



This form captures our analysis when we consider whether the Public Service Commissioner should investigate a matter of integrity and conduct. We will usually investigate when all four principles are met, but we also consider alternative actions, such as monitoring, assurance and/or referring the matter to other entities.

Summary of the matter

INFORMATION

Briefly document the matter and its specific issues/allegations, to inform analysis.

Wherever possible, note relevant standards & guidance alongside.

Summary of analysis *(complete this section at end of analysis)*

The matter sits within our responsibilities

YES / NO

The substance and significance of the matter warrants investigation

YES / NO

The matter is live YES / NO --- The matter is systemic/part of a pattern of behaviour YES / NO --- Seriousness is HIGH / MEDIUM / LOW

We are best placed to investigate and have no unmanageable conflicts of interest

YES / NO / NA

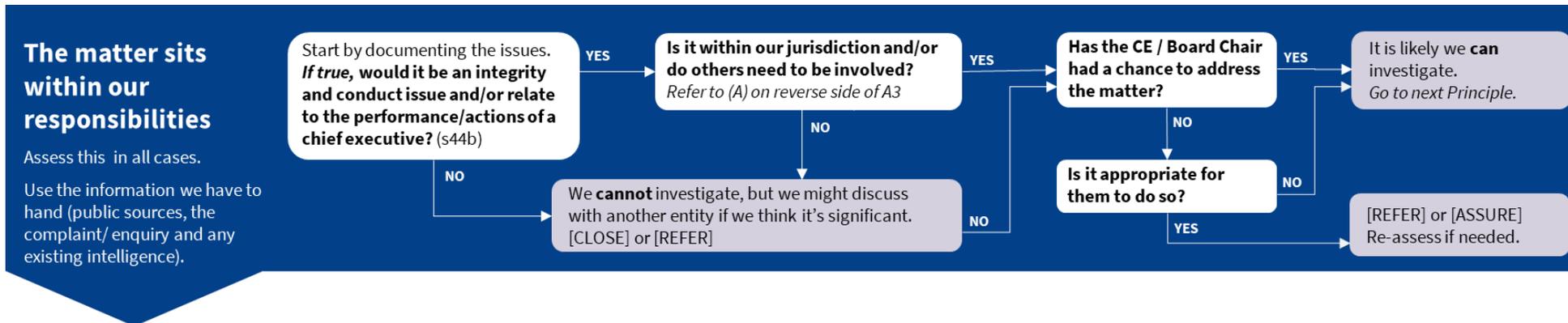
Investigating is an effective use of our resources

YES / NO / NA

Comments and decision *(complete this section at end of analysis)*

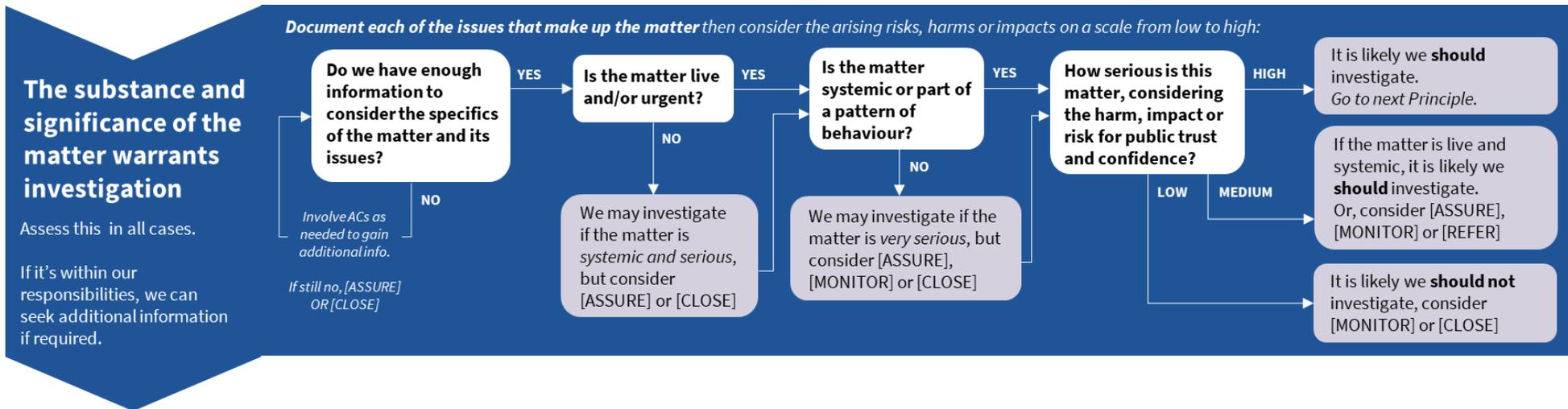
Note decision and next steps. If we will NOT investigate, note any recommended alternative action (Assurance, Monitoring, Referral, or Close with no further action)

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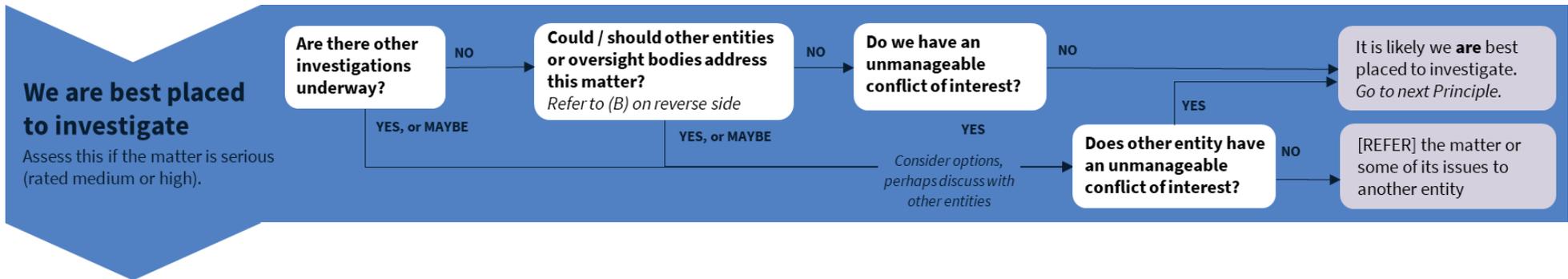
FUNCTION <i>If true, would this be an integrity and conduct issue, especially systemic or related to the performance/ actions of a Chief Executive of agency?</i>	
JURISDICTION <i>Is the matter within the Commissioner's jurisdiction and does anyone else need to be involved?</i>	
RESPONSIBILITY <i>Has the CE / Board Chair had an opportunity to (properly and adequately) address this matter? If not, is it appropriate for them to do so?</i>	

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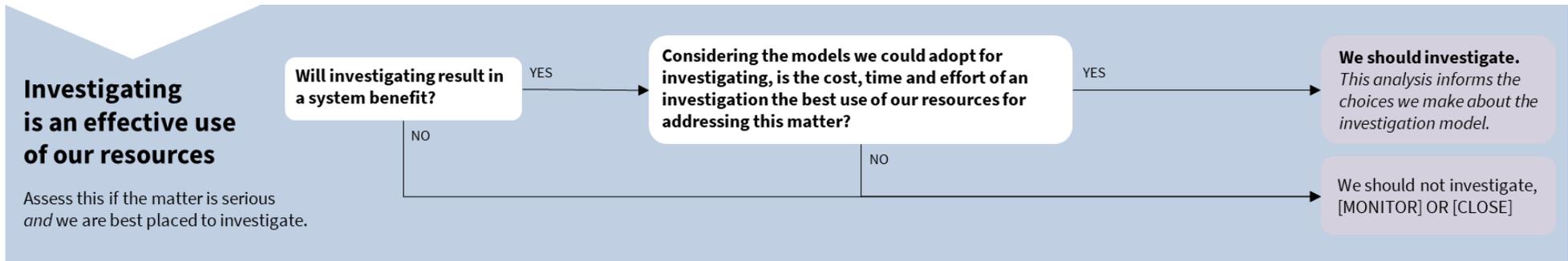
<p>CURRENCY</p> <p><i>Is the matter live? Is the matter urgent?</i></p>	<p>YES: Current/live matter, or connected to a live issue, or historic matter not fully addressed. NO: Historic or isolated matter, or addressed adequately at the time.</p>
<p>SCALE</p> <p><i>How many and which agencies and/or public servants are involved? Is the matter systemic? Is this part of a pattern of behaviour?</i></p>	<p>YES: System-wide and/or system implications, or relating to a CE's actions. Or, matter is part of a broader pattern of behaviour, for this agency or public servant, or possibly across several agencies. NO: 1-2 agencies or isolated matter</p>
<p>SERIOUSNESS</p> <p><i>Are we satisfied that the issues are of substance? What are the public trust and confidence risks and implications of the matter? Are those implications limited to the issue/agency or systemic? What is the level of public/media interest? What is the level of Minister and/or Commissioner interest (including any previous commitments on matters like these?) Who/what was the catalyst for this coming to our attention? What other factors are significant?</i></p>	<p>HIGH: Significant public interest and systemic trust implications, and/or Minister/PM directed. MEDIUM: Some public interest and trust implications but limited to matter or agencies. LOW: Little public interest or trust implications, mainly limited to specific matter or agency and Minister or Commissioner interest low.</p>

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OTHER INVESTIGATIONS <i>Are other entities involved or already investigating (including those implicated in the matter itself?)</i>	
OTHER ENTITIES/ OVERSIGHT BODIES <i>Could or should another entity address this matter or specific issues within it? Do any other entities have powers that would assist addressing the matter?</i>	
CONFLICTS OF INTEREST <i>Do we, or any other entities who could/should investigate, have any unmanageable conflicts of interest?</i>	

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<p>BENEFIT</p> <p><i>Is investigating likely to result in a system benefit? Do lessons learned from similar matters (in NZ or elsewhere) suggest we should investigate?</i></p>	
<p>BEST USE OF RESOURCES</p> <p><i>Taking into consideration the different models we could adopt for investigating, is the cost, time and effort of an investigation justified? (Consider other things we are already committed to, and the likelihood of achieving an outcome or remedy.)</i></p>	

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