



THE TREASURY

Kaitohutohu Kaupapa Rawa

Reference: 20120578

11 September 2012

Jenny Graves  
[fyi-request-496-ce9826f1@requests.fyi.org.nz](mailto:fyi-request-496-ce9826f1@requests.fyi.org.nz)

Dear Jenny Graves

Thank you for your Official Information Act request, received on 16 August 2012.  
You requested the following:

*"...information provided to employees that sets out role, operating framework, what they can and cannot do, expectations when working in a Ministers' Offices in the position as a Private Secretary (or like position) and employee/s in the Office of the Leader of the Opposition. This may include – among information - a guide, a manual or rule book. Please provide a list of positions located in Ministers' Offices occupied by Treasury employees, and in what Office's employees they are located. Please also provide a list documents provided to the employees who currently occupy these positions. Please also provide these documents. If any are withheld, please state the ground and the reason for not providing it.*

*Please also provide a list of all documents - title, date, subject - that the Treasury employee in the Leader of the Opposition's Office have provided or was requested to provide to the Leader of the Office (or his associates) in the last 3 days - ie 13 to 15 August 2012."*

### Information Being Released

Please find enclosed the following documents; these cover two aspects of your request:

- information provided to employees that sets out role, operating framework, what they can and cannot do, expectations when working in a Ministers' Offices, and
- information provided to the employees who currently occupy these positions.

Item	Date	Document Description	Decision
1.	February 2009	Secondment Job Description, Office of the Leader of the Opposition	Release in full
2.	December 2010	Secondment Job Description Minister of State – Owned Enterprises	Release in full

1 The Terrace  
PO Box 3724  
Wellington 6140  
New Zealand  
tel. 64-4-472 2733  
fax. 64-4-473 0982  
[www.treasury.govt.nz](http://www.treasury.govt.nz)

Item	Date	Document Description	Decision
3.	February 2011	Secondment Job Description Minister of Finance	Release in full
4.	February 2011	Secondment Job Description Associate Minister of Finance	Release in full
5.	July 2011	The Treasury Code of Conduct	Release in full

The Treasury does not have secondment job descriptions for Treasury employees in offices of the Minister for Regularly Reform nor Minister for Canterbury Earthquake Recovery. Accordingly, I am declining that part of your request in accordance with section 18(e) of the Official Information Act as it does not exist.

A list of positions for Treasury employees in Ministers' offices.

Position	Office
Economic Advisor Treasury	Hon Bill English - Minister of Finance <i>Two employees are on secondment</i>
Private Secretary (State – Owned Enterprises & Finance)	Hon Tony Ryall - in his capacity as Minister for State Owned Enterprises
Private Secretary (Treasury)	Hon Dr Jonathon Coleman - in his capacity as Minister of State Services and Associate Minister of Finance. <i>This is a part-time secondment</i>
Private Secretary (Treasury)	Hon John Banks (ACT) -Minister for Regulatory Reform Office. <i>This is a part-time secondment.</i>
Private Secretary (Canterbury Earthquake Recovery)	Hon Gerry Brownlee - in his capacity as Minister for Canterbury Earthquake Recovery. <i>A Treasury employee is seconded to the Canterbury Earthquake Recovery Authority (CERA) which has placed them in the Minister's Office as its representative.</i>

The Treasury does not currently have any employees based in the Leader of the Opposition's Office, and this was true also for the period you specified. Accordingly, I am declining that part of your request in accordance with section 18(e) of the Official Information Act as it does not exist.

This fully covers the information you requested. You have the right to ask the Ombudsman to investigate and review my decision.

Yours sincerely

Fiona Foster  
Team Leader, Human Resources Advisory - Central Agencies Shared Services

**Role Outline:**

**ECONOMICS AND FINANCE ADVISOR, OFFICE OF THE LEADER OF THE OPPOSITION**

This position reports to the Leaders Office Director, Office of the Leader of the Opposition, and involves a twelve months secondment period. The secondment may be extended beyond twelve months by mutual agreement.

The Economics and Finance Advisor position has the following specific responsibilities and competencies:

**SPECIFIC RESPONSIBILITIES**

- Advising on the economic and fiscal implications of policy proposals; and
- Assisting with the writing of reports and providing background information for media releases on economic developments.

**SPECIFIC SKILLS**

- Competence in economic and financial analysis;
- Understanding of public policy analysis and development, preferably in a range of policy areas;
- Experience in monitoring macroeconomics trends;
- A high level of strategic awareness, and ability to take a broad perspective to policy issues.

**KEY RELATIONSHIP**

- The key working relationships will be with the Leader of the Opposition and the Finance Spokesperson.

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## PROTOCOLS GOVERNING THE SECONDMENT OF OFFICIALS TO THE OFFICES OF LEADERS OF POLITICAL PARTIES REPRESENTED IN THE HOUSE

### Preamble

A secondment of a public servant to the office of the leader of a political party is at the party's or a Minister's request, and is for the purposes of providing independent advice to that party. These protocols are based on a recognition that the Public Service serves the Government of the day, and hence the secondee to a party that is not part of the Government must be, and clearly be seen to be, independent of any association with The Treasury.

### Protocols

- 1 The secondee is responsible to the leader of the Parliamentary party or her nominee, and is not subject to direction or control by The Treasury during the period of the secondment.
- 2 The secondee's role as adviser and status as secondee means that he or she is not to be involved, in an official capacity, in party political activities, such as being involved in the internal workings of the political party, or having substantial contact with the media on behalf of the party.
- 3 The secondee is not, and may not be construed as, a representative of The Treasury or of The Treasury's views. Given this need for independence, during the period of the secondment the secondee ceases to be part of The Treasury in terms of access to information or views held by The Treasury other than information or views in the public domain. The secondee shall not, during the period of the secondment, disclose official information obtained prior to taking up the appointment. Similarly, the secondee shall keep her work and advice to the Parliamentary party confidential.
- 4 The Parliamentary party is not to associate The Treasury in any way with the advice they receive from the secondee. Specifically, the party may not advertise, or use as an endorsement, that the seconded adviser is or has been a Treasury employee, or purport to convey that The Treasury is associated with the advice given or material prepared by the secondee.
- 5 The Parliamentary party will reimburse The Treasury for the total remuneration costs associated with the secondee, and will meet those costs from its Vote: Parliamentary Service funding.
- 6 If the secondee considers he or she has been asked to do something which would be inappropriate for an official to do, the secondee will seek to resolve this matter first with the leader of the Parliamentary party or their nominee. If the matter cannot be resolved, the secondee will raise it with their Chief Executive. The Parliamentary party or the Chief Executive of The Treasury may terminate the secondment with one week's notice if it is not working satisfactorily, or immediately if there is any breach of these protocols.
- 7 The secondment shall be reviewed on the formation of a Government following a general election, or earlier if the parties agree.

## Secondment Role Description

### Private Secretary, Office of the Minister for State Owned Enterprises

#### Purpose of the secondment

The purpose of the secondment is to support the Minister for State Owned Enterprises/Associate Minister of Finance ("the Minister") through the provision of specialist advice and services and in so doing to maintain strong communication and links to COMU/Treasury ("Treasury") to understand the Treasury perspective and advice and to likewise ensure Treasury understand the views of the Minister. The primary purpose of the secondment is the SOEs portfolio; the Associate Minister of Finance portfolio is secondary.

#### Accountabilities

For the duration of the secondment, the secondee is responsible and accountable to the Assistant General Manager, Ministerial Services in the execution of their duties.

The secondee is expected to maintain independence and objectivity as a politically neutral public servant in the execution of their duties.

For day-to-day allocation of tasks the secondee will take direction from the Minister and the Senior Private Secretary.

The secondee will also maintain regular contact with their 'Home Manager' who will maintain oversight of the secondee and ensure that the secondee is receiving appropriate support and assistance. The Home Manager will also complete the assessment of the performance of the secondee in collaboration with the Minister and the Senior Private Secretary.

#### Particular Secondment Objectives:

The secondment has three main objectives:

- Supporting business need – applying Treasury knowledge and frameworks in supporting the Minister, acting as a separate stream of advice for the Minister and helping shape Treasury work so that it meets the needs of the Minister.
- Customer need – acting in a 'bridging' role between (i) the SOEs and the Minister, facilitating information flows and dealing with particular issues, and (ii) between Treasury and the Minister, helping transmit and translate Treasury advice to the Minister (even if not always advocating it), and providing information back to the Treasury on how to improve its effectiveness.
- Staff development opportunity – gaining an appreciation for how government operates, gaining expertise across a wide range of areas, gaining experience in prioritising, judgement, communicating clearly and succinctly, working across a range of relationships, and working to tight timeframes in a high-pressure environment.

#### Specific Skills:

- Competence in commercial, financial, and economic analysis;
- Strong relationship and communication skills;
- A good understanding of the Treasury business;
- Understanding of financial monitoring, public governance, and public policy analysis and development;
- A high level of strategic awareness, and ability to take a broad perspective to issues;
- A sound understanding of the political environment; and
- An ability to work to tight deadlines and to handle a range of policy issues at the same time.

## Tasks:

The detailed nature of tasks to be performed on a day to day basis will depend on the needs of the Minister - however, they are likely to include:

- Link between companies/Minister and COMU/Minister. Establishing and maintaining effective working relationships with SOE Chairs/CEOs/staff and with COMU to ensure two-way information flows and that each clearly understands the other. For the companies, this includes managing 'no surprises' issues and contact with the Minister.
- Analysis. Spending time where possible on analysis/advice in priority areas, and working to support COMU meet the Minister's needs.
- COMU monitoring approach. Supporting (and challenging) COMU to deliver on its new monitoring approach [T2010/1751 refers].
- Day-to-day paper flow and meetings. Facilitating the flow of COMU advice to the Minister for SOEs, including providing your own advice where necessary. Ensuring the Minister for SOEs is well briefed for upcoming meetings, usually through working with COMU, and then attending meetings with the Minister.
- Board appointment processes. Working closely with A&G team to assist appointment processes via communication with Minister, candidates, other MPs, etc. and producing material for caucus in relation to the process.
- Parliamentary processes. Assisting with oral/written PQs, providing briefings for Select Committee hearings, public document tabling, and keeping up with the business of the House.
- Communications. Drafting speeches, media releases, and other communication material.
- Information. Being informed about key issues within the SOEs portfolio to enable Ministers' queries to be responded to.

## Key Relationship (Internal and External)

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

- Minister for State Owned Enterprises
- The Treasury – COMU in particular, and OE for AMoF portfolio
- Minister's office staff, especially the Senior Private Secretary
- SOEs' boards and executives
- Managers and relevant staff in Government Departments
- Other Ministers and Ministers' offices, especially the Ministers of Finance, Energy, and Transport, and all Ministers covered by Vote SOEs (given the Minister represents the Vote at Select Committee and other fora).
- DPMC
- Private sector (e.g. business commentators)
- Cabinet Office staff
- Members of the public (where applicable).

IN-CONFIDENCE

Secondment Role Description

Advisor, Office of the Minister of Finance

Purpose of the secondment

The purpose of the secondment is to support the Minister of Finance through the provision of specialist economic and fiscal advice. In doing so, the secondee will maintain strong communication and links to the Treasury to understand the Treasury perspective and advice and to likewise ensure the Treasury understands the views of the Minister.

Accountabilities

The secondee is expected to maintain independence and objectivity as a politically neutral public servant in the execution of their duties.

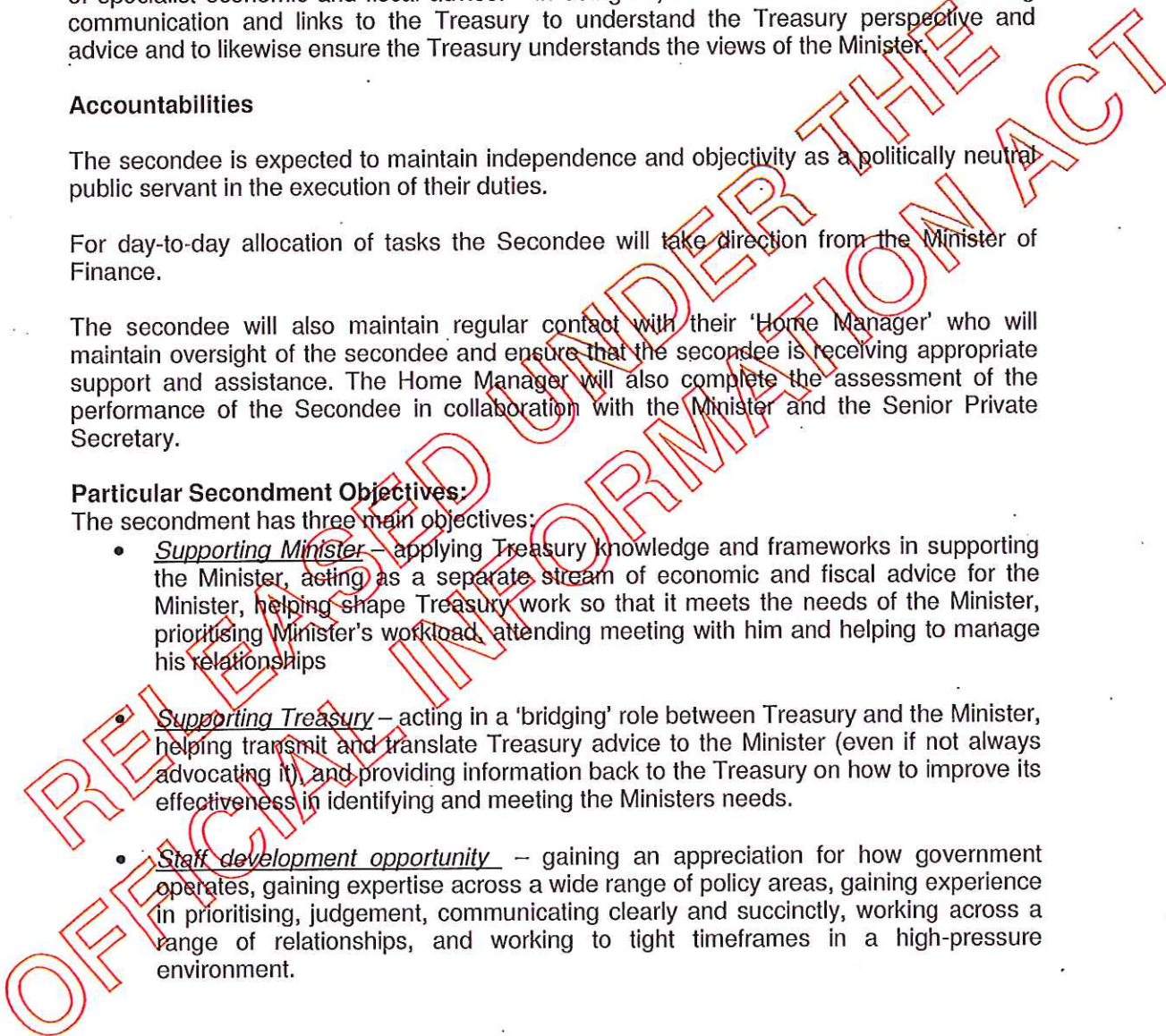
For day-to-day allocation of tasks the Secondee will take direction from the Minister of Finance.

The secondee will also maintain regular contact with their 'Home Manager' who will maintain oversight of the secondee and ensure that the secondee is receiving appropriate support and assistance. The Home Manager will also complete the assessment of the performance of the Secondee in collaboration with the Minister and the Senior Private Secretary.

Particular Secondment Objectives:

The secondment has three main objectives:

- Supporting Minister – applying Treasury knowledge and frameworks in supporting the Minister, acting as a separate stream of economic and fiscal advice for the Minister, helping shape Treasury work so that it meets the needs of the Minister, prioritising Minister's workload, attending meeting with him and helping to manage his relationships
- Supporting Treasury – acting in a 'bridging' role between Treasury and the Minister, helping transmit and translate Treasury advice to the Minister (even if not always advocating it), and providing information back to the Treasury on how to improve its effectiveness in identifying and meeting the Ministers needs.
- Staff development opportunity – gaining an appreciation for how government operates, gaining expertise across a wide range of policy areas, gaining experience in prioritising, judgement, communicating clearly and succinctly, working across a range of relationships, and working to tight timeframes in a high-pressure environment.



## IN-CONFIDENCE

### Specific Skills:

- Competence in economic and financial analysis;
- A good understanding of the Treasury business;
- Understanding of public policy analysis and development, preferably in a range of policy areas;
- A high level of strategic awareness, and ability to take a broad perspective to policy issues;
- A sound understanding of the political environment;
- Strong relationship and communication skills;
- Implementation management will be a new focus in this administration;
- An ability to work to tight deadlines and to handle a range of policy issues at the same time;
- Macro and fiscal policy analysis an advantage;
- An ability to work in a stressful environment; and
- An ability to work with a range of people at different seniority levels.

### Tasks:

The detailed nature of tasks to be performed on a day to day basis will depend on the needs of the Minister - however, they are likely to include:

- Analysis. Spending time where possible on analysis/advice in priority areas, often working with Treasury
- Day-to-day paper flow. Facilitating the flow of advice to the Minister of Finance, including providing your own advice where necessary.
- Relationships. Meeting with other Ministers, other Ministers offices and other stakeholders (e.g. SOEs) to keep up with concerns, current issues, etc.
- Meetings. Ensuring the Minister of Finance is well briefed for upcoming meetings, usually through working with Treasury, and then attending meetings with the Minister of Finance.
- Communications. Providing comments on speeches and other communication material from an economic and fiscal point of view. Helping the Minister communicate his priorities to stakeholders.
- Information. Keeping abreast of the media/economy, soft information and keeping the Minister of Finance informed.
- Parliamentary processes. Assisting others in the office with oral/written PQs, OIAs, Ministerials and keeping up the business of the House.

### Key Relationship (Internal and External)

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

- The Minister of Finance
- The Treasury
- Minister's office staff
- Managers and relevant staff in Government Departments
- Other Ministers and Ministers' offices, including DPMC
- Government departments/agencies; in particular those Minister of Finance is responsible for (CFIs, SOEs, OIO, etc.)
- Private sector (e.g. bank economists)
- Cabinet Office staff



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- Members of the public/Minister's constituents (where applicable)

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STAFF-IN-CONFIDENCE

Secondment Role Description

Senior Advisor, Office of the Associate Minister of Finance

Purpose of the secondment

The purpose of the secondment is to support the Associate Minister of Finance through the provision of specialist economic and fiscal advice. In doing so, the secondee will maintain strong communication and links to the Treasury to understand the Treasury perspective and advice and to likewise ensure the Treasury understands the views of the Minister.

Accountabilities

The secondee is expected to maintain independence and objectivity as a politically neutral public servant in the execution of their duties.

For day-to-day allocation of tasks the Secondee will take direction from the Minister.

The secondee will also maintain regular contact with their 'Home Manager' who will maintain oversight of the secondee and ensure that the secondee is receiving appropriate support and assistance. The Home Manager will also complete the assessment of the performance of the Secondee in collaboration with the Minister and the Senior Private Secretary.

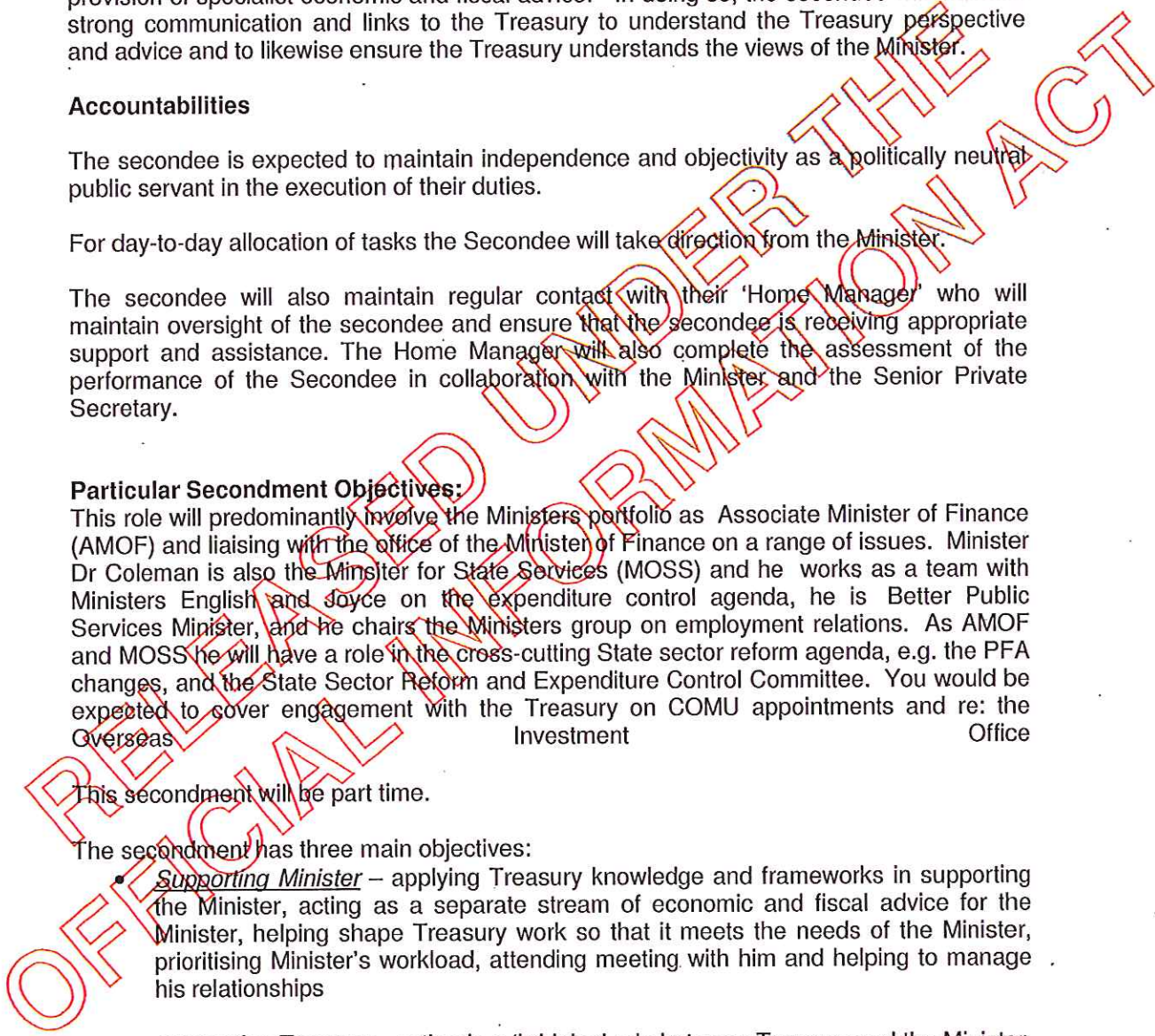
Particular Secondment Objectives:

This role will predominantly involve the Ministers portfolio as Associate Minister of Finance (AMOF) and liaising with the office of the Minister of Finance on a range of issues. Minister Dr Coleman is also the Minister for State Services (MOSS) and he works as a team with Ministers English and Joyce on the expenditure control agenda, he is Better Public Services Minister, and he chairs the Ministers group on employment relations. As AMOF and MOSS he will have a role in the cross-cutting State sector reform agenda, e.g. the PFA changes, and the State Sector Reform and Expenditure Control Committee. You would be expected to cover engagement with the Treasury on COMU appointments and re: the Overseas Investment Office

This secondment will be part time.

The secondment has three main objectives:

- Supporting Minister – applying Treasury knowledge and frameworks in supporting the Minister, acting as a separate stream of economic and fiscal advice for the Minister, helping shape Treasury work so that it meets the needs of the Minister, prioritising Minister’s workload, attending meeting with him and helping to manage his relationships
- Supporting Treasury – acting in a ‘bridging’ role between Treasury and the Minister, helping transmit and translate Treasury advice to the Minister (even if not always advocating it), and providing information back to the Treasury on how to improve its effectiveness in identifying and meeting the Ministers needs.
- Staff development opportunity – gaining an appreciation for how government operates, gaining expertise across a wide range of policy areas, gaining experience in prioritising, judgement, communicating clearly and succinctly, working across a



## STAFF-IN-CONFIDENCE

range of relationships, and working to tight timeframes in a high-pressure environment.

### Specific Skills:

As well as having solid analytics the skills you will bring to this role are:

- Savvy and sophisticated relationship skills
- Familiarity with the legislative process
- Experience with the budget process
- A background engaging with State sector performance issues
- Competence in economic and financial analysis;
- A good understanding of the Treasury business;
- Understanding of public policy analysis and development, preferably in a range of policy areas;
- A high level of strategic awareness, and ability to take a broad perspective to policy issues;
- A sound understanding of the political environment;
- Strong relationship and communication skills;
- Implementation management will be a new focus in this administration;
- An ability to work to tight deadlines and to handle a range of policy issues at the same time;
- Macro and fiscal policy analysis an advantage;
- An ability to work in a stressful environment; and
- An ability to work with a range of people at different seniority levels.

### Tasks:

The detailed nature of tasks to be performed on a day to day basis will depend on the needs of the Minister - however, they are likely to include:

- Analysis. Spending time where possible on analysis/advice in priority areas, often working with Treasury
- Day-to-day paper flow. Facilitating the flow of advice to the Minister, including providing your own advice where necessary.
- Relationships. Meeting with other Ministers, other Ministers offices and other stakeholders (e.g. SOEs) to keep up with concerns, current issues, etc.
- Meetings. Ensuring the Minister is well briefed for upcoming meetings, usually through working with Treasury, and then attending meetings with the Minister.
- Communications. Providing comments on speeches and other communication material from an economic and fiscal point of view. Helping the Minister communicate his priorities to stakeholders.
- Information. Keeping abreast of the media/economy, soft information and keeping the Minister informed.
- Parliamentary processes. Assisting others in the office with oral/written PQs, OIAs, Ministerials and keeping up the business of the House.

### Key Relationship (Internal and External)

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

- The Associate Minister of Finance

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- The Minister of Finance
- The Treasury
- Minister's office staff
- Managers and relevant staff in Government Departments
- Other Ministers and Ministers' offices, including DPMC
- Government departments/agencies; in particular those the Associate Minister of Finance/State Services is responsible for
- Private sector (e.g. bank economists)
- Cabinet Office staff
- Members of the public/Minister's constituents (where applicable)

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### The Treasury Code of Conduct

Version	2.0	Contact	HR Relationship Manager
Status	Current - In effect from 18 Jul 2011	Approved	People and Change Committee 2 May 2011
Owner Group(s)	Human Resources	Owner(s)	Manager, Human Resources
IManage	<a href="#">1963916v3</a>	Due for Revision	1 Jun 2013
File Reference	HR-9	Revision History	Register ( <a href="#">1934553</a> )

Please do not make unauthorised electronic copies or new versions (drafts) of this Code of Conduct. Contact [Gavin Hamilton](#), x8112, to have new drafts initiated and recorded in the [Register of Treasury Corporate Policies](#) (1934553).

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## Introduction

The State Sector Code of Conduct, Standards of Integrity and Conduct, (SSC) helps you understand the standards of behaviour expected of you as a State Sector employee. The Treasury Code of Conduct builds on this and sets out the standards of conduct expected of all Treasury staff regardless of position and location. It applies whether you are a permanent, temporary or casual employee, a secondee or a contractor.

The code sets out how to maintain high standards of integrity and conduct expected in our work. While we encourage a friendly, relaxed and fun work environment, we must also maintain professional standards. It is therefore necessary to set down clear rules to govern our conduct and procedures and to ensure everyone understands them.

## The Treasury's Role and Vision within the State Sector

Our vision is to be a world class Treasury, working towards higher living standards for all New Zealanders. The Treasury is working towards strengthening the economy and to raise living standards through three key outcomes - economic growth, macroeconomic stability and state sector performance. It is critical that we advise effectively on policies and strategies that matter for New Zealand's long-term economic performance. Together we need to help maintain a stable and sustainable economy. We must also keep driving state sector performance that reflects fiscal reality and delivers on the Government's objectives of smarter, better public services for less.

## Employer and Employee Expectations

As your employer, the Treasury has certain expectations of you and as an employee; you will have expectations of the Treasury.

The Treasury expects you to:

- ▶ abide by the Public Sector and the Treasury Code of Conduct
- ▶ be present at work and carry out your duties in good faith
- ▶ maintain expected standards of performance
- ▶ comply with all lawful and reasonable instructions
- ▶ exercise reasonable care and skill - taking all practicable steps to ensure safety of self and others
- ▶ treat all customers with respect (internal and external) by respond politely, helpfully and promptly to all customer requests
- ▶ maintain appropriate standards of behaviour, language and dress
- ▶ demonstrate commitment to the Treasury's vision, values and goals
- ▶ be active in your self development
- ▶ show respect for others in your work practices
- ▶ exercise reasonable care and neither use or allow the use of the Treasury's, funds or resources (this includes client information) for anything other than authorised purposes
- ▶ comply with all health and safety instructions

- ▶ comply with corporate policies such as the security policy.

The Treasury is committed to behaving in a fair and reasonable manner towards employees and ensuring compliance with legal requirements. To do this, the Treasury will ensure:

- ▶ fair and open selection and appointment procedures
- ▶ clear statements of duties and expectations
- ▶ regular and appropriate feedback about work performance
- ▶ fair remuneration for competence, responsibility and performance
- ▶ good and safe working conditions including freedom from harassment or discrimination
- ▶ appropriate training and equipment
- ▶ opportunities for development.

## The State Sector's Code of Conduct

The standards set out in the State Sector Code of Conduct relate to matters of integrity and conduct. Integrity is a description of ethical requirements. All state sector employees are expected to be – Fair, Impartial, Responsible and Trustworthy.

Below are the standards, which are drawn from the State Sector Code of conduct, expected by the Treasury:

### Fair

We Must:

- ▶ treat everyone fairly and with respect

Treating people fairly means that we do not show any favouritism, bias or self interest in our work. We must treat everyone with respect. This requires being courteous and contributing to the smooth functioning of the Treasury by:

- ▶ not illegally discriminating against anyone
- ▶ protecting the privacy of people accessing services
- ▶ not harassing, bullying or otherwise intimidating colleagues or members of the public
- ▶ respecting the cultural background of colleagues and the public
- ▶ having proper regard for the safety of others
- ▶ avoiding behaviour that may endanger or cause distress to colleagues
- ▶ not allowing workplace relationships to adversely affect our work performance
- ▶ valuing equality and diversity by understanding our differences
- ▶ not sending unsolicited "spam" email
- ▶ not transmitting or displaying text or graphics which may reasonably be considered to be obscene or offensive.

This includes respect for the cultural values of those we work and deal with. Sexual, racial or any other form of harassment, such as workplace bullying, is completely unacceptable, as is unlawful discrimination. Any such behaviour may result in disciplinary action.

**We Must:**

- ▶ be professional and responsive

Being professional requires us to have well developed personal integrity, to be committed to the Treasury's responsibilities and to be aware of the extent to which other interests may affect those responsibilities.

Our professionalism is shown by the way we treat people and respect other people's privacy. It is shown also in the way we meet the performance standards of our profession and of the Treasury.

We are encouraged to maintain links with outside organisations. This may involve having public discussions about policy and services that risk capture by interest groups and the possible perception of undue influence. It is important that we are always aware both of our professional responsibilities to the Treasury and of maintaining good relationships with the government.

In a small country it is almost inevitable we will know personally some of the people we need to deal with on an official basis. It is very important to be alert to the implications of this. Since we are in a position to influence the development of policy, exercising of discretions, shaping of resource allocation, and making of enforcement decisions, we must always act fairly and impartially and record processes transparently.

**We Must:**

- ▶ work to make government services accessible and effective

Where appropriate we must take care that the public has reasonable access to the Treasury and to information about its services. We also need to be aware that there is some information that cannot be disclosed due to its sensitive nature.

**We Must:**

- ▶ work to make a difference to the well-being of New Zealand and its people

Our relationship with the public should be impartial, trustworthy and respectful of the rights of others – in effect, the integrity standards of the code of conduct.

**Impartial**

**We Must:**

- ▶ maintain the political neutrality required to enable us to work with current and future governments

Participation in political activities must not bring into doubt our ability to service the Government of the day with political neutrality. Without confidence in the political neutrality of its staff, the impartiality of the advice and actions of the Treasury staff is open to question.



We must not allow participation in party political activities or special interest groups to conflict with the need to conduct ourselves in a politically neutral way in our official duties. We need to be aware always of the perceptions others may have of our ability to be politically impartial in the way we do our work.

We must be careful when Members of Parliament make direct approaches to us. An enquiry made in a private capacity should be managed in a strictly impartial way. Where there is doubt about the nature of approach, we should refer the material to the Chief Executive who, if circumstances require, may discuss it more widely.

Specific guidance on political activity and participation for public servants in an election year is issued by the State Services Commission. This guidance also covers the case where public servants wish to stand for election to Parliament.

**We Must:**

- ▶ carry out the functions of the Treasury, unaffected by our personal beliefs or views

The work we do must not be influenced by personal beliefs or commitments. These personal interests can be wide-ranging, including party political, religious, philosophical, and vocational, and can be shaped by all sorts of experiences and upbringing. What we do in the Treasury must reflect State Sector Code of Conduct, Standards of Integrity and Conduct, and not be undermined by any personal conviction or particular ethical view point we may embrace.

Working for the Treasury does not preclude us from having strong personal beliefs or views. This means, in practice, that whilst Treasury staff – like all citizens – are entitled to have political views/beliefs, we must not bring our personal views into our work roles, or take our work roles into the political arena.

We must obey all lawful and reasonable instructions given by our managers, and work as directed. We are never justified in ignoring the operating procedures of the Treasury and interpreting government policy or exercising our decision-making responsibilities in a way that suits our personal beliefs or views.

When expressing our personal beliefs in any public debate, and particularly if relating to matters of government policy or activities of the Treasury, we should ensure comments we make are appropriate to the position we hold, and are compatible with the need to maintain the convention of party political neutrality. If we occupy a managerial position or work closely with Ministers, we need to exercise particular care. We must always be alert to the relationships the Treasury has with other parts of government and the possible implications of allowing personal beliefs or views to intrude on our work. For more information on the Treasury's conflict of interest policy, please visit <http://intranet/policies/conflictinterest.htm>

**We Must:**

- ▶ provide robust and unbiased advice

We apply high standards of professionalism to the advice we prepare, regardless of whether that advice is for the Prime Minister or Ministers. Although many of us may not be directly involved in advising the Prime Minister or Minister of Finance, it is important that we are all aware of the responsibilities placed on the Treasury and on our senior managers and advisors who work closely with the Prime Minister and the Minister of Finance.

Our advice must be honest, impartial, comprehensive and objective. The traditional expression is 'free and frank advice'. This relates directly to the need to maintain the confidence of the Prime Minister and the Minister of Finance to the principle of political neutrality. Our advice must be free of personal interest, political bias or the interests of the Treasury. It should reflect an understanding of the policies and priorities of the government. It should be transparent and should not contain unclear or hidden agendas.

In giving advice, we must be sensitive and responsive to Ministers' aspirations and objectives. At the same time, we should have regard to the concept of public good and concern for the public interest. Our advice should reflect both a wide appreciation of relevant subject areas and our consideration of affected communities.

The role of the Public Service is to maintain the confidence and trust of successive governments. To be effective, and in order to be seen by Ministers who comprise successive governments as being fit for that role, we must be impartial both in the way we conduct ourselves and the advice we provide.

**We Must:**

- ▶ respect the authority of the government of the day

We must recognise our relationship to the government and respect the responsibilities and the authority of Ministers. The role of the Public Service is to serve the government and public. This means that we at the Treasury have a direct association with the Minister of Finance on behalf of our Chief Executive. As Treasury employees, we are 'responsible' to the Minister of Finance. We must always be alert to the implications of working for a department which is part of executive government.

We must always respect the authority of the government and the role of Parliament. We do this by understanding and respecting the conventions of parliamentary democracy. We must bear in mind the sensitivity that both current and future Ministers may have about our involvement in high-profile activities that could be viewed as party political.

The Treasury has a responsibility to alert the Minister of Finance to potentially adverse consequences of a proposed course of action, but we recognise that we must not involve ourselves in the political activities of Ministers. It is not our task to protect Ministers from political processes or to assist Ministers in a way that would undermine the standards of honesty expected throughout the State Services.

The Treasury staff have the same rights of free speech and independence in the conduct of their private affairs as any citizen. However, we have an obligation not to compromise the Treasury, or the Minister of Finance and government by public comment or criticism on issues or matters that we have been involved or associated with in our official role.

Such work-related public comment will be regarded as unacceptable if it:

- ▶ criticises or challenges proposed or existing government policy and its implementations
- ▶ claims to express or imply an organisational view
- ▶ reveals advice given to the Minister of Finance or government
- ▶ gives openly partisan support to, or critical comment of, a political party

- ▶ constitutes a personal attack on, or criticism of, the Governor General, the Prime Minister, Ministers or officials or colleagues.

As Treasury staff we should not make public comment on Treasury matters unless expressly authorised by a Deputy Secretary. This covers speaking in public, talking to the media or expressing views in print and publications when those views could be taken to represent a formal Treasury position. Examples of media include national or local newspapers, radio or television, community magazines, hobby group newsletters, the internet (including private websites, chat rooms/groups and news groups, and social media sites), and anything that is being published or broadcast.

## Responsible

We Must:

- ▶ act lawfully and objectively

We obey the law. This means we must act within the letter and spirit of the law at all times.

We are aware that public trust is influenced by the perception that the public has of our department. This means responding objectively if we become aware of any unlawful activities within the Treasury. We appreciate the importance of modelling the standards set by this code of conduct and taking decisive action when we learn that standards are being breached.

Information created or held by the Treasury and its employees in the course of Treasury business is official information and a *public record* as defined by the Public Records Act 2005. For further information on Treasury's responsibilities see the Recordkeeping Policy.

You must not make or transmit unauthorised digital or paper copies of published material that is protected by copyright or under any other law. Refer to Treasury's Copyright guidelines for journal articles and books.

We must not use our resources in unlawful ways, for example using our technology to gain unauthorised access to others' ICT systems.

We Must:

- ▶ use the Treasury resources only for intended purposes

The Treasury has a statutory duty to use resources efficiently, effectively and economically. We also need to follow careful processes for procuring and using our department's resources and in disposing of assets that are no longer required.

All Treasury property, business tools, resources and money must:

- ▶ not be removed from the workplace without proper authorisation and, if granted, be protected to the best of our ability
- ▶ be treated with care and used sensibly and economically, being aware that any use of the Treasury's property or business tools is a use of public funds.

Business tools are resources or equipment made available by the Treasury to us for carrying out our duties. Examples include telephones (including mobile phones and Blackberries), photocopiers,

faxes, stationery, credit cards, and computers and related computer facilities e.g. use of the internet and other databases.

Where using a business tool for personal use, we are expected to exercise good judgement in regard to frequency, volume and purpose for which we use the Treasury equipment, work resources and other business tools.

While a reasonable and limited use of Treasury's ICT resources for personal reasons is acceptable, you should use a private email account to avoid any misconceptions that might arise from using a Treasury email address for personal messages, and use your own mobile phone or calling card for expensive personal phone calls.

Note that ICT usage activity at Treasury is monitored for accounting and audit purposes and may be used in assessing whether this code has been breached.

**We Must:**

- ▶ treat information with care and use it only for proper purposes

Maintaining the integrity and security of official information is a vital issue for the Treasury. We are privy to a wide range of information and advice that we may see or hear in the course of our duties.

For this reason, on joining the Treasury we require you to agree and sign a declaration of confidentiality and to read and understand the departmental security policy.

We must exercise discretion in dealing with Treasury matters and must treat with care any information to which we have access. In particular, information gained in the course of official duties must not be used:

- ▶ in ways that would undermine impartiality
- ▶ to allow a member of staff or other person to gain an improper advantage.

The unauthorised use or disclosure (leaking) by Treasury staff (including secondees and contractors) of information to which we have had official access will result in disciplinary action that may include dismissal. This confidentiality requirement continues even after cessation of employment or involvement with the Treasury.

Many of us at the Treasury will have access to classified information. The principles relating to confidentiality also apply to classified information. In addition, there are also special rules and handling requirements (Confidentiality Agmt & Security Undertaking - Staff:1242573).

While you should make yourself aware of the security policy and how to protect official information, the following points are particularly salient:

- ▶ Storing and processing of classified information must only be carried out using Treasury supplied or controlled equipment.
- ▶ You are responsible for all activity relating to your computer user account. You must keep your password private and never share it with anyone.
- ▶ Information classified as CONFIDENTIAL, SECRET and TOP SECRET must not be transmitted or saved on Treasury's ICT systems (including computers, telephones and faxes).

- ▶ You must not connect equipment to, or install software on, Treasury's ICT systems without the explicit approval of Knowledge Infrastructure Services.
- ▶ You must report any actual or suspected security breaches to the Departmental Security Officer (DSO) immediately.

Specific guidance is issued to staff on handling classified information. Failure to observe relevant security procedures is a serious lapse of duty. For more information on Treasury policies around how to protect official information and classified information please see the following link ([How to protect official information:831445](#))

### **Official Information**

We must follow established procedures when responding to information requests. When we receive requests to release politically sensitive information, we must notify the Minister of Finance well in advance of any release.

All material, whether or not stored on Treasury's computer systems - including jokes, graphics and personal emails - is likely to be official information for the purposes of the OIA, and may be subject to a request under the OIA. Therefore, there is scope for considerable damage to Treasury's reputation if any objectionable, obscene or offensive material is stored.

You must make a permanent record of substantive business emails and other forms of communication. You must summarise substantive business telephone calls, mobile phone texts or instant messages in a file note.

The disclosure of official information is subject to the Official Information Act 1982 and the Privacy Act 1993. Specific instructions on the application of these Acts is available to staff. For more information on Treasury procedures around official information please see the following links <http://intranet/policies/oiaprocesses.htm> and <http://intranet/legal/ofinfoact.html>

#### **We Must:**

- ▶ work to improve the performance and efficiency of the Treasury

We have an obligation to consider how we can carry out our functions in more successful ways. The Treasury staff are required to perform efficiently, effectively, economically and with a spirit of service to the public. This includes being aware of the sustainability implications of what we are doing.

We must consider the part we can each play in improving the Treasury's effectiveness and take responsibility for improving our own performance. Personal improvements in efficiency will contribute to improvements in the department's overall efficiency.

### **Trustworthy**

#### **We Must:**

- ▶ be honest

We are expected to act honestly and that means being truthful and open. We must not deceive or knowingly mislead. Being honest requires us to set out facts and relevant issues truthfully and to correct any errors as soon as possible. We must be careful not to provide only some of the facts about an issue, as if we only provide some of the facts it could mean we are telling only half the truth.

This obligation is not only work-related. It arises at any time when the consequences of dishonest conduct may have an impact on public trust or on the confidence that the Minister of Finance can have in the Treasury.

#### **Protected Disclosures Act**

The reporting of any type of wrongdoing is necessary to maintain the highest standards of integrity and behaviour required by the Treasury. As Treasury employees we must not ignore any potential misconduct or wrongdoing that we become aware of within the Treasury.

The Protected Disclosures Act 2000 promotes the public interest by facilitating the disclosure of serious wrongdoing. The Act protects the disclosure of serious wrongdoing made within the Treasury or to another appropriate authority and provides protections for the person making the disclosure.

The Act states that all public sector organisations are required to have appropriate internal procedures for receiving and dealing with disclosures of serious wrongdoing in or by that organisation. In Treasury's case, you should inform the Treasury Solicitor of the serious wrongdoing, unless you suspect the Treasury Solicitor is themselves involved. In that case, you should inform the Chief Executive or one of the Deputy Chief Executives. If they too are involved, you should inform an appropriate authority outside of Treasury (such as the police, the Auditor-General, the State Services Commissioner, an Ombudsman or the Solicitor-General).

#### **We Must:**

- ▶ work to the best of our abilities

Working to the best of our abilities is a way of demonstrating our spirit of service. We have respect for the taxpayers who fund our employment, and we are committed to working diligently in return.

We recognise that it is important for the people of New Zealand to be aware of the work we carry out on their behalf and that they trust us to act always in the public interest. We appreciate that properly documenting our decisions and actions is part of promoting public understanding and maintaining community confidence. It is important that we keep accurate records that can be readily accessed. This enables us to let the public know what we do and how decisions and outcomes have been reached.

We are expected not only to be apolitical, responsive, objective and accountable in carrying out the work of the Treasury, but to endeavour to improve the quality and quantity of the contribution we make. This may involve supporting others within and across organisations to share knowledge and expertise.

#### **We Must:**

- ▶ ensure our actions are not affected by our personal interests or relationships

As Treasury staff we should perform our duties honestly and impartially and act in a manner that will bear the closest public scrutiny. We need to avoid situations that might compromise our integrity and ensure that no conflict exists, or appears to exist, between our private interests and our official duties.

In addition, we should avoid any financial or other interest or undertaking that could directly or indirectly compromise the performance of our duties, or the standing of the Treasury in its relationships with the public, customers, suppliers or the Minister of Finance. This would include any

situation where actions taken in an official capacity could be seen to influence or be influenced by our private interests (eg. company directorships, significant shareholdings, offers of outside employment).

Where any actual or potential conflict of interest arises, we must inform the Chief Executive (via our manager). The Chief Executive will then determine the nature and degree of the conflict and decide upon the best course of action to resolve it.

Those of us who in the course of our employment come into contact with information concerning a business enterprise in which we have a significant interest, and a conflict of interest arises, shall disclose the nature of that interest to the Treasury through our immediate manager. We shall not make unauthorised use of information to which we have had access in the course of our employment nor shall we become financially or personally involved either directly or indirectly in any arrangements arising from the provision of advice.

A potential area of conflict exists for those of us who may have to deal directly with New Zealand Members of Parliament and who have approached the Treasury in a personal capacity.

If you are in any doubt about the manner in which to respond to an enquiry from a Member of Parliament, the matter should be referred immediately to your manager.

**We Must:**

- ▶ never misuse our position for personal gain

We must not use our official position for private gain. Using our position properly incorporates all the integrity standards of this code. It requires fairness and for us to act within the spirit and the letter of law and policy. It means that we remain impartial in our work and must not be influenced in our decision-making by personal interests nor give an advantage to any person or organisation with which we are connected.

Acting inappropriately will inevitably conflict with the statutory requirement for the Treasury to function in an efficient, effective and economical way. We must maintain accurate records about what we do and respond openly to requests for information, so that the public can be confident that we do not misuse our position.

New Zealanders expect us to work impartially, not to be influenced by personal motives, not to show favouritism and not to misuse public resources for our personal benefit. It is equally important that we avoid circumstances where other people could reasonably consider that our personal interest creates a conflict with our work responsibilities.

There is always a possibility of conflicts between our professional and personal lives. We need to be alert to this. If such circumstances arise, we must be very open and ensure that we have properly disclosed the potential conflict, have distanced ourselves from involvement and avoided acquiring information that could be seen as giving us a personal advantage.

**We Must:**

- ▶ only accept gifts or hospitality where there is a clear business benefit that exceeds any private benefit
- ▶ decline gifts or hospitality that could reasonably be seen or perceived as undermining our integrity or creating a real or perceived obligation or influence

We are required to be fair, impartial, responsible and trustworthy, and act in a way that maintains public confidence in the Treasury and the wider State sector. Consequently, we must avoid any situation where actions we take in an official capacity could be seen to be influenced by our private interests or create an actual or perceived obligation to an external party. These situations could arise from being offered a gift or being invited to take advantage of hospitality (eg meals or attendance at sporting or cultural events).

The key guidelines for gifts or hospitality are:

- ▶ gifts and hospitality must not be accepted unless there is a clear business benefit to the Treasury.
- ▶ decline all gifts and hospitality that could reasonably be seen or perceived as undermining the integrity of individual Treasury staff, the Treasury or the wider State Sector.
- ▶ generally, gifts worth \$50 or more should not be accepted, unless refusing would cause embarrassment or offence to the external party.
- ▶ any accepted gifts belong to the Treasury and may not be sold or exchanged.
- ▶ decline all gifts of money, gift vouchers, shares, items where a direct instruction has been given that they should not be accepted, and gifts or hospitality offered during procurement, tendering or similar situation.
- ▶ all offers of gifts or hospitality worth \$50 or more must be recorded on the gifts and hospitality register <http://treasury-gifts>. This is irrespective of whether or not they are accepted.
- ▶ managerial approval is required for working meals worth \$100 or more or where hospitality worth \$50 or more is received more than four times in a 12 month period from the same external party.
- ▶ managerial and Deputy Chief Executive approval is required for hospitality other than working meals worth over \$50.

For more information on the gifts policy and register please see Treasury Corporate Policy: Gifts and Hospitality [Current - In effect from 6 Oct 2011] (Treasury:1857715v3)

**We Must:**

- ▶ avoid any activities, work or non-work that may harm the reputation of the Treasury or of the State Services

As members of the public, we are fully entitled to participate in community life including public bodies and associations and political parties. However such participation must not conflict with our position and responsibilities in the Treasury or discredit the Treasury in any way.



If we become actively involved in the activities of a political party we may be creating a conflict of interest with our duties or position in the Treasury, because our political impartiality may then be called into question. Active participation in a political party must therefore be discussed with your manager in advance.

If considering undertaking paid or unpaid work that may conflict with work in the Treasury, it needs to be discussed with management first. In this light, we should avoid activities which, whether connected with our official duties or otherwise, might undermine the credibility of the Treasury and jeopardise working relationships with Ministers or others.

We have a responsibility to carry out our duties as efficiently and safely as possible. To this end we must not take illegal drugs or consume alcohol or other substances that reduce our ability to perform our duties. If prescription drugs have the potential to impair our performance, we should advise our manager. This will help ensure that if any side effects or complications occur, they can be dealt with promptly and safely.

If we find ourselves facing charges, including traffic offences, we must advise our manager. Criminal convictions may also impact on the status of our security clearance. However, the Treasury will take into account the nature and circumstances of the conviction, our position, duties and responsibilities etc.

Given the role of the Treasury we must recognise the importance of continuing to exercise sensitivity, discretion and sound judgement outside of official working hours. If we have doubts about the best course of action on any other issue relating to an actual or potential conflict of interest we must discuss it with our immediate manager.

On leaving the Treasury we are required to maintain the confidentiality of any information we have gained through working in the department.

## Breaches of the Code

All employees must conduct themselves in accordance with this code. Staff behaviour which is found, after proper consideration, to have breached the standards set out in the code, may result in disciplinary action, which may lead to dismissal.

Misconduct falls into two categories:

- ▶ misconduct, for which the appropriate penalty would be a formal warning, and
- ▶ serious misconduct, which could warrant immediate dismissal.

## Misconduct

Misconduct will be dealt with under the Treasury's disciplinary policy. In this process, genuine mistakes are not penalised but repeated lapses may lead to disciplinary action including dismissal.

Examples of behaviour, which would generally be deemed misconduct, include (but are not limited to):

- ▶ failure to complete stipulated hours of work or leaving the assigned place of work without permission or without good cause

- ▶ failure to advise of any absence for which prior approval has not been obtained in accordance with the appropriate policy
- ▶ using abusive or obscene language causing offence to another person on the Treasury's property or while on Treasury business
- ▶ deliberate avoidance of duties (including sleeping on the job)
- ▶ irresponsible or unauthorised use of the Treasury's property or the property of other persons
- ▶ persistent absenteeism, lateness or poor timekeeping
- ▶ failure to observe general health and safety rules
- ▶ poor performance
- ▶ carrying out other duties / employment which adversely affects performance at work

### Serious Misconduct

A single instance of serious misconduct makes an employee liable for a severe penalty. This may include instant dismissal, without the need for a prior warning to be given.

The following are examples of behaviour that will result in disciplinary action and *may* lead to dismissal:

- ▶ the illegal possession or consumption of drugs
- ▶ misuse or consumption of alcohol on the Treasury's premises
- ▶ being under the influence of alcohol or illegal drugs to the extent that the individual is unable to perform his/her duties properly or safely
- ▶ harassment, abuse or violent behaviour of any kind in the workplace
- ▶ refusal to carry out a reasonable order
- ▶ falsification of Treasury documents or records (including employment applications or time-keeping records), making false claims or reports
- ▶ misrepresenting the Treasury for personal gain or seeking/accepting bribes or inducements
- ▶ the use of the Treasury property, funds, stakeholders information or resources for anything other than authorised purposes
- ▶ unsafe behaviour causing risk to other persons or equipment
- ▶ misuse of technology, including abuse of the Treasury's computer usage policy
- ▶ serious breaches of confidentiality, such as misuse or unauthorised disclosure of confidential information
- ▶ behaviour which brings the Treasury into disrepute – this could include behaviour outside of work

- ▶ processing transactions for themselves, family members or close associates

The above examples of misconduct and serious misconduct are not exhaustive. The Treasury reserves the right to determine in individual situations whether an act, or failure to act, is sufficiently serious to warrant disciplinary action or instant dismissal.

### Where to Find Out More

This code does not, and can not, specify every situation that may arise during the course of our duties. If you have any doubt at all regarding your conduct and whether it meets the required standards of behaviour, please speak your manager.

The State Services Commission website provides a wealth of background information about the standards of integrity and conduct. <http://www.ssc.govt.nz/> or <http://www.ssc.govt.nz/code>

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT



THE TREASURY

Kaitiōhutohu Kāupapa Rawa

**Treasury Report:** TOIA Inform (20120578): Information provided to employees working in a Minister's Office as a Private Secretary (Graves J)

<b>Date:</b>	3 September 2012	<b>Report No:</b>	T2012/2035
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**Action Sought**

	Action Sought	Deadline
Minister of Finance (Hon Bill English)	Note the attached response of the Treasury to the OIA request made by Jenny Graves	10 September 2012

**Contact for Telephone Discussion (if required)**

Name	Position	Telephone		1st Contact
Eleanor Carr	Organisational Sourcing and Recruitment Advisor	04 917 6966	021 262 7004	✓
Fiona Foster	Team Leader, Human Resources Advisory - Central Agencies Shared Services	04 917 6890	0221 599 036	
David Bonney	Research Analyst	04 917 6248		

**Actions for the Minister's Office Staff (if required)**

Return the signed report to Treasury.

**Enclosure:** Yes (attached)

IN-CONFIDENCE

3 September 2012

MS-4-1-0

**Treasury Report:** TOIA Inform (20120578): Information provided to employees working in a Minister's Office as a Private Secretary (Graves J)

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On 16 August 2012, the Treasury received an Official Information Act request from Jenny Graves. The request was for:

*"...information provided to employees that sets out role, operating framework, what they can and cannot do, expectations when working in a Ministers' Offices in the position as a Private Secretary (or like position) and employee/s in the Office of the Leader of the Opposition. This may include – among information - a guide, a manual or rule book. Please provide a list of positions located in Ministers' Offices occupied by Treasury employees, and in what Office's employees they are located. Please also provide a list documents provided to the employees who currently occupy these positions. Please also provide these documents. If any are withheld, please state the ground and the reason for not providing it.*

*Please also provide a list of all documents - title, date, subject - that the Treasury employee in the Leader of the Opposition's Office have provided or was requested to provide to the Leader of the Office (or his associates) in the last 3 days - ie 13 to 15 August 2012."*

A response to the request is due by 13 September 2012.

The proposed letter of reply and the information for release is attached for your information.

**Information to be Released**

The following information is covered by the request and proposed to be released.

Item	Date	Document Description	Proposed Action
1.	February 2009	Secondment Job Description, Office of the Leader of the Opposition	Release in full
2.	December 2010	Secondment Job Descriptions Minister of State – Owned Enterprises	Release in full
3.	February 2011	Secondment Job Description Minister of Finance	Release in full
4.	February 2011	Secondment Job Description Associate Minister of Finance	Release in full
5.	July 2011	The Treasury Code of Conduct	Release in full

## IN-CONFIDENCE

A list of positions for Treasury employees in Ministers' offices.

Position	Office
Economic Advisor Treasury	Hon Bill English - Minister of Finance <i>Two employees are on secondment</i>
Private Secretary (SOE & Finance)	Hon Tony Ryall - in his capacity as Minister for State Owned Enterprises
Private Secretary (Treasury)	Hon Dr Jonathon Coleman - in his capacity as Minister of State Services and Associate Minister of Finance. <i>This is a part-time secondment</i>
Private Secretary (Treasury)	Hon John Banks (ACT) - Minister for Regulatory Reform Office. <i>This is a part-time secondment.</i>
Private Secretary (CERA)	Hon Gerry Brownlee - in his capacity as Minister for Canterbury Earthquake Recovery. <i>A Treasury employee is seconded to the Canterbury Earthquake Recovery Authority (CERA) which has placed them in the Ministers Office as its representative.</i>

Note that the Treasury does not have:

- secondment job descriptions for Treasury employees in offices of the Minister for Regularly Reform nor Minister for Canterbury Earthquake Recovery, or
- any employees currently based in the Leader of the Opposition's Office, and this was true for the period Jenny Graves specified.

Accordingly, it is proposed to decline these parts of her request in accordance with section 18(e) of the Official Information Act as it does not exist.

### Consultation

In preparing the response to the request, Treasury has consulted within the HR team and informed Treasury staff in Ministers' offices.

### Communications

The response to the request and release of information is not expected to cause public comment.

### Recommended Action

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We recommend that you:

- a **note by 10 September 2012** the proposed response of the Treasury to the OIA request made by Jenny Graves regarding information provided to employees working in a Minister's Office as a Private Secretary (or like position) and employed in the Office of the Leader of the Opposition that is due by 13 September 2012.

**IN-CONFIDENCE**

- b **refer a** copy of this report and the attached material to the Ministers listed in the table above, and

*Referred/not referred*

- c **may want to** notify the Leader of the Opposition that an OIA regarding Treasury employees in that office was received, and that this specifically asked about the dates 13 to 15 August 2012.

Fiona Foster  
Team Leader, Human Resources Advisory - Central Agencies Shared Services

Hon Bill English  
Minister of Finance

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OFFICIAL INFORMATION ACT