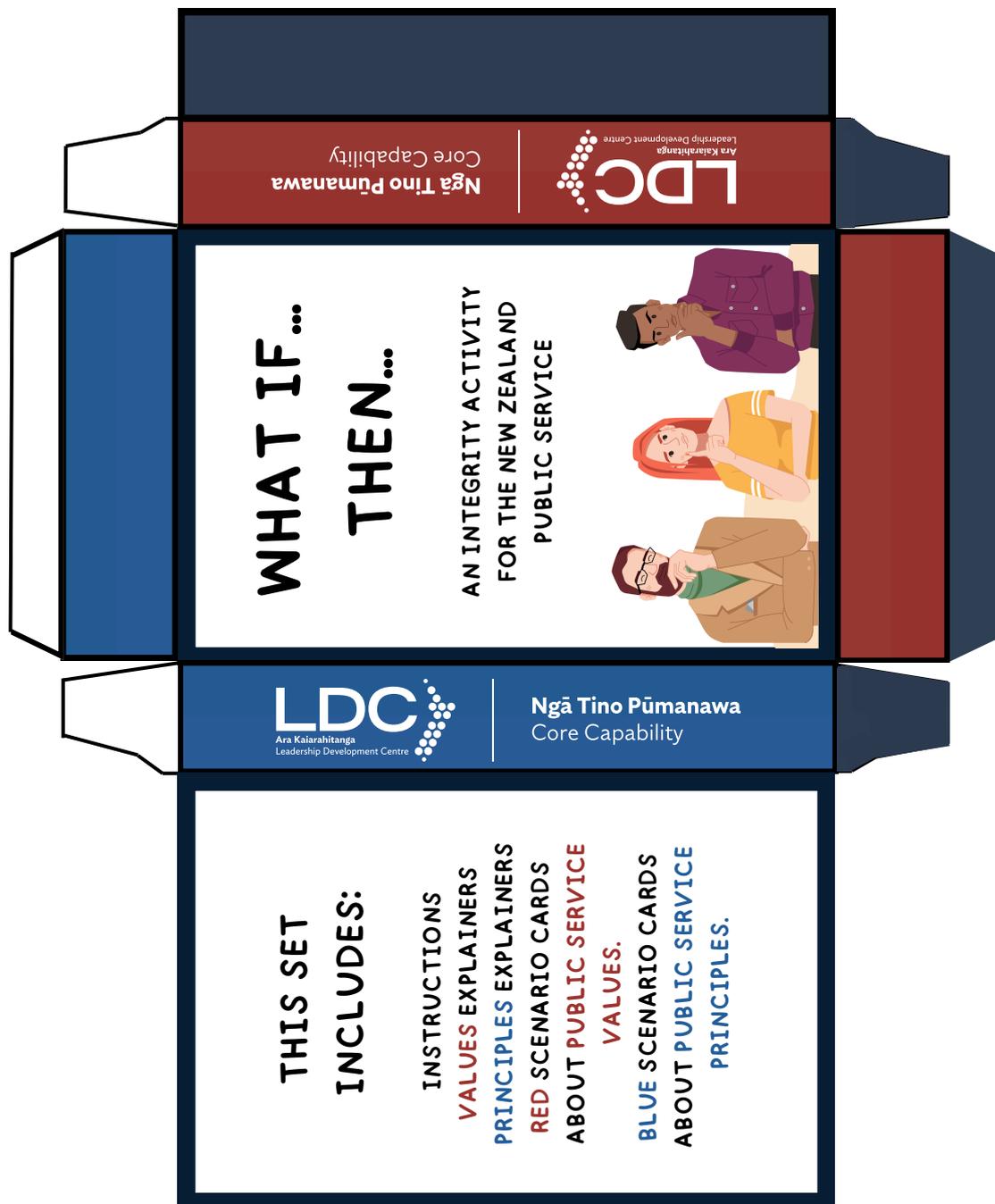


TIPS FOR PRINTING

- 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.

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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.

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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 YOU KNOW THERE COULD BE NEGATIVE CONSEQUENCES.



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.