

8 April 2011

Rt Hon John Key  
Prime Minister  
Minister Responsible for the Government Communications Security Bureau  
Executive Wing, Floor 9  
Parliament Buildings

### **Appointment: Chief Executive and Director of the Government Communications Security Bureau**

- 1 As you know, Mr Jerry Mateparae has resigned as the Chief Executive and Director, Communications Security Bureau (GCSB) with effect from 30 June 2011.
- 2 Under section 10 of the GCSB Act 2003, you have the authority to appoint an Acting Director GCSB from 1 July 2011 until the appointee commences in the position. I would be pleased to suggest possible candidates for the Acting appointment and prepare the appointment documents if you wish.

### ***Appointment Process***

- 3 As you also know, the Chief Executive and Director, GCSB is appointed by the Governor-General under section 9 of the GCSB Act 2003. The Director's remuneration is determined by the Remuneration Authority.
- 4 As appointment processes generally take three to four months to complete, I propose, with your agreement, to advertise the vacancy in mid April 2011. The appointment process should be completed in mid August 2011. I also propose to advertise the vacancy in Auckland and Wellington in the daily newspapers and on the NZ Government Jobs Online and the State Services Commission's websites. I will engage consultants to assist me with the appointment process.
- 5 When I am managing appointment processes, I ask Responsible Ministers to suggest interview panel members. Typically, the panellists are in governance positions and are knowledgeable about the sector. I would appreciate it if you could advise me of your suggested panellists.
- 6 I will update you on the appointment process as it progresses.

### ***Position Description***

- 7 I have attached, for your consideration and approval, a draft position description for the Chief Executive and Director, GCSB. Mr Jerry Mateparae's, Mr Maarten Wevers', Mr Simon Murdoch's and Mr Roy Ferguson's comments have been included. The position description will be used as a basis for selecting a suitable candidate for appointment to the position.

### **Costs**

- 8 GCSB will be required to meet the costs relating to this appointment, such as consultants' fees, panellists' fees and travelling expenses. The State Services Commission will meet its own overhead expenses, which relate principally to labour costs.

### **Recommendations**

9 I recommend that you:

- 1 **approve** the attached position description for the Chief Executive and Director, Government Communications Security Bureau **Yes / No**
- 2 **agree** that the vacancy be advertised in mid April 2011 **Yes / No**
- 3 **note** that the appointment process should be completed in mid August 2011
- 4 **note** that under section 10 of the GCSB Act 2003, you have the authority to appoint an Acting Director GCSB from 1 July 2011 until the appointee commences in the position
- 5 **indicate** if you would like me to suggest possible candidates for the Acting Director GCSB appointment and prepare the appointment documents for your consideration **Yes / No**
- 6 **advise** me of your suggested interview panel members
- 7 **note** that the Government Communications Security Bureau will be required to reimburse the State Services Commission for the costs relating to this appointment.

Iain Rennie  
State Services Commissioner

cc Hon Tony Ryall  
Minister of State Services

**Prime Minister's Comments:**

**Prime Minister's Signature:**

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_