



**Ministry of Business,
Innovation & Employment**

24 August 2012

Jenny Graves

Fyi-request-480-6c51f6f2@requests.fyi.org.nz

Dear Ms Graves

OIA Request for Information – Employees in Ministers’ Offices

I acknowledge your Official Information Act 1982 (OIA or the Act) request dated 5 August 2012 requesting:

- Information provided to employees that sets out role, operating framework, what they can and cannot do, expectations when working for a Minister as Private Secretary (or like position); and
- A list of positions located in Ministers [office] occupied by Ministry employee and a list of documents provided to the employees who currently occupy these positions.

On behalf of the Economic Development Group (EDG) of the Ministry of Business, Innovation and Employment (formerly the Ministry of Economic Development), I respond as follows:

Positions located in Ministers’ offices and occupied by an employee of EDG are –

- Private Secretary – Office of Minister of Economic Development
- Private Secretary – Office of Minister of Energy and Resources
- Private Secretary – Office of Minister of Commerce
- Private Secretary – Office of Minister of Tourism (shared with the Associate Minister of Tourism)
- Private Secretary – Office of Minister of Consumer Affairs
- Private Secretary – Minister for Communications and Information Technology
- Private Secretary – Office of Minister for Small Business, Regulatory Reform and Associate Minister of Commerce (part time position)

Documents provided to the employees currently occupying these positions are –

1. Guide – *MED employees seconded to Ministers’ offices: Where is the line?*
2. Role Description for Ministerial Private Secretary - generic.
3. Secondment letter including the terms of secondment, accountabilities, performance expectations, reporting line, remuneration.

Items 1 and 2 above are attached.

In order to protect the privacy of the employee concerned and pursuant to section 9(2)(a) of the OIA, the personal details have been removed from item 2 Role Description and item 3 is withheld. In making this decision, I have considered the countervailing public interest provisions as required in section 9(1) of the Act.

You have the right under section 28(3) of the Act to ask the Ombudsman to investigate and review my decision to withhold this information. Contact details are:

The Ombudsman
Office of the Ombudsmen
PO Box 10152
Wellington 6143
Phone 0800 802 602
www.ombudsmen.parliament.nz.

I trust that this information satisfies your Official Information Act request.

Yours sincerely



Mandy McDonald
Acting Deputy Secretary
Organisational Development and Support
Ministry of Business, Innovation and Employment
Economic Development Group