

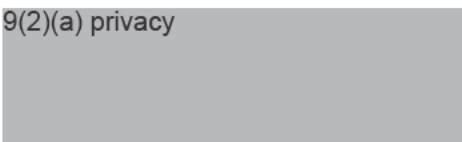


Public Service Commission

Te Kawa Mataaho

2 June 2026

9(2)(a) privacy



9(2)(a) privacy



Official Information Request Our Ref: OIA 2026-0120

I refer to your Official Information Act 1982 (OIA) request received by the Public Service Commission (the Commission) on 10 May 2026 for:

“the psc held a training day for integrity champion leaders across the public sector in respect of ps commissioner roches plan to strengthen integrity which includes his new code of conduct. i request hard copies of all those training documents used during that training day. i do not request a hard copy of roches new code of conduct. this request includes the subject of escalation of any integrity and conduct concerns”

Information publicly available

The Commission held a training day for Integrity Champions on 4 May 2026. The purpose of the training was to support them and their agencies with implementation of the recently published *Guidance: General Election* and *The Code of Conduct for the Public Sector*.

These documents, along with Integrity Essentials learning resources covering a range of integrity topics, are publicly available on the Commission and Leadership Development Centre websites at the links provided in the table below.

Item	Date	Document Description	Website Address
1	2026	Integrity Essentials	https://www.ldc.govt.nz/public-service-core-learning-hub/integrity-essentials
2	January 2026	Guidance: General Election	Guidance: General Election 2026 - Te Kawa Mataaho Public Service Commission

3	2026	The Code of Conduct for the Public Sector	The Code of Conduct for the Public Sector - Te Kawa Mataaho Public Service Commission
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Accordingly, I have refused your request for the documents listed in the above table under section 18(d) of the OIA on the grounds the information requested is or will soon be publicly available.

Information being released

Please find enclosed the following documents:

Item	Date	Document Description	Decision
4	2026	POWERPOINT PRESENTATION – ‘Integrity Champions March 2026’	Released in full
1	2026	ACTIVITY – Code of Conduct – matching values and principles	Released in full
2	2026	QUIZ – Election guidance quiz for public sector leaders	Released in full
3	2026	ACTIVITY – ‘What if...then...’ An integrity activity for the New Zealand Public Service	Released in full
4	2026	GUIDE: Code learning resources designed for different groups	Released in full

If you wish to discuss this decision with us, please feel free to contact Enquiries@publicservice.govt.nz.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Please note that we intend to publish this response (with your personal details removed) on the Commission’s website.

Yours sincerely



Nicky Dirks

Manager – Ministerial and Executive Services
Public Service Commission Te Kawa Mataaho



Te Kawa Mataaho
Public Service Commission

Integrity Champions

March 2026

Please get tea or coffee now before we start



Karakia

Whakataka te hau ki te uru

Whakataka te hau ki te tonga

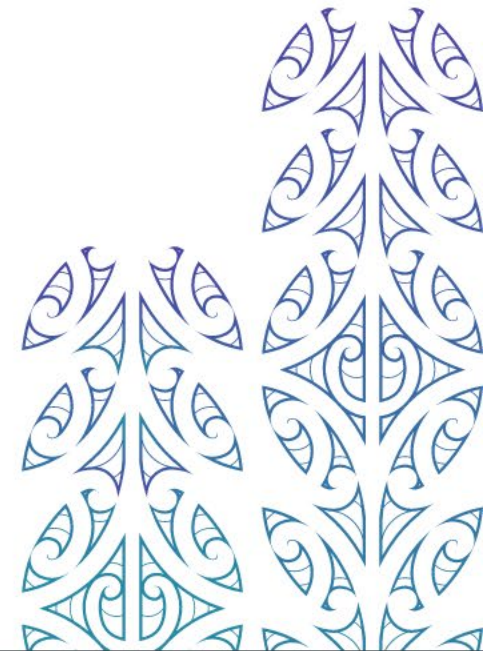
Kia mākinakina ki uta

Kia mātaratara ki tai

E hī ake ana te ataakura

He tio, he huka, he hau hū

Tīhei mauri ora!





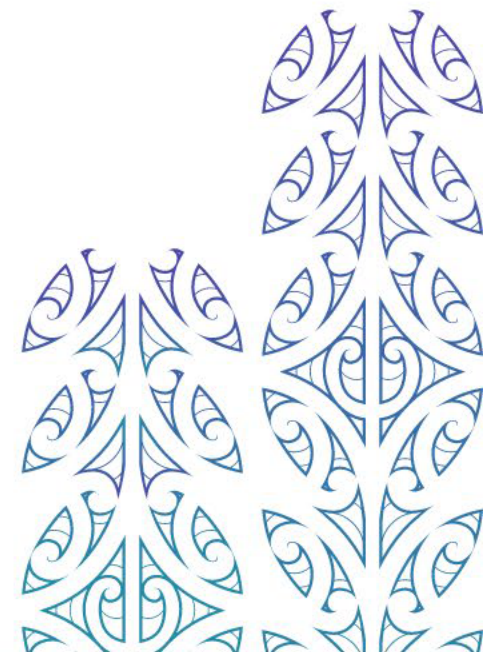
Te Kawa Mataaho
Public Service Commission

Welcome



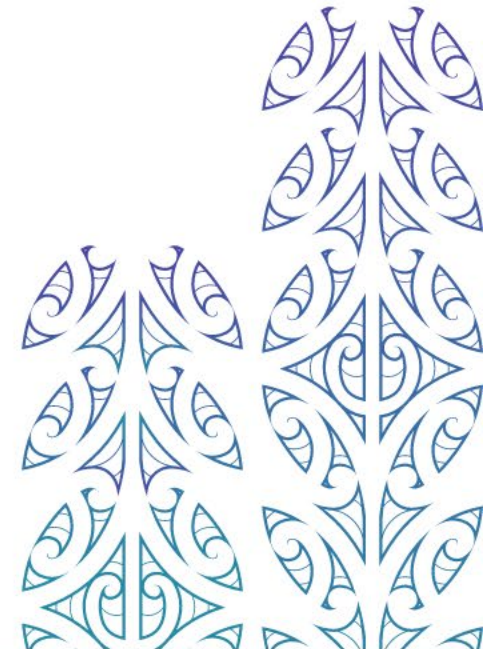
Agenda

9.30am	Intro/welcome
9.35am	Whakawhanaungatanga
9.45am	General Election 2026
10.40am	Morning tea
10.55am	Integrity Essentials learning
11.40am	Code of conduct
12.10pm	Lunch



Whakawhanaungatanga

1. Do you think everyone in your agency knows you are the Integrity Champion and what that means?
2. Have you had to deal with any election-related issues in your agency already this year?
3. What has been the most surprising thing about your current role?
4. What's your favourite place in New Zealand and why?





Te Kawa Mataaho
Public Service Commission

General Election 2026



He Ārahitanga Pōtitanga Whānui 2026

Guidance: General Election 2026

SECTION 01

Kupu whakataki
Introduction

SECTION 02

Te mahi i ngā whakahaere kāwanatanga
Public servants at work

SECTION 03

Mō te kaimahi tari kāwanatanga i waho atu i ngā hāora mahi
Public servants outside work

SECTION 04

Ngā kawenga o ngā tari o te kāwanatanga
Responsibilities of public sector agencies

SECTION 05

Te pānuitanga, te whakaaturanga me te pāpāho
Public sector advertising, publicity and the media

SECTION 06

Ngā kaimahi tari kāwanatanga me te Pōti Nui
The public sector and the general election

SECTION 07

Ngā tukanga ā-kāwanatanga mō te pōtitanga
Government processes before, during and after an election

SECTION 08

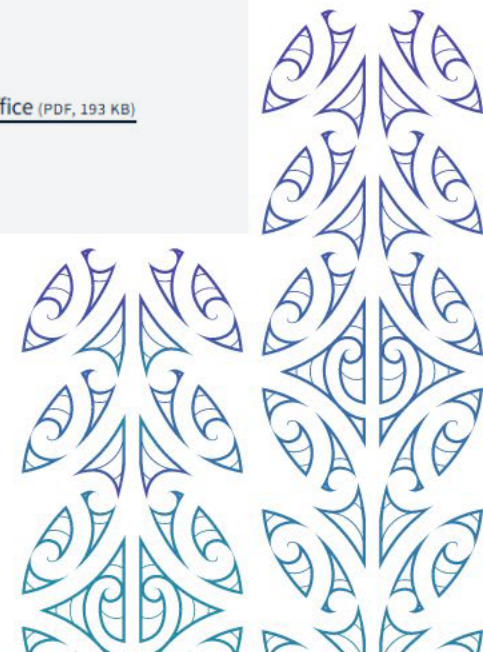
Ngā Horopaki
Appendix A: Case Studies

Case studies and scenarios

- [Scenario 1: Public sector agency advertising a future vision for New Zealand \(PDF, 528 KB\)](#)
- [Scenario 2: Advertising by a public sector agency of new products and services \(PDF, 466 KB\)](#)
- [Scenario 3: Public sector agency receives an information request from its Minister \(PDF, 800 KB\)](#)
- [Scenario 4: Staff commenting in the media on the current government's performance \(PDF, 798 KB\)](#)
- [Scenario 5: Public servants appearing in publicity material that involves politicians \(PDF, 821 KB\)](#)
- [Scenario 6: Social media campaign to publicise community services \(PDF, 530 KB\)](#)
- [Scenario 7: Correction of misinformation \(PDF, 525 KB\)](#)
- [Scenario 8: Publicity of future services and benefits \(PDF, 529 KB\)](#)
- [Scenario 9: Consultation on proposed government policy that is politically controversial \(PDF, 525 KB\)](#)

Additional resources

- [Top 10 areas to watch out for in an election year when working in a ministerial office \(PDF, 193 KB\)](#)
- [Advice on Public Sector collective bargaining during an election year \(PDF, 164 KB\)](#)



Election team

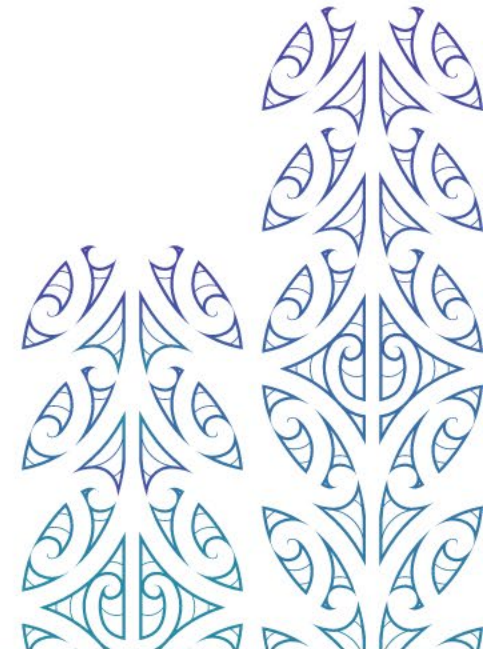
Cabinet Office

gives advice on elections and government formation, usually focusing on things that touch Ministers, such as pre-election period restraints and post-election constitutional conventions, as set out in the Cabinet Manual.

Te Kawa Mataaho Public Service Commission

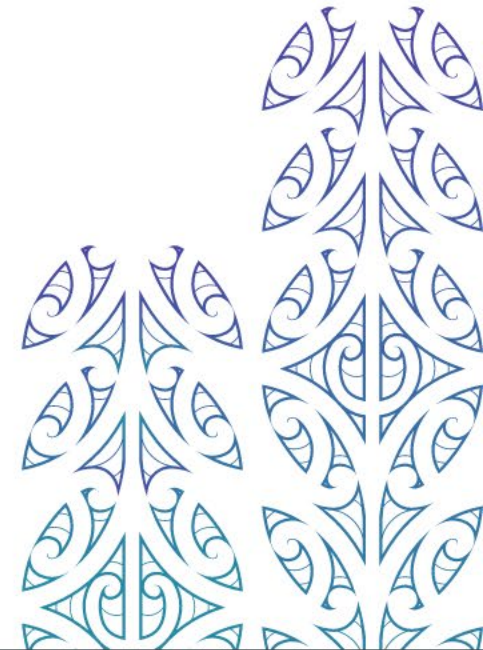
supports the Public Service Commissioner as Head of Service, to lead the Public Service and wider public sector to work as one system to deliver better services and outcomes. This includes promoting the integrity of the Public Service.

+ the Integrity Champions across the system...



Your role this election year

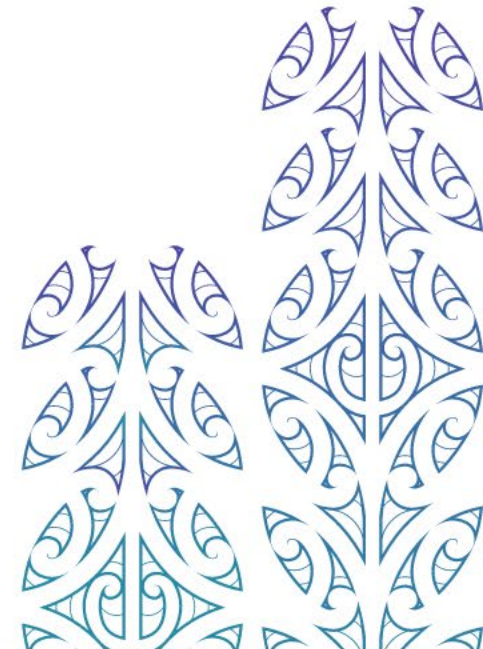
- Education
- Coordination
- Escalation



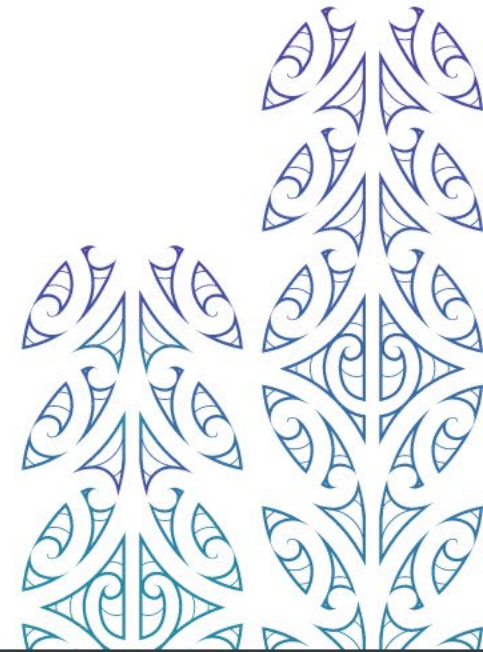
Top 10 things to watch out for in an election year

1. Government advertising
2. Social media use
3. Public consultation
4. Events, launches and visits to government buildings
5. OIA requests & proactive releases
6. Communication with the media
7. Political activity at work
8. Political activity outside work
9. Significant appointments
10. Policy development

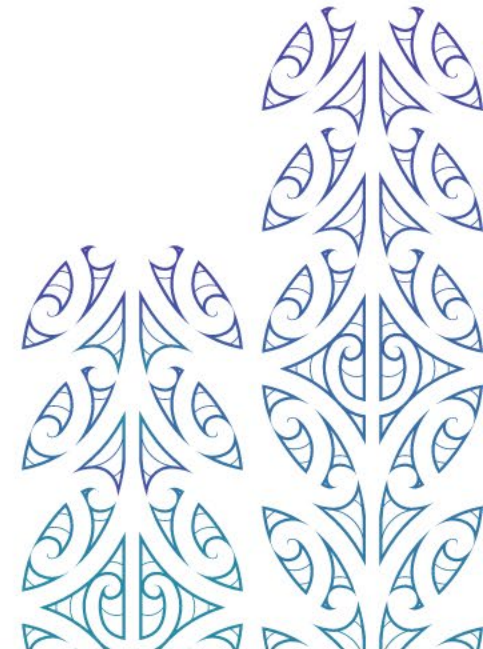
Keep your politics out of your job, and your job out of your politics



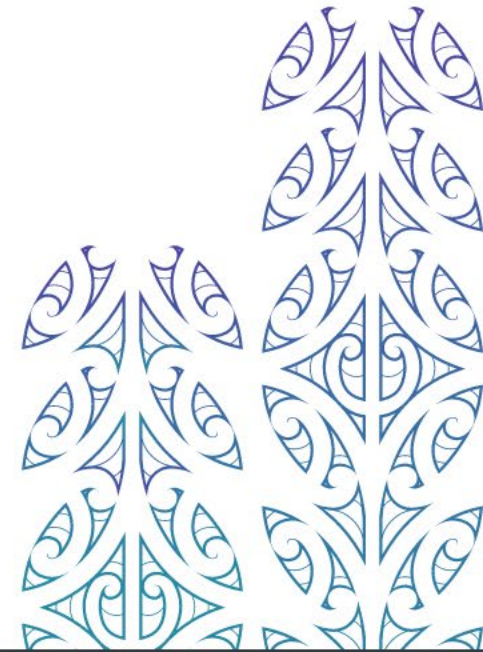
Activity: election scenario discussions



- What general principles apply?
- What ifs... (if you change some of the facts, would the advice change?)
- What internal policies and processes would apply?
- What information would you gather and what advice about next steps would you give?
- Would the outcome be the same in each of your agencies? Is that a problem?



Report back on scenario discussions



Scenario 1

A Senior Policy Advisor in your agency wants to volunteer for a political party in the lead up to the election. This would involve pamphlet dropping and helping to draft the party's election manifesto.

What general principles apply?

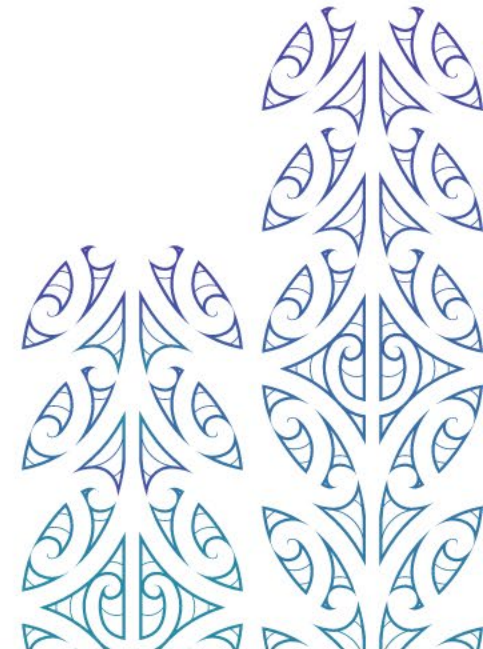
What if ...

- The person worked in a very small agency
- The person worked in a different role
- The political party was the incumbent government or a very minor party
- The volunteering was completely behind the scenes
- The work for the political party was paid

What internal policies and processes would apply?

What information would you gather and what advice about next steps would you give?

Would the outcome be the same in each of your agencies? Is that a problem?



Scenario 2

A Comms Advisor in your agency seeks approval for a post on LinkedIn. The post links to a video on the Beehive website of your Minister speaking at an event your agency hosted. The event was to launch a new programme of work, implementing a politically contentious policy. The post reads: “[Insert agency name] making a difference for New Zealanders each day.”

What general principles apply?

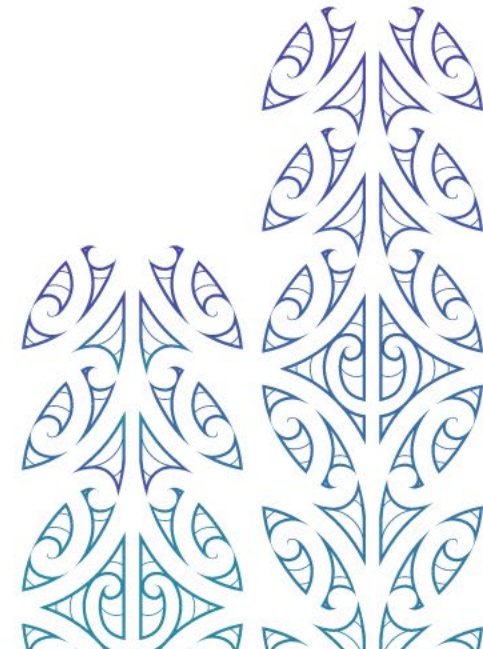
What if ...

- The video was hosted on a different site eg the Minister’s Facebook page
- The platform was different eg your agency’s website
- The Minister’s speech advocates for the policy
- People comment on the post, debating the merits of the policy
- It was not an election year

What internal policies and processes would apply?

What information would you gather and what advice about next steps would you give?

Would the outcome be the same in each of your agencies? Is that a problem?



Scenario 3

Your Minister asks the chief executive and three senior leaders in your agency to attend an event celebrating an anniversary significant to your agency's work, but the topic is politically contentious. The Leader of the Opposition will attend but no other MPs. The event is in late June.

What general principles apply?

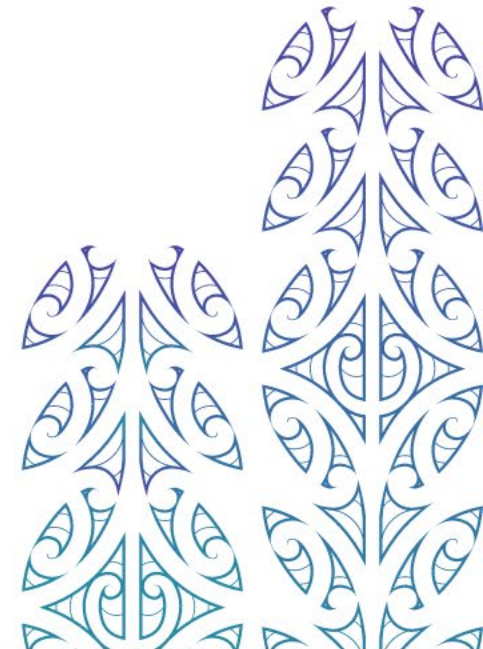
What if ...

- Several MPs were attending
- The event was in September
- The event was hosted by your agency
- The topic had cross-party support
- It was not an election year

What internal policies and processes would apply?

What information would you gather and what advice about next steps would you give?

Would the outcome be the same in each of your agencies? Is that a problem?





Te Kawa Mataaho
Public Service Commission

Coffee / tea break





Ngā Tino Pūmanawa
Core Capability

UNIQUE SKILLS FOR ALL PUBLIC SERVANTS

Integrity Essentials Learning

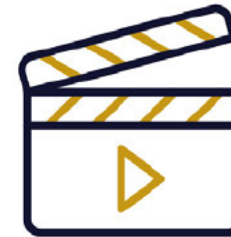
Core Capability Team



Public Service Core Learning Hub



- ❑ A centralised location for learning resources across the public service system.
- ❑ Designed to help build Core Capabilities for all public servants.
- ❑ The only system-wide location for Integrity learning resources.
- ❑ Learning created by the LDC Core Capability team in collaboration with Functional and System leads.
- ❑ Managed by the LDC Core Capability team.



Puna Rauemi Ratonga Tūmatanui Public Service Core Learning Hub

Welcome to our centralised hub where you can find a range of learning and development activities designed for the Public Service by the Public Service.

Here you can access high-quality, equitable learning created for public servants of all levels. We have organised learning into two categories: core capability and system capability.

Core capability learning supports the Public Service Act and aims to build the key skills, capability and knowledge on those things unique to being a public servant in our Aotearoa New Zealand context.

System capability learning has been shared by functional leads, system leads or heads of profession. This learning includes common capabilities required across the Public Service system that are relevant for a large target audience, on broad topics such as finance, policy, Māori Crown relationships and foundational AI skills through the AI Foundational Development Programme.



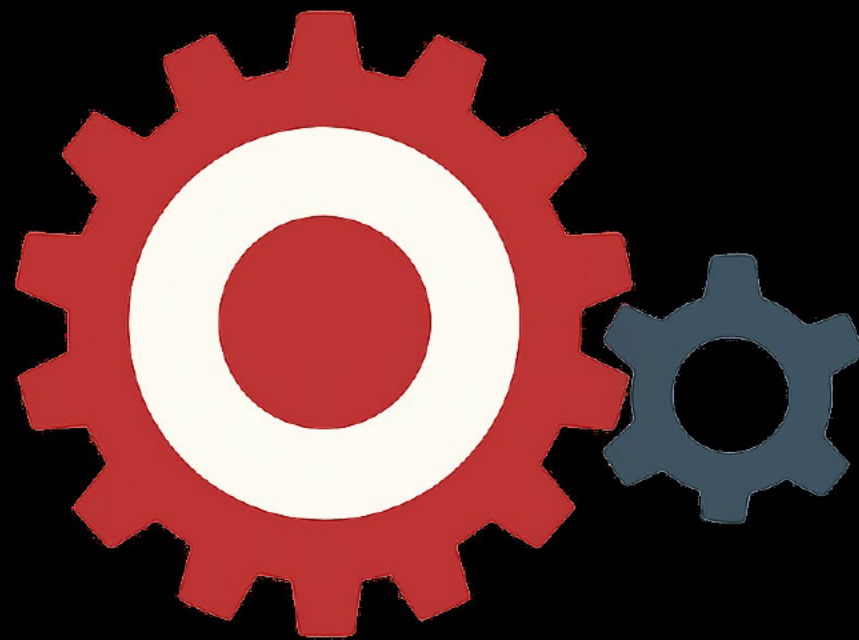
Contributing learning

If you are a functional lead, system lead or head of profession and want to share system capability learning we would be keen to see how we can

Integrity Essentials

Integrity Essentials is made up of two groups of learning resources.

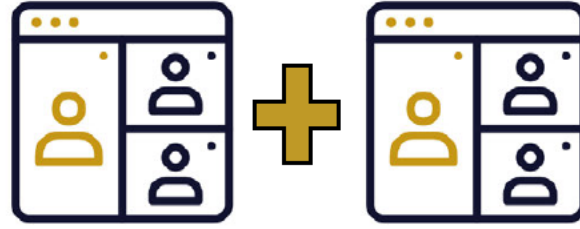
- The **required learning resources** provide Election Guidance for all public servants.
- The **comprehensive learning resources** provides more in-depth learning on Integrity topics, and resources developed to support a range of learners.



What this looks like in practice

REQUIRED LEARNING –

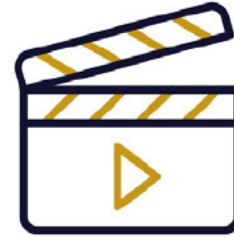
Code of Conduct &
Election Guidance



**COMPREHENSIVE
LEARNING** – Range of
Integrity topics for
different learner
groups



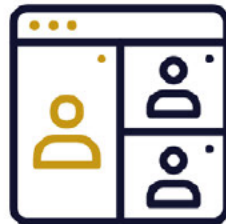
Political Neutrality



Fraud



Conflict of Interest



Free & Frank Advice



Code



Spirit of Service

Required Learning Resources

There are two e-learning modules. One for the Code and one for Election Guidance. The Commission's request is that all staff complete this learning as soon as possible prior to the 2026 Election.

[Navigating the Code](#)

What does the Code mean to you? Section

[Getting Election Ready](#)

Before, During and After an Election Section

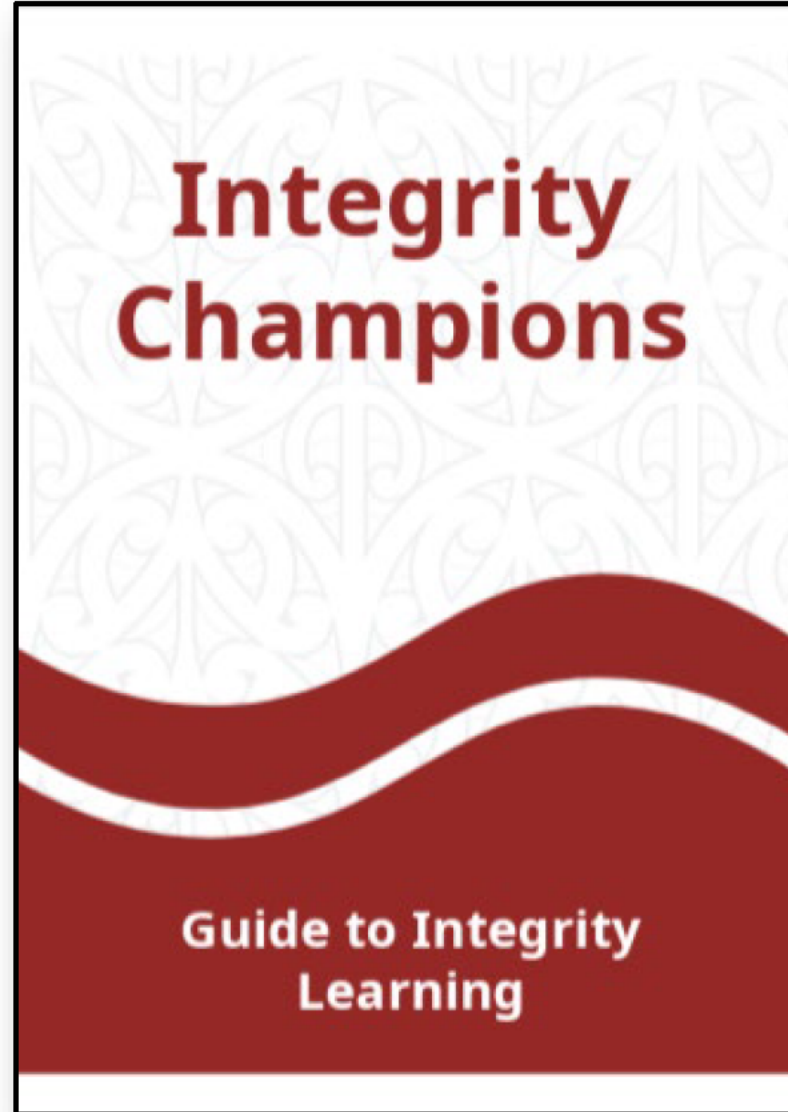
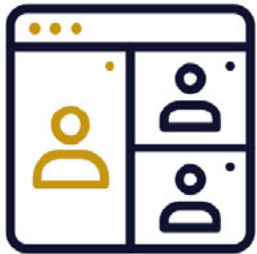
Comprehensive Learning Resources

“We are introducing integrity training for all public servants. This includes everyone currently in the Public Service and everyone who joins in the future. Integrity is not a one-off task – it requires diligence every day.”

Sir Brian Roche, Public Service Commissioner



A resource created especially for you



You can find the
pdf on the
Integrity
Champions Hub



Integrity Champions

Guide to Integrity Learning

PURPOSE

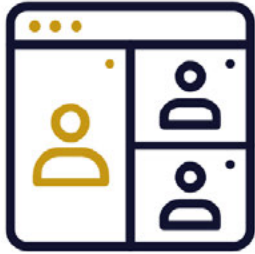
Support you to build integrity capability in your agency. To capitalise on the learning resources that are available to you. To make it easier for you.

HOW MIGHT YOU USE IT

Some of the ways you can use this guide include to:

- support managers in your agency with integrity and integrity conversations
- dive deeper into specific integrity topics
- build integrity into your agency induction process
- ensure that specific groups of staff have access to learning resources that they can relate to
- plan and run an annual integrity refresher
- capitalise on system-wide promotion to highlight integrity within your agency

Timeline for learning resources



Required learning
resources available on
the Public Service Core
Learning Hub
Next week

Code takes effect
30 March

Comprehensive
Learning resources
available on the Public
Service Core Learning
Hub
June - December

Questions?

Any additional or specific questions?

Email us:

corecapability@publicservice.govt.nz





CODE OF CONDUCT

Te Tauākī Whanonga mō te Rāngai Tūmatanui
The Code of Conduct for the Public Sector



New Zealand Government
Te Kāwanatanga o Aotearoa

Code of Conduct – group activity

- How well do you know our new Code of Conduct?
- Each value and principle has between 1 and 4 standards, match them.
- Some of the standards may fit in different areas, where you come across this, discuss them and choose where you think the best alignment is.

Ngā Mātāpono | Our Values



1. We are honest and professional.
2. We act lawfully and use public power fairly and reasonably.
3. We avoid work and non-work activities that may compromise our ability to do our job.



4. We recognise and uphold the dignity of every person.
5. We contribute to a positive and safe workplace culture.
6. We act with care and respect, and do not behave in ways that are inappropriate or could harm others.



7. We act objectively and do not allow our personal beliefs, interests, activities, or relationships to impact our work.
8. We disclose our relevant interests and manage all conflicts of interest appropriately.
9. We never misuse our position for personal gain or to benefit or disadvantage others.
10. We decline gifts or benefits that place us under any actual or perceived obligation or influence.



11. We are open to scrutiny and can account for what we do.
12. We treat our organisation's information and resources with care and use them only for proper purposes.
13. We aim to improve the performance and efficiency of our organisation.



14. We take the time to listen to and understand people's circumstances and needs.
15. We aim to collaborate and engage meaningfully with New Zealanders to design policies and deliver services that meet their needs and aspirations.

Ngā Pou | Our Principles



16. We act in a politically neutral manner, which enables us to effectively serve current and future governments.
17. We respect the authority of the government of the day.



18. We support our organisation to provide Ministers with timely, robust, and unbiased advice.



19. We are fair and robust in our recruitment and selection processes and must give preference to the person who is best suited to the position.



20. We aim to make government information, decisions, and services transparent, accessible and available.



21. We manage and care for the Public Sector, so that it may continue to meet the needs of New Zealanders now and into the future.

Integrity Champions role

- **Education** – raise awareness about the Code, answer questions your agency might have, champion the learning
- **Co-ordination** – within your agency, particularly with comms/people teams
- **Escalation** – integrity concerns brought to your attention, are escalated appropriately either internally or for advice from the Commission.
- This doesn't mean you are left to do this yourselves, reach out if you need help or support.

Implementation survey – due 1 June 2026

The Commissioner has suggested the following steps to implement the Code:

- Advise **all staff** that the Code applies to them
- Check that your **agency code** and **existing policies and documents** align with the Code
- Include the Code in **new employment documents**
- Identify **anyone else** your organisation should extend the Code to (e.g. volunteers, contracted service providers, crown entity subsidiaries)
- Add the Code to your **future workplans**, including the new requirement for staff to complete Integrity Essentials learning.

Implementation survey questions

- Please outline how your agency plans to implement the Code
- When do you expect to complete implementation of the Code in your organisation?
- Please estimate when your agency will complete code of conduct training?
- Tell us anything else you think we need to know. For example, if you think there may be challenges with commencement and/or completion of any implementation requirements

FAQs – what we've been hearing

- We're exploring how we might apply additional or detailed standards to the Code for our agency context. What could this look like?
- Do we have to use the same values as outlined in the Code for our agency code?
- Are we expected to have our internal policies/resources/materials updated to reflect the Code by 30 March (effective date)?

FAQs – what we've been hearing

- Who should complete the implementation survey?
- Why is the definition of 'conflict of interest' different from those expressed by the OAG and MBIE's procurement guidance?
- Have there been any changes to the Code since it was issued?

Presenter notes (page 37 of PPT – Answers to FAQs)

A: We don't prescribe how you want to do this, but some options could be to:

Adopt the Code and append your additional agency standards

Have a standalone agency code with the relevant Code standards weaved in throughout

A: No, you do not have to use the same values as outlined in the Code. The Code's values and principles are from the Public Service Act and form a framework for grouping the standards. It is appropriate for agencies to identify and use relevant values to their context to frame their agency code, where desired.

A: Implementation activities should be underway now to support when the Code comes into effect. The Code replaces the Standards of Integrity and Conduct as the mechanism for holding the Public Sector and public servants to the standards outlined in the Code. At a minimum, all those to whom the Code applies should be made aware that they will be held to this when the Code takes effect (i.e., read, understand and abide by it).

Presenter notes (page 38 of PPT – Answers to FAQs)

A: Integrity Champions have a coordinating role within agencies, so we suggest that the survey be completed and managed by you and/or your people team.

A: The Code's definition is sourced from our Conflicts of Interest Model Standards. There are slight variations across agencies, but these appear aligned in intent (i.e., identify, record and appropriately manage any actual, potential or perceived conflict between your work role and personal activities or interests).

A: Some minor errors have been amended in the online formats (e.g. spelling mistakes). A final version will be time dated when the Code takes effect. Any other minor or technical changes will be communicated.



Integrity Topics

Below you will find all integrity topics discussed as a cohort from 2023 to now, with the most recent content at the top. All resources here can be shared within your agency, especially the toolkit key messages.

Code of Conduct for the Public Sector

Issued: 03 February 2026

Meeting: 2 February 2026, 4 March 2026

Related resources



The Code of Conduct for the Public Sector



The Code of Conduct for the Public Sector



20260202---Integrity-Champions-01---...



Public sector integrity comms-pack



Code of Conduct resources 2026



Information for Public Sector organisations



Implementation Survey

General Election Guidance 2026

Issued: 30 January 2026

Meeting: 2 February 2026

Related resources



General Election Guidance 2026



Election Guidance Summary 2026



Public sector integrity comms-pack



General Election Guidance resources

Integrity Essentials

Integrity Essentials on the Public Service Core Learning Hub includes the two required learning modules for all public servants on the Code and General Election

Guide to Integrity Learning

This guide is here to help you build integrity skills in your agency.

It shows you how to make the most of the

Related resources



LDC :: Integrity Essentials



Integrity-Champions-Guide-to-Integrity-

He pātai | questions?

Karakia

Unuhia unuhia

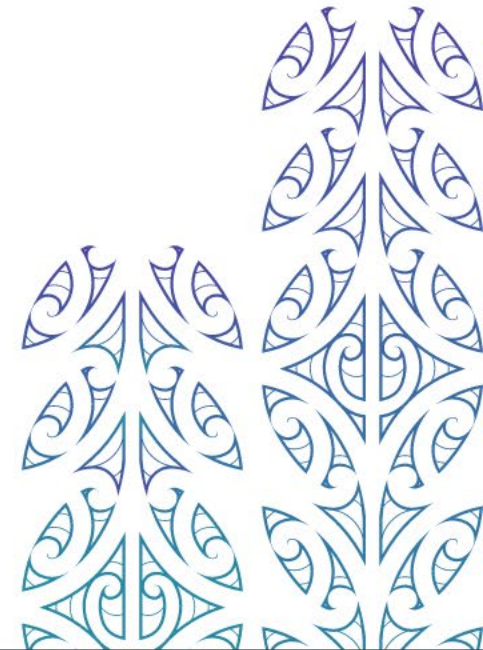
Unuhia ki te uru tapu nui

Kia wātea, kia māmā, te ngākau,

Te tinana, te wairua, i te ara takatā

Koia rā e Rongo whakairia ake ki runga

Kia tina! Tina! Hui e! Tāiki e!





Te Kawa Mataaho
Public Service Commission

Tēna rawa atu koutou
Thank you very much





We are honest and professional		We act lawfully and use public power fairly and reasonably
We contribute to a positive and safe workplace culture		We recognise and uphold the dignity of every person
We avoid work and non-work activities that may compromise our ability to do our job		We act with care and respect, and do not behave in ways that are inappropriate or could harm others
We act objectively and do not allow our personal beliefs, interests, activities, or relationships to impact our work		We disclose our relevant interests and manage all conflicts of interest appropriately
We never misuse our position for personal gain or to benefit or disadvantage others		We decline gifts or benefits that place us under any actual or perceived obligation or influence
We are open to scrutiny and can account for what we do		We respect the authority of the government of the day
We manage and care for the public sector, so that it may continue to meet the needs of New Zealanders now and into the future		We take the time to listen to and understand people's circumstances and needs
We aim to collaborate and engage meaningfully with New Zealanders to design policies and deliver services that meet their needs and aspirations		We act in a politically neutral manner, which enables us to effectively serve current and future governments
We treat our organisation's information and resources with care and use them only for proper purposes		We support our organisation to provide Ministers with timely, robust and unbiased advice
We are fair and robust in our recruitment and selection processes and must give preference to the person who is best suited to the position		We aim to make government information, decisions and services transparent, accessible and available
We aim to improve the performance and efficiency of our organisation		

Quiz questions for public sector leaders

1. Caretaker period

When does the caretaker period start?

- A) When Parliament dissolves
- B) Three months before the election
- C) There is no caretaker period in New Zealand
- D) Immediately after the election

Answer: D – Immediately after the election

Additional info: In NZ, the caretaker period runs from the day after election day until the new government is sworn in - there is no caretaker period in advance of the election. The pre-election period starts on 7 August this year.

2. Policy development in pre-election period

Your Minister directs your agency to undertake work on controversial and expensive government policy two months before the election – do you commence work on it?

- A) Yes
- B) No
- C) Depends how expensive it is
- D) Depends how controversial it is

Answer: A - Yes

Additional info: the government has the right to govern right up until the election – there is no blanket ban on policy work in the pre-election period.

3. Significant Appointments

Your Minister seeks advice on making a significant appointment in June to commence in September – can it go ahead?

- A) Yes – decision made before pre-election period
- B) No – appointment would commence in pre-election period
- C) Definitely – the government has the right to govern until the election
- D) Maybe – seek advice from Cabinet Office

Answer: D – Maybe – seek advice from Cabinet Office

Additional info: As the appointment would commence after 7 August it is within the pre-election period which is when successive governments have exercised voluntary restraint in relation to significant appointments – this restraint is not a blanket ban. See the Cabinet Office Circular on decisions and actions in the pre-election period (and contact the Cabinet Office if you need any assistance).

4. OIAs

Your agency receives an OIA request from an MP two weeks before the election - what should you do?

- A) Process it after the election
- B) Treat it like any other OIA
- C) Refuse the request because it's political
- D) Exercise voluntary restraint

Answer: B – Treat it like any other OIA

Additional info: OIA processes must continue as normal. It is not for public service agencies to assess the political consequences of release of information. Note: MPs have the same rights to access to information as other New Zealanders but no additional rights.

5. Launches and events

Can your Minister attend and speak at an event your agency is hosting in late August?

- A) No – they can attend but cannot speak due to proximity to election
- B) Yes – as long as the invitation is extended to all political parties
- C) Yes – if attending in ministerial capacity and not electioneering
- D) No – because it falls in the regulated period

Answer: C – Yes – if attending in ministerial capacity and not electioneering

Additional info: the pre-election period of voluntary restraint and the regulated period for election advertising do not mean Ministers cannot support events and launches related to their portfolio. However, officials should consider how to protect the political neutrality of their agency when planning events, such as setting clear boundaries about no electioneering and proactively managing how footage of events may be used afterwards etc.

6. Public servants in political publicity

Can a senior manager appear in a video about approved government policy that will be published on the Minister's social media channels in July?

- A) Yes – this is great publicity for the agency
- B) No – it could be perceived as political endorsement
- C) Yes – they are our portfolio Minister and it relates to government policy
- D) Maybe – as long as the agency also shares the Minister's post

Answer: B – No – it could be perceived as political endorsement

Additional info: Public servants must be, and be seen to be, politically neutral. Public servants can appear in publicity material of the Government conducting its business if they are not impliedly endorsing a political party. Any material shared by a Minister 4 months out from the election is likely to sit alongside campaigning material and involvement of officials could be perceived as endorsement.

7. Ministerial information requests

Your Minister asks your agency for the number of trees planted in their electorate over the past 10 years. Your agency only holds regional data. What should you do?

- A) Provide the regional data you hold
- B) Clarify the request with the Minister's office
- C) Create new electorate-level data to be helpful
- D) Refuse because it seems political

Answer: B – Clarify the request with the Minister's office

Additional info: Agencies must confirm whether the request is for the Minister's portfolio responsibilities or for party political purposes. The agency does not hold the information in the form requested and is not required to create new datasets. Political neutrality must be protected, so clarification is essential.

8. Areas of restraint

In the pre-election period, the government will typically show restraint with significant appointments and...what?

- A) Hosting events and launches
- B) Policy development
- C) Responding to OIAs
- D) Government advertising

Answer: D – Government advertising

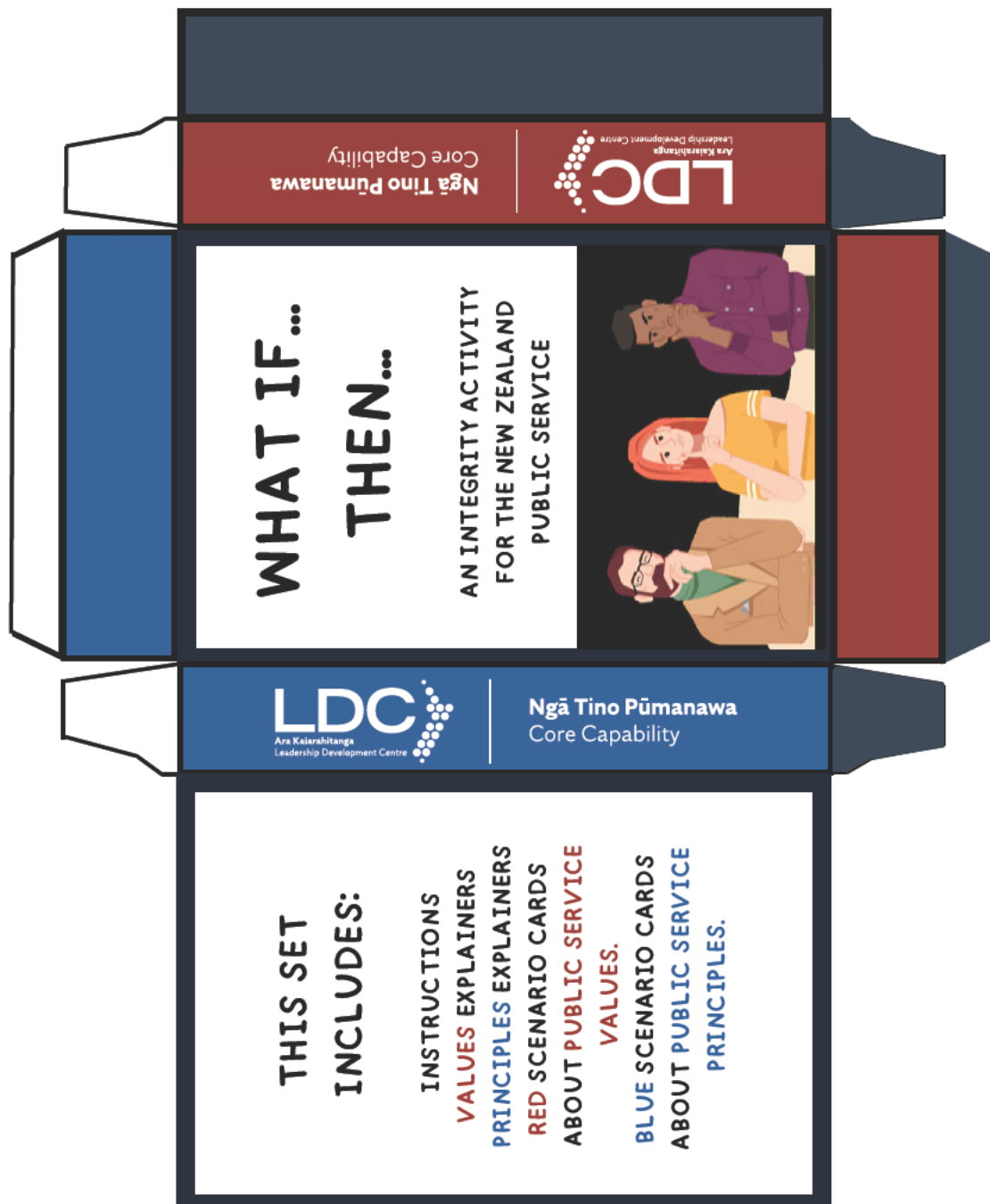
Additional info: see Cabinet Office circular - governments have shown restraint in both areas (but that doesn't mean it is a complete blackout period for either appointments or advertising).

TIPS FOR PRINTING

- Print on either A4 or A3 paper or card depending on the card size you are after.
- Make sure you select two-sided printing and flip on the long edge, and print in colour.
- While we have done our best to ensure the front and back are aligned, depending on your printer, they may not match perfectly.

TIPS FOR ASSEMBLING THE BOX

- Use a craft knife, ruler and a cutting board for the most accuracy, alternatively use a guillotine.
- If printing on card, score the back of the pack along the creases so it is easier to fold.
- Place glue/adhesive on the grey sections of the box
- Using a ruler, press down on the adhered sections on the inside of the box to make sure they stick together.



INSTRUCTIONS

READ THE 'WHAT IF...' STATEMENT AND DETERMINE WHAT THE APPROPRIATE COURSE OF ACTION WOULD BE. TURN THE CARD OVER TO READ THE 'THEN...' STATEMENT AND COMPARE YOUR ANSWERS.

BONUS TASK

CAN YOU NAME THE VALUE OR PRINCIPLE IN QUESTION, AND THE STANDARD FROM THE CODE (I.E., THE 'WHAT THIS MEANS IN PRACTICE' STATEMENT)?

INSTRUCTIONS

READ THE 'WHAT IF...' STATEMENT AND DETERMINE WHAT THE APPROPRIATE COURSE OF ACTION WOULD BE. TURN THE CARD OVER TO READ THE 'THEN...' STATEMENT AND COMPARE YOUR ANSWERS.

BONUS TASK

CAN YOU NAME THE VALUE OR PRINCIPLE IN QUESTION, AND THE STANDARD FROM THE CODE (I.E., THE 'WHAT THIS MEANS IN PRACTICE' STATEMENT)?

PRINCIPLES

**KĀWANATANGA
TUWHERA
OPEN GOVERNMENT**

OPEN GOVERNMENT STRENGTHENS DEMOCRACY BY IMPROVING TRANSPARENCY AND UNDERSTANDING OF HOW GOVERNMENT WORKS, FACILITATING PUBLIC PARTICIPATION AND ACCOUNTABILITY OF THE GOVERNMENT TO ITS PEOPLE.

PRINCIPLES

**KAITIAKITANGA
STEWARDSHIP**

STEWARDSHIP IS A PROACTIVE DUTY OF CARE FOR SOMETHING THAT BELONGS TO OR EXISTS FOR THE BENEFIT OF OTHERS, NOW AND INTO THE FUTURE.

PRINCIPLES

**TE NOHO TAIAPA
POLITICAL NEUTRALITY**

POLITICAL NEUTRALITY IS ABOUT SERVING NEW ZEALAND'S DEMOCRATICALLY ELECTED GOVERNMENT TO THE BEST OF OUR PROFESSIONAL ABILITIES, IRRESPECTIVE OF OUR POLITICAL OPINIONS.

PRINCIPLES

**TOHUTOHU HĀNGAI
FREE AND FRANK
ADVICE**

FREE AND FRANK ADVICE IS ABOUT AGENCIES PROVIDING ADVICE TO MINISTERS WITHOUT FEAR OR FAVOUR, USING OUR BEST PROFESSIONAL JUDGEMENT.

PRINCIPLES

**KOPOUNGA WHAI-PAINGA
MERIT-BASED
APPOINTMENTS**

MERIT-BASED APPOINTMENTS HELP US RECRUIT, ATTRACT AND SELECT THE BEST PEOPLE TO WORK IN THE PUBLIC SECTOR, BUILDING A WORKFORCE THAT HAS THE EXPERIENCE AND EXPERTISE TO IMPROVE THE LIVES OF NEW ZEALANDERS.

VALUES

**NGĀKAU PONO
TRUSTWORTHY**

BEING TRUSTWORTHY MEANS THAT WE ARE DEPENDABLE, ACT RESPONSIBLY AND WITH THE UTMOST INTEGRITY.

VALUES

**WHAKARANGATIRA
RESPECTFUL**

BEING RESPECTFUL MEANS THAT WE RECOGNISE THE INHERENT DIGNITY OF EVERY INDIVIDUAL, REGARDLESS OF THEIR BACKGROUND OR CIRCUMSTANCES.

**WHAT THIS MEANS IN
PRACTICE:**

WE AIM TO MAKE
GOVERNMENT INFORMATION,
DECISIONS, AND SERVICES
TRANSPARENT, ACCESSIBLE
AND AVAILABLE.

PLEASE NOTE

FOR THE PURPOSES OF THIS
LEARNING, THE VALUES AND
PRINCIPLES HAVE BEEN
SIMPLIFIED.

THE DIFFERENT SECTIONS OF
THE CODE OF CONDUCT
AREN'T INTENDED TO STAND
ALONE. SO, THESE CARDS MAY
SPEAK TO MULTIPLE VALUES,
PRINCIPLES AND STANDARDS.

PLEASE NOTE

FOR THE PURPOSES OF THIS
LEARNING, THE VALUES AND
PRINCIPLES HAVE BEEN
SIMPLIFIED.

THE DIFFERENT SECTIONS OF
THE CODE OF CONDUCT
AREN'T INTENDED TO STAND
ALONE. SO, THESE CARDS MAY
SPEAK TO MULTIPLE VALUES,
PRINCIPLES AND STANDARDS.

**WHAT THIS MEANS IN
PRACTICE:**

WE SUPPORT OUR
ORGANISATION TO PROVIDE
MINISTERS WITH TIMELY,
ROBUST, AND UNBIASED
ADVICE.

**WHAT THIS MEANS IN
PRACTICE:**

WE ACT IN A POLITICALLY
NEUTRAL MANNER, WHICH
ENABLES US TO EFFECTIVELY
SERVE CURRENT AND FUTURE
GOVERNMENTS.

WE RESPECT THE AUTHORITY
OF THE GOVERNMENT OF THE
DAY.

**WHAT THIS MEANS IN
PRACTICE:**

WE MANAGE AND CARE FOR
THE PUBLIC SECTOR, SO
THAT IT MAY CONTINUE TO
MEET THE NEEDS OF NEW
ZEALANDERS NOW AND
INTO THE FUTURE.

**WHAT THIS MEANS IN
PRACTICE:**

WE RECOGNISE AND UPHOLD
THE DIGNITY OF EVERY PERSON.

WE CONTRIBUTE TO A
POSITIVE AND SAFE
WORKPLACE CULTURE.

WE ACT WITH CARE AND
RESPECT, AND DO NOT BEHAVE
IN WAYS THAT ARE
INAPPROPRIATE OR COULD
HARM OTHERS.

**WHAT THIS MEANS IN
PRACTICE:**

WE ARE HONEST AND
PROFESSIONAL.

WE ACT LAWFULLY AND USE
PUBLIC POWER FAIRLY AND
REASONABLY.

WE AVOID DOING WORK AND
NON-WORK ACTIVITIES THAT
COMPROMISE TRUST IN OUR
ABILITY TO DO OUR JOB.

**WHAT THIS MEANS IN
PRACTICE:**

WE ARE FAIR AND ROBUST IN
OUR RECRUITMENT AND
SELECTION PROCESSES AND
MUST GIVE PREFERENCE TO
THE PERSON WHO IS BEST
SUITED TO THE POSITION.

VALUES

NGĀKAU TAPATAHI IMPARTIAL

BEING IMPARTIAL MEANS THAT OUR WORK, ACTIONS, AND DECISIONS ARE FREE FROM PERSONAL BIAS, OR UNJUSTIFIED PREJUDICE OR PREFERENCE.

VALUES

WHAIWHAKAARO ACCOUNTABLE

WE ARE RESPONSIBLE FOR WHAT WE DO. WE WORK TO THE BEST OF OUR ABILITIES AND CAN ANSWER FOR OUR WORK, ACTIONS, AND DECISIONS.

VALUES

ĀTA WHAKARONGO RESPONSIVE

BEING RESPONSIVE MEANS THAT WE ENSURE ACTIVE ENGAGEMENT AND COLLABORATION WITH PEOPLE, GROUPS, AND COMMUNITIES.

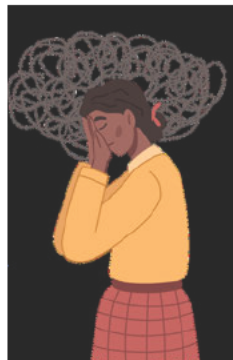
WHAT IF...

A CONTRACTOR YOU'RE WORKING WITH OFFERS TO SHOUT YOU LUNCH AFTER A MEETING.



WHAT IF...

AFTER SUBMITTING A PAPER TO THE MINISTER, YOU REALISE THERE IS A MISTAKE IN IT THAT NOBODY PICKED UP.



WHAT IF...

YOU'RE WORKING FROM HOME AND YOUR FLATMATE ASKS TO USE YOUR WORK LAPTOP TO BUY THEIR CHRISTMAS PRESENTS.



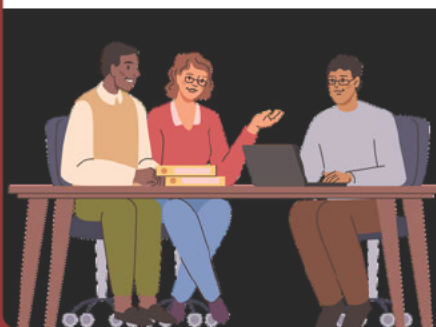
WHAT IF...

A FRIEND ASKS FOR TIPS ON APPLYING FOR A CURRENT VACANCY IN YOUR TEAM.



WHAT IF...

YOU OVERHEAR YOUR COLLEAGUES BEING RUDE AND GOSSIPING ABOUT ANOTHER MEMBER OF YOUR TEAM.



WHAT IF...

A STAKEHOLDER EMAILS YOU OUTSIDE OF YOUR WORK HOURS EXPECTING AN IMMEDIATE REPLY.



WHAT THIS MEANS IN PRACTICE:

WE TAKE THE TIME TO LISTEN TO AND UNDERSTAND PEOPLE'S CIRCUMSTANCES AND NEEDS.

WE AIM TO COLLABORATE AND ENGAGE MEANINGFULLY WITH NEW ZEALANDERS TO DESIGN POLICIES AND DELIVER SERVICES THAT MEET THEIR NEEDS AND ASPIRATIONS.

WHAT THIS MEANS IN PRACTICE:

WE ARE OPEN TO SCRUTINY AND CAN ACCOUNT FOR WHAT WE DO.

WE TREAT OUR ORGANISATION'S INFORMATION AND RESOURCES WITH CARE AND USE THEM ONLY FOR PROPER PURPOSES.

WE AIM TO IMPROVE THE PERFORMANCE AND EFFICIENCY OF OUR ORGANISATION.

WHAT THIS MEANS IN PRACTICE:

WE ACT OBJECTIVELY AND DO NOT ALLOW OUR PERSONAL BELIEFS, INTERESTS, ACTIVITIES, OR RELATIONSHIPS TO IMPACT OUR WORK.

WE DISCLOSE OUR RELEVANT INTERESTS AND MANAGE ALL CONFLICTS OF INTEREST APPROPRIATELY.

WE NEVER MISUSE OUR POSITION FOR PERSONAL GAIN OR TO BENEFIT OR DISADVANTAGE OTHERS.

WE DECLINE GIFTS OR BENEFITS THAT PLACE US UNDER ANY ACTUAL OR PERCEIVED OBLIGATION OR INFLUENCE.

THEN...

LET THEM KNOW IT WOULD BE INAPPROPRIATE. PUBLIC SERVANTS ARE REQUIRED TO USE AGENCY RESOURCES RESPONSIBLY AND IN LINE WITH AGENCY POLICIES.

ACCOUNTABLE

WE TREAT OUR ORGANISATION'S INFORMATION AND RESOURCES WITH CARE AND USE THEM ONLY FOR PROPER PURPOSES.

THEN...

DISCLOSE IT AND CORRECT IT AS SOON AS POSSIBLE. BEING HONEST AND PROFESSIONAL MEANS OWNING UP TO ERRORS.

TRUSTWORTHY

WE ARE HONEST AND PROFESSIONAL.

THEN...

POLITELY DECLINE AND EXPLAIN THE GIFTS POLICY FOR YOUR AGENCY. GIFTS OR BENEFITS CAN CREATE PERCEIVED OBLIGATIONS.

IMPARTIAL

WE DECLINE GIFTS OR BENEFITS THAT PLACE US UNDER ANY ACTUAL OR PERCEIVED OBLIGATION OR INFLUENCE.

THEN...

RESPOND DURING YOUR WORK HOURS UNLESS IT IS URGENT. IT IS IMPORTANT TO RESPECT YOUR OWN WELLBEING AND BOUNDARIES.

RESPECTFUL

WE CONTRIBUTE TO A POSITIVE AND SAFE WORKPLACE CULTURE.

THEN...

DON'T JOIN IN. REDIRECT OR DISENGAGE TO MAINTAIN DIGNITY AND RESPECT. IF YOU'RE WORRIED ABOUT THE IMPLICATIONS OF THE GOSSIP, THEN RAISE IT WITH YOUR MANAGER.

RESPECTFUL

WE ACT WITH CARE AND RESPECT, AND DO NOT BEHAVE IN WAYS THAT ARE INAPPROPRIATE OR COULD HARM OTHERS.

THEN...

DIRECT THEM TO OFFICIAL CHANNELS AND ONLY SPEAK TO THEM ABOUT WHAT IS PUBLICLY AVAILABLE. AVOID GIVING ANY INFORMATION THAT MAY PROVIDE THEM AN ADVANTAGE OVER OTHER CANDIDATES.

IMPARTIAL

WE NEVER MISUSE OUR POSITION FOR PERSONAL GAIN OR TO BENEFIT OR DISADVANTAGE OTHERS.

WHAT IF...

A COLLEAGUE MAKES A JOKE THAT OTHERS LAUGH AT. YOU FIND IT OFFENSIVE AND YOU CAN SEE IT HAS MADE ANOTHER COLLEAGUE UNCOMFORTABLE.



WHAT IF...

IT IS PUBLIC KNOWLEDGE THAT YOU HAVE RUN A SURVEY. A FRIEND WORKING IN THE PRIVATE SECTOR ASKS FOR THE RESULTS BEFORE THEY HAVE BEEN RELEASED PUBLICLY.



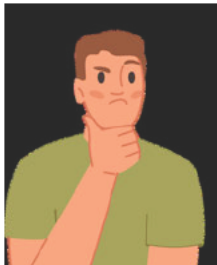
WHAT IF...

YOU ACCIDENTALLY DELETE A SHARED FILE THAT THE TEAM HAS BEEN WORKING ON FOR THE PAST WEEK.



WHAT IF...

YOU NEED INFORMATION FROM ANOTHER AGENCY FOR PERSONAL REASONS, SO YOU ARE CONSIDERING USING YOUR ROLE AND PROFESSIONAL RELATIONSHIPS TO GET IT.



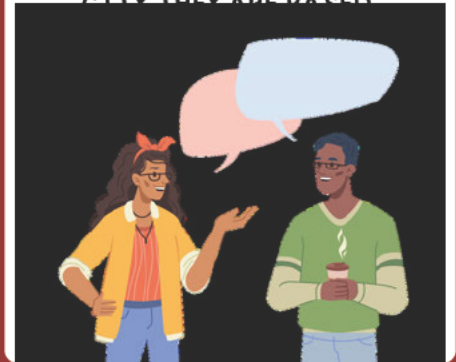
WHAT IF...

THE MINISTER HAS ASKED FOR ADVICE ON SOMETHING THAT YOU STRONGLY OPPOSE PERSONALLY.



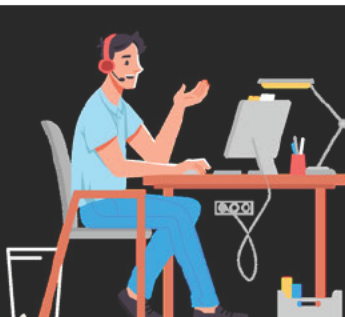
WHAT IF...

YOU ORGANISE AN MEETING ONLINE; HOWEVER, THE STAKEHOLDER HAS ASKED FOR IT TO BE IN-PERSON. YOU WORK IN THE SAME CITY THEY ARE BASED



WHAT IF...

A MEMBER OF THE PUBLIC CALLS TO COMPLAIN ABOUT A 2 DAY WAIT FOR A RESPONSE. THE STANDARD RESPONSE TIME IS 3 WORKINGS DAYS.



WHAT IF...

A MEMBER OF THE PUBLIC ASKS FOR HELP WHICH IS OUTSIDE THE SCOPE OF YOUR ROLE.



WHAT IF...

YOU'RE WORKING ON SENSITIVE INFORMATION BUT HAVE TO LEAVE YOUR COMPUTER PART-WAY THROUGH YOUR ANALYSIS.



THEN...

ADMIT TO THE MISTAKE,
RAISE IT WITH YOUR
MANAGER, AND IMMEDIATELY
WORK TO FIX IT. DON'T TRY
TO HIDE THE MISTAKE -
TRANSPARENCY BUILDS
TRUST.

ACCOUNTABLE

WE ARE OPEN TO SCRUTINY AND
CAN ACCOUNT FOR WHAT WE DO.

THEN...

DECLINE. EXPLAIN YOU ARE
UNABLE TO SHARE THE
RESULTS UNTIL THEY ARE
MADE PUBLIC. WE NEVER MAKE
DELIBERATE AND
UNAUTHORISED DISCLOSURES
OR 'LEAK' NON-PUBLIC
INFORMATION.

ACCOUNTABLE

WE TREAT OUR ORGANISATION'S
INFORMATION AND RESOURCES
WITH CARE AND USE THEM ONLY FOR
PROPER PURPOSES.

THEN...

SPEAK UP RESPECTFULLY (IF
YOU ARE COMFORTABLE TO DO
SO) OR REPORT IT. HARMFUL
BEHAVIOUR SHOULD NEVER BE
IGNORED.

BEHAVIOUR THAT YOU IGNORE
IS BEHAVIOUR THAT YOU
TOLERATE.

RESPECTFUL

WE RECOGNISE AND UPHOLD THE
DIGNITY OF EVERY PERSON.

THEN...

CONSIDER ADJUSTING YOUR
APPROACH AND SPEAK TO
YOUR MANAGER. ALLOW FOR
MEANINGFUL KŌRERO. WE
NEED TO BE AVAILABLE AND
TAKE TIME TO LISTEN AND
UNDERSTAND PEOPLE'S
CIRCUMSTANCES AND NEEDS.

RESPONSIVE

WE AIM TO COLLABORATE AND
ENGAGE MEANINGFULLY WITH NEW
ZEALANDERS TO DESIGN POLICIES
AND DELIVER SERVICES THAT MEET
THEIR NEEDS AND ASPIRATIONS.

THEN...

PROVIDE FREE AND FRANK
ADVICE OUTLINING ALL THE
POSITIVES AND POTENTIAL
IMPLICATIONS.

IMPARTIAL

WE ACT OBJECTIVELY AND DO
NOT ALLOW OUR PERSONAL
BELIEFS, INTERESTS,
ACTIVITIES OR RELATIONSHIPS
TO IMPACT OUR WORK.

THEN...

BE PATIENT AND WAIT TO
RECEIVE THE INFORMATION
THROUGH STANDARD
PROCESSES.

IMPARTIAL

WE NEVER MISUSE OUR POSITION
FOR PERSONAL GAIN OR TO
BENEFIT OR DISADVANTAGE
OTHERS.

THEN...

SAVE THE FILE AND LOCK
YOUR COMPUTER WHEN YOU
GET UP. SAFEGUARDING
INFORMATION IS PART OF
PROPER USE.

ACCOUNTABLE

WE TREAT OUR ORGANISATION'S
INFORMATION AND RESOURCES
WITH CARE AND USE THEM ONLY
FOR PROPER PURPOSES.

THEN...

GUIDE THEM TO THE RIGHT
PLACE, EVEN IF THIS IS TO
A DIFFERENT AGENCY.
DON'T JUST SAY "IT'S NOT
MY JOB."

RESPONSIVE

WE AIM TO COLLABORATE AND
ENGAGE MEANINGFULLY WITH
NEW ZEALANDERS TO DESIGN
POLICIES AND DELIVER
SERVICES THAT MEET THEIR
NEEDS AND ASPIRATIONS.

THEN...

LISTEN AND ACKNOWLEDGE
THEIR CONCERNS BEFORE
EXPLAINING THE PROCESS
AND THE USUAL
TURNAROUND TIMEFRAMES.

RESPONSIVE

WE TAKE THE TIME TO LISTEN
TO AND UNDERSTAND PEOPLE'S
CIRCUMSTANCES AND NEEDS.

WHAT IF...

A COLLEAGUE WANTS TO GO FOR DRINKS AFTER WORK, BUT DOESN'T PLAN ON CHANGING OUT OF THEIR UNIFORM.



WHAT IF...

A STAKEHOLDER ASKS TO SKIP A REQUIRED STEP IN A PROCESS TO SPEED THINGS UP AND MEET A DEADLINE.



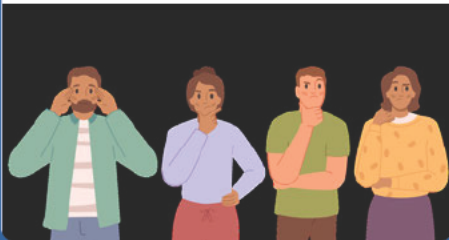
WHAT IF...

YOUR MINISTER HAS ONLY ASKED FOR ADVICE ON THE POSITIVE IMPLICATIONS OF A POLICY, EVEN THOUGH



WHAT IF...

A COLLEAGUE IS ENGAGING STAFF IN A POLITICAL DEBATE IN A PUBLIC WORKSPACE.



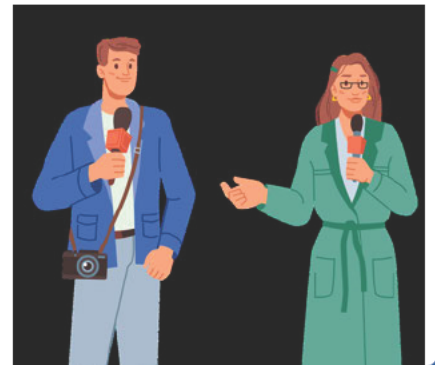
WHAT IF...

YOU SEE A COLLEAGUE HAS SHARED A POLITICAL POST ON THEIR LINKEDIN ACCOUNT CRITICISING THE GOVERNMENT.



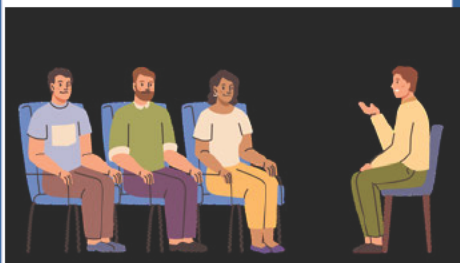
WHAT IF...

A JOURNALIST SEES YOU WALKING OUT OF YOUR WORKPLACE AND ASKS YOU TO COMMENT ON A PARTICULAR GOVERNMENT POLICY.



WHAT IF...

YOU'RE ON A HIRING PANEL AND A COLLEAGUE SUGGESTS HIRING A PARTICULAR CANDIDATE BECAUSE THEY WILL "FIT IN" BETTER WITH THE TEAM THAN THE OTHER CANDIDATES.



WHAT IF...

YOU'RE ON A HIRING PANEL AND YOU REALISE YOU KNOW ONE OF THE CANDIDATE'S SOCIALLY WHEN YOU SEE THE LIST OF SHORTLISTED APPLICANTS.



WHAT IF...

YOU ARE DRAFTING ADVICE ON A POLICY PROPOSAL AND A SENIOR LEADER SUGGESTS REMOVING STAKEHOLDER FEEDBACK BECAUSE IT WILL COMPLICATE THINGS.



THEN...

EXPLAIN THE RISKS CLEARLY
IN YOUR ADVICE.
THE ROLE OF PUBLIC
SERVANTS IS TO PROVIDE
FREE AND FRANK ADVICE,
EVEN IF IT IS AT ODDS WITH
GOVERNMENT INITIATIVES.

FREE AND FRANK ADVICE

WE SUPPORT OUR
ORGANISATION TO PROVIDE
MINISTERS WITH TIMELY,
ROBUST AND UNBIASED ADVICE.

THEN...

EXPLAIN WHY THE PROCESS
EXISTS AND DECLINE THE
REQUEST. BEING
TRUSTWORTHY MEANS
ACTING RESPONSIBLY AND
PROFESSIONALLY, EVEN
UNDER PRESSURE.

TRUSTWORTHY

WE ACT LAWFULLY AND USE
PUBLIC POWER FAIRLY AND
REASONABLY.

THEN...

EXPLAIN THAT APPEARING
IN UNIFORM WHILE
DRINKING CAN CREATE THE
IMPRESSION THAT YOU ARE
ACTING IN AN OFFICIAL
CAPACITY OR BEHAVING
INAPPROPRIATELY.

TRUSTWORTHY

WE AVOID WORK AND NON-
WORK ACTIVITIES THAT MAY
COMPROMISE TRUST IN OUR
ABILITY TO DO OUR JOB.

THEN...

DECLINE. IT IS OKAY TO
HAVE YOUR OWN POLITICAL
OPINIONS; HOWEVER, YOU
SHOULDN'T SPEAK IN AN
OFFICIAL CAPACITY OR ON
BEHALF OF YOUR AGENCY.

POLITICAL NEUTRALITY

WE ACT IN A POLITICALLY
NEUTRAL MANNER, WHICH
ENABLES US TO EFFECTIVELY
SERVE CURRENT AND FUTURE
GOVERNMENTS.

THEN...

SPEAK WITH THEM PRIVATELY
OR RAISE IT WITH YOUR
MANAGER. PUBLIC SERVANTS
SHOULD NOT COMMENT
PUBLICLY WHERE THERE IS A
REASONABLE EXPECTATION
THAT PERSONAL OPINIONS
CONNECT TO PROFESSIONAL
RESPONSIBILITIES.

POLITICAL NEUTRALITY

WE RESPECT THE AUTHORITY OF
THE GOVERNMENT OF THE DAY.

THEN...

DON'T JOIN THE DEBATE.
RAISE THE ISSUE WITH YOUR
MANAGER. EXPRESSING
POLITICAL OPINIONS AT
WORK CAN CREATE A
PERCEPTION OF BIAS THAT IS
NOT APPROPRIATE.

POLITICAL NEUTRALITY

WE ACT IN A POLITICALLY
NEUTRAL MANNER, WHICH
ENABLES US TO EFFECTIVELY
SERVE CURRENT AND FUTURE
GOVERNMENTS.

THEN...

DON'T OMIT IMPORTANT
PERSPECTIVES. FREE AND
FRANK ADVICE REQUIRES
PRESENTING A BALANCED
VIEW, INCLUDING RISKS AND
STAKEHOLDER CONCERNS, SO
MINISTERS CAN MAKE
INFORMED DECISIONS.

FREE AND FRANK ADVICE

WE SUPPORT OUR
ORGANISATION TO PROVIDE
MINISTERS WITH TIMELY,
ROBUST AND UNBIASED ADVICE.

THEN...

DECLARE THE CONFLICT OF
INTEREST. IT MAY ALSO BE
NECESSARY FOR YOU TO STEP
DOWN FROM THE HIRING
PANEL.

MERIT-BASED APPOINTMENTS

WE ARE FAIR AND ROBUST IN
OUR RECRUITMENT AND
SELECTION PROCESSES AND
MUST GIVE PREFERENCE TO THE
PERSON WHO IS BEST SUITED TO
THE POSITION.

THEN...

ASK YOURSELF IF THEY MADE
THAT DECISION BASED ON
MERIT OR BIAS. IF THE LATTER,
THEN RESPECTFULLY ASK THEM
TO EXPLAIN THEIR OPINION
AND HAVE A DISCUSSION
WITH THE REST OF THE PANEL.

MERIT-BASED APPOINTMENTS

WE ARE FAIR AND ROBUST IN OUR
RECRUITMENT AND SELECTION
PROCESSES AND MUST GIVE
PREFERENCE TO THE PERSON WHO
IS BEST SUITED TO THE
POSITION.

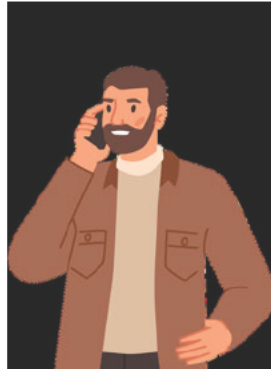
WHAT IF...

YOU ARE WRITING A PAPER FOR THE MINISTER, AND YOU KNOW THAT A DATASET WON'T BE AVAILABLE BEFORE THE PAPER IS DUE.



WHAT IF...

A MEMBER OF THE PUBLIC CALLS TO ASK WHY A PARTICULAR BENEFIT APPLICATION PROCESS HAS CHANGED.



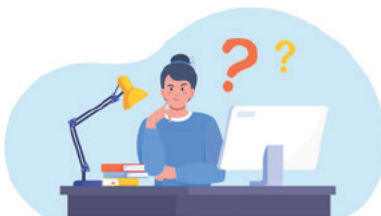
WHAT IF...

YOU ARE DRAFTING A PUBLIC CONSULTATION DOCUMENT ON A NEW POLICY AND DON'T KNOW HOW MUCH BACKGROUND INFORMATION TO INCLUDE.



WHAT IF...

YOU HAVE RECEIVED AN OFFICIAL INFORMATION ACT REQUEST BUT AREN'T SURE IF YOU SHOULD BE RELEASING A PARTICULAR PIECE OF INFORMATION.



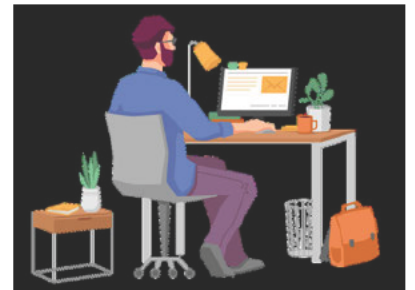
WHAT IF...

YOU'RE DESPERATE TO HIRE FOR A ROLE AND YOU FIND A STRONG CANDIDATE, SO YOU'RE CONSIDERING SKIPPING REFERENCE CHECKS.



WHAT IF...

YOU'RE LEAVING FOR A NEW JOB AND HAVE LOTS OF FILES SAVED ON YOUR DESKTOP AND EMAILS IN YOUR INBOX BUT THEY AREN'T STORED ANYWHERE ELSE.



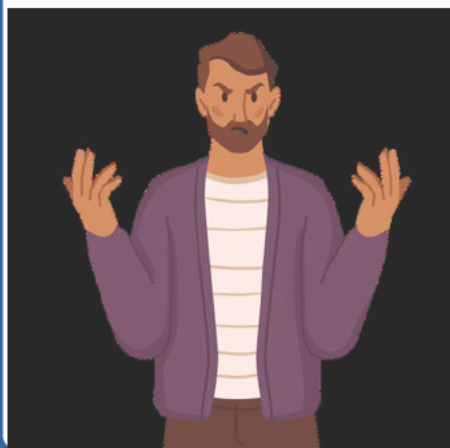
WHAT IF...

A SIGNIFICANT PROJECT YOU'RE WORKING ON HAS BEEN DELAYED REPEATEDLY, AND THERE'S NO CONTINGENCY PLAN IF IT FAILS.



WHAT IF...

YOU'RE ONBOARDING NEW STAFF AND NOTICE GAPS IN THE INDUCTION MATERIALS.



THEN...

PROVIDE CLEAR, ACCESSIBLE INFORMATION SO PEOPLE UNDERSTAND CONTEXT AND GIVE INFORMED FEEDBACK. OPEN GOVERNMENT MEANS ENABLING MEANINGFUL PARTICIPATION BY BEING TRANSPARENT ABOUT DECISIONS AND PROCESSES.

OPEN GOVERNMENT

WE AIM TO MAKE GOVERNMENT INFORMATION, DECISIONS AND SERVICES TRANSPARENT, ACCESSIBLE AND AVAILABLE.

THEN...

EXPLAIN THE CHANGE CLEARLY, PROVIDE INFORMATION ON WHERE THEY CAN FIND MORE DETAILS. DECISIONS AND PROCESSES NEED TO BE TRANSPARENT AND ACCESSIBLE SO PEOPLE UNDERSTAND HOW CHANGES AFFECT THEM.

OPEN GOVERNMENT

WE AIM TO MAKE GOVERNMENT INFORMATION, DECISIONS AND SERVICES TRANSPARENT, ACCESSIBLE AND AVAILABLE.

THEN...

PROVIDE THE BEST EVIDENCE YOU HAVE. EXPLAIN THE LIMITATIONS, NOTING YOU WILL COME BACK TO THEM WITH UPDATES WHEN THEY ARE AVAILABLE. ALTERNATIVELY, TRY TO NEGOTIATE AN EXTENSION.

FREE AND FRANK ADVICE

WE SUPPORT OUR ORGANISATION TO PROVIDE MINISTERS WITH TIMELY, ROBUST AND UNBIASED ADVICE.

THEN...

STORE THEM APPROPRIATELY ACCORDING TO YOUR AGENCY'S INTERNAL POLICIES. AS PUBLIC SERVANTS, WE NEED TO PRESERVE AND PROTECT INSTITUTIONAL KNOWLEDGE AND INFORMATION.

STEWARDSHIP

WE MANAGE AND CARE FOR THE PUBLIC SECTOR, SO THAT IT MAY CONTINUE TO MEET THE NEEDS OF NEW ZEALANDERS NOW AND INTO THE FUTURE.

THEN...

FOLLOW THE APPROPRIATE EMPLOYMENT PROCESS. EVEN IF YOU'RE UNDER TIME PRESSURES. FOLLOW THE PROCESS. SHORTCUTS UNDERMINE FAIRNESS.

MERIT-BASED APPOINTMENTS

WE ARE FAIR AND ROBUST IN OUR RECRUITMENT AND SELECTION PROCESSES AND MUST GIVE PREFERENCE TO THE PERSON WHO IS BEST SUITED TO THE POSITION.

THEN...

SPEAK TO YOUR MANAGER AND/OR THE TEAM THAT LOOKS AFTER OIAS IN YOUR AGENCY.

DON'T JUST REDACT OR RELEASE THE INFORMATION BECAUSE YOU AREN'T SURE.

OPEN GOVERNMENT

WE AIM TO MAKE GOVERNMENT INFORMATION, DECISIONS AND SERVICES TRANSPARENT, ACCESSIBLE AND AVAILABLE.

THEN...

UPDATE THEM AND ENSURE OTHER PEOPLE IN THE AGENCY ARE AWARE OF THE GAP. BUILDING CAPABILITY IS PART OF STEWARDSHIP.

STEWARDSHIP

WE MANAGE AND CARE FOR THE PUBLIC SECTOR, SO THAT IT MAY CONTINUE TO MEET THE NEEDS OF NEW ZEALANDERS NOW AND INTO THE FUTURE.

THEN...

RAISE THE ISSUE AND ADVOCATE FOR A PLAN. STEWARDSHIP MEANS PROACTIVELY MANAGING RISKS TO ENSURE CONTINUITY OF SERVICES FOR NEW ZEALANDERS.

STEWARDSHIP

WE MANAGE AND CARE FOR THE PUBLIC SECTOR, SO THAT IT MAY CONTINUE TO MEET THE NEEDS OF NEW ZEALANDERS NOW AND INTO THE FUTURE.

Code learning resources designed for different groups

Group	Learning resource
Leaders	• Integrity Masterclass • Leaders Integrity Toolkit
New Public Servants	• The Impact of Poor Integrity Conversation Guide • The cost of poor choices: Why the Code Matters eLearning
Large agencies & agencies with their own Code of Conduct	• The Code and your Context • Complementing Codes • Values in Action
Staff who work on mobile or tablet devices	• Integrity Snacks • Integrity Podcast Series
All staff	• What if...then Cards • The cost of poor choices: Why the Code Matters eLearning