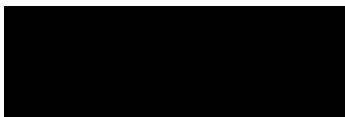


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2 September 2019



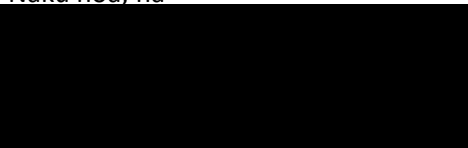
Tēnā koe 

RE: OFFICIAL INFORMATION ACT REQUEST – PRIVATE SECRETARIES

I refer to your email to Education Review Office on 22 August 2019, requesting the *information you hold regarding policies or guidance that assist Private Secretaries to fulfil their roles and duties in Ministers' Offices.*

The Education Review Office does not hold specific policies or guidelines around how Private Secretaries fulfil their duties in Ministers' offices. Each Minister's office will have a handbook for incoming Private Secretaries which provides guidance and advice to assist them in their roles. 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.

Nāku noa, nā



Jeremy France
Deputy Chief Executive Corporate Services
Education Review Office | Te Tari Arotake Mātauranga
National Office