

16 August 2012



Jenny Graves  
fyi-request-496-ce9826f1@requests.fyi.org.nz

Dear Jenny Graves

On behalf of Gabriel Makhlof, Secretary to the Treasury, I acknowledge receipt of your letter requesting:

*“...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) and employee/s in the Office of the Leader of the Opposition. This may include - among information - a guide, a manual or rule book. Please provide a list of positions located in Ministers’ Offices occupied by Treasury employees, and in what Office’s employees they are located. Please also provide a list documents provided to the employees who currently occupy these positions. Please also provide these documents. If any are withheld, please state the ground and the reason for not providing it. Please also provide a list of all documents - title, date, subject - that the Treasury employee in the Leader of the Opposition’s Office have provided or was requested to provide to the Leader of the Office (or his associates) in the last 3 days - ie 13 to 15 August 2012.”*

Your request was received by the Treasury on 16 August 2012 and will be dealt with in accordance with the provisions of the Official Information Act.

Yours sincerely

M. O’Neil

Maxine O’Neil  
**Ministerial Coordinator**



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