

23 August 2024

s9(2)(a)

Mālō e lelei s9(2)(a)

## RESPONSE TO AN OFFICIAL INFORMATION ACT REQUEST (REF: DOIA007-2024/25)

On 26 July 2024, you contacted the Ministry for Pacific Peoples (the Ministry) requesting under the Official Information Act 1982 (OIA), information of all job titles of staff members who have access to a credit card and the number of credit cards that are shared among multiple staff members at the Ministry.

- 1. A list of all job titles of staff members who have access to a credit card assigned to them or their job. If there are multiple staff members with the same job title who have access to a credit card, please indicate how many staff members hold that title.*
- 2. The number of credit cards that are shared among multiple staff members. For each shared credit card, please provide a list of the staff members who have access to it.*

In response to part one of your request, please see the below table at **Appendix A** which lists the number of Ministry staff who are Credit Card holders, alongside their job titles.

In response to part two of your request, as per Ministry policy, Credit Cards should not be shared among multiple staff members. I am not aware of any Credit Cards that is shared by multiple staff members and would not advise to do so. I am therefore refusing this part of your request under section 18(e) of the OIA, as the information requested does not exist. The credit card holder is held accountable for all the transactions made on their credit card and is responsible for completing purchase reconciliation procedures each month.

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: [oia\\_requests@mpp.govt.nz](mailto:oia_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.

Mālō 'aupito



Mauailegalu Mathew So'otaga  
**Director Operations,**  
**Corporate & Support Services**

**Appendix A - Ministry for Pacific Peoples credit card holders as of 30 July 2024**

<b>Position</b>	<b>Number of Ministry for Pacific Peoples Staff</b>
Secretary for Pacific Peoples	1
Deputy Secretary Corporate and Support Services	1
Deputy Secretary Policy and Insights	1
Deputy Secretary Commissioning and Partnerships	1
Chief of Staff	1
Director IT	1
Office Manager	1
Executive Assistant	1
Manager, Partnerships	1
Manager, Finance	1
<b>Total</b>	<b>10</b>