



19 SEP 2019

File Ref: OIA 40020

Tēnā koe

Official Information Act request

Thank you for your information request dated 25 August 2019. You asked for the following information:

"Please provide information you hold regarding policies or guidance that assist Private Secretaries to fulfil their roles and duties in Ministers' Offices."

Your request has been considered in accordance with the Official Information Act 1982.

We do not hold any information regarding policies or guidance that assist Private Secretaries to fulfil their roles and duties in Ministers Offices. All employees seconded into this role are expected to continue to abide by our Code of Conduct and the values of Te Puni Kōkiri. The seconding agency, the Department of Internal Affairs, administers the secondment process for Private Secretaries.

Private Secretaries seconded from Te Puni Kōkiri are provided with a comprehensive verbal briefing from the Executive Advisor in the Chief Executive's office before they commence their secondment. The briefing focusses on stakeholder relationship management, information provision, document management and communication protocols. The Executive Advisor also provides advice and support to Private Secretaries for the term of their secondment.

I trust my response satisfies your request.

You have the right to seek an investigation and review by the Ombudsman of this response. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that Te Puni Kōkiri publishes some of its OIA responses on its website, after the response is sent to the requester. The responses published are those that are considered to have a high level of public interest. We will not publish your name, address or contact details.



If you wish to discuss any aspect of your request with us, including this decision, please feel free to contact Madeline Smith, Senior Ministerials Advisor, Ministerials and Business Support via smitm@tpk.govt.nz.

Ngā mihi

A handwritten signature in black ink that reads "Lisa Davies". The signature is written in a cursive style with a large, prominent 'D'.

Lisa Davies
Deputy Chief Executive, Investment