



13 May 2016

C77560

Christina Bristow-King
fyi-request-3916-225fc57e@requests.fyi.org.nz

Dear Ms Bristow-King

Thank you for your email dated 21 April 2016, requesting a copy of the policy or procedure for the employment of administration staff by the Department. Your request has been considered under the Official Information Act 1982 (OIA).

The Department demands a high standard of conduct from all employees, and staff are expected to role model positive law-abiding behaviour. A significant emphasis is placed on these aspects throughout the recruitment and selection processes. A new pre-employment screening procedure has been introduced to support the high standards of conduct and integrity we expect from our staff.

You have requested a copy of *"the policy or procedure in relation to the employing of administration staff within the Department"*.

I can confirm that there is no 'policy or procedure' that exists for the purposes of recruiting administration staff. Therefore, your request is declined under section 18(e) of the OIA, as the document alleged to contain the information requested does not exist.

Should you have any concerns with this response, I would encourage you to raise these with the Department. Alternatively you are advised of your right to also raise any concerns with the Office of the Ombudsman. Contact details are: Office of the Ombudsman, PO Box 10152, Wellington 6143.

Yours sincerely

Vincent Arbuckle
Deputy Chief Executive
Corporate Services