



6 September 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 6 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."

I have considered your request in accordance with the Official Information Act 1982. Further Assistant Commissioner Dave Cliff's letter dated 20 August and following discussions with the Department of Internal Affairs, it has been determined that it is appropriate that Police respond to your request. Therefore, I enclose position descriptions for the two Police Employees based in the Minister of Police's office. They are a Police Private Secretary and an Assistant Advisor. The latter is a part time position. Information not relating to the Assistant Advisor's work at the office of the Minister of Police has been redacted.

The latter part of your request ("please also provide a list documents provided to the employees who currently occupy these positions") is extremely broad. Section 12(2) of the Official Information Act 1982 requires that requests for information be specified with due particularity. If you are able to define your request more clearly, I may be able to assist you. Otherwise I refuse your request in terms of section 18(f) of the Official Information Act 1982.

If you are not satisfied with my response to your request you have the right to complain to the Office of the Ombudsmen and seek a review of my decision.

Yours sincerely



Superintendent Dave Trappitt
Acting General Manager Public Affairs

Safer Communities Together