

The sections highlighted in yellow in these documents indicate where information has been withheld 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 pink in these documents indicate where information has been withheld under Section 9(2)(k) of the Official Information Act 1982 where the withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage. This relates to the password and PIN for the Employee Assistance Programme.



PERSONAL DETAILS AND EMERGENCY INFORMATION

YOUR DETAILS

Name:	
Address:	Phone Number:
.....	(Home)
.....	(Work)
(Suburb)	(Mobile)
(City)	

CONTACT PERSON IN AN EMERGENCY (ie the person you wish to be notified in the event of an emergency or illness)

Name:	
Address:	Phone Number:
.....	(Home)
.....	(Work)
(Suburb)	(Mobile)
(City)	
Their relationship to you: (e.g. friend):	

Signed: Dated:

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CONFIRMATION OF RECEIPT OF HEALTH AND SAFETY INFORMATION

Ministerial Support Health and Safety Policy for Seconded Staff

The Ministerial Support Unit of the Department of Internal Affairs is committed to providing and maintaining a safe and healthy working environment for secondees, ministerial office staff, visitors and all persons using the premises as a place of work, by:

- meeting our obligations under the Health & Safety in Employment Act 1992, the Health & Safety in Employment Amendment Act 2002, the Health and Safety in Employment Regulations 1995
- complying with codes of practice, relevant standards or guidelines, and the ACC Workplace Safety Management Practices programme.

Every staff member in a Ministerial Office is expected to share in the commitment to health and safety:

- each secondee is expected to play a vital and responsible role in maintaining a safe and healthy workplace through:
 - observing all safe work procedures, rules and instructions
 - ensuring that all incidents, injuries and hazards are reported
 - early reporting of any pain or discomfort
 - taking an active role in the Department's treatment and rehabilitation plan, to ensure an early and durable return to work.

Please complete this form and return it to Ministerial Staffing, Ministerial Support, Level 17 Bowen House.

I confirm that I received a Ministerial Support Welcome Pack containing the following information:

- Parliamentary Complex Emergency Procedures
- Parliamentary Complex Evacuation Assembly Areas
- Ministerial Office Floor Wardens
- Ministerial Office Health and Safety Reference Group

Name: _____

Date: _____

Office: _____

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CENTRE HOURS

The centre is licensed for the hours 8am to 5.45pm. You may arrive from 7.45am to settle your child, however you need to stay until 8am and you must collect your child by 5.45pm.

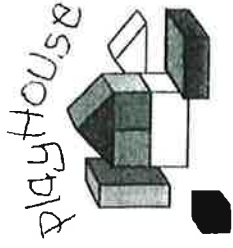
FEES

Fees are paid in advance, by automatic payment, either weekly or fortnightly. We offer the 20 Hours ECE for three to five year olds. Current 2010 fees are:

COMMUNITY PLACEMENT

	U2	U3	O3	U2	U3	O3	
Full week	267.90	241.64	162.84	299.42	278.41	178.60	Per week
Full day	58.83	54.63		69.34	63.04		Per day
Full day (1-3 days)			23.11			29.42	Per day
Full day (4-5 days) 3 days at above plus			54.63			63.04	Per day

PARLIAMENT PLACEMENT



Whare Tākaro

Parliamentary Early Childhood Centre
Ballantrae Place, Wellington

Senior Teacher
&
Office Manager
Ph: [redacted] Fax : [redacted]
@parliament.govt.nz

7.45 am

Parents are able to arrive and settle children

8.00 am

Parents can leave their child/ren

9.30 am

Morning tea

11.15 am

Mat Time

11.30 am

Lunch Time

12.15 pm

Sleep and Rest Time

2.30 - 3.00 pm

Rolling Afternoon tea

4.30 pm

Late Snack

5.45 pm

Farewell to children

Our Vision

Playhouse strives to be a community that supports diversity and encourages learning of many kinds.

Activities and play experiences that are available to the children daily include...

Painting, construction, blocks, vehicles, collage, books, music, writing, drawing, active play, quiet play, sand, dramatic play, puzzles, nature and science experiences. We plan activities, discussions, mat times and outings around children's current interests and passions.

What a child learns through laughter, fascination and joy is seldom forgotten!

Ko koe ki tēnā kiwai, ko au ki tēnei kiwai o te kete
You carry your handle and I'll carry my handle of our kete

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PLAYHOUSE PROGRAMME

Playhouse is a not-for-profit community/workplace childcare centre. We are managed by a Senior Teacher and Office Manager in conjunction with a parent committee. This means that there are many opportunities for our parents and whānau to become involved in many ways with Playhouse.

Playhouse offers children a self-selecting programme based on Te Whāriki, The New Zealand Early Childhood Curriculum. We provide children with opportunities to make choices about the type and manner of their participation and provide an environment that supports the holistic way young children learn and develop.

Playhouse provides care and education for children from six months to five years. We spend some time of the day all together and have some play sessions in separate areas. This allows children to benefit from time spent together, and provides opportunities for specific developmental needs to be planned for and nurtured.

The teachers will record observations and documentation of your child's learning and development. We create a profile book for your child with photos, learning stories and artwork that documents their learning, passions and interests and makes a beautiful keepsake. The individual information we gather is used for group planning and to provide a developmentally appropriate programme for your child at Playhouse.

WAITING LIST

Playhouse offers full-time or part-time placements for children from six months old. We require a minimum booking of two days per week. There is a waiting list for placements, particularly for under twos.

Once we have received your waiting list form your request will be processed and you will be contacted when a suitable place becomes available. The waiting list can be difficult to predict, we try to provide an indication upon application but cannot offer a guarantee.



Primary admission is given to Parliament placements: however, we do offer community placements when they are available. Part time requests are subject to availability, as they must match up with another enrolment to fill a full week equivalent.

Please advise the Office Manager if any of your needs change while you are waiting for a place, this makes us better able to find you a suitable place.

We require our under twos to have five settling in days before starting, there is no charge for these induction visits.

Day 1. 9am - 11:30 am with a parent

Day 2. 9am - 11:30 am with a parent

Day 3. 9am - 11:30 am with a parent & induction

Day 4. 9:30 - 12:30 am without a parent

Day 5. 9:30 - 1:30 pm without a parent

GENERAL INFORMATION

If you would like to visit Playhouse please phone the Senior Teacher or Office Manager to select an appropriate time. As a general rule between 9.30 - 11.30 or 1.30 - 4.00 are best. This means you will be able to view the most useful parts of our programme.

Teacher:child ratios are 1:3.5 for under 2's and 1:5 for over twos. Playhouse is proud of our high ratio of trained and registered early childhood teachers. Please ask to have a look at the teachers' profiles when you come for a look around, we are happy to point out who will be working closely with your child. Playhouse has two teacher-only days per year, which we use for planning.

Playhouse provides morning tea. Please bring a named lunch box for your child with enough food for lunch, afternoon tea and a late snack if they are to be here after 4.30 pm.

Playhouse provides bedding for your child's sleep time, you are welcome to bring a special blanket or sleep toy. Parents provide nappies, formula and bottles for their child.

WELCOME ABOARD!

Tēnā koe

Congratulations on your new job and welcome to The Department of Internal Affairs (DIA) – Te Tari Taiwhenua.

Information is enclosed about the Department, benefits that are available to you and forms that you will need to fill in and bring on your first day.

At DIA we take pride in our rich history. The Department began in 1840 as the Office of the Colonial Secretary and was renamed the Department of Internal Affairs in 1907 when New Zealand became a Dominion. Over the years and at the request of the government of the day, we have taken on many new roles, retaining some and developing others to the point where they become Ministeries or agencies in their own right.

Although we have many functions, we are united in our purpose to serve and connect citizens, communities and government to build a strong, safe nation. All of this means that there are many opportunities for you to have a varied and interesting career within the Department of Internal Affairs.

You can find out more about the Department and how we work by visiting www.dia.govt.nz or our 1840 intranet <http://1840.dia.govt.nz/>

So, welcome to The Department of Internal Affairs, you have an important part to play in our future.

Nāku na

Colin MacDonald
Chief Executive
Department of Internal Affairs

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New Employee Form



On your first day please bring this form with you. To help you here is a checklist

Have you:	
<input type="checkbox"/>	completed your contact details
<input type="checkbox"/>	completed the emergency contact details
<input type="checkbox"/>	completed EEO information on ethnicity and disability
<input type="checkbox"/>	completed your bank account details
<input type="checkbox"/>	attached a personalised bank deposit slip and
<input type="checkbox"/>	the IRD form. (IR330)

Name: Preferred Name:	
Address: (Suburb)..... (City/Town)..... Postcode	Phone Number: (Home)..... (Work)..... (Mobile).....
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Abstain	Date of Birth ____ / ____ / ____

CONTACT PERSON IN AN EMERGENCY (i.e. the people you wish to be notified in the event of an emergency or illness)

Name: (First point of contact)	
Address:..... (Suburb)..... (City/Town).....	Phone Number: (Home)..... (Work)..... (Mobile).....
Their relationship to you:	

Name: (If the person above is not contactable please provide details for a second contact person)	
Address:..... (Suburb)..... (City/Town).....	Phone Number: (Home)..... (Work)..... (Mobile).....
Their relationship to you:	

Diversity/EEO information

Your information is confidential and access to it is limited to the HR staff in Department of Internal Affairs. You will not be identified in any report in which this information is used. *The Department as part of its Diversity and Equal Employment Opportunities (EEO) policy collects disability and ethnicity information.* This information is used to build a disability and ethnicity profile of staff in the Department and in the Public Service.

Ethnicity

Which ethnic group do you belong to? Please tick up to 2 boxes below:

- | | |
|--|---|
| <input type="checkbox"/> Maori | <input type="checkbox"/> Fijian (except Fiji Indian) |
| <input type="checkbox"/> NZ European | <input type="checkbox"/> Other Pacific Peoples |
| <input type="checkbox"/> British/Irish | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Dutch | <input type="checkbox"/> Khmer/Kampuchean/Cambodian |
| <input type="checkbox"/> Greek (including Greek Cypriot) | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> Polish | <input type="checkbox"/> Other Southeast Asian |
| <input type="checkbox"/> South Slav | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Italian | <input type="checkbox"/> Indian (including Fiji Indian) |
| <input type="checkbox"/> German | <input type="checkbox"/> Sri Lankan |
| <input type="checkbox"/> Australian | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Other European | <input type="checkbox"/> Korean |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Other Asian |
| <input type="checkbox"/> Cook Island Maori | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> Tongan | <input type="checkbox"/> Latin American/Hispanic |
| <input type="checkbox"/> Niuean | <input type="checkbox"/> African |
| <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Other: Please specify:..... |

Disability

Do you have any disability that restricts you in performing everyday activities and which is long-term (lasting 6 months or more)? Tick up to 2 boxes below:

- | | |
|---|--|
| <input type="checkbox"/> No disability | |
| <input type="checkbox"/> Sensory disability | Includes:
<i>Hearing</i> – you have difficulty or cannot hear what is said in a conversation with another person and/or a conversation with at least 3 other people.
<i>Seeing</i> – you have difficulty seeing or cannot read ordinary newsprint and/or the face of someone across a room, even when wearing corrective lenses. |
| <input type="checkbox"/> Physical disability | Includes:
<i>Mobility</i> – you find it difficult to or cannot walk about 350 metres without resting, walk up or down a flight of stairs, carry an object as heavy as 5 kilograms for a 10 metre distance, move from room to room, or stand for longer than 20 minutes.
<i>Agility</i> – you find it difficult to or cannot bend over to pick something off the floor, dress or undress yourself, cut your own toenails, grasp or handle small objects like scissors, reach in any direction, cut your own food, or get yourself out of bed. |
| <input type="checkbox"/> Intellectual disability | You need support or help from organisations like IHC or People First, or you have been to a special school or receive special education because of an intellectual impairment. |
| <input type="checkbox"/> Psychiatric/Psychological Disability | Because of a long-term emotional, psychological or psychiatric condition, you have difficulty with or are stopped from doing everyday activities that other people your age can usually do, from communicating, from mixing with others or socialising. |
| <input type="checkbox"/> Other disability | You have difficulty speaking or being understood, or you have a disability not included above. Please specify:..... |

PAYMENT OF SALARY TO AN ACCOUNT

Please attach a personalised bank deposit slip

I (Name):

In block letters

(Surname)

(First Names)

Hereby authorise the

(Bank/PSIS)

at their branch

(Full name and address of branch)

to accept credits to the following account in respect of salary payments from time to time payable to me by the Department of Internal Affairs. This order is not an assignment

The account number is

(Bank)	(Branch)	(Account number)	(Suffix)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of Account

Please provide Finance Section a copy of your new bank account number if you have reimbursements that are paid regularly by them.

Signature:.....

Date:.....

1. This order is revocable at pleasure but will remain in force until cancelled/changed in writing.
2. This order is for use of Department of Internal Affairs employees and is to be received by Business Services Branch (HR Administration) not less than 7 days before the pay day that the authority is to become effective.
3. Employees are reminded that previous bank accounts should not be closed until a new Direct Credit is in operation.

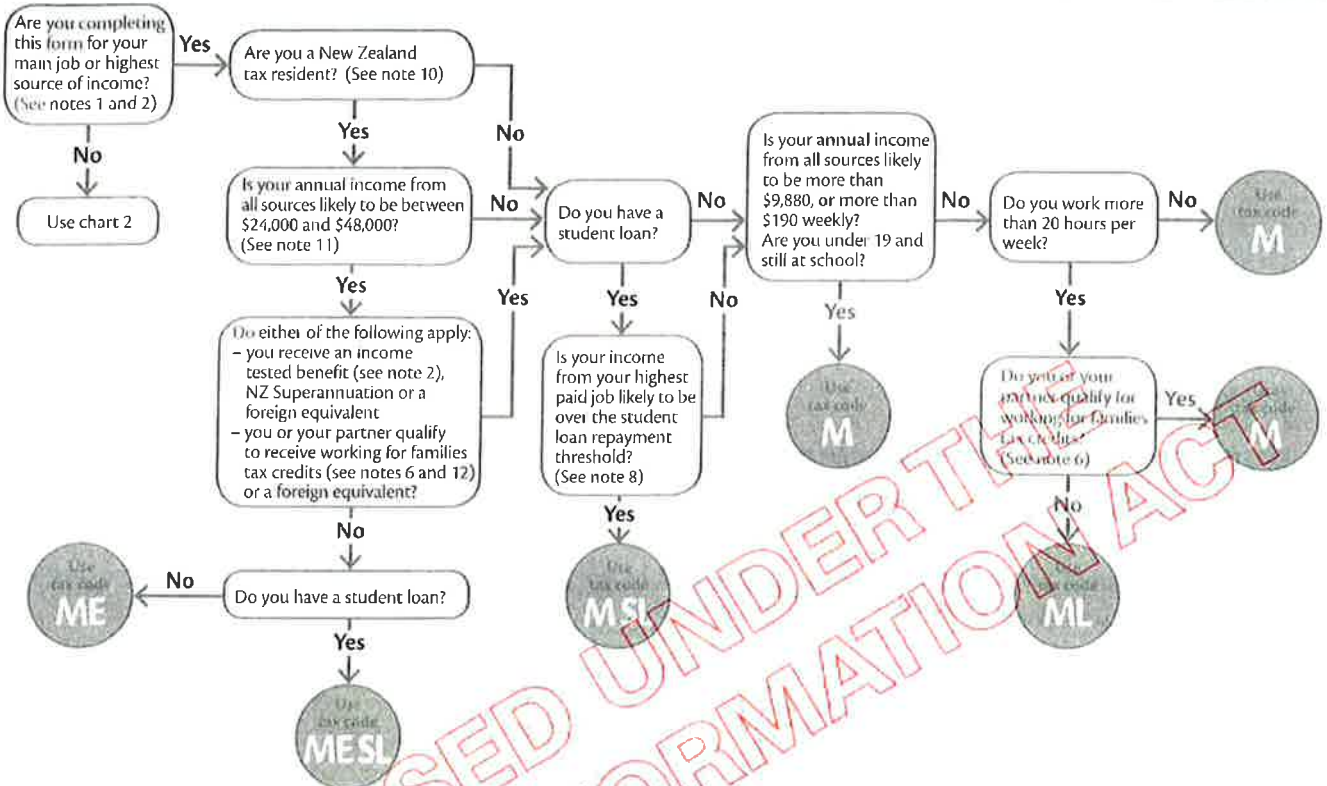
Payroll information

The Departments policy is for salary to be paid by direct credit to one nominated bank account only.

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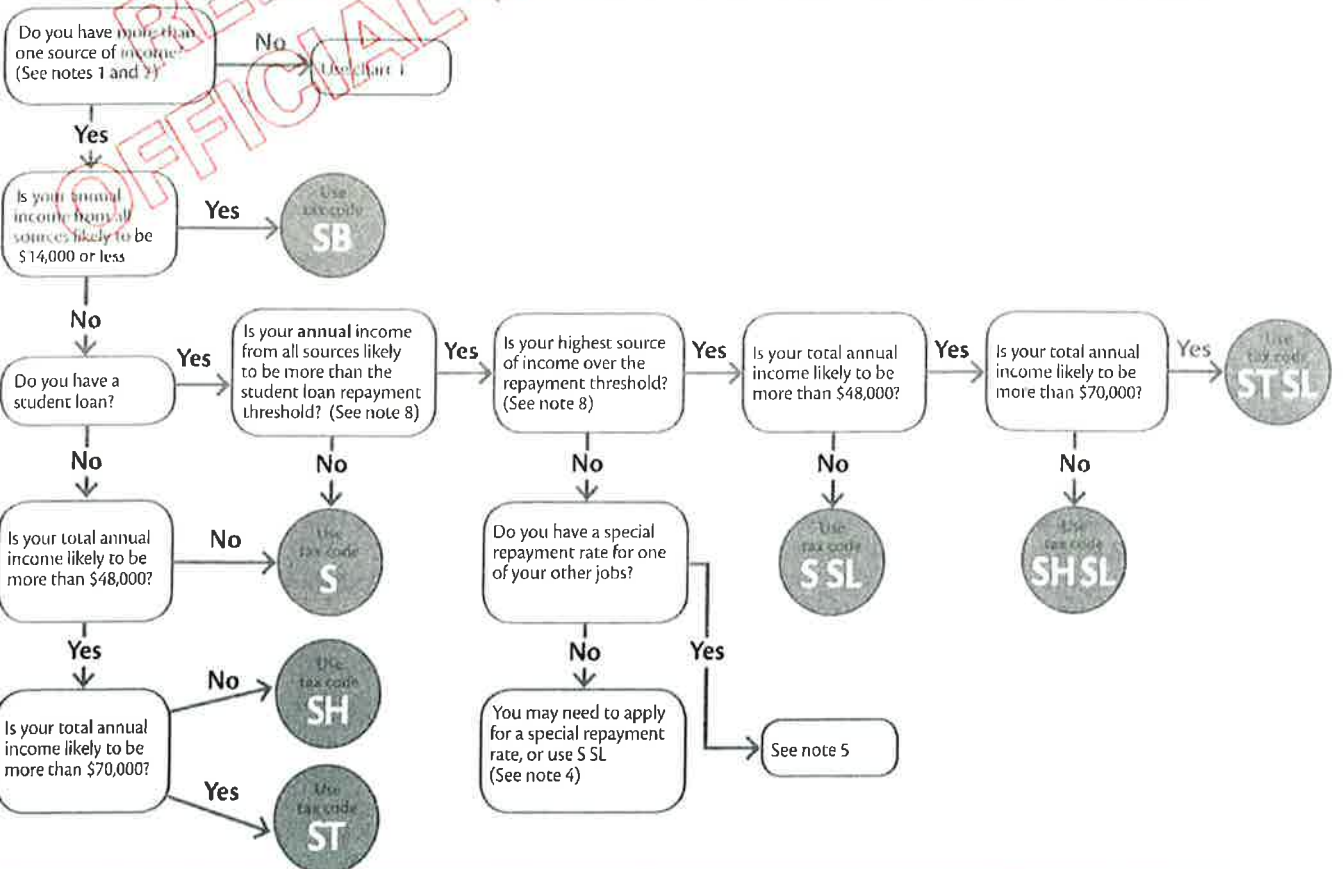
Choose your tax code If you're a **casual agricultural worker, shearer, shearing shedhand, election day worker**, have a **special tax code** or are receiving **schedular payments** DO NOT USE THIS FLOWCHART, instead refer to "Other tax code options" at the top of page 3.

Chart 1 Use this chart to select your tax code for your main job or highest source of income



When you've worked out your tax code, enter it in the tax code circle at Question 2 on page 1.

Chart 2 Use this chart to select your tax code for your second source of income



When you've worked out your tax code, enter it in the tax code circle at Question 2 on page 1.

Other tax code options

If you receive any of the following types of income you'll need to use one of the codes below.

Select one tax code and enter it in the tax code circle on page 1



Enter this code if you're a **casual agricultural worker, shearer or shearing shedhand** (see note 9 below). See current PAYE deduction tables IR 340 or IR 341.



Enter this code if you're an election day worker.



Enter this code if you have a *Special tax code certificate (IR 23)* from Inland Revenue. Please attach a copy of the certificate to this declaration form (see note 3 below).



Enter this code if you're receiving schedular payments — this is for contract work, not for salary or wages. All ACC personal service rehabilitation payments* which are paid by ACC** are classified as schedular payments. You'll also need to find your schedular payment activity (see page 4)



Only enter this code if you have a visa and/or permit under the **Recognised Seasonal Employer Work Policy** (see note 14 below).

* attendant care, home help, childcare, attendant care services related to training for independence, attendant care services relating to transport for independence, paid under the Injury Prevention and Rehabilitation Compensation Act 2001

** includes accredited employers.

Notes to help you complete this form

- "Source of income"** means income such as salary, wages, a benefit, weekly accident compensation payments, New Zealand Superannuation or a student allowance.
- If you receive a **benefit** (other than New Zealand Superannuation) it will be considered your highest source of income and will automatically have a tax code of "M". **You must use chart 2 to select your tax code for your second source of income.**
- A **special tax code** is a tax deduction rate worked out to suit your individual circumstances.
You may want to get a special tax code if the regular tax codes will result in you paying either not enough or too much tax. This may happen if you have a rental property, business losses, or income that doesn't have tax deducted before you receive it. This may also happen if you receive payments from either ACC or an ACC client for providing ACC personal service rehabilitation care, and you expect to earn over \$14,000 from all sources.
If you're not sure, call us on 0800 227 774 to see if a special tax code is suitable.
You can get a *Special tax code/student loan special repayment rate application (IR 23B5)* from www.ird.govt.nz or by calling our automated phone service, INFOexpress on 0800 257 773. Please have your IRD number handy.
- As shown in chart 2, if you choose "S" as your tax code you may pay more towards your student loan than you're required to. To help prevent you under or overpaying your student loan, we recommend that you apply for a special repayment rate. You can get a *Special tax code/student loan special repayment rate application (IR 23B5)* from our website or by calling INFOexpress on 0800 257 773. For more information about special repayment rates go to www.ird.govt.nz/studentloans
- If you already have a special repayment rate and your circumstances have changed, you'll need to call us on 0800 227 774 so we can recalculate your repayment rate and **advise you of the correct tax code to use for this job**
- Working for families tax credits** is financial help for families who have children aged 18 or under who are not financially independent. How much you can get depends on:
 - how many children you have
 - how much you and your partner earn (your total family income)
 - when you get your income fromFor more information about working for families tax credits go to www.ird.govt.nz
- If you're **under 19 and still at school**, you must use the "M" tax code for your income.
- If you need to know the **student loan repayment threshold**, go to www.ird.govt.nz/studentloans or call us on 0800 377 778.
- Casual agricultural workers** are persons engaged in casual seasonal work on a day-to-day basis, for up to three months.
- You are a New Zealand tax resident in any of these situations:
 - you are in New Zealand for more than 183 days in any twelve-month period, or
 - you have an enduring relationship with New Zealand, or
 - you are away from New Zealand in the service of the New Zealand Government.
- Your annual income is your total income from all sources, from 1 April to 31 March, excluding losses carried forward from a previous year. You can deduct any allowable expenses and current year losses.
- Independent earner tax credit (IETC) is included in the ME and ME SL tax codes. You are not eligible for IETC if:
 - you receive a benefit, NZ superannuation or a foreign equivalent, or
 - you or your partner are eligible for working for families tax credits or a foreign equivalent, or
 - your annual income is less than \$24,000 or over \$48,000.
- You'll need to change your tax code if your circumstances change during the year. For example:
 - you decrease your hours at a second job
 - you repay your student loan
 - your eligibility for the IETC changes.
- Recognised seasonal workers must be employed by a registered employer from the Recognised Seasonal Employers' Scheme (see www.dol.govt.nz for details). They are generally employed in the horticulture or viticulture industries.

Note If you need help choosing your tax code please go to www.ird.govt.nz or call us on 0800 227 774.

Rate of tax deductions from schedular payments

Schedular payments are not for employees, they are for people who are independent contractors. All ACC personal service rehabilitation payments which are paid by ACC are classified as schedular payments. These payments are taxed at flat rates. If you are receiving payment for any of the types of work listed below on contract, enter the activity name in the box at Question 2 on page 1.

Your tax code will be "WT", which means you'll be required to file an **IR 3** tax return at the end of the financial year. ACC clients or carers receiving ACC personal service rehabilitation payments may not be required to file an IR 3.

Activity	Normal tax rate	Rate if no tax code declared
ACC personal service rehabilitation payments (attendant care, home help, childcare, attendant care services related to training for independence and attendant care services related to transport for independence) paid under the Injury Prevention and Rehabilitation Compensation Act 2001.	10.5c	25.5c
Agricultural contracts for maintenance, development, or other work on farming or agricultural land (Not to be used where CAE code applies)	15c	30c
Agricultural, horticultural or viticultural contracts by any type (individual, partnership, trust or company) of contractor for work or services rendered under contract or arrangement for the supply of labour, or substantially for the supply of labour on land in connection with fruit crops, orchards, vegetables or vineyards	15c	30c
Apprentice jockeys or drivers	15c	30c
Cleaning office, business, institution, or other premises (except residential) or cleaning or laundering plant, vehicles, furniture etc	20c	48c
Commissions to insurance agents and sub-agents and salespeople	20c	48c
Company directors' (fees)	20c	48c
Contracts wholly or substantially for labour only in the building industry	20c	35c
Demonstrating goods or appliances	20c	40c
Entertainers (New Zealand resident only) such as lecturers, presenters, participants in game shows, and radio, television, stage and film performers	20c	35c
Examiners (fees payable)	33c	48c
Forestry or bush work of all kinds, or flax planting or cutting	15c	30c
Freelance contributions to newspapers, journals (eg. articles, photographs, cartoons) or radio, television or stage productions	25c	40c
Gardening, grass or hedge cutting, or weed or tree removal (for an office, business or institution)	20c	35c
Honoraria	33c	48c
Modelling	20c	35c
Non-resident entertainers and professional sportspeople visiting New Zealand ¹	20c	N/A
Payments for:		
- caretaking of a child by a woman	15c	30c
- mail collection	15c	30c
- milk delivery	15c	30c
- refuse removal, street or road cleaning	15c	30c
- transport of school children	15c	30c
Proceeds from sales of:		
- eels (not retail sales)	25c	40c
- greenstone (not retail sales)	25c	40c
- sphagnum moss (not retail sales)	25c	40c
- whitebait (not retail sales)	25c	40c
- wild deer, pigs or goats or parts of these animals	25c	40c
Public office holders (fees)	33c	48c
Sharefishing (on contract for the supply of labour only)	20c	35c
Shearing or droving (Not to be used where CAE code applies)	15c	30c
Television, video or film: on-set and off-set production processes (New Zealand residents only)	20c	35c
If you are a non-resident contractor receiving a contract payment for a contract activity or service and none of the above activities are applicable, then:		
Non-resident contractor (and not a company)	15c	30c
Non-resident contractor (and a company)	15c	20c

¹ Applications for exemption certificates or enquiries about non-resident contractors should be sent to:
Team Leader, Non-resident Contractors Team, Large Enterprises Assistance, P.O. Box 2198, Wellington, Lower Hutt 5045, New Zealand. Phone 64 4 890 3056 Fax 64 4 890 4510

² The following may be entitled to exemption from tax:

- non-resident entertainers taking part in a cultural programme sponsored by a government or promoted by an overseas non-profit cultural organisation
- non-resident sportspeople officially representing an overseas national sports body.

Send applications for exemption to:

Team Leader, Non-resident Entertainment Unit, Large Enterprises Assistance, PO Box 5542, Wellesley Street, Auckland 1141, New Zealand. Fax 09 984 3081



Privacy Unit
 Ministry of Justice
 National Office
 P O Box 2750
 WELLINGTON

For Office Use Only

MoJ Request Number

REQUEST BY THIRD PARTY UNDER THE OFFICIAL INFORMATION ACT 1982 FOR A COPY OF AN INDIVIDUAL'S CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE 'S COMPUTER SYSTEMS

SECTION 1: SUBJECT'S AUTHORITY TO RELEASE INFORMATION TO A THIRD PARTY

I hereby authorise the Privacy Unit, Ministry of Justice, to release a copy of my personal information, to the undersigned Third Party, for the purpose of:

Pre-employment vetting

Insurance Claims vetting

Other (specify)

Tick the report required:

All convictions report Traffic Convictions Report

Signature of subject and date

X

X

I wish to receive a copy of the information provided to the Third party.

Yes / No

SECTION 2: THIRD PARTY DETAILS

Third Party Name Details

Full Name of Third Party

Full name and address of the person or agency the third party is acting for (if applicable)

Third Party Reference Number (if applicable)

Third Party Address Details

P.O. Box or Street Address

Suburb

City

State / Province

Post Code

Country

Signature of Third Party

X

The term "subject" refers to the person whose criminal convictions is being requested.

The term "third party" refers to the requestor or ultimate intended recipient, such as an employer, insurance company, credit agency et cetera.

The Ministry of Justice will process this request as soon as is reasonably practicable, and in any case no later than 20 working days from receipt of this application.

This application and associated letters and reports will be disposed of three months after processing the response.

SECTION 3: SUBJECT'S DETAILS (Please print in pen)

Priv/F2

Personal Details

Surname	First Name	Middle Names (separate by comma)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (DD/MM/YYYY)	Place of Birth	Gender (Male / Female)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Previous Names - Maiden Name, Aliases

Surname	First Name	Middle Names (separate by comma)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal Address

P.O. Box or Street Address	<input type="text"/>
Suburb	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>

Current Residential Address

Street Address	<input type="text"/>
Suburb	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>
Daytime Phone Number	<input type="text"/>
Home Phone Number	<input type="text"/>
Fax Number	<input type="text"/>

Previous Two Residential Addresses

Street Address	<input type="text"/>
Suburb	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>

Street Address	<input type="text"/>
Suburb	<input type="text"/>
City	<input type="text"/>
State / Province	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>

SECTION 3: SUBJECT'S DETAILS (continued)

Priv/F2

Subject's Identification

Please attach a photocopy of the subject's identification. The identification may be a Driver Licence OR if subject does not hold a driver licence, a Passport. If subject has neither, the subject will need to complete Section 4.

Driver Licence

Passport

SECTION 4: PROOF OF IDENTITY

ONLY TO BE COMPLETED IF SUBJECT DOES NOT HAVE A DRIVER LICENCE OR PASSPORT
Subject to ask someone who can confirm their identity to fill in this section

The person who identifies subject must:

- have known subject for more than 12 months
- be aged 18 years or over
- have a day time phone number
- not be a relative
- not live at the same address
- be contactable during normal business hours

Surname

First Name

Middle Names (separate by comma)

Street Address

Daytime Phone Number

Suburb

Home Phone Number

City

State / Province

Fax Number

Post Code

Country

I declare that I have personally known:

Surname

First Name

Middle Names (separate by comma)

Signature of identifier

for

years and vouch for his/her identity

X

If subject is unable to get someone to complete Section 4, they must complete a statutory declaration. The relevant form can be obtained from the local District Court or by contacting the Privacy Unit on 04 918 8800.

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

Department of Internal Affairs 'Safe Driver Agreement'

The Health and Safety in Employment Amendment Act 2003, applies to employees who move from place to place to carry out their work. Travelling to and from work in a private vehicle is NOT covered (unless the employee has approval from their team leader/manager to use their private vehicle for work purposes and is compensated for doing so).

Health and safety is a shared responsibility between the employer and the employee. In order to ensure your safety in the workplace when using a vehicle for work purposes, it is expected that:

- You have a current drivers licence
- You are fit to drive
- The vehicle is registered
- The vehicle is warranted

To ensure that these guidelines are being complied with please complete the following details:

- Driver's licence number.....
- Expiry date.....
- Classes.....
- Special conditions.....

Please attach a photocopy of your driver's licence and sign the declaration below.

As a condition of driving a vehicle for work purposes,

I,, acknowledge that I have read and agree to comply with all requirements of the 'Safe Driving Policy'. I also agree to advise my Team Leader/Manager as soon as there is a change in any of these circumstances.

I understand that the information contained in this agreement will be held by the Team Leader/Manager and on my personal file, and will be used for the purpose of ensuring my health and safety in the workplace when using a vehicle for work purposes.

.....
Employee Signature

.....
Team Leader/Manager

Date:.....

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

**Department of Internal Affairs
'SAFE DRIVING POLICY'**

Status: 20/3/2012

<p>Introduction</p>	<p>It is the policy of the Department of Internal Affairs to make every reasonable effort in areas of accident prevention, injury protection and promotion of the health, safety and welfare of all employees.</p> <p>When an employee is using a vehicle for work purposes, the vehicle is that employee's workplace. Accordingly, the following 'Safe Driving policy' is provided in order to support the Department's efforts to promote health and safety in the workplace.</p> <p>For the purposes of this policy we expect the same high standard of all employees when driving on department business irrespective of whether the vehicle concerned is owned or leased by the Department, rented by Department employees or privately owned by the employee.</p> <p>This Policy applies to all staff who use a vehicle for work purposes. The Policy does not apply to VIP Transport Chauffeurs, or to staff who travel to and from work in a private vehicle (unless the staff member has approval from their manager to use their private vehicle for work purposes and is compensated for doing so).</p> <p><i>Note This Policy should be read in conjunction with the Motor Vehicle Policy.</i></p>
<p>Objective of the policy</p>	<p>To ensure that employees driving on departmental business demonstrate safe driving and other good road safety habits at all times, and that the vehicles they are using are fit for the purpose.</p>
<p>Includes</p>	<p>Code of Conduct Responsibilities as an employee Responsibilities as an employer Fatigue Safe Driver Agreement Accidents Personal responsibility for traffic offences Instructions for mobile phone use Policy review Related policies and procedures</p>
<p>Code of Conduct</p>	<p>The Department of Internal Affairs Code of Conduct states that <i>Employees should perform their official duties honestly, faithfully and efficiently, respecting the rights of the public and departmental colleagues.</i></p> <ul style="list-style-type: none"> • In respect of <i>Efficient and Competent Performance of Duties</i> employees are required to obey the law, and refrain from conduct (such as the use of alcohol or non-prescribed drugs) which might affect your safe driving ability. • Failure to obey the law is listed as an example of misconduct, as is stealing, wilfully or negligently damaging or improperly using the Department's property including motor vehicles, and being under the influence of alcohol or any drugs to such an extent as to be unable to do your duty. • Serious breaches of the Code of Conduct may result in dismissal.

<p>Responsibilities as an employee</p>	<p>As a driver of either a departmental vehicle, rented vehicle or private vehicle while on departmental business you will:</p> <ul style="list-style-type: none"> • If using a private vehicle for work purposes, ensure the vehicle is safe for its purpose, has current warrant of fitness, registration and Road User Charges as appropriate. • When using your private vehicle for work purposes, then you should ensure your insurance company has been informed of this use prior to using the vehicle. • Ensure that you hold a current driver licence for the class and type of vehicle you are driving. • Check that anyone else who drives a vehicle that you have responsibility for, has been given permission by the Department and they have a current drivers licence. • Immediately notify your team leader or manager if your driver licence has been suspended or cancelled, or has limitations placed upon it. • Ensure that you carry your driver's licence with you when driving. • Ensure that all items carried in the vehicle are adequately secured. In station wagon type vehicles, cargo nets should be used to prevent loose items being propelled in the event of sudden braking. • Not use a hand-held mobile phone while driving. • Wear a safety belt at all times and comply with all traffic rules. • Not drive while under the influence of recreational drugs or alcohol or taking medications known to cause drowsiness or in some other way affect your ability to drive. • Follow the accident procedures outlined in this policy. • Report any incidents, crashes and scrapes to your team leader/manager, including those which do not result in injury. • Assess hazards while driving and anticipate 'what if' scenarios. • Drive within the legal speed limits, including driving for the conditions. • Be responsible and accountable for your actions when driving. • Report departmental motor vehicle defects to your team leader or manager immediately. • Regularly check the oil, radiator and battery levels and tyre pressure of departmental vehicles that you have personal responsibility for. • Not fit or use radar detectors in departmental vehicles. • Complete vehicle running sheets accurately (where required). <p>In addition it is required that all drivers:</p> <ul style="list-style-type: none"> • Take regular and adequate rest breaks – take a break at least every two hours when driving for long periods. • Stop when tired. • Choose the most economical means of travel with respect to the proper use of time and money, but also taking into consideration safety of the route chosen, pre-journey work duties, the length of the trip and post-journey commitments.
<p>Responsibilities as an employer</p>	<p>The employer will not require employees to drive under conditions that are unsafe and/or likely to create an unsafe environment (including unsafe road conditions), physical distress, fatigue, etc.</p> <p>The employer will do this by:</p> <ul style="list-style-type: none"> • Adhering to the requirements of the DIA Motor Vehicle Policy in regards to the criteria for selecting new departmental vehicles, and the maintenance of existing vehicles. • Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices. • Ensuring that training is provided to drivers of specialist vehicles (4WD

	<p>off-road driving).</p> <ul style="list-style-type: none"> • encouraging safe driving behaviour by: <ul style="list-style-type: none"> • Not paying employees speeding or other infringement fines. • Prohibiting the use of hand-held mobile phones while driving, and strongly discouraging the use of hands-free mobile phone use. • Providing hands-free kits for mobile phone use where this is deemed necessary for the employee's role by the employer. • Encouraging the use of taxis whenever necessary. • Informing staff of this Safe Driving Policy and obtaining driver details to ensure employees are licensed (signed safe driver agreement).
Fatigue	<p>When planning a work-related journey, for example a call-back to work, be sure to take account of pre-journey work duties, the length of the trip and post-journey commitments.</p> <p>If an employee's working hours are such that they feel too fatigued to drive, the employee should approach their team leader or manager and request that alternative transport arrangements are provided. Taxi chits are available from Team Leaders/Managers.</p> <p>Shift workers should adopt healthy eating, sleep, work and exercise habits that assist safe driving to and from work.</p>
Safe Driver Agreement	<p>Employees driving a vehicle for work purposes will be required to provide driver licence evidence. Employees must inform the employer regarding a change in status of their driver licence. Employees must agree to complete the 'Safe Driver Agreement' and provide this to their Team Leader/Manager. The Safe Driver Agreement will be held by the employee's Team Leader/Manager and in Human Resources on the employee's personal file.</p> <p>All employees must carry their driver licence with them when driving a vehicle.</p>
Accidents	<p>What to do if you are involved in a motor vehicle accident whilst you are on departmental business:</p> <p>Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.</p> <p>Ensure your own safety first.</p> <p>Help any injured people and call for assistance if needed.</p> <p>For legal liability reasons, it is important to not admit any liability or blame.</p> <p>Give the following information:</p> <ul style="list-style-type: none"> • Your name and address and insurance details. • If there is damage to another vehicle that is unattended, leave a note on the vehicle with your contact details. <p>Try to get the following information:</p> <ul style="list-style-type: none"> • Note the date and time it happened. • Details of the other vehicle(s) and registration number(s). • Name and address of the other vehicle owner(s) and driver(s). • Name and address of any witness(es). • Name of insurer(s). <p>If your vehicle is immobilised, remove valuables and arrange towage to the nearest suitable place of safety or repair.</p> <p>Contact the police and report the incident.</p>

	<ul style="list-style-type: none"> • If there are injuries. • If there is a disagreement over the cause of the crash. • If you damage property other than your own. • If damage to the vehicle looks to be more than \$2,500, report it to the police station nearest the crash as soon as possible. <p>Follow-up:</p> <ul style="list-style-type: none"> • Report all incidents to your manager as soon as practicable, including those that did not result in injury or vehicle damage, and complete an incident/accident report form.
Personal responsibility for traffic offences	An employee charged with a traffic offence whilst driving a departmental vehicle, or any other vehicle whilst on departmental duties, is personally responsible for all fines or other penalties imposed and the costs associated with any Court proceedings. This also applies to parking offences charged. The only exception made is if the offence was caused by a defect on a vehicle provided by the Department.
Instructions for mobile phone use	<p>As at 1 November 2009 it is illegal to use hand-held mobile phones and other telecommunications devices, such as Blackberry devices and Personal Digital Assistants (PDAs), while driving (including using these devices for text or email).</p> <p>Use of hand-held mobile phones is NOT permitted while driving Use of hands-free mobile phones while driving is strongly discouraged.</p> <p>Employees should adopt the following practices:</p> <ul style="list-style-type: none"> • Preferably turn off the phone when driving (e.g. divert to voicemail and check messages regularly when it is safe to pull over). • Do NOT make calls, dial numbers, read or send text messages or email when driving. • Pull over to the side of the road when it is safe, before making or answering a call or reading or sending a text message.
Policy Review	This policy was created in April 2006 and was reviewed in April 2007, August 2009, April 2011 and March 2012. This policy will be reviewed every three years in line with the Ministry of Transport general review of road safety strategies, or earlier as appropriate by the H&S Committee.
Related policies and procedures	<p>DIA Motor Vehicle Policy</p> <p>Safe Driver Agreement</p> <p>Land Transport (Road User) Amendment Rule 2009</p> <p>Emergency Procedures - Safety & Security – out of the Office 'Travelling Safely on Business'</p>



Your introduction to KiwiSaver – employee information

KiwiSaver is a work-based savings initiative designed to help set you up for your retirement. Most members will build up their savings through regular contributions from their pay, making saving simple and easy.

To join KiwiSaver you must:

- be a New Zealand citizen or be entitled to stay in New Zealand indefinitely, and
- be under the age of eligibility for New Zealand Superannuation (currently 65).

Already in work

You can choose whether you join KiwiSaver. If you decide to, you can join with a scheme provider directly or through your employer.

Starting a new job

If you're over 18 you'll be automatically enrolled in KiwiSaver if you're eligible. Your employer will give you some information about KiwiSaver, including a *KiwiSaver deduction form (KS 2)*.

Temporary employees and casual agricultural workers aren't automatically enrolled in KiwiSaver. For other exemptions go to www.kiwisaver.govt.nz (keywords: automatic enrolment).

Self-employed or not working

You can join KiwiSaver by contacting your chosen scheme provider directly. They'll send you an investment statement and enrolment form. For more information on KiwiSaver scheme providers go to www.kiwisaver.govt.nz (keywords: scheme provider).

Opting out

If you don't want to join KiwiSaver and have been automatically enrolled you'll need to opt out between the second and eighth week of starting your new job. Complete an online opt-out form at www.kiwisaver.govt.nz or a *New employee opt-out request (KS 10)* form. We'll refund any contributions you've made.

If you've chosen to join KiwiSaver you can't opt out. However, after 12 months you could take a contributions holiday.

KiwiSaver benefits

Everyone gets a \$1,000 government kick-start payment when they enrol. If you're over 18 you'll also be entitled to:

- an annual member tax credit paid by the government of up to \$1,042.86
- employer contributions that match 2% of your earnings.

Three years after your first KiwiSaver contribution you may be able to use your savings (except the \$1,000 kick-start and the member tax credits) to buy your first home, and you may also be eligible for a subsidy from Housing New Zealand. For more information on first-home withdrawals go to www.kiwisaver.govt.nz (keywords: first home).

Choosing a scheme provider

You don't have to choose a scheme when you join KiwiSaver. You can be allocated to your employer's chosen scheme or, if they don't have a preferred scheme, we'll allocate you to a default scheme. We'll write to you confirming this and send you their investment statement.

You can choose a scheme or change schemes whenever you like, but you can only belong to one KiwiSaver scheme at a time.

See the full list of KiwiSaver schemes and providers at www.kiwisaver.govt.nz (keyword: providers).

Making contributions

Making contributions is easy. If you're working, contributions will be deducted directly from your pay.

If you're working

Your employer deducts contributions from your before-tax pay at your chosen rate of 2%, 4% or 8%. If you don't choose a rate the default rate of 2% will be applied. Your employer passes this money to us and we pass it on to your scheme provider.

Once you've chosen a contribution rate you must continue using this rate for three months before you're able to change it.

Self-employed or not working

You and your KiwiSaver scheme provider agree how much you want to contribute and you make payments directly to them.

How your contributions are processed

It takes about three months for any KiwiSaver contributions deducted from your pay to reach your account. We transfer your contributions to your scheme provider, including any interest earned, once we've made sure your employer's payroll information is correct.

For more information see www.kiwisaver.govt.nz (keyword: processed).

Employer contributions

If you're a KiwiSaver member making contributions from your pay, your employer also has to make a contribution. This will equal 2% of your pay.

Exceptions

Your employer doesn't have to make compulsory employer contributions if:

- they're already paying sufficient contributions into another approved superannuation scheme for you
- you're under 18
- you're over 65 and have been contributing for at least five years
- you're not required to have deductions made from your pay (eg, on a contributions holiday, or leave without pay).

Contributions holiday

After you've been contributing to KiwiSaver for 12 months you can apply to take a break from contributing for three months to five years. There's no limit on how many times you can do this.

However, when you're on a contributions holiday, your employer doesn't have to make contributions either.

If you're experiencing financial hardship you may get approval to stop making contributions. For more information see www.kiwisaver.govt.nz (keyword: hardship).

Existing superannuation schemes

If you're in a complying superannuation scheme, you may be entitled to some of the KiwiSaver benefits through that scheme, including the member tax credit and having your employer pay compulsory employer contributions.

Your employer only has to pay a total 2% compulsory employer contribution regardless of whether you're a member of both KiwiSaver and a complying superannuation scheme.

You can still join KiwiSaver if you're a member of a complying superannuation scheme, but the benefits will only apply to one of your schemes.

Withdrawing your savings

In most cases, your KiwiSaver savings will be locked in until whichever is the later date from when:

- you're eligible for NZ Super (currently 65), or
- you've been in KiwiSaver for at least five years (if you joined over the age of 60).

KiwiSaver won't affect your eligibility for NZ Super or reduce the amount of NZ Super you're eligible for.

Exceptions

You may be able to withdraw part (or all) of your savings if you're:

- buying your first home
- moving overseas permanently
- suffering significant financial hardship
- seriously ill.

If you die, your KiwiSaver savings will be paid to your estate.

Getting advice

Neither your employer nor Inland Revenue can give you financial advice about whether KiwiSaver is the right choice for you or which scheme you should join.

KiwiSaver isn't guaranteed by the government. This means you make your investment choices in a KiwiSaver scheme at your own risk. However, all KiwiSaver schemes are regulated by the Government Actuary in a similar way to other registered superannuation schemes.

If you'd like help deciding whether or not to join KiwiSaver you can go to www.sorted.org.nz. This is the Retirement Commission's website and it provides free, independent information about money matters, including KiwiSaver.

Alternatively, contact a financial adviser for advice on:

- your personal financial circumstances
- whether or not KiwiSaver is right for you
- how to choose a scheme or investment product
- the overall KiwiSaver scheme and its financial concepts.



www.kiwisaver.govt.nz

Go to our website for information, services and tools.

- My KiwiSaver – login to check your scheme provider, contributions and start date details.
- Forms and guides – download our guides, and print forms to post to us.
- Contact us – for full details of phone numbers, addresses and contact options.

For free, independent information about money matters go to www.sorted.org.nz

www.kiwisaver.govt.nz New Zealand Government



Use this form to provide your details to your employer if you are:

- starting new employment
- an existing employee and want to opt into KiwiSaver
- a KiwiSaver member and want to change your contribution rate.

Please read the notes on the back to help you fill in this form

Section A **General** Please put a dash to indicate your situation eg —

1. Are you a KiwiSaver member? Yes. Go to Question 2 No. Go to Question 3
2. Are you on a contributions holiday? Yes. See note below No. Go to Question 3

If you have a contributions holiday notice you must show it to your employer to prevent them making KiwiSaver deductions. If you have lost your notice, you can get a replacement by calling us on 0800 549 472.

Section B **Personal details** Please use BLOCK LETTERS
You must provide your IRD number, name and address.

3. Your IRD number If you don't know your IRD number or you don't have one, call us on 0800 549 472

4. Your name Mr Mrs Miss Ms Other
Put a dash to indicate your title

First names

Surname

5. Your postal address
Street number Street address or PO Box number

Suburb, box, lobby or RD

Town or city

Postcode

6. Your contact numbers
Day Mobile

7. Your email address

If you give an email address you may receive KiwiSaver information by email

Section C **Contributions**

8. Choose a contribution rate: 2% 4% 8%

You can only choose 2%, 4% or 8%. If you don't choose a rate, the default rate of 2% will be deducted.

9. I declare that the information I have provided on this form is true and correct.

Signature

/ /
Date

Please give this completed form to your employer

This form is to provide your details to your employer if you are:

- starting new employment
- an existing employee and want to opt into KiwiSaver
- a KiwiSaver member and want to change your contribution rate.

Starting new employment

If you're not already a KiwiSaver member, you will be automatically enrolled and your employer will begin making KiwiSaver deductions from your first payment of salary or wages. However, you can opt out at any time on or after day 14 and on or before day 56 of starting new employment—see your KiwiSaver information pack for details.

Existing employees who want to become KiwiSaver members

You can enrol in KiwiSaver by completing this form and giving it to your employer. Your employer will determine if you are eligible and then send your information to Inland Revenue and start making KiwiSaver deductions for you.

• If you opt in, you cannot opt out. We suggest you get financial advice before deciding to opt into KiwiSaver.

Existing KiwiSaver member

If you are already a member, your employer will begin making KiwiSaver deductions for you unless you show them a contributions holiday notice — you'll find more information in your KiwiSaver information pack or go to www.kiwisaver.govt.nz or call us on 0800 549 472.

Contribution rate

KiwiSaver contributions will be deducted from each payment of your salary or wages. You may choose a contribution rate of 2%, 4% or 8% of your before-tax payment. If you don't choose a rate, the default rate of 2% applies. If you want to contribute more you can make voluntary contributions directly to your scheme provider or to Inland Revenue.

If you want to change your contribution rate, complete sections B and C of this form and give it to your employer.

Your employer may also choose to contribute on your behalf. They may attach conditions to this arrangement and you may want to talk to your employer or your employee representative before entering an agreement.

If your employer does contribute on your behalf, you have some flexibility about how this affects your contribution rate—you'll find more information in your KiwiSaver information pack or go to www.kiwisaver.govt.nz or call us on 0800 549 472.

Privacy Act 1993

We ask you for information so we can effectively manage your KiwiSaver account under the KiwiSaver and Inland Revenue Acts.

You must, by law, provide this information. Penalties may apply if you do not.

We may also pass on some information about your account to your KiwiSaver scheme provider. You can ask to see the personal information that we or KiwiSaver scheme providers hold about you by calling us on 0800 549 472. Unless we have a lawful reason for withholding the information, we will show it to you and correct any errors.

What an employer should do with this completed form

Employer – don't send this form to Inland Revenue. If the new employee is subject to automatic enrolment or an existing employee opts in, use this information to assist you to complete the KS 1. Keep this form with your business records for seven years following the last salary or wage payment you make to the employee.

For more information about KiwiSaver go to www.kiwisaver.govt.nz or call us on 0800 549 472.



New employee opt-out request

KiwiSaver Act 2006

Use this form to opt out if you have been automatically enrolled and you don't want to be a member of KiwiSaver. **Or go to www.kiwisaver.govt.nz to complete our online form. Please read the notes on the back to help you fill in this form.**

Section A Personal details Please use BLOCK LETTERS

1. Your IRD number If you don't know your IRD number or you don't have one, call us on 0800 549 472

2. Your name - - Mr - - Mrs - - Miss - - Ms - - Other
Put a dash to indicate your title

First names

Surname

3. Your postal address

Street number

Street address or PO Box number

Suburb, box lobby or RD

Town or city

Postcode

4. Your contact numbers

Day

Mobile

5. Your email address

If you give an email address you may receive KiwiSaver information by email

6. Bank account details

Bank

Branch

Account number

Suffix

Name of account holder

7. I wish to opt out of KiwiSaver

Signature

Day

Month

Year

Section B Employment details Please use BLOCK LETTERS

8. Employer's IRD number If you don't have your employer's IRD number ask them for it or leave it blank.

9. Employer's business name

10. Employment start date Give this form to your employer or send it to Inland Revenue.

Day

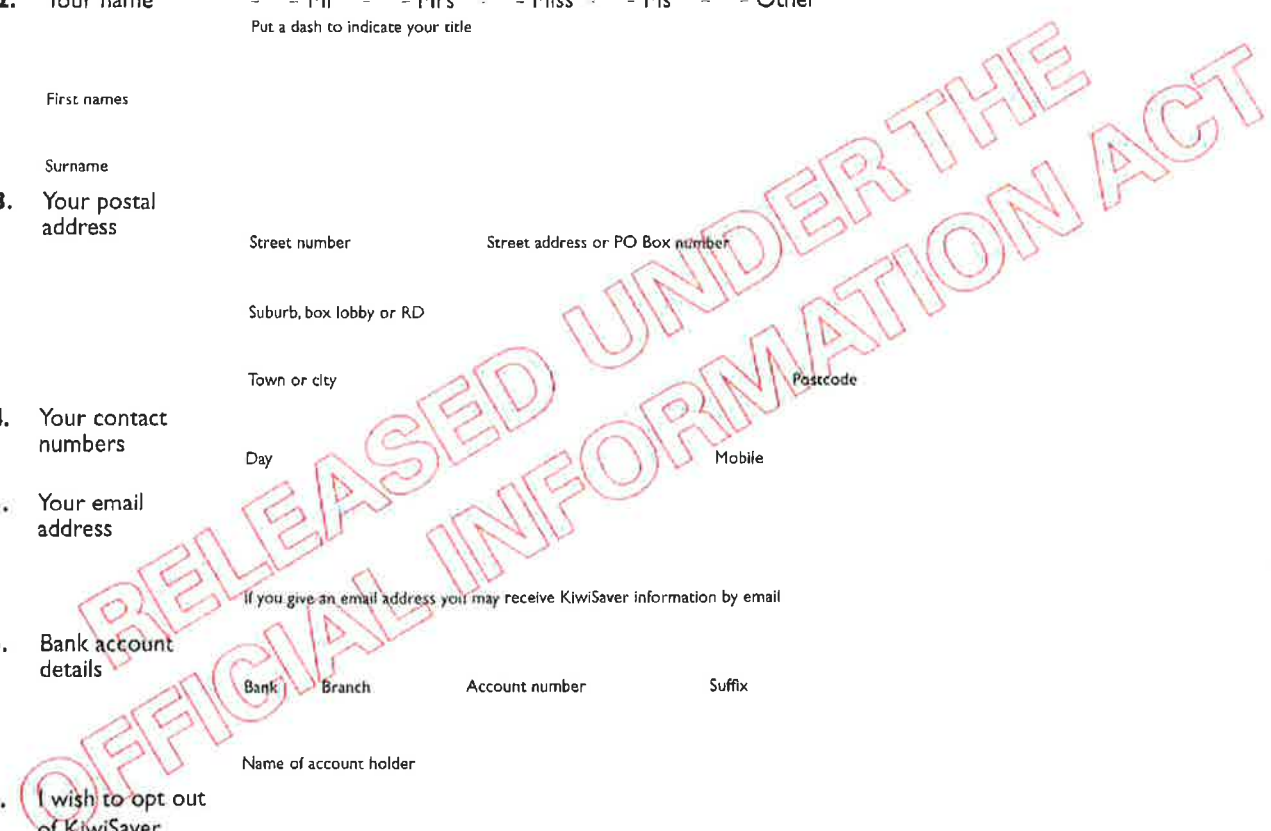
Month

Year

Section C Late opt-out Please read the notes on the reverse

11. If your request to opt out is more than 8 weeks after you started employment, please give a reason for your late opt-out request.

If you are requesting a late opt-out send this form directly to Inland Revenue



This form is for new employees to opt out of KiwiSaver.

You can opt out on or after day 14 and on or before day 56 of starting new employment. You cannot opt out in the first 13 days. Every time you start new employment, you'll need to opt out again.

Complete the form then, either:

- give this form to your employer so they can stop deductions immediately (don't do this if the opt-out is late—see below) or
- send this form to Inland Revenue—see address below

Late opt-out request

We may accept late opt-out applications if:

- your employer did not give you a KiwiSaver information pack within seven days of starting employment
- we did not send you an investment statement when we have allocated you to a default scheme
- your employer did not give you an investment statement (for their chosen KiwiSaver scheme)
- events outside your control meant that you could not give us your opt-out application within the eight-week time limit.

Note: Send this form directly to Inland Revenue if you are making a late opt-out application. We can only consider your circumstances if we receive your late opt-out request within three months from the date we receive your first contribution. We'll advise you if your opt-out request has been accepted or declined.

When we approve your opt-out request, we'll send you confirmation. We'll also advise your employer to stop making deductions. Either Inland Revenue or your employer will refund any deductions that have been made.

Bank account details

We need your bank account details so we can direct credit any KiwiSaver funds we are holding for you to your bank account. If you don't have these details, send the form to us anyway.

You'll find more information in your KiwiSaver information pack or by going to www.kiwisaver.govt.nz

Privacy Act 1993

We ask you for information so we can effectively manage your KiwiSaver account under the KiwiSaver and Inland Revenue Acts.

You must, by law, give us this information. Penalties may apply if you do not.

We may also pass on some information about your account to your KiwiSaver scheme provider. You can ask to see the personal information that we or KiwiSaver scheme providers hold about you by calling us on 0800 549 472. Unless we have a lawful reason for withholding the information, we will show it to you and correct any errors.

What an employer should do with this completed form

- stop making deductions from the employee's salary or wages, and
- send this form to Inland Revenue no later than when you are next required to send an *Employer monthly schedule (IR 340)* to Inland Revenue at the address below, or you can send the information through ir-File (see www.ird.govt.nz for details about ir-File).

Inland Revenue
P O Box 1454
Hamilton 3240

For more information about KiwiSaver go to www.kiwisaver.govt.nz or call us on 0800 549 472.

THE WAY WE WORK**DIA'S ENDORSED WORKPLACE PRINCIPLES****Introduction**

The Department of Internal Affairs aims to be a high performing organisation of strong, diverse business groups which support community, identity, and Government.

In everything we do, we strive to exhibit the attributes of high performance eg., trust & mutual respect, honest and open communication, effective relationships & teamwork, clear direction, customer ethic, focus on results, use of initiative, mutual flexibility, continuous learning & improvement, positive reinforcement, personal accountability, etc.

Our principles guide us in our decision making and dealings with one another. They provide a compass that enables us to check and then proceed confidently knowing our decision/behaviour is consistent with valuing people, acting with integrity, and providing outstanding service

We Value People

We respect one another and value the differences and strengths we bring to the workplace as individuals, as team members, and as members of different cultures. To ensure personal safety and well-being, we continuously review our workplace environment, practices and relationships. We acknowledge and celebrate all contributions and reward high performance and outstanding achievement through an open process that reflects the needs of the business.

We invest in professional development to allow everyone to maximise their contribution to the Department. Continuous learning and improvement, aimed at enhancing the way we work and deliver our services, is always encouraged and promoted.

We set and review realistic, sustainable goals and focus our effort on meeting these. To enable us to succeed as individuals and as teams, we clearly communicate objectives, and give and receive honest feedback and encouragement. We acknowledge the need for balance in our lives, and accept that work is but one part of a full and rewarding life.

We Act with Integrity

We expect the highest standards of personal and professional conduct. It is imperative that we perform our public service duties honestly, faithfully and efficiently, fulfil our obligations to the Government and respect the rights of the public and our colleagues. We learn about our obligations and clarify our responsibilities as Treaty of Waitangi partners, and apply this knowledge in our work.

We operate as a good employer with policies and practices which provide fair treatment and support for all. By actively promoting Equal Employment Opportunities (EEO) we will build a diverse workforce in which the full range of views can be expressed and the delivery of our services can be enhanced.

We take personal responsibility for our behaviour, and strive to maintain an environment that is fair, open, and free from discrimination and harassment. We communicate openly and honestly, engage in constructive debate, and allow ideas and opinions to be safely shared.

We Provide Outstanding Service

We respond to the needs of our stakeholders, customers and clients, setting high quality service standards and goals, and continually reviewing progress toward meeting these. We develop leadership qualities and self management, encouraging individuals to show initiative and apply their skills in the interest of their customers. To enhance our services, we encourage and support continuous improvement, ongoing review, and increasing diversity within our workforce.

We expect excellent management of workloads, resources, performance, and time so that individuals and teams can succeed. Communicating clear objectives, actively planning, and continually reviewing progress through an open and collaborative process helps us to provide outstanding service.

We take a flexible approach to our work, respecting both business requirements and personal needs, and recognising the satisfaction that comes with a job well done and the well-being a balanced life brings.

RELEASED UNDER THE
OFFICIAL INFORMATION ACT



**Are you an existing UniMed Member?
If not, it's time to review your medical insurance.**

**As an employee of Ministerial Services
UniMed can offer you a 20% DISCOUNT*
on your medical insurance.**

* Premiums paid via wage deductions, approximately 20% less than our current Individual rates. Effective 1 August 2010.

SPECIAL JOINING CONCESSIONS are available to you:

- ▶ Immediate cover from agreed date (*no three month "no claim" period*).
- ▶ Cover for qualifying pre-existing conditions under the General Medical Expenses benefit sections of the plan(s) (refer to brochure) immediately i.e. asthma.
- ▶ After three years continuous membership, cover for qualifying pre-existing conditions under all benefit sections.

INSURED ELSEWHERE ALREADY? - NO PROBLEM

- ▶ The above concessions apply to you.
- ▶ Cover arranged to start when your existing cover runs out – no double premiums.
- ▶ Compare our premiums and benefits with what you have.

The Range of UniMed Plans

Sample premiums are based on the youngest adult aged 35.

Major SURGICAL Base Plan

Extensive "hospital only" cover. Flexible modular options including dental are also available and can be added to the surgical base plan.

One adult **\$7.89/wk**

Family (2a/2c) **\$23.06/wk**

UniCARE PLUS

Excellent family coverage.

One adult **\$10.02/wk**

Family (2a/2c) **\$27.90/wk**

✂ Ministerial Services

Name: _____

Address: _____

Telephone No: _____

Currently Insured: Yes: No:

If "Yes" who with: _____

Post to: UniMed Freepost 688 PO Box 1721 Christchurch
Or Fax: (04) 566 6374 Email: wellington@unimed.co.nz

Return your completed coupon today, or phone for more information on an obligation free basis: -

UniMed Provides:

- ✓ Routine claims paid in two to three days.
- ✓ "Prior Approval". Costs of planned surgery in a private hospital paid direct by arrangement.
- ✓ Access to discounted premiums.
- ✓ Over 30 years experience providing quality, affordable medical insurance to New Zealanders.
- ✓ Understanding and sympathetic approach to claims.
- ✓ Access to discounted travel and other insurances.
- ✓ Local representative to answer your enquiries and assist with claims if required.

Your Local UniMed Representative
NANCY THOMPSON

(04) 566 6396

027 220 2319

Toll Free 0800 600 666



Southern Cross
Health Society

Making great healthcare choices

Health insurance plans that work for you

Working for Ministerial Support means you'll pay less for health insurance from Southern Cross Health Society because Ministerial Support has a work scheme, which entitles you to reduced premiums.

Why should I have health insurance?

Deciding to get health insurance is one way to stay in control of your life and ensure you have choices. It gives you access to private medical treatment for qualifying conditions, in a shorter time frame.

This can mean:

- less pain and discomfort
- less time off work for family members looking after sick children or partners
- less stress for everyone
- less loss of income if you're working

And a quicker return to health so you can get on with enjoying life.

How to join

Contact Lynnda Barry on:

Phone: 04 910 7271 / 021 625 615

Email: lynnda.barry@southerncross.co.nz



+ Manuka honey has natural antibacterial and healing qualities

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OFFICIAL INFORMATION ACT

Join up

The Public Service Association is the union for people working in central and local government, health and state-funded agencies. With nearly 56,000 members, we are the biggest union in New Zealand and noted for being innovative and influential.

Our aim is to use the collective strength in your workplace to ensure you have a secure, satisfying job with decent pay and conditions – and a bigger say in the decisions that affect you and your work. To help achieve this, we have over 4000 workplace delegates who are backed up by a team of full-time organisers.

Joining the PSA gives you the right to representation and union support. You have:

- the right to be part of the PSA collective agreement that covers your area of work
- an on-line help desk for advice and information
- protection against unfair treatment
- help if things go wrong at work
- free legal support when necessary through your organiser
- a bigger say in the decisions that affect you at work – delegates and organisers to assist
- regular information from the union including a quarterly magazine and a monthly email newsletter

Join in

The PSA is a democratic organisation. You are kept informed so you can be involved in decisions about union policy, your workplace, and your collective agreement.

The PSA believes union members have the right to a real say in the decisions that affect them in their work. We are pleased to work in partnership with employers who share our commitment to democratic workplaces and to building satisfying and rewarding jobs and quality public services.

PSA plus

The PSA, through PSA plus, uses strength of numbers to negotiate money-saving discounts and services on a range of products and services. These include:

- home, contents, car and travel insurances
- life, risk and health insurances
- eye care and tyre discounts
- duty free discounts
- discounts on banking services

PSA holiday homes

The PSA's holiday homes offer members and their families affordable holiday accommodation in seven locations: Whitianga, Rotorua, Raumati, Nelson, Carters Beach on the West Coast, Otematata in Otago, and Te Anau.

For your payroll/employer

↓ Fill in this section, detach and give to your salary/pay clerk.

To my salary/pay clerk:

I instruct my employer to deduct and pay the PSA (Inc) any membership subscription* as determined and duly notified from time to time by the PSA Executive Board.

First or given name(s)

Surname or family name

Position

Signature

Date

* Salary/pay clerk: Current subscription rates are outlined on the back of this form. Rates vary from time to time. Please contact PSA Membership Unit for queries or current rates. Phone 0508 FOR PSA (367 772). (Wellington region call 917 0333).



PSA membership fees

PSA membership fees are set by the PSA Executive Board and are based on annual salaries before tax.

The rates from 1 March 2009 are:

For members earning under \$16,500:

\$3.60 per fortnight

For members between \$16,500 and \$33,000:

\$7.10 per fortnight

For members earning over \$33,000:

\$14.20 per fortnight

Advice and information on call

PSA members have access to a help-desk – the PSA Organising Centre – that is available at any time during the working day by phoning 0508 FOR PSA (367 772).

The PSA Organising Centre is the first place to go for practical advice on employment matters, whether it's to do with the law on holidays, helping you sort out a disagreement with your manager, or advising you on your collective agreement.

The PSA Organising Centre is open between 8.30am and 5pm, Monday to Friday.

Contacting the PSA

For more information about the PSA:

Firephone

0508 FOR PSA

0508 367 772

Wellington

0800 10 30 90

Email

enquiries@psa.org.nz

PSA website

www.psa.org.nz

www.psa.org.nz

PSA
Te Pūkenga here Tikanga Māori



Join the PSA
The union that values
public services and the
people who deliver them

PSA membership application form



Fill in the details below. Detach, fold, seal and post.

Personal details (Please print)

First or given name		Surname or family name	
Home address: Number and street Town/city	Suburb	<input type="checkbox"/> Female	<input type="checkbox"/> Male
Home phone ()	Please indicate if you identify as <input type="checkbox"/> Māori** <input type="checkbox"/> Pacific Islander**	Date of birth / /	
Home email	<small>**The PSA has Māori and Pacific Island networks</small>		

Employment details (Please print)

Name of the organisation you work for		Your job title	
Work address: Physical address Postal address	Town/city		
Work phone ()	Your hours of work	<input type="checkbox"/> 30 hours or more a week	<input type="checkbox"/> less than 30 hours a week
Work email			
Your pay range (per annum) <input type="checkbox"/> under \$16,500 <input type="checkbox"/> between \$16,500 and \$33,000 <input type="checkbox"/> over \$33,000	Is your position covered by a collective agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know		

I agree to abide by the rules of the PSA and authorise the PSA to act as my representative in all matters relating to my employment, including the negotiation and enforcement of my employment agreement. I understand the PSA offers a range of services including advice in employment law. In the event there is a legal issue, the PSA will make final determination with respect to progression and PSA representation on the issue.

The above information is requested to enable the PSA to administer your membership. Products and services are available to you as a member through PSA plus. Unless you request otherwise, your contact details may be made available to product and service providers. If you do not wish to be contacted about PSA plus products and services, please the box below.

I do not authorise you to provide my contact details to PSA plus product and service providers.

Signature	Date
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(In signing, you are agreeing to the conditions above).

MOISTEN, FOLD AND SEAL HERE

PSA
Freepost 3742
PO Box 3817
WELLINGTON
Attention: PSA Membership Unit



psa
Te Pūkenga Here Tikanga Mahi

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The Employee Assistance Programme can help with personal issues such as:

- Relationship troubles
- Family problems
- Physical, mental & emotional difficulties
- Money-related worries
- Legal-related worries
- Abuse & addiction concerns
- Alcohol & drug problems
- Stress
- Grief & loss

Remember to get help while the problem is still small



For further information:

- Look on the Department's intranet. From the home page, click on the "Health and Safety" link
- Call the EAP provider Stratos Ltd on the 24-hour freephone 0800 STRATOS (787 2867) or (09) 538 0261
- Text: 02772 HELP ME (02772 4357 63) office hours
- Look on the Stratos Ltd website
www.stratos-ltd.co.nz/index.php
Company ID: [REDACTED]
Password: [REDACTED]
- Contact the Department's EAP Co-ordinator
Email: EAP@dia.govt.nz

THE DEPARTMENT OF INTERNAL AFFAIRS

Te Tari Taiwhenua

THE DEPARTMENT OF INTERNAL AFFAIRS

Te Tari Taiwhenua

Employee Assistance Programme



Voluntary
Confidential
Free



Employment Assistance Programme

The Department of Internal Affairs offers an Employee Assistance Programme (EAP) to employees and their immediate family members. The EAP is a confidential counselling service that provides short-term, problem-solving counselling. The service can be used when personal problems may be disrupting work or home life.

The programme is provided by Stratos Limited.

Who can use the Programme?

All employees and their spouse/partner are eligible to use up to four free counselling sessions. Dependent children may also share these sessions with you.

Can employees be required to use EAP counselling?

No. A manager may suggest counselling as an option, but it is entirely up to the employee whether they get counselling or not.

Will managers know who is using the EAP?

Only if the employee tells the manager or time is required away from the work place. No information about the nature of the problem or issues needs to be divulged to the manager.

Stratos Ltd provides statistics to the Department, but these are of a general nature and do not identify any individual employees.



How is an EAP counsellor contacted?

When a problem is recognised by the staff member themselves, or following a suggestion from a supervisor or manager, they can phone the counsellor of their choice.

The Stratos website provides profiles and phone numbers of each counsellor. When phoning for an appointment, leave a message on their answer phone, including your name, phone number, the best time to call you back, and say that you work for the Department of Internal Affairs.

Alternatively, you can contact the Stratos Ltd office. Details on how to contact Stratos Ltd are available on the back of this brochure.

What will happen at EAP counselling?

Each session is about one hour. Employees discuss any difficulties they are experiencing and together the employee and counsellor will look for solutions.

Employees needing more than the four allocated sessions should discuss this with their counsellor. If the counsellor believes someone else would be more able to assist with the difficulties or problems, she/he will recommend a suitable person. The costs in this instance may be the employees responsibility if the referral is made to someone other than the counsellors contracted to Stratos Ltd.

Cancellations

At least 24 hours notice is required if an employee is unable to attend a session, otherwise it will be deducted from the four free sessions.



Physical signs of stress

Tiredness, fatigue
Difficulty with breathing
Sighing, shallow rapid breaths
Increased perspiration - hands, feet & face
Cold hands
Muscle tension - frowning, stiff neck, sore back
Tight stomach
Frequent urge to urinate
Increased illnesses - colds, rashes
Headaches, migraines, tinnitus
Dry mouth
Diarrhoea, stomach upsets, heartburn
Easily startled, jumpy, nervous, anxious
Trembling, shaking

Behavioural signs of stress

Difficulty sleeping or disturbances
Restlessness
Apathy and indifference
Avoiding others
Isolating self from others
Increased use of alcohol or tobacco
Gallows/black humour
Absence from work
Forgetting things
Over-reacting
Acting differently
Emotional signs of stress
Anxiety
Reduced tolerance of others/situations
Mood swings or changes
Unhappiness with life, finding fault
Distress, anger, fear
Withdrawal from friends, lovers
Talking about problems constantly

With Westpac's Government Employee Pac you're in for some special treatment

Good work deserves its rewards so your employer has got together with us to create the 'Government Employee Pac'. This means that as a government employee, you can enjoy lower 'mates rates' on almost every aspect of your personal banking.

As well as banking online, by phone, or with your mobile, an added benefit of our Government Employee Pac is that you can make an appointment with us at your workplace.

Whether we meet at your work or ours, we'll work together to help you achieve your financial goals. Here's a selection of our 'mates rates' to get that process started.

And as a Westpac customer you could also enjoy savings in your day to day banking

Everyday accounts

You could get a reduced monthly fee on either a Westpac Access or Choices Everyday account if you have \$25,000 or more worth of personal banking business – in borrowings or savings with Westpac.

Total of your business with Westpac	Flat monthly account fee*
\$25,000 - \$99,999	\$5
\$100,000 or more	Free

* Service fees still apply, for example clearance fees and fees for use of other banks' ATMs.

OR choose another competitive option from our range of bank accounts.

KiwiSaver

The Westpac KiwiSaver scheme has been designed to make planning ahead for retirement that little bit easier. With the scheme, you can choose from several different investment options providing exposure to a wide range of investments, including an option designed to protect your capital. And you can view your KiwiSaver balance and transactional history online, through Westpac Online Banking.

You can find further information on the Westpac KiwiSaver Scheme (including the investment statement for the scheme) online at www.westpac.co.nz/kiwisaver or by calling 0508 WPAC KIWI (0508 972 254).

How do I sign up?

Signing up for the Government Employee Pac is easy. To take advantage of the Government Employee Pac, all you need to do is

1. direct credit your salary to a personal Westpac account
2. sign our Government Employee Pac agreement
3. stay with the Government as a permanent employee, then just sit back and enjoy the savings.

Don't worry if you're not currently a Westpac customer, our team can help you switch accounts from your current bank and take care of details like automatic payments and direct debits. Just sign our "switching in" form and enjoy a smooth and hassle free transition.

We're here to help

Westpac has an extensive branch network of around 200 branches and over 500 ATMs throughout New Zealand, so wherever you are in the country we're close at hand to assist in your personal banking needs.

To find out more, or sign up today call
0800 177 277 or drop into your nearest Westpac branch.

