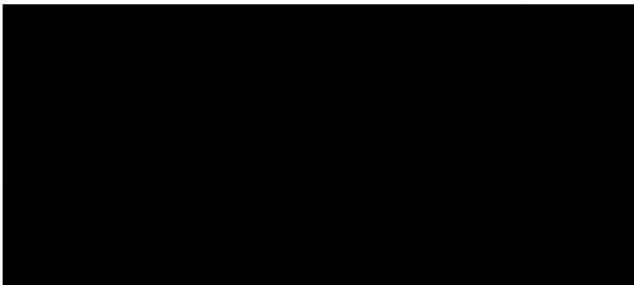


13 SEP 2019



Response to request for official information

Thank you for your request of 25 August 2019 to the Ministry of Health (the Ministry) under the Official Information Act 1982 (the Act) for:

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

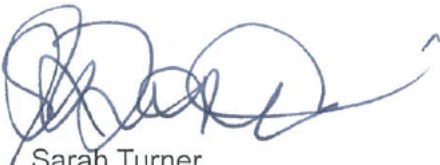
Each Minister's office has a handbook for incoming Private Secretaries which provides guidance and advice to assist them in their roles. The Private Secretaries for the Health portfolio receive the Department of Prime Minister and Cabinet (DPMC) Private Secretary Handbook upon being appointed to their role. I am advised DPMC has previously supplied you with this document.

Prior to a Private Secretary beginning their role in a Minister's office, they will attend a series of meetings at the Ministry to assist with their preparation. These meetings can be with key business units and senior leaders. They will also be introduced to key people in the Minister's office, for example, the Senior Private Secretary and Ministerial Advisor(s).

An incoming Private Secretary is trained on the job by the outgoing Private Secretary. Each Minister's office is different and will have different guidance and protocols for how the office operates and what each Private Secretary is expected to do in their day-to-day work.

I trust this information fulfils your request. Under the Act, you have the right to ask the Ombudsman to review any decisions made in this response.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Sarah Turner'.

Sarah Turner
Deputy Director-General
Office of the Director-General