

CODE OF CONDUCT FOR MINISTERIAL STAFF

STATE SERVICES COMMISSION
Te Komihana O Nga Tari Kawanatanga



A code of conduct issued by the State Services Commissioner under the State Sector Act 1988, section 57 (3).

**WE MUST BE FAIR,
PROFESSIONAL,
RESPONSIBLE &
TRUSTWORTHY**

MINISTERIAL STAFF

Ministerial staff are employees (including acting, temporary or casual employees who are employed on events-based employment agreements by the Department of Internal Affairs and who work directly to a Minister in a Minister's office rather than in a department.

This group does not include departmental staff who are seconded or appointed to work in their Minister's office. Departmental staff are not covered by this code - they are subject to the Standards of Integrity and Conduct for the State services and are required to be politically neutral in their work.

Ministerial staff have an important role in providing advice and support to Ministers in the performance of their ministerial functions. Ministerial staff take political considerations into account in undertaking their work. The presence of Ministerial staff helps maintain the distinction between the executive and political aspects of the Minister's role.

EXPECTATIONS ON MINISTERIAL STAFF

The nature of the role means that Ministerial staff are not required to be politically neutral. Apart from this, Ministerial staff are expected to meet the same standards of integrity and conduct as other State services staff. Ministerial staff should be **Fair, Professional, Responsible and Trustworthy**.

FAIR

Means treating everyone fairly and with respect, and being responsive. It means working to make government services accessible and effective, to make a difference to the well-being of New Zealand and its people.

PROFESSIONAL

Means respecting the authority of the government of the day and the role of Parliament. It means respecting the duty of an independent State services to provide free and frank advice and undertake their responsibilities free from inappropriate influence.

RESPONSIBLE

Means acting lawfully and ethically, and working to improve the performance of government. It means using official resources and information carefully and only for proper purposes.

TRUSTWORTHY

Means being honest. It means ensuring actions are not affected by personal interests or relationships and not misusing a position for personal gain. It means avoiding any activities, work or non-work, that may harm the reputation of Minister's offices or the State services.