

28 September 2012

46 Waring Taylor Street, PO Box 805
Wellington 6140, New Zealand
Telephone +64 4 4957200
Website www.dia.govt.nz

Jenny Graves
fyi-request-478-4ae83319@requests.fyi.org.nz

Dear Jenny Graves

OFFICIAL INFORMATION ACT REQUEST – POSITIONS IN MINISTERS’ OFFICES AND THE INFORMATION AND DOCUMENTS THEY ARE PROVIDED.

Thank you for your email request received by the Department on 6 August under the Official Information Act 1982 (the Act) for the following information:

Please provide information provided to employees that sets out role, operating framework, what they can and cannot do, expectations when working in a Ministers’ Offices in the position as a Private Secretary (or like position). This may include - among information - a guide, a manual.

Please provide a list of positions located in Ministers’ Offices occupied by a Department employee. Please also provide a list documents provided to the employees who currently occupy these positions. Please provide these documents. If any are withheld, please the ground and the reason for not providing it.

Like all departments, the Department provides portfolio private secretaries for our Ministers. In addition, the Department is the employer of staff in Ministerial offices through our Ministerial and Secretariat business unit. I have therefore attached the documentation that Ministerial and Secretariat Services provides to all new staff in Ministers’ offices, as well as a list of the relevant positions. Some information has been withheld from the attached documents under section 9(2)(a) to protect the privacy of natural persons.

Further information has also been withheld under sections 6 and 9 of the Act as follows:

- Section 6(a) where the making available of the information would be likely to endanger the safety of any person. This relates to the precise location of Ministerial offices.
- Section 9(2)(g)(ii) where the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of employees from improper



pressure or harassment. This relates to the identification of staff in Ministerial or Departmental offices.

- Section 9(2)(k) where the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage. This relates to the password and PIN for the Employee Assistance Programme.

Please note that employees in Ministerial offices are also electronically sent a particular security clearance form from the New Zealand Security Intelligence Service. This is based upon the level of clearance needed for their position.

The following table outlines the documents that are provided to new employees of Ministerial offices and that are included in the response:

Table A: Documents provided to new employees of Ministerial offices:

Provided to all staff in Ministerial offices including secondees	Welcome to Ministerial and Secretariat Services
	Helpful Contacts (Doc 732EB)
	Photocopiers
	New Staff Member Induction Check List
	Security Requirements for Handling Sensitive Material in Ministerial Offices
	Parliamentary Complex TV Channels
	Political Neutrality Guidance
	About the Ministerial Office Training and Development Strategic Plan
	Parliamentary Library
	Information Resources in Ministerial Offices
	Floor/Area Wardens
	Responsibilities and Procedures for Seconded Staff in Ministerial Offices
	Conditions of Secondment
	Ministerial Office Secondee Information Form
	Parking Within the Parliamentary Precincts Application Form and Information
	Parliament exercise room and swimming pool
	Parliamentary Complex Evacuation Assembly Areas
	Ministerial Office Employee Participation Health and Safety Reference Group
	Health and Safety
	Code of conduct
Personal Details and Emergency Information	
Confirmation of Receipt of Health and Safety Information	
Occupational Overuse Booklet	
Provided to Department of Internal Affairs' staff only	Playhouse
	Welcome Aboard!
	New Employee Form
	Tax code declaration IR330
	Ministry of Justice Priv/F2

	Safe Driver Agreement
	Safe Driving Policy
	Introduction to KiwiSaver
	DIA's Endorsed Workplace Principles
	UniMed
	Southern Cross
	PSA
	Employee Assistance Programme
	Westpac Government Employee Pack

You have a right, by way of complaint under section 28(3) of the Act to an Ombudsman, to seek an investigation and review of these decisions. The address for contact is: Office of the Ombudsman, PO Box 10152, Wellington.

I trust that the information provided meet your needs but please feel free to contact us if this is not the case.

Yours sincerely



Stefan Pishief
Senior Business Advisor
Strategy and Governance

