

**From:** [Rowan Macrae](#)  
**To:** [CE Leadership Group](#)  
**Subject:** Public Service and Integrity Week  
**Date:** Wednesday, 2 August 2023 1:32:37 PM

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Kia ora koutou

Next week is **Public Service and Integrity Week 2023** at Kāinga Ora. This is a time for us to reflect on what it means to be a public servant and how we should conduct ourselves. There will be a range of communications throughout the week across our internal channels, which will focus on conflicts of interest, transparency, sensitive expenditure and General Election 2023.

Public Service and Integrity Week is just one part of an ongoing work programme to ensure Kāinga Ora is meeting the Minister's expectations that we will:

*"improve and embed an enduring culture of understanding of how Kāinga Ora is part of the broader public service and what that means for managerial oversight and staff employed within the organisation."* [taken from Minister Wood's Letter of Expectation].

## What's required

### 1. Complete six policy declarations

There have been a few changes since last year's Public Service and Integrity Week.

First up, our people can make their declarations via the new [Arawhata](#) portal, which is user friendly and intuitive.

All Kāinga Ora people will need to complete six declarations on Arawhata, to give the organisation assurance that we all understand what's required of us as public servants, to protect us from making mistakes and to reduce risk for Kāinga Ora.

The six declarations that must be completed by **Friday 13 October** are:

- Acceptable use of ICT
- Health and Safety
- Financial delegations
- HSS Policy
- Kāinga Ora Standards of Conduct
- Public Service Commission standards of integrity and conduct

### 2. Declare any conflicts of interest

Everyone must read the Conflicts of Interest policy and declare if they have any real or perceived conflicts. Details can be found on [Arawhata](#) and must be actioned by **Friday 13 October**.

### 3. Complete mandatory learning modules

There will be three mandatory learning modules for all our people to complete, and an additional one for People Leaders. They must also be completed by **Friday 13 October**. The modules are all available on our [Learning Management System](#) (LMS).

The learning modules are:

- Conflicts of Interest (updated Showing Integrity module which takes 15 minutes to complete)
- Conflicts of Interest Management – (new module for **People Leaders** only 15 minutes to complete)
- Sensitive Expenditure – (new module which takes 10 minutes to complete)
- Risk Management - (new module which takes 15 minutes to complete)

Anyone who has not completed the mandatory learning modules from last year are also required to do so by **Friday 13 October**.

These are:

Te Kawa Mataaho Public Service Commission (30 mins)

The Big Picture (60 mins)

Official information at Kāinga Ora (15 mins)

Privacy – it's about trust (25 mins)

Cyber Security Awareness (30 mins)

## People Leaders' responsibility

**People Leaders are responsible for ensuring their team members complete all the declarations and learning modules by Friday 13 October.**

They should ensure their teams prioritise completing the items. There are a number of ways they could do this, such as through a series of short group sessions (perhaps in team meetings), or setting a competition to complete them within an allocated time. It's amazing what the incentive of a chocolate fish can do!

People Leaders will receive regular notifications from [Arawhata](#) if any team member has declarations outstanding.

A key role for our Senior Leaders is to lead by example for our people and make completing the declarations and learning modules a priority. While it may seem a bit daunting, it's just a handful of items that take less than 15 minutes each to complete.

So, I'm setting a challenge to you as Senior Leaders – who can get their declarations and log their conflicts of interest first? Who can get them done in record time?

Ngā mihi  
Ro



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