



30 March 2022

Tēnā koe

On 7 February 2022, you emailed the Ministry of Social Development (the Ministry) requesting, under the Official Information Act 1982 (the Act), the following information:

- *Copy of NP MSD PCBU's COVID risk assessment analysis;*
- *Copy of NP MSD Governance and assurance framework*
- *Copy of NP MSD Transparency Statement;*
- *Copy of NP MSD Code of Conduct;*
- *Copy of the Duty of Care policy for NP MSD*
- *Copy of State Sector Code of Conduct*
- *Copy of your Public Official surety bond (A public official or surety bond provides a financial guarantee against loss that the official duties of an office will be faithfully performed according to the law during a specific term of a specified office)*
- *A copy of NP MSD Surety Liability Insurance policy*
- *Copy of MSD Complaints procedure*

On 4 March 2022, your request was extended due to consultations necessary to make a decision on your request.

As of 28 February 2022, the Ministry currently employs over 9,000 staff, who provide income assistance and services to more than one million New Zealanders each year. All Ministry staff are required to read and sign the Code of Conduct, which sets out the Ministry's expectations of staff to act in a way that is professional and respectful.

The Ministry Code of Conduct outlines how we should deal with the people we work alongside and the people we work for, to help make sure we all:

- work with honesty, integrity and respect,

- provide the best possible service and advice to the Government, public, stakeholders and clients, and gain their trust and confidence in what we do, and
- do the best we can do and be the best we can be – every day.

The following two documents have been determined to be in scope of your request. Please find these documents enclosed in this response:

- Ministry of Social Development Code of Conduct, August 2021
- Working with External Parties (Overlapping Duties of Care) Policy

In January 2022 and March 2022, the Ministry responded to two previous relevant requests under the Act and will publish the responses on the website shortly. As such, your request for this information is refused under section 18(d) of the Act as the information requested will soon be publicly available.

- The January 2022 response will soon be available here: [www.msd.govt.nz/about-msd-and-our-work/publications-resources/official-information-responses/2022/responses-to-oia-requests-january-2022.html](http://www.msd.govt.nz/about-msd-and-our-work/publications-resources/official-information-responses/2022/responses-to-oia-requests-january-2022.html).
- The March 2022 response will soon be available in the 'March responses to OIA requests' folder here: [www.msd.govt.nz/about-msd-and-our-work/publications-resources/official-information-responses/responses-to-official-information-act-requests.html](http://www.msd.govt.nz/about-msd-and-our-work/publications-resources/official-information-responses/responses-to-official-information-act-requests.html).

Further relevant information can be found online here:

- WorkSafe: [www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee](http://www.worksafe.govt.nz/managing-health-and-safety/novel-coronavirus-covid/how-to-decide-what-work-requires-a-vaccinated-employee) ; and,
- MBIE: [www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/covid-19-vaccination-and-employment/](http://www.employment.govt.nz/leave-and-holidays/other-types-of-leave/coronavirus-workplace/covid-19-vaccination-and-employment/)

*Te Ratonga Tūmatanui - The Public Service, Standards of Integrity and Conduct*, can be found online at the following link: [www.publicservice.govt.nz/resources/code/](http://www.publicservice.govt.nz/resources/code/).

Information on making a complaint can be found online at the following link: [www.msd.govt.nz/about-msd-and-our-work/contact-us/complaints/index.html#pHowtomakeacomplaintp1](http://www.msd.govt.nz/about-msd-and-our-work/contact-us/complaints/index.html#pHowtomakeacomplaintp1).

The Ministry has interpreted your request for information relating to 'the Ministry's governance and assurance framework' as referring to the Ministry's governance and assurance arrangements. You may read about these in the Ministry's 2021 Annual report, available at the following link:

<https://annualreport2021.msd.govt.nz/high-quality-services/our-governance-model-supports-strong-decision-making/>.

Your request for the following documents 'public official surety bond', 'MSD surety liability insurance policy', 'MSD transparency statement' or 'duty of care policy' is refused under section 18(e) of the Act as the documents alleged to contain this information do not exist.

The principles and purposes of the Official Information Act 1982 under which you made your request are:

- to create greater openness and transparency about the plans, work and activities of the Government,
- to increase the ability of the public to participate in the making and administration of our laws and policies and
- to lead to greater accountability in the conduct of public affairs.

This Ministry fully supports those principles and purposes. The Ministry therefore intends to make the information contained in this letter and any attached documents available to the wider public. The Ministry will do this by publishing this letter and attachments on the Ministry's website. Your personal details will be deleted, and the Ministry will not publish any information that would identify you as the person who requested the information.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@msd.govt.nz](mailto:OIA_Requests@msd.govt.nz).

If you are not satisfied with this response, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or 0800 802 602.

Ngā mihi nui



Magnus O'Neill  
**General Manager, Ministerial and Executive Services**