-25045-adcab2b3@requests.fyi.org.nz

REF: DOIA-2324-0403

Tēnā koe John

Thank you for your email of 6 December 2023 to the Ministry for Ethnic Communities (the Ministry) requesting the following information under the Official Information Act 1982 (the Act):

...Can you please supply the title of all your internal policies, I don't need the actual policy documents, just the name list of your current policies. e.g. privacy policy, compliant policy etc...

In response to your request, it is important to note that the Ministry is a departmental agency of the Department of Internal Affairs (DIA), and as such, Ministry policies are in line with those of DIA. Please see the attached Appendix which lists all DIA policies that the Ministry adheres to.

The Ministry also has four additional internal policies, listed below:

- Media Policy
- Social Media Policy
- Wellbeing, Health and Safety Policy
- COVID-19 Vaccination Policy.

You have the right to seek an investigation and review by the Ombudsman of our response to your request. Information about how to contact the Ombudsman's office is available at: www.ombudsman.parliament.nz or freephone: 0800 802 602.

Please note, due to the public interest in our work, the Ministry may publish responses to requests for official information on our website, shortly after the response has been sent. If you have any queries about this, please feel free to contact our Ministerial Services team: ministerial@ethniccommunities.govt.nz.

Ngā mihi

A handwritten signature in blue ink, appearing to read "Edward Firth", is written over a light blue horizontal line.

Edward Firth

Director of Ministerial Services

Appendix: DIA Policy names

Organisational Capability and Services			Māori, Strategy & Performance
Finance	Human Resources	Workplace Services	
Asset Accounting Policy	Allowances Policy	Business Continuity Management Policy	Assurance Policy
Asset Management Policy	COVID-19 Policy	Digital Information Protection Policy	Delegations Policy
Cash Receipts and Accounts Receivable Policy	Disciplinary Policy	Health and Safety Contractor Management Policy	Information Gathering Policy
Foreign Exchange Policy	Employee Assistance Programme Policy	Health and Safety Employee Participation Policy	Managing Wrongdoing Policy
Motor Vehicle Policy	Gifts and Hospitality Policy	Health and Safety Emergency Management Policy	Risk Management Policy
Procurement Policy	Job Evaluation Policy	Health and Safety Hazard Management Policy	
Purchasing and Paying for Goods and Services Policy	Leave Policy	Health and Safety Incident Response and Investigation Policy	
Sensitive Expenditure Policy	Managing Unacceptable Behaviour Policy	Health and Safety Information Training and Supervision Policy	
Travel Policy	Parental Leave Policy	ICT Access Control and Management Policy	
	Performance Improvement Policy	Information Management Policy	
	Performance Planning and Review Policy	Privacy Policy	
	Personal Grievance Policy	Proactive Release of DIA Information Policy	
	Recruitment Policy	Secure ICT Assets Policy	
	Remuneration Policy	Security Classification Policy	
	Safe Driving Policy	Wellbeing Health and Safety Policy	