



20 August 2012

Phil Lyth
fyi-request-482-23abcde@requests.fyi.org.nz

Dear Mr Lyth

REQUEST FOR INFORMATION - OFFICIAL INFORMATION ACT 1982

I refer to your letter dated 3 August 2012 in which you requested:

"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 Police employee. Please also provide a list documents provided to the employees who currently occupy these positions. Please provide these documents. If any are withhold, please the ground and the reason for not providing it."

Police considers that the information you requested is more closely connected to the functions or activities of the Department of Internal Affairs. Accordingly, Police has transferred your request to the Department of Internal Affairs pursuant to section 14(b)(ii) of the Official Information Act 1982.

Yours sincerely

Assistant Commissioner David Cliff
Acting General Manager Public Affairs