



The sections highlighted in yellow in this document indicate where information has been omitted under Section 9(2)(g)(ii) of the Official Information Act 1982 where the withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of employees from improper pressure or harassment. This relates to the identification of staff in Ministerial offices.

The sections highlighted in blue in this document indicate where information has been omitted under Section 6(a) of the Official Information Act 1982 where the making available of the information would be likely to endanger the safety of any person. This relates to the precise location of Ministerial offices.

PARLIAMENTARY COMPLEX TV CHANNELS

1 TV1		16 Rugby Channel	
2 TV2		17 SkyMovies 1	
3 TV3		18 SkyMovies 2	
4 Maori TV		19 MGM	
5 Prime		20 History	
6 Parliament TV (English only)		21 BBC Knowledge	
7 Parliament TV		22 UK-TV	
8 CNN		23 Country TV	
9 Fox News		24 Discovery Channel	
10 Sky News		25 The Box	
11 BBC World		26 ChoiceTV	
12 CNBC News		27 Trackside	
13 SkySport 1		28 TVNZ7	
14 SkySport 2		29 Library Replay 1	
15 SkySport 3		30 Library Replay 2	

RADIO FREQUENCIES

National Radio 88.1
 Concert Programme 91.4
 Radio Pacific 91.8
 Parliament 94.8
 ZMFM 95.1
 Newstalk ZB 95.4

Radio Sport 96.7
 Te Upoko O Te Ika 97.1
 The Breeze 97.5
 Radio Rhema 97.9
 Radio Live 106.1
 Access 106.7

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Political Neutrality Guidance

State Services Commission, April 2010
ISBN: 978-0-478-36109-4

Introduction

Political neutrality

Persons working in the State Services (State servants) are required to act in the course of their duties in a politically neutral manner. This includes the requirement to act impartially and to implement the Government's policies.

The requirement that State servants must be apolitical when carrying out their duties, functions and powers is an established constitutional convention in New Zealand. It is a principle that underpins the continuing employment status of State servants and enables State servants to provide consistent services (including policy development) for the government of the day.

What this means for State servants

This means, essentially, that State servants must keep their jobs out of their politics and their politics out of their jobs.

Scope of this guidance

Decisions, actions, and advice in regard to political neutrality can be difficult for all concerned – for chief executives and managers responsible for providing advice to staff, and also for individual State servants who may hold personal political opinions together with an equally strong commitment to the professionalism of a politically neutral State Services.

It is not feasible for guidance of this kind to cover every possible case, as the circumstances of each case will be different. This document provides guidance only – a set of operating principles – not a set of rules.

General principles

Freedom of expression

State servants have the same rights of political expression outside the workplace as ordinary members of the public.

Outside of work will usually include when on lunch and other breaks and for those with flexible working arrangements, at times when they are able to choose to be absent from work.

State servants, like any other employees, should not act in such a way that would bring their employers into disrepute.

Freedom of association

As a consequence of the statutory right of State servants to join and be active in organisations (including trade unions) and as members of trade unions, it is likely that there will sometimes be, within fairly narrowly defined limits, an expression of political views inside the workplace.

State servants have the same rights of association as other members of the public. Political expression and participation must be undertaken in the individual's own time.

To the extent that union activity leads to political expression within the workplace, this should be carried out at times and in places dedicated for union activity. In no case should such activities be visible to the general public.

Balancing rights and political neutrality

At all times there must be a proper balance between respect for State servants' freedoms of expression and association, and the public interest in having a politically neutral and effective State Services.

Senior staff and those engaged in direct contact with Ministers

The rights of political expression and association must be balanced against the well-established convention that senior State servants who have regular direct contact with Ministers ought not to publicly express any view either for or against the policies of the Government of the day. This may mean for staff actively engaged in providing advice to Ministers on a particular issue, that it is not appropriate to participate in public protest and political activity centred on that issue.

Free, frank and apolitical advice to Ministers

Ministers are unlikely to be troubled by such things as the participation of State servants in the kind of expression (including reasonable protest activity) that is normal in a democracy. The expression of political views by individual State servants does not in itself undermine the ability of their agencies to continue to provide free, frank and apolitical advice and support to Ministers.

Political rights

For most State servants, participation in party politics is not likely to affect the confidence that the Government has in State servants and is not likely to undermine their ability to work with future governments. However, State servants must ensure that they do not confuse their political rights with their employment responsibilities.

Management of issues

State servants should feel free to discuss any concerns they have with their managers, but of course are not required to do so. To avoid any misconceptions or misunderstanding, staff might choose to advise their managers when they are engaging in an activity that could be construed as conflicting with their obligations of political neutrality.

Resolving differences

If differences arise between managers and staff about particular political activities, the matter is best addressed by the agency's chief executive in the first instance. The State Services Commissioner will always be available to assist chief executives in working through such issues.

For further information see:

- *Cabinet Manual*. www.dpmc.govt.nz/cabinet/manual
- Other SSC guidance. www.ssc.govt.nz/integrityandconduct

ABOUT THE MINISTERIAL OFFICE TRAINING AND DEVELOPMENT STRATEGIC PLAN

The *Ministerial Office Training and Development Strategic Plan* has been developed by Ministerial Support with the purpose of outlining for Ministerial office staff the training and development opportunities that are available to them.

As an employer, Ministerial Support is responsible for ensuring that staff feel supported and empowered to enhance their skill sets by providing the necessary resources for agreed training and development to take place.

Ministerial Support offers a variety of training components, including:

- Induction
- Skills-based training
- IT training
- Personal development
- Ministerial office staff coaching programme
- Higher education opportunities
- Mentoring programmes and collective development sessions (Senior Private Secretaries only)

Training is provided using a range of training methods, including:

- One-on-one training
- Classroom training
- Knowledge cafés
- Mentoring programmes
- Focus groups
- Provision of documentation
- External training courses held off-site

Training is advertised by e-mail to Ministerial office staff on a regular basis, via monthly training schedules and invitations to specific training sessions. All Ministerial office staff are expected and encouraged to take an active interest in their own training and development and to take advantage of training opportunities as they arise.

A copy of the Ministerial Office Training and Development Strategic Plan is available in hard copy in each Ministerial office. An electronic copy is held on the office 'O:Drive'.

For further information on training and development opportunities please feel free to talk to the Ministerial Staffing Team:

Name	Designation	Extn
	Senior Advisor, Ministerial Staffing	
	Advisor, Ministerial Staffing	

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PARLIAMENTARY SERVICE
Te Retonga Whero Pēremata

Parliamentary Library

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Parliamentary Library

The Library provides research and information to all members of Parliament and their staff. The Library can help you with anything from quick facts and book loans to detailed research and analysis.

- The Library can help you learn how to do the work yourself, or find information for you.
- The Library has subject specialists who can work with you to answer your members' queries
- You will get prompt, accurate, impartial and confidential responses when you ask for information.
- The Library will work with you to create personalised alerts so you can keep up to date with media coverage including any mention of your member, or any subject areas
- The more context you can provide on how the information will be used, and the longer you can give the Library, the better they can work.
- The Library can provide training in more effective searching and setting up alerts so that you can do these yourself.

To contact the Library, email "reference" or call x9888.

Keeping up-to-date

The Parliamentary Library also helps members to keep up to date with news and developments in areas of interest. The Library offers assistance with setting up online access to news services, and training in the use of online resources.

Desktop support and training

Library staff help new and existing members, parliamentary staff (including out-of-Parliament staff) to learn about all aspects of the Parliamentary Library service. The Parliamentary Library also offers group training on specialist resources, such as legal resources.

Contact us by email or phone to organise a training session.

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INFORMATION RESOURCES IN MINISTERIAL OFFICES

All Ministerial offices should have copies of the following publications readily accessible to all staff.

- Cabinet Manual (Cabinet Office) available at www.dPMC.govt.nz/cabinet
- Current Cabinet Office Circulars available at www.cabinet.govt.nz
- Index of Portfolios (Cabinet Office) available at www.dPMC.govt.nz/cabinet
- Legislation and House Procedure Handbook (Office of the Clerk)
- Members' Handbook of Services (Parliamentary Service)
- Parliamentary Questions: A Handbook for Ministers' Offices and Departments (Ministerial Services)
- Schedule of Responsibilities Delegated to Associate Ministers available at www.dPMC.govt.nz/cabinet
- Speakers' Rulings available at www.clerk.parliament.govt.nz
- Standing Orders of the House of Representatives available at www.clerk.parliament.govt.nz
- *CabGuide: is a new website developed by the Cabinet Office. It replaces the Step by Step Guide: Cabinet and Cabinet Committee Processes. It provides authoritative and comprehensive information about Cabinet and Cabinet committee processes and requirements for papers. Cabinet Office guidance about how the Cabinet system works is also an important feature of the site www.cabguide.cabinetoffice.govt.nz*
- New Zealand Public Service Code of Conduct (State Services Commission).
- NZ Government Directory (Published by Network Communications)

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INTERNAL AFFAIRS

Te Tari Taiwhenua

FLOOR / AREA WARDENS FOR MINISTERIAL OFFICES and EGS 17TH and 18TH FLOORS BOWEN HOUSE - AS AT 12 July 2011

Name	Office Location	Ext	Zone Responsibility	Office No
[REDACTED]	Prime Minister	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Prime Minister	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Prime Minister	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon S Power	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon G Brownlee	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon B English	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon M McCully	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon T Ryall	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon Dr N Smith	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon J Collins	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon A Tolley	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon S Joyce	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon D Carter	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon P Bennett	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon Dr W Mapp	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon T Groser	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon M Williamson	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon G te Heuheu	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon P Heatley	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon K Wilkinson	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon Dr J Coleman	[REDACTED]	[REDACTED]	[REDACTED]

Name	Location	Ext	Zone Responsibility	Office No
[REDACTED]	Hon C Finlayson	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon P Dunne	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon R Hide	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon Dr P Sharples	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon T Turia	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon H Parata	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon C Foss	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Hon N Guy	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	VIP Transport	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	VCO	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Ministerial Support	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	Ministerial Support	[REDACTED]	[REDACTED]	[REDACTED]

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GENERIC SECONDED PRIVATE SECRETARY JOB PROFILE

Key Responsibilities/Tasks

- Provide policy advice and analysis on portfolio issues
- Read, check and quality assess policy advice from the agency and where appropriate summarise to help facilitate clarity and decision-making
- Action, manage and monitor Ministerial requests and directives to the agency to ensure appropriate and prompt action and/or reply, including arranging appointments for appropriate officials to attend on the Minister as requested
- Promptly present to the Minister all agency reports, submissions, briefings, correspondence, oral/fax messages which require appropriate action or direction
- Promptly advise the agency of the Minister's decision on information submitted for consideration or action, together with any associated Ministerial feedback, and ensure the Minister is aware of the agency's position on policy issues
- Ensure the prompt processing of correspondence received by the Minister to enable the agency to prepare Ministerial replies within required timeframes
- Undertake to draft appropriate correspondence as required
- Provide promptly to the agency Cabinet/Cabinet Committee decisions and other relevant material received from Cabinet Office
- Ensure the Minister's senior staff are kept informed of the major issues relating to the Minister's portfolio responsibilities
- Attend agency briefings/other relevant portfolio meetings with the Minister to ensure on-going understanding and management of issues, effective liaison and relationships development and to record and action any follow-up requirements, including briefing the agency
- Liaise closely with the agency to ensure Parliamentary Questions are actioned promptly and draft answers meet the agreed standards and specifications, the Minister's preferences and the specific timeframes required
- Monitor closely with the agency and the Minister's Press Secretary requests for the preparation of speech notes and information for media statements to ensure set timeframes are achieved
- As required co-ordinate appointments to the statutory bodies coming under the Minister's portfolio

- In consultation with the agency monitor and review the production of draft legislation in accordance with the Government's annual legislation programme
- Provide assistance and support to the Minister at meetings/briefings/ conferences as required
- Establish and maintain good working relationships with all staff in the Minister's office and with other Ministerial offices and the Cabinet Office
- Attend meetings with agency staff to help explain new Ministerial procedures, activities, requirements and preferences
- Liaise with the Senior Advisor and Press Secretary to prepare possible Parliamentary Questions
- Assess responses to information relating to Official Information Act (OIA) requests pertaining to the relevant portfolio/s in consultation with the Minister and Ministerial Advisor
- Be aware of and monitor portfolio work being undertaken by MPs on Select Committees responsible for dealing with issues and legislation in the relevant portfolio/s
- Other duties as directed by the Minister or Senior Private Secretary

Key Relationships (external and internal)

You will need to establish and maintain effective working relationships with:

- Minister
- Senior Private Secretary, Ministerial Advisor, Press Secretary and other Minister's office staff
- CEO, Managers and relevant staff in government departments
- Staff in other Ministers' offices
- Ministerial Services staff
- Cabinet Office staff
- Electorate Office staff
- Government Whips' office
- Members of Parliament
- Parliamentary Counsel office
- Members of the public/Minister's constituents

RESPONSIBILITIES AND PROCEDURES FOR SECONDED STAFF IN MINISTERIAL OFFICES

This document contains the following information for the parent organisation, Ministerial Office Senior Private Secretary and secondee regarding seconded staff in Ministerial Offices:

- operational matters such as placement, agreement, generic job profile, induction and training for new secondees
- division of responsibility between Ministerial Services, the parent organisation, Ministerial Office Senior Private Secretaries and the secondee
- operational requirements for relieving secondees
- cessation requirements for departing secondees

Placement

Portfolio staff from a parent organisation are seconded to a Minister's Office by agreement between the Minister and the parent organisation.

The Senior Private Secretary will notify Ministerial Services of new or changed secondment requirements by completing the Ministerial Office secondee information form (appendix 1).

Secondment agreement

A secondment to a Minister's Office is usually for one to two years but the duration of the secondment will be agreed by the Minister's Senior Private Secretary and the parent organisation at the time of secondee placement.

All parent organisations are expected to sign a secondment agreement, which outlines the terms and conditions of the secondment. Ministerial Services will facilitate this process with the parent organisation, the secondee and the Minister's Office.

Usually the terms and conditions of the generic secondment agreement are sufficient and meet the needs of both the Minister and parent organisation. If either party want changes made for a particular secondment, Ministerial Services will make changes agreed to in consultation with the Minister's Office and parent department.

Job Profile

Ministerial Services provides a generic seconded private secretary job profile for Ministerial Offices to use or adapt to their individual requirements (appendix 2).

Induction

Ministerial Services will meet with all new secondees to provide them with site and health and safety information. In addition, Ministerial Services facilitates regular induction sessions to welcome secondees.

The Minister's Senior Private Secretary will give secondees an induction into office practices of the Minister's Office and return the "New Staff Member Induction Check List" to Ministerial Services by the end of the first fortnight.

Ongoing training

Ministerial Services runs a regular training programme for Ministerial Office staff. Senior Private Secretaries will encourage all staff, including secondees, to attend these sessions.

The Senior Private Secretary will also provide guidelines on policies, procedures and regulations relating to Ministerial Services.

Responsibilities

Ministerial Services, on behalf of the Minister's Office, will:

- prepare the secondment agreement and facilitate the process with the parent organisation, the secondee and Minister's Office
- arrange for a parliamentary complex security ID
- arrange and facilitate a SIS clearance
- advise the parent organisation, secondee and Minister's Senior Private Secretary when the SIS clearance has been granted by the Assistant General Manager, Ministerial Services
- arrange a Ministerial Office MINIT IT profile and deliver new user ICT training
- arrange a Ministerial Office workstation assessment for the secondee and provide ergonomic equipment and other health and safety requirements as needed
- be the point of contact for any health and safety issue and work with the Senior Private Secretary to ensure compliance is met
- advise the parent organisation of any health and safety concerns
- provide an induction 'starter pack' to the secondee which includes parliamentary complex and health and safety information
- on an annual basis, advise the parent organisation, secondee and Minister's Office Senior Private Secretary of training provided by Ministerial Services and undertaken by the secondee

- advise the parent organisation on a monthly basis of leave taken by the secondee

The parent organisation will:

- nominate suitable candidates for secondment to the Minister's Senior Private Secretary
- advise the Senior Private Secretary if the secondee has any individual requirements that would require Ministerial Services to provide special equipment and support, for example OOS
- sign a secondment agreement for each staff member seconded to a Minister's Office
- consult with the Minister's Senior Private Secretary and Ministerial Services for changes they wish to include in the generic secondment agreement if required.

The secondee continues to be the employee of the **parent organisation**. As such, the parent organisation will continue to:

- pay the seconded staff member's salary
- prepare the secondee's annual performance plan in consultation with the Minister and Senior Private Secretary
- undertake the secondee's annual performance appraisal in consultation with the Minister and Senior Private Secretary
- undertake the secondee's annual remuneration process

The Senior Private Secretary will:

- provide leadership, support and day to day allocation of tasks during the secondee placement in the Minister's office
- inform Ministerial Services of any new or changed secondments
- provide Ministerial Services with contact details for the secondee's Manager or point of contact at the parent organisation
- undertake an induction in the Minister's office practice and procedures including key parliamentary agency information
- encourage the secondee to attend the regular training sessions offered by Ministerial Services relating to parliamentary and executive practices included in the Ministerial Office annual training and development programme provided by Ministerial Services
- inform Ministerial Services of any health and safety issues involving the secondee
- complete a fortnightly leave record form for the secondee and send it to Ministerial Services as agreed to between the parent department and Ministerial Services in the secondment staff agreement
- encourage the secondee to maintain regular contact with the parent organisation to develop working and social relationships

The seconded staff member will:

- undertake the duties outlined in the secondment agreement and job profile
- work the hours to meet the Minister's office requirements in agreement with the Senior Private Secretary
- take direction from the Minister and through the Senior Private Secretary

- consult with the Senior Private Secretary regarding the Minister's diary appointments
- become familiar with Cabinet and parliamentary procedures
- take leave at the convenience of the Minister
- inform the Senior Private Secretary or Ministerial Services of any health and safety issues

Relieving Portfolio Seconded Staff

When it is determined that a relieving portfolio secondee will fill in while the portfolio secondee is on leave the Senior Private Secretary will notify Ministerial Services to arrange a temporary security ID for the period required. The secondee will be required to complete a Ministerial Services MINIT IT user code of conduct form and return it to Ministerial Services.

If the relieving period is for longer than a month the secondee may be required to complete other documentation including an SIS check. This will be determined by the Senior Private Secretary and Ministerial Services in consultation with the parent organisation.

Departing Seconded Staff

Senior Private Secretaries will advise Ministerial Services of the date of departing seconded staff so all arrangements relating to the cessation of a Ministerial Office staff member are completed.

CONDITIONS OF SECONDMENT AS AGREED BETWEEN
THE DEPARTMENT OF INTERNAL AFFAIRS (MINISTERIAL SUPPORT)
AND
THE «PARENT_ORG»

The «Parent_Org» and the Department of Internal Affairs (Ministerial Support) have agreed to the following conditions during the secondment of «Secondee_First_Name» «Secondee_Last_Name» as «Designation» to the «Minister» («Ministerial_Responsibility»).

1. The secondment commences on «Start_Date» to the position of «Designation». The secondment can be terminated at any time by agreement between the «Parent_Org» and the Minister.
2. «Secondee_First_Name» «Secondee_Last_Name» remains the employee of the «Parent_Org» for the duration and returns to the «Parent_Org» at the conclusion of the secondment at terms and conditions agreed between «Secondee_First_Name» «Secondee_Last_Name» and the «Parent_Org».
3. The secondment will be subject to «Secondee_First_Name» «Secondee_Last_Name» having and maintaining a Security Intelligence Service clearance to CONFIDENTIAL level, organised by the secondee's parent department.
4. Subject to clause 3 above, «Parent_Org» will advise Ministerial Support of the SIS security clearance received for «Secondee_First_Name» «Secondee_Last_Name» as soon as possible after notification from the Security Intelligence Service.
5. «Secondee_First_Name» «Secondee_Last_Name» is responsible to and takes direction from the «Minister». In practice the Senior Private Secretary as the management agent of Ministerial Support has responsibility for the day to day allocation of tasks to the secondee and it would be inappropriate for the «Parent_Org» to allocate any tasks to «Secondee_First_Name» «Secondee_Last_Name» during this secondment except by mutual agreement by all parties.
6. The «Parent_Org» will continue to pay «Secondee_First_Name» «Secondee_Last_Name»'s remuneration and any agreed allowances. Annual remunerations will be decided by the «Parent_Org».
7. «Secondee_First_Name» «Secondee_Last_Name»'s annual performance plan should be prepared by the «Parent_Org» in consultation with the Minister and the Senior Private Secretary.
8. «Secondee_First_Name» «Secondee_Last_Name»'s annual performance appraisal should be undertaken by the «Parent_Org» in consultation with the Minister and Senior Private Secretary.
9. The «Parent_Org» retains the accountability for «Secondee_First_Name» «Secondee_Last_Name»'s long term development.
10. For the duration of the secondment, «Secondee_First_Name» «Secondee_Last_Name» is bound by the «Parent_Org»'s code of conduct including the provisions relating to political neutrality.
11. «Secondee_First_Name» «Secondee_Last_Name» will be required to comply with the policies, procedures and regulations covered in the Ministerial Support's Ministerial

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Office Intranet including the Security Requirements for Handling Sensitive Material in Ministerial Offices.

12. In the event there are any issues relating to the secondment it is important that the Senior Private Secretary and the «Parent_Org» consult with each other with a view to resolving the issue.
13. The Senior Private Secretary and Ministerial Support will undertake induction and relevant training sessions relating to the Minister's office and the parliamentary environment, this will include the handling of sensitive documents.
14. «Secondee_First_Name» «Secondee_Last_Name» will seek approval of the Senior Private Secretary before taking any leave. The Senior Private Secretary in conjunction with «Secondee_First_Name» «Secondee_Last_Name» will advise «Parent_Org» of leave taken each month during the secondment period in order for the «Parent_Org» to maintain accurate leave records.
15. Ministerial Support will provide «Secondee_First_Name» «Secondee_Last_Name» with information and support relating to health and safety in the work place and the procedure for reporting accidents while working in the Minister's office and parliamentary complex. Ministerial Support will keep the «Parent_Org» advised of any accident involving «Secondee_First_Name» «Secondee_Last_Name». Similarly the «Parent_Org» will keep Ministerial Support informed of any relevant health and safety issue pertaining to «Secondee_First_Name» «Secondee_Last_Name».

Contact in the «Parent_Org»: «Parent_Org_Contact_First_Name»
«Parent_Org_Contact_Last_Name»

SIGNED for and on behalf of THE «PARENT_ORG», by
its duly authorised representative

«Parent_Org_Contact_First_Name»
«Parent_Org_Contact_Last_Name»

Date: _____

SIGNED for and on behalf of THE CHIEF EXECUTIVE
OF THE DEPARTMENT OF INTERNAL AFFAIRS,
by his duly authorised representative

Manager
Ministerial Staffing

Date: _____

Read and understood by the secondee

«Secondee_First_Name»
«Secondee_Last_Name»

Date: _____

SIGNED as the management agent of Ministerial Support
in the Ministerial Office.

«Senior_Private_Secretary»

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Senior Private Secretary
Office of «Minister»

Date: _____

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MINISTERIAL OFFICE SECONDEE INFORMATION FORM

Please complete this form prior to the start date of the secondee

1. Office _____
2. Name of Secondee _____
3. Position Name Private Secretary; or other _____
4. Parent Department /Ministry _____
5. Portfolio _____

6. Full time; or part time _____ %FTE
7. Start Date _____
8. Estimated Finish Date _____
9. This secondee replaces _____ who is returning
Department/Ministry on _____

10. Is this a newly established secondee position? Y/N
11. If this is a new position, has it been approved by the Chief of Staff in the PM's office? Y/N
12. Does the secondee have a current SIS clearance? Y/N

If Yes, Security Clearance Level Please attach a copy of the clearance approval.
& Expiry Date: _____

If No, Please confirm that your department has the SIS clearance in progress
(to *confidential* level):.....

13. Name, address, designation and phone number for contact person in Department/Ministry:

Signed by _____ Date _____
(Minister or Senior Private Secretary)

If this is a new position the Minister is required to sign this form

Please forward to _____, Advisor, Ministerial Staffing, Level 17, Bowen House.

For Ministerial Services Use Only
Group notification sent Agreement drafted Entered in ARS DMS folder set up

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MINISTERIAL OFFICE EMPLOYEE PARTICIPATION HEALTH AND SAFETY REFERENCE GROUP

Purpose

To provide a forum for Ministerial Office employees to work together in good faith with the H&S Representatives to support the ongoing management and improvement of health and safety within Ministerial Offices.

Not all members of the Ministerial Offices' H&S Reference Group are H&S Representatives, but they play an essential role in supporting the H&S Representative¹ by providing input into the issues that directly affect the health, safety and wellbeing of staff within Ministerial Offices.

Members

The members on the Health & Safety Reference Group are a mixture of Ministerial Office and Ministerial Support staff.

The Ministerial Support representatives on the reference group are:

[REDACTED] Ministerial Staffing Manager

[REDACTED] Advisor, Ministerial Staffing

For further information

Contact your Health and Safety Representative:

[REDACTED] ext. [REDACTED]

¹ Health and Safety Representative

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**PARKING WITHIN THE PARLIAMENTARY PRECINCTS
APPLICATION FORM AND INFORMATION**

CONDITIONS

- Staff must apply for approval to park in the precincts.
- Parking permits should be displayed so that all details can be verified by Security, Safety and Emergency Services staff (SS & ES) who regularly undertake checks of the car parking areas.
- Staff must display the correct parking permit for the parking area that they have approval to park in.
- Staff are not to park in areas reserved for Ministers, Members, contractors, buses, public parking, reserved private parking spaces in Bowen House, where 'no parking' areas are noted, or the paved areas around Parliament's buildings.
- Only one vehicle per person may be parked in the precincts at any one time.
- Staff who car pool with non-Parliamentary staff, including family, may apply for a parking permit showing the non-staff member's vehicle details. However, in these circumstances parking is only permitted when the vehicle is used to bring the staff member to and from work.
- It is the vehicle owner's responsibility to notify Security Administration of any temporary or permanent changes relating to their vehicle(s).
- Unauthorised vehicles, or those parked in an unauthorised area, must be moved immediately upon being requested to do so by SS&ES staff or they run the risk of being towed away.
- On ceasing work in the Complex the car parking permit must be returned to Security Administration.
- Failure to abide by these conditions may lead to parking privileges being withdrawn.

PARKING CARD APPLICATION DETAILS

To be forwarded to Security Administration, room 1.003 Parliament House.

Name	Office or Room no.	Phone no
Rego. 1 _____	Rego. 2 _____	Rego. 3 _____
Make _____	Make _____	Make _____
Model _____	Model _____	Model _____
Colour _____	Colour _____	Colour _____

I acknowledge that I have read the conditions above and agree to abide by them:

Signature
(e-mailing implies acceptance of the above conditions) _____

Date _____

See Page 2 for information on internal parking and general information.

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Parliament exercise room and swimming pool
Application form



PARLIAMENTARY SERVICE
Te Raukōwhiri Whare Pāremata

The Speaker has authorised the use of the exercise room and swimming pool to personnel regularly employed within the Parliamentary Complex. This does not extend to family members and/or friends. Access to the facility may be restricted at certain times as determined by The Speaker. Authorisation to use these facilities will only be granted after completing this application form. Conditions of use, availability and access changes will be communicated from time to time. Compliance to the conditions documented here and to any future changes to those conditions is required. Failure to comply with these conditions or any actions that may adversely impact on the facility or other users may result in access privileges being revoked.

General Conditions of use

- If you have any medical conditions that may be adversely impacted by exercise, consult a health professional prior to exercising.
- Use your personal access card to gain entry – DO NOT "tailgate".
- Food and alcohol are NOT to be consumed within the facilities.
- Be considerate of other users and keep the facilities and changing rooms tidy at all times.
- Report any non-functioning equipment or damage to the Security Control Room on 9459.
- Notify the Security Control Room of any injury or accident that occurs as soon as practicable.
- In the event of an emergency, activate one of the duress buttons or phone 7777.

Conditions of using the pool and exercise equipment

- For safety reasons, avoid using the facilities alone.
- Use a towel when using exercise equipment.
- Shower before using the pool.
- Pool equipment such as boogie boards and flotation toys are not permitted in the pool.
- Diving is not recommended due to the depth of the pool. Depths are clearly marked.
- The towels provided in the swimming pool are for the use of Members of Parliament only.
- The rescue equipment is for emergency use only.
- Please comply with any instructions that may be displayed on the exercise equipment and ensure that the equipment is used in accordance with manufacturer instructions.
- Immediate family members of members of Parliament may use the pool at weekends and on public holidays. They must, however, be accompanied either by the member or spouse.
- Visitors are not permitted to accompany authorised users. This includes personal trainers.

Locker use

- Lockers are not assigned to individuals but are available for use by all authorised persons while they are using the facilities.
- Please follow the instructions in the changing rooms for accessing the lockers and when leaving ensure all personal property is removed.

Liabilities

- If you do not use the exercise room and swimming pool in accordance with these conditions, Parliamentary Service accepts no liability for personal injury.
- Parliamentary Service accepts no liability for any loss or damage to personal property.

I hereby certify that I am regularly employed within the Parliamentary complex. I have read this document and fully understand it and agree to abide by it. I acknowledge that my privilege to use the exercise room and swimming pool may be revoked if I fail to comply with the above conditions.

Full Name:		Signature:	
Room No:		Phone number:	Date:

Return completed form to: Security Administration, 1.003, Parliament House T: [04] 817 9387

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PARLIAMENTARY COMPLEX

EVACUATION ASSEMBLY AREAS

In emergencies, the assembly areas are situated as follows:

Bowen House: Cenotaph, Corner Lambton Quay and Bowen Street

Executive Wing: Front lawn east of Seddon Statue

Executive Wing Annex: Front lawn, east of the Seddon Statue

Parliament House: Front lawn, west of the Seddon Statue

Parliamentary Library: Lawn, front of Parliamentary Library

Parliamentary Library (rear): Lawn, rear of Parliamentary Library

Crèche: Lawn, top car park.

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HEALTH AND SAFETY

For all internal emergencies (Fire, Violence, First Aid) call ext 7777.

Parliamentary Service - Security, Safety and Emergency Services will respond, assess the situation and take appropriate action.

Parliamentary Complex Emergency Procedures

The emergency evacuation signal is a high-pitched continuous siren and applies to emergencies, whether for fire, earthquake or bomb threats. In the event of a bomb threat, the evacuation signal will be given and authorised security and police teams will conduct the search. Staff should not attempt to carry out the search themselves.

Please note: while the House is in session, electronic bells will ring at allocated times summoning Members to the Debating Chamber. These bells should not be confused with the emergency sirens.

Your floor warden will explain evacuation procedures and outside assembly points to you. A copy of the procedures is contained on the *Ministerial Office Intranet* and can also be found on the back cover of the Parliament Telephone Directory. Copies of the directory are held in every Ministerial office. It is essential that you familiarise yourself with these procedures.

Wardens

There are Ministerial office floor wardens on each floor of the Executive Wing and Bowen House that has a Ministerial office. The floor wardens are identified on the emergency evacuation board situated near the core in the Executive Wing and near the lifts on each floor in Bowen House.

Workplace Accidents

All workplace accidents should be reported to the relevant Senior Private Secretary and Ministerial Support (, ext.) as soon as an accident has occurred to ensure that:

- the accident is reported and recorded in accordance with departmental procedure
- the most appropriate assistance can be given immediately
- measures can be put in place to prevent the accident occurring again.

First Aid

There is a first aid cabinet in every Ministerial office for staff use, and on each floor of the Executive Wing and Bowen House there is a civil defence cabinet for use in emergency situations.

There are three Automated External Defibrillator (AED) units held on site within the parliamentary buildings and security staff are trained in their use. All security staff are fully trained in operational first aid and there are also several former ambulance officers within their ranks contributing to a high level of competency.

Workstation Assessment and OOS Prevention

Ministerial Support will arrange for the Parliamentary Service Health, Safety and Wellbeing Advisor to complete a workstation assessment within a new staff member's first week in a Ministerial office.

If there is any ongoing discomfort or concern, please contact Ministerial Support ([REDACTED]), ext. [REDACTED] and the necessary follow up will be arranged.

For further information

Contact the Ministerial Staffing team:

[REDACTED] ext. [REDACTED], ext. [REDACTED]

INTERNAL AFFAIRS

Te Tari Taiwhenua



Code of conduct

July 2011 (Version 1.0)

Department of Internal Affairs

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Summary

Purpose

All public service employees are expected to act with integrity and a spirit of service. This Code of Conduct details the minimum standards of behaviour Internal Affairs require of each employee.

These standards guide us when making decisions and taking actions.

Responsibilities

All Internal Affairs employees are to:

- behave in a way that is consistent with the Code of Conduct
- encourage others to also do what the Code of Conduct requires
- report any behaviour that is inconsistent with this Code of Conduct.

Internal Affairs managers are to:

- act as a good employer and deal with employees in good faith
- model the standards of behaviour detailed in this Code of Conduct
- apply this Code of Conduct in an objective manner and deal professionally with any behaviour that appears inconsistent with this Code of Conduct.

Standards

Our Code adopts and reflects the four standards from the State Services Commissioner's *Standards of Integrity and Conduct*, which Internal Affairs and its employees must observe under Section 57A of the State Sector Act 1988. The four standards are that as public servants we will be:

- Fair
- Impartial
- Responsible
- Trustworthy.

Behaviour inconsistent with this Code of Conduct

Behaviour inconsistent with this Code of Conduct will be addressed and could result in disciplinary action under Internal Affairs' disciplinary policy and procedures.

If you see something that you are not comfortable with or don't think is okay – speak up.

Standards of integrity and conduct

The behaviour required of Internal Affairs employees falls under four Standards:

Fair

Impartial

Responsible

Trustworthy

Decision-making framework

- Is this lawful – and how do I know?
- What would this issue/action look like if it was published on the front page of the newspaper or a prominent blog?
- Would I take this action or decision if the Chief Executive was next to me?
- Is it likely to be misconstrued? Consider the public's perception of your proposed actions. Could it affect their confidence in Internal Affairs or the wider State Sector?
- How does this reflect Internal Affairs' values?
- Would I do this if it was my own business?
- Is it consistent with Internal Affairs' policies and procedures?
- Would it bring Internal Affairs into disrepute?
- Does this give a different level of service/ benefit than is offered to others in the same situation?
- Does my action or request of another Internal Affairs employee give me an advantage over an outside person in the same situation?
- Is it sensible and consistent with related decisions?

If you are unsure or wish to discuss the decision or action further, you should speak to your manager. Similarly, if you think others may be behaving inappropriately, discuss this with your manager.

If in doubt, check it out!

1. Foreword

Our Code of Conduct and the standards of behaviour we maintain are important to us and to the people we serve.

We are accountable to Ministers, to parliament and ultimately to the people of New Zealand who we are employed to serve. In our jobs, we spend public money and we may exercise power. We therefore need to ensure that we behave with the highest levels of integrity.

Our Code provides the framework which enables us to make informed judgements in our day-to-day work and when faced with potential conflicts of interest. It explains what we must do as individuals and as a Department to meet the high standards that we are rightly expected to uphold.

An ethical public service makes us trusted both here in New Zealand and internationally, and supports our trade and prosperity. We are all responsible for keeping our Code alive.

Through our high standards of behaviour and practice, we can strengthen trust in our work.

Please take time to read this document carefully.

Brendan Boyle
Chief Executive

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2. Introduction

New Zealand prides itself on having a public service that has an excellent reputation for integrity and trust and being free of corruption. We all need to remain vigilant at all times and strive to uphold our high reputation.

As a public servant, you must work to serve and safeguard the interests of all New Zealanders. This is a key position of trust. In your work, you will represent both Internal Affairs and the Government. What you do and how you perform your work can affect the reputation of Internal Affairs and the entire public service. Our success depends on our individual and collective commitment and behaviour we demonstrate in all aspects of our work.

Our work affects the lives of many people through our actions. Accordingly we must meet the highest standards of integrity and good judgement.

This Code of Conduct is tailored for our environment and aligned with the State Services *Standards of Integrity and Conduct* (which is the foundation and minimum for all public servants) and sets out the minimum standards of behaviour and integrity Internal Affairs expects us to uphold.

The intention of this Code is to:

- set out behavioural standards, expectations and responsibilities;
- ensure no one is surprised to find the Code applies to them;
- provide a decision-making framework;
- define the sorts of actions and behaviours that breach our standards of conduct and the consequences of doing so;
- ensure that employees are treated fairly and equitably.

This Code does not set out every possible requirement or situation that could arise during employment. Rather, it defines principles to guide us. Our policies provide more detail and should be read in conjunction with this Code.

If you have any questions about the Code, please speak to your manager.

3. Coverage

This Code applies to all Internal Affairs' employees who are working on a full time, part time, temporary, voluntary or casual basis and covers locally engaged employees working overseas.

It forms an important part of your employment and should be read in conjunction with your employment agreement.

This applies equally to consultants and contractors to the Department and will, to the extent specified in the contract between that person and Internal Affairs, form part of their contractual arrangements. This Code also applies to temporary staff engaged through a third party (for example, a recruitment agency).

Professional codes

Compliance with any professional standards such as those that apply to the accounting, legal and other professions are seen as a key requirement and sit alongside this Code. However, there may be rare occasions when this Code and the professional codes appear to conflict. If this occurs, you should discuss this with your manager so the matter can be resolved.

In the absence of raising this with your manager, the Internal Affairs Code will apply.

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4. Standards

STATE SERVICES COMMISSION
Te Kaitiaki a Mātua o Te Kaitiaki



INTEGRITY & CONDUCT

A code of conduct issued by the State Services Commissioner
under the State Sector Act 1988, section 57



WE MUST BE FAIR, IMPARTIAL, RESPONSIBLE & TRUSTWORTHY

The State Services is made up of many organisations with powers to carry out the work of New Zealand's democratically elected governments.

Whether we work in a department or in a Crown entity, we must act with a spirit of service to the community and meet the same high standards of integrity and conduct in everything we do.

We must comply with the standards of integrity and conduct set out in this code. As part of complying with this code, our organisations must maintain policies and procedures that are consistent with it.

For further information see www.ssc.govt.nz/code



newzealand.govt.nz

FAIR

We must:

- treat everyone fairly and with respect
- be professional and responsive
- work to make government services accessible and effective
- strive to make a difference to the well-being of New Zealand and all its people.

IMPARTIAL

We must:

- maintain the political neutrality required to enable us to work with current and future governments
- carry out the functions of our organisation, unaffected by our personal beliefs
- support our organisation to provide robust and unbiased advice
- respect the authority of the government of the day.

RESPONSIBLE

We must:

- act lawfully and objectively
- use our organisation's resources carefully and only for intended purposes
- treat information with care and use it only for proper purposes
- work to improve the performance and efficiency of our organisation.

TRUSTWORTHY

We must:

- be honest
- work to the best of our abilities
- ensure our actions are not affected by our personal interests or relationships
- never misuse our position for personal gain
- decline gifts or benefits that place us under any obligation or perceived influence
- avoid any activities, work or non-work, that may harm the reputation of our organisation or of the State Services.



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5. Responsibilities and expectations

Together we must maintain the highest level of professionalism and ethical behaviour. This means we must use good judgement and think about whether our conduct or actions are appropriate to the situation. The following sections set out what we are all responsible for, what you can expect from Internal Affairs, and Internal Affairs' expectations of you.

As individuals, we must:

- act in a professional manner at all times and accept personal responsibility and accountability for our own actions;
- work within the law and any professional rules and ethics that apply with honesty, integrity, impartiality, and concern for the public interest;
- maintain standards of dress, language, and behaviour that are appropriate to our workplace and uphold a professional image of Internal Affairs;
- carry out our duties as public servants competently and efficiently and use our skills and resources to the best of our ability. This includes being present at work as required and giving our full commitment to the performance of our duties;
- respect and observe the rights and privacy of clients, colleagues, and the public and ensure that our actions are non-threatening and considerate of individual differences;
- maintain the privacy and confidentiality of information and use it only for intended purposes;
- ensure that we incur no liability on the part of Internal Affairs without proper authorisation;
- maintain appropriate records and documentation;
- contribute to maintaining a healthy and safe working environment for ourselves and others and take all practicable steps to prevent personal injury or illness;
- comply with all lawful and reasonable instructions relating to our employment;
- uphold the lawful status of the Treaty of Waitangi and its principles;
- keep ourselves informed and perform our duties in accordance with all Internal Affairs policies and procedures;
- consult Internal Affairs before undertaking secondary employment, and do not undertake secondary paid or unpaid employment which might conflict with official duties;
- be absent during your working hours from the workplace only for genuine reasons and with proper authorisation;
- refrain from actions (such as the use of drugs or alcohol) and behaviour which might impair work performance;

- disclose any convictions, charges or pending charges (not covered by the Criminal Records (Clean Slate) Act 2004);
- report any breaches of the Code by others to your team leader or manager.

Internal Affairs will work together with you to:

- develop and maintain a relationship that is based on mutual respect, trust and loyalty;
- improve performance through effective and efficient work practices, and a commitment to continuous improvement;
- maintain open and effective communication and harmonious working relationships that encourage partnership, openness, involvement, and accountability;
- create a climate where ideas, creativity, and innovation are fostered and the contribution of each employee is valued;
- promote and demonstrate a commitment to the Crown's responsibilities under the articles and principles of the Treaty of Waitangi;
- not discriminate against or in favour of departmental clients or colleagues because of their sex or sexual orientation, colour, race, age, ethnic or national origins, religious or absence of religious belief, disability, marital status or family responsibilities;
- maintain open communication and the sharing of information within the limits set by Internal Affairs policy, the Privacy Act 1993, Protected Disclosures Act 2000 and the Official Information Act 1982.

Internal Affairs will work to:

- provide clear leadership and direction;
- maintain open communication and the sharing of information with you through briefings, consultation and regular updates on 1840 (the intranet) and other written communication;
- invite input into decision-making wherever appropriate and possible;
- respect the right to privacy and to be treated with respect;
- value diversity and provide equal employment opportunities for all employees and those seeking employment;
- provide clear descriptions of duties and performance standards;
- provide regular and appropriate feedback and communications on performance, and reasonable access to and support for training and career development;
- provide a safe and healthy work environment, promote healthy work practices, and provide a supportive and confidential Employee Assistance Programme.

6. Specific responsibilities

Behaviour and personal responsibilities

6.1 Media (including social media) and public comment

All media enquiries should be directed to a media advisor who will identify and work with the appropriate spokesperson. Only authorised employees may speak with the media, or publish material in any media, about matters relating to Internal Affairs.

Examples of media include:

- newspapers, magazines, radio and television
- the Internet – including private websites, chat rooms, chat groups, blogs, news groups and social networking sites (e.g. Facebook, Twitter, etc)
- community and/or hobby group newsletters
- anything that is being published or broadcast.

Social media brings about new opportunities for interaction and collaboration. It also means added responsibilities for employees who contribute to blogs, wikis, social networks, virtual worlds, or any other kind of social media platform.

If you **post on behalf of the Department** for work reasons (commenting on someone else's site or interacting on a Department-initiated site) you must be authorised by the Department to act as a spokesperson.

If you **post in a personal capacity**, think about whether it is appropriate to include the name of the Department or associating yourself with the Department. Specifically:

- you should refrain from comment on, or criticism of, the Government or Department, its policies and procedures, particularly where you might be associated in an official capacity or where the news media might imply some such association
- you should avoid associating yourself with Internal Affairs or the work of Internal Affairs if your social media site includes language or images that may be considered offensive or may damage your reputation personally and/or professionally. Note that if you mention Internal Affairs then your comments are no longer personal.
- if your job involves security or money (e.g. passports, citizenship) you should NOT identify your job specifically.

If you are unsure of whether you can or should post specific information, get approval from your direct manager. Or, simply don't post it.

Refer to 1840 (the intranet) for more information on the Internal Affairs Media Policy and Social Networking/Media Guidelines.

6.2 Political neutrality

You are entitled to your own political views and can be a member of a political party. For most State servants, participation in party politics is not likely to affect the confidence of the Government and the ability to work with future governments. However, you must ensure that

your activities and contribution to any public discussion are consistent with the need to maintain a politically neutral Public Service, irrespective of what your personal views may be.

Being a public servant means that your ability to comment on or participate in political activities may be limited. Constraints may be placed on very senior staff or on those working directly with Ministers.

If you find that your personal views or beliefs on an issue are in conflict with government policy to the extent that you are unable to perform your duties in a politically neutral way then you should immediately raise this with your team leader or manager.

This requirement applies to all employees of the Department apart from staff in Ministerial offices engaged on an events based employment agreement who have specific reference to political neutrality included in their employment documentation.

Additional information on the topic of political neutrality is available on the State Services Commission website: www.ssc.govt.nz.

6.3 Communication with Ministers and members of parliament

(These guidelines apply to all staff, but are of course modified by the particular circumstances of those staff working directly for Ministers. Talk to your manager if you need clarification.)

Generally, you have the same rights of access to your political representatives as other members of the public.

As a public servant, however, you have a responsibility to behave in a politically neutral manner in your role with Internal Affairs. As such, these rights and responsibilities should be carefully balanced.

As a general guide:

- You may communicate privately with Ministers or members of parliament about any matters outside your role with Internal Affairs, but if you occupy a senior position or work closely with Ministers, you should exercise particular care with such communications.
- You should not attempt to lobby or influence Ministers or members of parliament about decisions that are part of Internal Affairs management role, such as priority of work, allocation of resources or your own employment issues.
- If approached **in your official capacity** by a member of parliament (MP), or someone acting for them (such as the Parliamentary Library or an electorate office) you may provide them only with information which would be provided routinely to any member of the public, such as pamphlets, forms, or Departmental publications. Requests for anything outside this should be made through the office of the relevant Minister, and the requesting MP should be politely invited to do so.
- If approached by an MP or someone acting for them **in your private capacity** (for example for assistance in a campaign, or to join in a fund-raising event for a worthy cause) you should consider any impact the contact itself, or the action, could have on your responsibilities. The more senior you are, and the more contact with Ministers you have, the greater the chances of a perceived or real conflict of interest. Social, family,

whānau hapū and iwi contact with MPs (not in their MP capacity) will raise similar issues and result in the need to manage any conflicts of interest or perception of conflicts of interest. Talk to your manager.

- There are particular issues round standing for, or taking part in campaigns around elections. Advice is issued by the State Services Commission each election, and supported by specific Departmental advice. You are responsible for understanding this advice and acting on it.

Each of these situations requires the exercise of good judgement on your part. If you are in any doubt, seek advice from your manager.

6.4 Standing as a Member of Parliament

There are comprehensive rules set out in the Electoral Act 1993 that apply when a public servant decides to seek election to Parliament. If you are considering putting your name forward for nomination as a constituency candidate or for inclusion on a party list, you must immediately discuss this with your manager, for referral to the Chief Executive.

Further information can be found in the *Standards of Integrity and Conduct* or on the website of the State Services Commission: www.ssc.govt.nz.

6.5 Criminal charges and bankruptcy

Criminal offending by employees will be treated very seriously. Offences against the law which involve a breach of trust or that may discredit Internal Affairs, may be seen as a breach of the Code (refer Section 7 – Breaches).

Disciplinary action, up to and including dismissal, may be taken if you:

- are convicted of a criminal offence which you have committed in the course of your employment in Internal Affairs;
- have used your role as an employee of Internal Affairs to commit a criminal offence; or
- are found to have defrauded Internal Affairs. In the instance of fraud, Internal Affairs would also support prosecution and seek full recovery.

Criminal offending outside your role as an employee could affect your fitness for continued employment. Each case will be looked at according to the facts.

You must inform your manager immediately of any charges laid against you, and any conviction you receive.

If you are declared bankrupt, or enter into a No Asset Procedure, you must inform your manager immediately. In many circumstances, such personal financial matters may not directly affect your employment, but they may create a risk that needs to be managed.

6.6 Other work or services

If you are thinking of working in another job, engaging in another business activity or undertaking a voluntary activity, standing for public office or are already doing any of these things, consider whether this could in any way:

- conflict with your duties in Internal Affairs;

- compromise your duties in Internal Affairs;
- impair your performance as an employee of Internal Affairs;
- compromise your integrity as an employee of Internal Affairs.

If a potential conflict exists, you should discuss the matter with your manager to discuss the risks before seeking or accepting such appointments. If a conflict is seen to exist, you may be asked not to stand for the office or to resign a position already held.

If you are considering other paid work, a business activity or service, you must discuss the matter with your manager before commencing work and not undertake such work or service which, in the opinion of your manager, might conflict with your duties in Internal Affairs.

6.7 Use of drugs and alcohol etc

- As an employee, you have a responsibility to carry out your duties as efficiently and safely as possible.
- You must not work while you are affected by alcohol, drugs or other intoxicants or while your ability to work competently and safely is affected by the use of medication.
- You may not consume alcohol on Internal Affairs' premises except for official or other functions as authorised by your manager.
- You must not drive work vehicles if you have consumed alcohol, drugs or other intoxicants.
- You must not smoke in any Internal Affairs building or vehicles at any time.

If you are taking prescription medication that has the potential to impair your performance, you should advise your manager. This will help make sure that any side-effects or complications that arise can be dealt with promptly and safely.

Conflicts of interest

6.8 Conflicts of interest

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

You must perform your duties honestly and impartially, avoiding any personal, financial or professional situations that might compromise, or be seen to compromise, your integrity or otherwise lead to a conflict of interest.

There are three types of conflicts of interest.

Type of conflict	Description
Actual	You have an actual conflict of interest
Perceived	Others reasonably think, or may reasonably think, you may have a conflict of interest

Type of conflict	Description
Potential	Something that has not yet occurred but there is a reasonable risk it will happen and, if it did, would create a conflict of interest, or perceived conflict of interest.

If you become aware that you have an actual, perceived or potential conflict of interest, you must disclose it to your manager as soon as possible. This is to safeguard both you and Internal Affairs. Even if you believe that you have dealt with the situation in the appropriate manner, you must advise your manager because with conflicts, perception (how it looks or may look to others outside Internal Affairs) is as important as reality (what actually happens).

Failure to disclose a conflict of interest may be perceived as an attempt to conceal it, and may lead to your integrity being called into question. To safeguard yourself against allegations of improper behaviour, you need to recognise when an actual, perceived or potential conflict of interest arises. If in doubt ask and disclose it to your manager.

Conflicts of interest usually fall into one of the categories below.

Area	Conflict
Personal	<p>When you could gain a benefit or advantage or have your actions interpreted as getting a personal gain or benefit. For example, an employee has knowledge of a change to legislation and provides this information to an interested stakeholder before it is available to others.</p> <p>Situations in which you (or your family or close associates) own or become the owner of, or have any material interest in, any contractor providing products or services to Internal Affairs, e.g. you have a financial interest in a cleaning company that wins a contract with Internal Affairs.</p>
Family and friends	<p>Where you have an opportunity or pressure to assist or provide an advantage or benefit to your family or friends.</p> <p>For example, a family member, friend or associate asks you to process or monitor progress of an application for a passport.</p>
Community	<p>Where you have an opportunity or pressure to assist or provide an advantage or benefit to a stakeholder or people in a community with which you are identified.</p> <p>For example, you might be asked to advise on a grant application to benefit people in your suburb.</p>
Secondary employment	<p>Where your employment outside Internal Affairs may conflict with your employment at Internal Affairs.</p> <p>For example, your secondary employer might be regulated by Department staff (a casino, an adult video shop, a firm that uses spam email to promote itself).</p>

Area	Conflict
Voluntary interests	Where your voluntary interests may conflict with your employment at Internal Affairs. For example you might join an organisation pressing for a change in a law administered by the Department.
Gifts and benefits	Where receiving gifts and benefits may create conflicts of interest for employees. You might sign a contract for services with a company that had bought you tickets to a big game or show.

Gifts and favours

6.9 Gifts and favours

We must be very careful as Internal Affairs staff, about accepting any form of gift or benefit that is not provided by our organisation.

Accepting gifts, prizes, fees, entertainment, hospitality or any other form of reward may be perceived to put you under an obligation to a third party. This includes any discount or gift received or reward offered as a result of Internal Affairs expenditure. There will be certain occasions, for example with visiting overseas VIPs, where differing cultural traditions require an exchange of gifts. Internal Affairs is committed to meeting the needs of different cultures and if a gift is offered in these situations, you should accept the gift and then inform your manager.

It is never acceptable to solicit gifts, hospitality or favours.

Internal Affairs has guidelines on 1840 (the intranet) which detail the requirements for disclosure and disposal of gifts as well as a koha policy. There will be times when there is a need to make an exception to our policy – your manager will make this judgement. However, any gifts that are accepted must be declared in the gift register. Except for minor items or hospitality, no Internal Affairs staff member should expect to obtain personal benefit from any gift.

Knowledge, property and business tools

6.10 Use of Internal Affairs property and business tools

Business tools are any resources or equipment made available by Internal Affairs to assist you in carrying out your duties. Examples include telephones (including mobile phones and personal digital assistants), photocopiers, stationery, taxi-cards, credit cards, office vehicles and personal computers (which can provide access to computer facilities such as email and the Internet).

You are responsible for the security of Internal Affairs systems and information, including locking or logging off equipment at the end of each day to protect the Department's information. For more detailed information on security, refer to 1840 (the intranet).

You must ensure that all Internal Affairs property, business tools, resources and money:

- are used for Internal Affairs business purposes only, unless prior approval has been granted for limited personal use, e.g. Internet access;
- are not removed from the workplace without proper authorisation, and if granted, are protected to the best of your ability;
- are treated with care and used sensibly and economically, being aware that any use of Internal Affairs property and business tools is a use of public funds;
- are stored, retained and disposed of correctly under the Public Records Act if the resources are information such as papers, files, or electronic records.

In particular, you must not:

- connect any unauthorised or personal hardware to Departmental computers or networks;
- install any software onto Departmental computers, unless it has been authorised;
- download or access sexually explicit or other inappropriate material including copyright material being made available by someone who does not hold the copyright;
- use the Department's computers to store large personal files such as your photo or music collection;
- make any more than occasional social and personal use of email and the Internet, let any personal use incur significant cost to the Department, or let personal use interfere with your work;
- give your password to anyone (even Service Desk or other ICT staff);
- use any Internet service which is likely to use significant network capacity (e.g. anything involving music or video) unless there is a legitimate business reason;
- solicit for personal gain or profit or use the Department's resources to manage or advertise business ventures;
- pass confidential information on to others;
- make proposals or remarks or other words that could be constitute harassment;
- use another user's login details to access any Internal Affairs ICT system;
- take part in any activity that violates New Zealand law.

Limited personal (and appropriate) use of business tools is a privilege and you are expected to use good judgement about what is permissible and what is not. If you are in any doubt refer to the Decision-Making Framework (page 4), or ask your manager.

Your Internet and email activity may be monitored and reviewed and Internal Affairs has the full right to access, retrieve and disclose all information on its technology and communication systems. If you are concerned about whether a particular use of the network is appropriate you should speak to your manager.

Refer to Internal Affairs' IT policies on 1840 (the intranet) for more information.

Inappropriate emails

Inappropriate emails are a common breach of the Code. Therefore it is important that you are clear on what is expected of you if someone sends you inappropriate material.

Inappropriate material may include (but is not limited to):

- sending, downloading or storing information that is discourteous, vexatious, objectionable (defined under the Films, Videos and Publications Classification Act 1993), defamatory, fraudulent, pornographic, offensive or which unlawfully discloses personal information about others;
- sending chain emails;
- sending messages on behalf of another person or reading and/or deleting their messages without their permission.

If someone sends you an email containing written or visual material of a sexual or otherwise offensive or inappropriate nature, from inside or outside Internal Affairs, and you know the sender you should:

1. email them back immediately and tell them not to send emails like that again;
2. print off their message and your reply;
3. give the messages to your supervisor/ team leader/ manager so that the matter can be raised with the sender where appropriate;
4. delete the email.

In less serious cases it will be appropriate to simply delete the email. Ask your manager if you are unsure.

If you receive unsolicited emails containing written or visual material of a sexual or offensive or inappropriate nature, and you don't know the sender you should:

- delete the email (you may print it for reference);
- if you receive similar emails over a short period of time, send an example to the Service Desk (type "Service Desk" into the email address field and hit enter) if you receive similar emails over a short period of time, and ask them to block similar emails.

For guidance on what is deemed inappropriate within Internal Affairs, refer to the IT policies on 1840 (the intranet).

A good rule to follow is: **if you wouldn't send it on letterhead, don't send it by email.**

6.11 Use of knowledge and influence

As an employee of Internal Affairs, you have access to information, procedures, activities and systems that may personally benefit you and others.

Examples of inappropriate use of knowledge and influence include:

- using knowledge gained as an Internal Affairs employee for your own or any other person's financial or other advantage, e.g. passing on or selling a client's personal information details to a third party;
- using your position as an employee of Internal Affairs to obtain information not normally available to you except as required in the course of your employment, e.g. accessing records of well-known members of the public for reasons not connected with your work;
- using information other than for the purpose(s) for which it is collected, e.g. accessing a client's details for personal reasons.

6.12 Protection of private or confidential information

It is the nature of Internal Affairs business that you may get access to information of a personal, sensitive or confidential nature in the course of your work.

In creating, accessing and using information in the workplace, you should comply with your obligations under the following information related legislation; Public Records Act 2005, Privacy Act 1993, Copyright Act 1994, Official Information Act 1982, and Electronic Transactions Act 2002.

You may only make this information (whether electronic or hard copy) available to others, including other employees of Internal Affairs, for official purposes and in accordance with the relevant legislation and Internal Affairs policies.

These requirements continue even when you have left the employment of Internal Affairs.

Examples of how private or confidential information must be treated:

- Do not access files relating to family members, friends or acquaintances.
- Take all reasonable care to ensure that Internal Affairs' information is not available to unauthorised people. This includes information held on computer systems.
- Respect the privacy of individuals when dealing with personal information.
- Ensure that any comments or file notes you make are professional and respectful of the individual.
- Treat any work you do for Internal Affairs with care and confidentiality both within and outside Internal Affairs, e.g. ensure that all confidential and personal information you are working on is secure at the end of each day and that you are logged off your computer.

6.13 Official information

The key principle of the Official Information Act 1982 is that of availability; specifically that official information should be made available unless there is good reason for it to be withheld. Internal Affairs has detailed policies on how to deal with Official Information Act requests which you must follow. These guidelines are on the Internal Affairs intranet (1840). Only authorised people may make information available. The principle of availability applies to agencies, not each employee.

The Privacy Act 1993 regulates the way in which personal information about identifiable natural persons (that is, human beings, not things like companies) can be collected, used

and disclosed. "Personal information" can be viewed as a subset of the greater group called "official information". Any requests for personal information that fall within the provisions of the Privacy Act need to be dealt with in accordance with Internal Affairs' policies.

6.14 Intellectual property and copyright

The intellectual property associated with the work we do as part of our duties belongs to the Crown. The Department is entitled to any copyright or merchandising rights in or arising from such work. However, we recognise that some staff are members of professions and may be required to publish papers, conduct seminars or undertake similar activities to maintain standing within their profession.

You must apply to your manager (in writing):

- for approval to prepare papers for seminars for professional or public presentation or debate. This is required for the protection of unpublished or confidential Departmental information.
- for approval to license publication of any work-related papers including those which may have been presented in a professional forum.

In all cases care must be taken to ensure that the Department is not brought into disrepute and that confidentiality and privacy are maintained.

7. Breaches

7.1 Breaches of our Code

If you breach the standards set out in this Code or the State Services Commissioner's *Standards of Integrity and Conduct*, and if your conduct is considered unacceptable by Internal Affairs, it is possible that disciplinary action will be taken. In considering any breach of our Code, we will be fair, impartial and prompt, in line with relevant employment legislation.

7.2 Reporting breaches of our Code

If you are aware of a breach or possible breach by someone else, you have a responsibility to raise this with your manager. If you feel you cannot approach your manager about a particular issue, you should discuss your concern with another manager, or someone from Human Resources.

7.3 Reporting serious wrongdoing

In some cases, a breach of the Code or evidence of illegal activity may also be serious wrongdoing under the Protected Disclosures Act 2000 (also referred to as the "Whistle-blowing Act"). In such cases, you can use Internal Affairs' Protected Disclosures Policy to report the incident or action, and receive the protections of the Act (i.e. protecting your identity).

If you have become aware of actual or possible serious wrongdoing and wish to disclose that information, you are encouraged to use these procedures and make a protected disclosure.

8. Related policies and further information

- Fraud Policy (Finance)

- IT policies
- Protected Disclosures Policy (HR)
- Media Policy (Communications)
- Sensitive Expenditure Policy (Finance)
- HR and Finance Delegated Authorities

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

Code of Conduct Declaration

Please complete and return this acknowledgement to your manager.

I have read the Department of Internal Affairs Code of Conduct. I understand it. I agree to comply with it.

I understand that behaviour inconsistent with this Code of Conduct is not acceptable, and that any such behaviour could result in disciplinary action under Internal Affairs' disciplinary policy and procedures.

Name (please print clearly): _____

Signature: _____ Date: _____

Managers: please forward completed declaration to Human Resources.