



12 DEC 2019



Dear 

On 14 November 2019, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982, the following information:

- *A copy of the policy document on the MSD intranet regarding "Legal advice and services" and copies of all documents and communications relating to the drafting of this policy document.*

On 3 December 2019, you confirmed that the document you were referring to was the one page document identified by the Ministry titled "Legal advice and services". This document is enclosed. Please note that this page references another document, however, this document is outdated and is no longer circulated to staff or published on the intranet. The legal team are currently working to update this content.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public. The Ministry will do this by publishing this letter and attachments on the Ministry of Social Development's website. Your personal details will be deleted and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact OIA_Requests@msd.govt.nz.

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If you are not satisfied with this response about the legal advice and services document you have requested, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at www.ombudsman.parliament.nz or 0800 802 602.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Kate Satterthwaite', written in a cursive style.

Kate Satterthwaite
General Manager Ministerial and Executive Services

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Legal advice and services

This page will help you to learn more about MSD Legal and guide you to the right solicitor for your legal needs.

What you can expect from MSD Legal

MSD Legal advise on everything from policy development to contracts and defending Ministry decisions before tribunals and courts. We provide legal services to all units across the Ministry. We also oversee legal services from external providers to supplement expertise in the team. All teams in MSD Legal also provide legal awareness training to their clients in the Ministry, so that you can work with us to ensure that legal issues are properly identified and legal risks managed.

We aim to provide you with the quality service you need. To help us do this, we have established a number of principles which guide how we work with you. These are set out in the document below. Please talk to us if you wish discuss these or think there are ways we can improve.

There are things you can do to get the most out of us, so that our advice will meet your needs.

Before contacting us, it may be helpful to consider the following points:

what you are trying to achieve in the particular situation

any internal or external deadlines that we need to know about, and when you need the advice from us

any relevant background information.

Content owner: [Legal Services](#) Last updated: 26 July 2018