



**Te Tari Taiwhenua  
Internal Affairs**

13 May 2024

Ministerial Services  
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Dear Matthew

**Official Information Act request (OIA 2324-0891)**

Thank you for your request for information dated 19 March 2024 made under the Official Information Act 1982 (the Act) to the Department of Prime Minister and Cabinet (DPMC). On 18 April 2024, DPMC transferred part one of your request to the Department of Internal Affairs (the Department) for decision and response. Part one of your request is as follows:

*As the guidance is very clear that communications on personal devices are presumed to be subject to the OIA until Ministers demonstrate that they are not, what future plans and current systems do DPMC and Cabinet currently have in place under the current government to ensure Ministerial or potentially Ministerial communications on private devices are properly auditable for official requests.*

**Response to your request**

Ministerial Services, within the Department, is responsible for ensuring a range of support services are available to Ministers and their staff including information management (IM). The Department provides advice to Ministers about what constitutes public records and what their responsibilities are in terms of managing public records (in accordance with the Public Records Act 2005, the Official Information Act 1982, and the Privacy Act 2020).

I have attached two fact sheets titled 'Core public recordkeeping responsibilities for Ministers' and 'Text messages: advice for Ministers' for your information as **Appendix one**. The Department also provides guidance and training to Senior Private Secretaries to support Ministers' to manage information in order to meet their obligations under the Public Records Act. On occasion, the Department is able to provide additional support, for example when a Minister leaves office, to ensure records are appropriately stored and saved.

Ministers' devices, phone, and any remote working equipment and accessories are provided directly by Parliamentary Service, under Member of Parliament (MP) entitlements. There may be occasions where Ministers choose to use their personal device. Regardless of whether a work or personal device is used, any information in a Ministerial capacity must be captured and managed appropriately. This includes information in any format (text, email, or social media).

While the Department provides record keeping advice to Ministers and their staff, decisions about what information is kept and stored remains the responsibility of the individual Minister with support from their office.

### **Recent Improvements**

A core change recently implemented is a standardised approach to storing Ministers' information through a new information management system called Pūkete. This provides a secure, modern document management facility for Ministers and their offices. The Department is confident that storing all Ministerial content in Pūkete will make it more accessible to locate information. Thereby ensuring that Ministers Official Information Act obligations are more easily met going forward.

We may publish this OIA response on [www.dia.govt.nz](http://www.dia.govt.nz) (with your personal details having been removed). Publishing responses to OIA requests increases the availability of information to the public and is consistent with the purpose of the Act to enable effective participation in the making and administration of laws and policies, and to promote the accountability of Ministers and officials.

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



**Briget Ridden**

General Manager – Ministerial Services

Te Haumi – Enterprise Partnerships

Te Tari Taiwhenua – The Department of Internal Affairs