



20 September 2019

Dear [REDACTED]

Official Information Request
Our Ref: SSCOIA 2019-0225

I refer to your official information request received on 25 August 2019 for:

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

The role of a private secretary seconded from Government agencies into Ministers' offices is to provide support to the Minister in his/her role and act as a conduit between the agency and the Minister's office. These roles require the ability to respond to issues and deal with confidential and at times sensitive information with judgement and maturity.

The State Services Commission (SSC) looks to appoint senior officials in this role, who have a proven track record of exercising judgement, working with senior managers and Ministers in a confidential environment, excellent relationship management skills in often complex situations, excellent attention to detail and the ability to work effectively under pressure with a flexible and willing approach to work.

In response to your request, the SSC does not have guidance or policies specific to the private secretary to the Minister of State Services role.

Accordingly, I have refused your request under section 18(e) of the OIA – the information requested does not exist.

If you wish to discuss this decision with us, please feel free to contact Ministerial.Services@ssc.govt.nz.

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

Please note that we intend to publish this letter (with your personal details removed) on the State Services Commission's website

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Nicky Dirks'.

Nicky Dirks
Managing Principal – Ministerial Services
State Services Commission