



Prime Minister

Minister for Arts, Culture & Heritage

Minister for Child Poverty Reduction

Minister for National Security & Intelligence

4 JUL 2018

Cam Slater
fyi-request-7669-918bb371@requests.fyi.org.nz

Ref: PMO 168-2018

Dear Cam Slater

Official Information Act request relating to the recruitment of the Chief Press Secretary

Thank you for your Official Information Act 1982 (the Act) request, received on 4 May 2018. You requested:

“any and all correspondence, this includes emails, memos, aide memoires, reports, job descriptions, market rate advice, between the Chief of Staff to the Prime Minister and any other person or organisation in relation to the recruitment for the role of Chief Press Secretary to the Prime Minister.”

I extended the time limit for deciding on your request under section 15A of the Official Information Act by an additional 20 working days.

I am now in a position to provide a response to your request. Please find attached information identified as within the scope of your request. I am withholding some names and contact details and the covering letters and curriculum vitae of the applicants under section 9(2)(a) as withholding the information is necessary *“to protect the privacy of natural persons, including that of deceased natural persons”*. I am also withholding the fee charged by the recruitment fee under section 9(2)(b)(ii) as disclosure of this information would be likely to prejudice the recruitment firm used.

Where the information has been withheld, no public interest in releasing the withheld information has been identified that would be sufficient to override the reasons for withholding it.

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Rob Carr', written in a cursive style.

Rob Carr
Senior Ministerial Adviser

From: Claire Lewis <s9(2)(a)>
Sent: Monday, 19 March 2018 12:23 PM
To: Mike Munro; Aidan Ruland
Subject: RE: chief press secy

Ok thank you for the update.

Claire

From: Mike Munro
Sent: Monday, 19 March 2018 10:38 AM
To: Claire Lewis; Aidan Ruland
Subject: RE: chief press secy

Thanks Claire.

If an internal ad is being published, I will need to circulate an internal announcement about MikeJ taking on a new role, so giving rise to the vacancy we're looking to fill.

I will get on to that today.

I don't think we need to circulate the advert to Beehive staff if it's on 1840.

Cheers
Mike

From: Claire Lewis [mailto:s9(2)(a)]
Sent: Monday, 19 March 2018 10:15 AM
To: Mike Munro [mailto:s9(2)(a)]; Aidan Ruland [mailto:s9(2)(a)]
Subject: RE: chief press secy

Hi Mike

Aidan meet with Jackson Stone on Thursday, they sent through their proposal document on Friday which I have approved.

We are also looking to get this up as an internal ad.

Can you let us know if you would like us to circulate the internal advert to Beehive staff as many will not go on to 1840 to access internal opportunities.

Kind regards

From: Mike Munro
Sent: Monday, 19 March 2018 8:14 AM
To: Claire Lewis; Aidan Ruland
Subject: chief press secy

Hi Claire/Aidan

Can I please have an update this morning on progress re recruiting a chief press secretary?

EG, have we spoken to recruitment agencies?

Cheers
Mike

Mike Munro | Chief of Staff
Office of the Prime Minister
s9(2)(a)

Authorised by Jacinda Ardern MP, Parliament Buildings, Wellington

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From: Claire Lewis s9(2)(a)
Sent: Friday, 20 April 2018 5:55 PM
To: Mike Munro
Subject: Fwd: Response re Jackson Stone

Claire Lewis
Manager Ministerial Resourcing
s9(2)(a)

Begin forwarded message:

From: Christine Ross s9(2)(a)
Date: 20 April 2018 at 4:32:13 PM NZST
To: Claire Lewis s9(2)(a)
Subject: RE: Response re Jackson Stone

Thanks Claire, I'm just waiting for morag's approval on the latest version now. Almost there!
Thanks for your help with this.
Christine

From: Claire Lewis
Sent: Friday, 20 April 2018 4:31 PM
To: Christine Ross
Subject: Re: Response re Jackson Stone

He's sending it through

Claire Lewis
Manager Ministerial Resourcing
s9(2)(a)

On 20/04/2018, at 3:59 PM, Christine Ross s9(2)(a) wrote:

Hi Claire, just waiting to hear back from Rob before we send this out – it's been approved internally.
I have texted him as well. If you can facilitate his review that would be much appreciated.
Christine

From: Christine Ross
Sent: Friday, 20 April 2018 3:15 PM
To: s9(2)(a)
Subject: Response re Jackson Stone

Hi s9(2)(a) we received the below query from RNZ today, and our response follows – we have yet to reply to s9(2)(a)

From: s9(2)(a)
Sent: Friday, 20 April 2018 10:37 AM
To: Media Internal Affairs
Subject: FW: Mike Munro

Good morning,

I'm told DIA/Ministerial Services is best placed to answer these questions.

Here's a fourth question too:

What safeguards have been put in place, and how are the conflicts of interest being managed, to ensure this selection process is above board?

Is the PM's office satisfied there is not a conflict on interest in Mr Munro's wife's company recruiting for a position that directly reports to him?

How much of a recruitment fee does Jackstone and Partners receive for filling the chief press sec position?

How was Heather Church's company chosen as the recruitment firm to fill this position?

Cheers,

s9(2)(a)

Political Reporter

s9(2)(a)

Our internally approved response follows – this has been updated since yesterday:

The impartiality and integrity of Internal Affairs employees is central to ensuring that the public, our clients and the government have confidence in the Department and the work we do.

All DIA staff, including ministerial staff employed by DIA are required to sign up to the Department's Code of Conduct. Ministerial staff are also required to sign up to the SSC Code of Conduct.

The Code includes provisions for actual and perceived conflicts of interest, which are categorised in the following way: personal, family and friends, community, secondary employment, voluntary interests and gifts and benefits.

JacksonStone has been a member of the All-of-Government Recruitment and Consulting Panels since 2012. These panels are run by MBIE and as such are available to be engaged by the Department and other government agencies.

The conflict of interest between Mr Munro and Ms Church was proactively disclosed prior to JacksonStone's engagement by the Department for this role, and we requested that Ms Church was not involved in the recruitment process.

The recruitment of the Chief Press Secretary, including the agency involved and any associated fees, is being conducted according to standard All of Government processes.

This includes the standard All of Government fee of s9(2)(b) of the total annualised remuneration for the position.

As Chief of Staff, Mr Munro has a role as a panel member in recruitment decisions once candidates are put forward to PMO for their consideration, however Ministerial office staff are employed by Internal Affairs.

Kind regards, Christine

Christine Ross | Corporate Communications Manager
The Department of Internal Affairs Te Tari Taiwhenua
s9(2)(a)

45 Pipitea Street | PO Box 805, Wellington 6140, New Zealand | www.dia.govt.nz

<image001.png>

www.govt.nz - your guide to finding and using New Zealand government services

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From: s9(2)(a)
Sent: Friday, 23 March 2018 7:30 AM
To: Mike Munro
Subject: Fwd: DRAFT Advertisement for review
Attachments: Untitled-64.pdf

Good morning Mike

Good meetings with Jackson Stone and Ministerial Services yesterday. Claire has assigned us a new person to run the process who clearly has done this before, and things are moving along much more quickly now.

For your information:

- advertisements will run in external media on Wednesday, Saturday, Wednesday
- to get the ad in the paper this coming Wednesday, I need your **sign off on the advertisement text by 10.30 on Monday morning**
- Jackson Stone have drafted an advertisement which focuses on the key areas you and I have discussed. I'm happy with it.

Your actions:

- review the attached ad and give me your comments ASAP / or sign off if you're happy with it. When you're reviewing, please be thinking about risks from a PMO / media / Mike J perspective.
- consider whether you need to alert Mike J that the advertisement will be running in external media (& if so, do so).

Thanks
s9(2)(a)

s9(2)(a)

Director, Portchester Consulting
Strategy. Leadership. Behaviour change.
s9(2)(a)

Begin forwarded message:

From: s9(2)(a)
Subject: DRAFT Advertisement
Date: 22 March 2018 4:54:11 pm NZDT
To: s9(2)(a)
Cc: Andrew X Phillips <s9(2)(a)>, s9(2)(a)
s9(2)(a)

Hi s9(2)(a)

Please find attached a 'draft' advertisement for your thoughts and approval.

Please feel free to make any changes you see fit.

Best regards,

s9(2)(a)



s9(2)(a)

JacksonStone & Partners

s9(2)(a)

Level 12 JacksonStone House, 11 Hunter Street, Wellington. PO Box 25177, Wellington 6146.
New Zealand.



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Global Executive Search

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CHIEF PRESS SECRETARY

Office of the Prime Minister Influence and Leadership

Reporting to the Prime Minister's Chief of Staff and working closely with the Prime Minister, Senior Ministers and Officials you will be responsible for the active leadership, management and co-ordination of the Prime Minister's media team while working collaboratively across the Office to ensure appropriate communications and planning.

Your focus will be on delivering consistent messaging of the Government's immediate priorities while concentrating on its longer-term objectives and the provision of strategic media advice. You will have strong influencing skills and a proven background in media, communications and relationship management. These skills will be put to the test in a fast-paced environment engaging with the Press Gallery and wider media circles while also ensuring that Ministers remain aware and on message with the work programme of Government.

You will need to have demonstrated experience working with or in the media and communications sector, have excellent political judgement, led teams of high performers and provided robust strategic advice that will stand up to the highest scrutiny. An understanding of Parliament and Parliamentary processes would also be of advantage.

APPLICATIONS CLOSE: Friday, 13 April 2018

APPLY OR VIEW THE POSITION DESCRIPTION:

www.jacksonstone.co.nz

REFERENCE: 4732

FURTHER ENQUIRIES: David Hollander or
Lindsay Jackson on 04 550 8000

Jacksonstone
& PARTNERS

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From: s9(2)(a)
Sent: Wednesday, 4 April 2018 5:26 PM
To: Mike Munro
Cc: s9(2)(a)
Subject: CONFIDENTIAL - Fwd: Source List - April 2018.docx
Attachments: Source List - April 2018.docx

Hello Mike

I met with s9(2)(a) today to discuss the list of people they could approach to seek interest in the role. A revised list, for your review, is attached. This is a long list, which I'm expecting you'll cut back based on your own knowledge of candidates and their suitability for this role.

There are some names here that I think are definitely worth the approach, a few people I don't know much about, and a couple we have discussed before or who have been approached already. The value of approaching any again is debatable - if any are stand out candidates, it could be worth doing.

Could you please

- call me if you'd like to talk this list through, ask questions / make changes
- discuss it internally to get feedback on the list before we ask Jackson Stone to proceed

Thank you!
s9(2)(a)

s9(2)(a)

Director, Portchester Consulting
Strategy. Leadership. Behaviour change.
s9(2)(a)

www.portchester.blog

Begin forwarded message:

From: s9(2)(a)
Subject: Source List - April 2018.docx
Date: 4 April 2018 at 5:15:13 PM NZST
To: s9(2)(a)
Cc:

Hi s9(2)(a)

Good to catch up today. As discussed please find attached the list of people that we are considering as possible candidates to approach.

As discussed we have not actively approached any of these people and will wait until we hear back from you or Mike as to their suitability before making the approaches. We are also aware of a couple of these people having already been approached but would suggest that we re-approach them as part of the formal process?

Best regards,

s9(2)(a)



s9(2)(a)

JacksonStone & Partners

s9(2)(a)

Level 12 JacksonStone House, 11 Hunter Street, Wellington. PO Box 25177, Wellington 6146.
New Zealand.



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From: Mike Munro
Sent: Wednesday, 18 April 2018 5:48 PM
To: s9(2)(a)
Subject: RE: Chief Press Secretary

Hi s9(2)(a) Had a chat to s9(2)(a) yesterday and there's 5 on final applicant list whom we agreed should go forward, with a 6th marked as tentative. I'm hoping to get a few minutes to share with PM today, just to get her top-of-head reaction (she knows a few of them). Then will be back in touch. All the best to you and crew.
Mike

Sent with BlackBerry Work
(www.blackberry.com)

From: s9(2)(a)
Date: Tuesday, 17 Apr 2018, 9:05 PM
To: Mike Munro s9(2)(a)
Cc: s9(2)(a)
Subject: RE: Chief Press Secretary

Hi Mike,

Thanks for the email. I wasn't expecting to hear from you given the schedule you are working too.

s9(2)(a)

Happy to discuss this further at any stage.

Best wishes for the rest of the trip,

s9(2)(a)



s9(2)(a)

JacksonStone & Partners
s9(2)(a)

www.jacksonstone.co.nz

Level 12 JacksonStone House, 11 Hunter Street, Wellington. PO Box 25177,
Wellington 6146. New Zealand.



From: Mike Munro s9(2)(a)
Sent: Tuesday, 17 April 2018 8:27 p.m.
To: s9(2)(a)
Subject: RE: Chief Press Secretary

Hi s9(2)(a)

Sorry for not acknowledging earlier. I'm just about to discuss with s9(2)(a) and she'll probably share my thoughts with you soonest. Some interesting names there.

All going well on the European trail. Having a quietish morning and catching up on email at the Regent Berlin before going off to the Chancellery for a working lunch with Angela Merkel. Then on to London this evening.

Talk soon

Kind regards
Mike

From: s9(2)(a)
Sent: Monday, 16 April 2018 5:52 PM
To: Mike Munro s9(2)(a)
Cc: s9(2)(a)
Subject: Chief Press Secretary

Hi Mike,

Please find attached the (almost) final applicant list for the Chief Press Secretary role.

s9(2)(a) came into the office today and we went through the applicants together. You will see in the attachment some comments that s9(2)(a) has provided on the candidates.

Please feel free to be in contact at any stage with your views.

We trust your trip is going well and look forward to seeing you on your return.

Best regards,

s9(2)(a)



s9(2)(a)
JacksonStone & Partners
s9(2)(a)

www.jacksonstone.co.nz

Level 12 JacksonStone House, 11 Hunter Street, Wellington. PO Box 25177, Wellington 6146. New Zealand.



From: s9(2)(a)
Sent: Friday, 20 April 2018 7:15 AM
To: Mike Munro
Subject: Re: Chief Press Secretary

Great - thanks. sounds like a good quality conversation. I'll get Jackson Stone onto this.
s9(2)(a)

Director, Portchester Consulting
Strategy. Leadership. Behaviour change.
s9(2)(a)
www.portchester.blog

On 19/04/2018, at 8:08 PM, Mike Munro s9(2)(a) wrote:

Hi s9(2)(a)

Managed to get through a list of stuff with J this morning before she departed to Buck House for CHOGM formalities.

Including this!

She is largely OK with the list though had no insights on s9(2)(a)
s9(2)(a)

s9(2)(a)

So that leaves four - s9(2)(a)

My feeling is that that is enough for interviews.

Cheers
Mike

From: s9(2)(a)
Sent: Tuesday, 17 April 2018 7:56 PM
To: Mike Munro s9(2)(a)
Subject: Chief Press Secretary

Hi Mike -

s9(2)(a) has sent you through a list of applicants for the role - the next step is for you to decide who you would like to interview, when you're back next week.

Can you please take a mo to look at the list, and give me a call whenever you can? Don't worry about time zones - Ill have my phone by the bed.

Thanks!
s9(2)(a)

From: s9(2)(a)
Sent: Tuesday, 24 April 2018 9:46 AM
To: s9(2)(a)
Cc: s9(2)(a), Mike Munro
Subject: Interview Schedule - Chief Press Secretary
Attachments: Interview Schedule - Chief Press Secretary - draft.docx;
Chief_Press_Sec_Cover_letter.docx; s9(2)(a) CV_130418.docx;
Chief_Press_Sec_application.docx; s9(2)(a) cv-Apr2018.docx;
s9(2)(a) CL.docx; s9(2)(a) CV.docx; chief_press_sec_letter.doc;
Chief_Press_Sec_application.docx

Hi s9(2)(a)

Please find attached the interview schedule, cv's and cover letters.

Would you like hard copies here on your arrival?

We also have to think about a new time for s9(2)(a)

I am interviewing s9(2)(a) today.

If you have any thoughts on the format of the interviews on Thursday and Friday that you would like me to inform the candidates of feel free to let me know?

Best regards,

s9(2)(a)



s9(2)(a)

JacksonStone & Partners

s9(2)(a)

www.jacksonstone.co.nz

Level 12 JacksonStone House, 11 Hunter Street, Wellington. PO Box 25177,
Wellington 6146. New Zealand.



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From: s9(2)(a)
Sent: Tuesday, 24 April 2018 9:55 AM
To: Mike Munro; s9(2)(a)
Cc: s9(2)(a)
Subject: CONFIDENTIAL Fwd: Interview Schedule - Chief Press Secretary
Attachments: Interview Schedule - Chief Press Secretary - draft.docx

Good morning Mike and s9(2)(a) please find attached an interview schedule which Jackson Stone has prepared for us. The interviews will take place at Jackson Stone premises. s9(2)(a) is working on a recommended approach for the interviews. I suggest we meet on Thursday morning at 8.30 at the latest, to discuss our approach and prepare.

Please let me know if you're happy with this; or if there's anything you'd like to discuss.

With kind regards

s9(2)(a)

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INTERVIEW SCHEDULE

ROLE	Chief Press Secretary
CLIENT	Office of the Prime Minister
PANEL	<ul style="list-style-type: none"> ▪ Mike Munro, Chief of Staff ▪ s9(2)(a) Director, Portchester Ltd ▪ s9(2)(a) Portfolio Manager Ministerial and Secretariat Services, Department of Internal Affairs
LOCATION	JacksonStone & Partners Offices Level 12 JacksonStone House 11 Hunter Street Wellington

DATE	Thursday 26 April 2018
INTERVIEW TIME	CANDIDATE
9:00 am	s9(2)(a)
11:00 am	s9(2)(a)

DATE	Friday 27 April 2018
INTERVIEW TIME	CANDIDATE
12:30 pm	s9(2)(a)
2:00 pm	s9(2)(a)

s9(2)(a)	DIRECTOR
DDI	s9(2)(a)
MOBILE	s9(2)(a)
EMAIL	s9(2)(a)