



17 July 2024

[REDACTED]  
[REDACTED]

Ref: OIA-2023/24-0973

Dear [REDACTED]

**Official Information Act request relating to Information regarding Cabinet Office records, ministerial warrants, Minister Lee's resignation and Q2 plan**

Thank you for your Official Information Act 1982 (the Act) request received on 15 June 2024. You requested:

- “1. How many years back does DPMC keep records of Cabinet Minutes and Advice Sheets, Warrants of Appointment etc?*
- 2. Would it be possible to be provided with the Appointment Warrant, and advice sheet (if any), of:*
  - Jack Marshall as Minister of Justice in 1954*
  - Keith Holyoake as Prime Minister and Minister of Foreign Affairs in 1960*
  - Robert Muldoon as Minister of Finance in 1967*
  - David Lange as Attorney-General in 1989*
  - James Brendan Bolger as Prime Minister in 1990*
  - Ruth Richardson as Minister of Finance in 1990*
- 3. Could I be provided with the resignation letter (or removal from office) of Hon. Melissa Lee and advice sheet therewith, as Minister of Media and Communications?*
- 4. Could I be provided with the weekly tracker of the Quarter 2 Plan for the Government?”*

On 4 July 2020 we contacted you via email to clarify your request. On 10 July 2024 you clarified you are wanting all the weekly trackers to the date of your request (15 June 2024).

In relation to **part one** of your request the Cabinet Office holds records of Cabinet meetings dating from 1948 (although there are limited records from around that time). We also hold some advice sheets and warrants of appointment from the same time period.

**Information being withheld**

In relation to **part two** of your request, the Cabinet Office holds electronic copies of ministerial warrants of appointment dating back to 2014. Current practice is that the Cabinet Office retains a copy of the warrant while the original is held by the Minister. We do not hold a full set of ministerial warrants from before 2014. We have not been able to locate the specific warrants you have requested in our records. I have therefore decided to refuse this part of the request under section 18(g)(i) of the Act on the basis the information requested is not held by the Cabinet Office, and I do not believe it will be held by another government department or agency that is subject to the Act.

There is a possibility some of these documents may have been transferred to Archives New Zealand. You might wish to consider approaching Archives or checking their online records. Information at: [Home - Archives New Zealand](https://www.archives.govt.nz/)

In relation to **part three** of your request the Media and Communications portfolio was revoked by way of an advice sheet to the Governor-General signed by the Prime Minister. I

have decided to withhold this under section 9(2)(f)(i) of the Act to protect the confidentiality of communications by or with the Sovereign or his representative. The revocation by the Governor-General was published in the NZ Gazette and can be found at the following link: <https://gazette.govt.nz/notice/id/2024-vr1921>.

In relation to **part four** of your request the Quarterly Plans and associated trackers are being released on the DPMC website. You can find the most recently released ones at the following link:

[Proactive Release 100-23-SUB-0001: 100 Day Plan trackers | Department of the Prime Minister and Cabinet \(DPMC\)](#)

There is a rolling programme to release trackers as they are considered by the Government. The most recent ones will be released soon, and then later ones will be released once they have been considered. Therefore, I am refusing this part of your request under section 9(2)(f)(iv) of the Act to protect the confidentiality of advice tendered by Ministers of the Crown and officials and under section 18(d) of the Act as the information will be proactively released soon.

In making my decision, I have considered the public interest considerations in section 9(1) of the Act. No public interest has been identified that would be sufficient to outweigh the reasons for withholding that information.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on the Department of the Prime Minister and Cabinet's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Yours sincerely



Rachel Hayward  
**Secretary of the Cabinet/Clerk of the Executive Council - Cabinet Office**