

6 June 2024

s9(2)(a)

Tālofa lava s9(2)(a)

## RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST (REF: DOIA066-2023/24)

On 8 May 2024, you contacted the Ministry for Pacific Peoples (the Ministry) requesting under the Official Information Act 1982 (OIA), information relating to the Ministry's change process. I have outlined your specific requests and my responses to each below.

1. *Copies of all ELT minutes since 1 November 2023 regarding staff cuts or reductions to the Ministry of Pacific Peoples and the impact of these cuts or reductions.*

I have appended excerpts of ELT meeting minutes discussing the change process (refer **Appendix 1**). Note that some information has been withheld under section 9(2)(g)(i) to maintain the effective conduct of public affairs through the free and frank expression of opinions. I am satisfied that there are no other public interest considerations that render it desirable to make the information withheld under section 9 of the OIA available.

2. *Copies of all correspondence sent by tier 2 or tier 3 leaders since 1 November 2023 regarding staff cuts or reductions to the Ministry of Pacific Peoples and the impact of these cuts or reductions.*

Correspondence sent by tier 2 and 3 leaders on this matter during the period solely involve reviewing and approving draft staff communications or media responses regarding the change process. I am therefore withholding this correspondence under section 9(2)(g)(i) of the OIA to maintain the effective conduct of public affairs through the free and frank expression of opinions. I am satisfied that there are no other public interest considerations that render it desirable to make the information withheld under section 9 of the OIA available.

3. *Copies of all memos, briefings, or any other documents provided to ELT since 1 November 2023 regarding staff cuts or reductions to the Ministry of Pacific Peoples and the impact of these cuts or reductions. Where you choose to withhold a document I request the name of the document and the reason it was withheld.*

I can confirm that the proposed and final structure documents were presented to ELT members before being announced to all staff. The Ministry has confirmed final decisions regarding its restructure, following consultation with staff and will be working through an expression of interest process to place staff into roles when the new structure takes effect on 1 July 2024.

As the change process is currently in progress, I am withholding the proposed and final structure documents under section 9(2)(f)(iv) to maintain the constitutional conventions that protect the confidentiality of advice tendered by Ministers and officials. I am satisfied that there are no other public interest considerations that render it desirable to make the information withheld under section 9 of the OIA available.

In line with standard OIA practice, the Ministry proactively publishes some of its responses to OIA requests. As such, this letter may be published on the Ministry for Pacific Peoples' website. Your personal details will be removed, and the Ministry will not publish any information that would identify you or your organisation.

Should you wish to discuss this response with us, please feel free to contact the Ministry at: [ويا\\_requests@mpp.govt.nz](mailto:ويا_requests@mpp.govt.nz).

If you are dissatisfied with this response, you have the right, under section 28(3) of the OIA, to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

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**Danilo Coelho de Almeida**  
Deputy Secretary,  
Corporate Services

## Appendix 1: ELT minutes covering change process

Tuesday 13 February 2024	
Item 1.5 Round Table Check In	
Sachi	<ul style="list-style-type: none"> <li>- In response to feedback after the change announcement a shared lunch on Level 2 has been organised</li> <li>- s9(2)(g)(i) [REDACTED]</li> </ul>
Danilo	<ul style="list-style-type: none"> <li>- People &amp; Capability arranging a workshop for Tier 3 Managers which will cover leading through uncertainty.</li> <li>- Discussions continue regarding future help to support any staff who may have their role disestablished as a result of the change process e.g. help with CV's and interviewing support.</li> </ul>
Ta'i	<ul style="list-style-type: none"> <li>- Team is pragmatic about the change process and carrying on with the work at hand.</li> <li>- The Secretary highlighted the onboarding process, noting we the need to ensure our new staff are inducted appropriately during this time of change.</li> </ul>
Lucy	<ul style="list-style-type: none"> <li>- Good feedback on the change talanoa, valuable sessions.</li> </ul>
JT	<ul style="list-style-type: none"> <li>- s9(2)(g)(i) [REDACTED] there are also many who are positive, pragmatic and an understanding that the process will take care of itself. He is reinforcing the message of support provided.</li> </ul>
Item 1.8 Change Process	
<ul style="list-style-type: none"> <li>- The Secretary thanked the group for the work engaging with PWC and drop-in sessions with staff.</li> <li>- The Secretary noted that we need to ensure staff have information in a timely manner.</li> <li>- The Secretary met with PWC yesterday who provided some broad options after receiving ELT feedback.</li> <li>- The next step is to come up with a proposal for the next phase.</li> <li>- We need to demonstrate that staff options for savings have been heard, noting the dollar amount is not finalised and are budget sensitive, so we are unable to share the numbers with staff.</li> <li>- We need to ensure we communicate using all options available to us, be that face to face, email and directing staff to the change page on Vaka Puna.</li> </ul>	

Tuesday 27 February 2024	
Item 1.5 Round Table Check In	
JT	<ul style="list-style-type: none"> <li>- s9(2)(g)(i) [REDACTED], everyone is just waiting for the proposed change announcement.</li> </ul>
Item 1.8 Change Process	
Danilo	<ul style="list-style-type: none"> <li>- Updated the group on the potential to announce the proposed change document and open consultation on Thursday 7 March with second option of 19 March floated.</li> </ul>

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Tuesday 26 March 2024	
Item 1.6 Round Table Check In & Change Process Discussion	
Ali	- Completed all 1:1 's and team are moving along.
Lucy	- Focussing on team morale, providing support to ensure business continuity.
Sachi	- s9(2)(g)(i) [REDACTED] [REDACTED] [REDACTED] [REDACTED] Gerardine will continue to weave the machinery of government messaging through both her drop-in sessions across the motu and the weekly ELT drop-in sessions.
Danilo	- Working with PSA on their requests s9(2)(g)(i) [REDACTED] [REDACTED] [REDACTED]

Tuesday 9 April 2024	
Change Process Discussion	
<ul style="list-style-type: none"> <li>Approximately 100 submissions were received on the proposal which will be compiled and provided to the Secretary for review.</li> <li>For Tier 2 roles there will be an independent panel for the EOI process. Panel will consist of an ex public service Chief Executive, Community member and will be Chaired by the Audit, Risk and Assurance Chair, Sue Peacock.</li> <li>Interview questions will be provided (to all roles) prior to all interviews.</li> </ul>	
Corina	Impact seen across the motu s9(2)(g)(i) [REDACTED]
Lu	Mixed feelings across the organisations
Annalize	s9(2)(g)(i) [REDACTED]
Sachi/Leilani	s9(2)(g)(i) [REDACTED] [REDACTED]
Danilo	Tracking along, the work carries on and keen to keep a sense of normality.
The Chair encouraged ELT to explore further when staff are asking questions on the change process to ensure the levels of understanding is met.	

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Item 1.5 Change Process

Secretary

- Provided an update on the recent PSA meeting:
- Noted recent growth of PSA membership across the Ministry and the wider public service.
- The relationship is going well, with PSA scheduled to receive an embargoed copy of the final structure document prior to all staff announcement.
- Long discussion with PSA about process to telling staff – timing of letter vs. final process.
- ELT will also be briefed two days prior to all staff announcement to ensure time for them to have 1:1 meeting with their affected staff (those disestablished or disestablished as art of the reduction in roles).
- The Secretary encouraged ELT to hold 1:1's with as many of their directorate as possible, especially as a way of supporting their Tier 3's if they themselves have been disestablished.
- s9(2)(g)(i) [redacted] initial EOI process open to permanent staff and if no one applies, or role unfilled then open to fixed term/contractors before progressing to external recruitment. This is an additional step to the previous change process).
- s9(2)(g)(i) [redacted]  
[redacted]  
[redacted]
- The Secretary noted the vast amount of well thought out and technical feedback received from across the Ministry.

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