

OIA-2017-2611

13 February 2017

**Alex Hill**

[fyi-request-5120-0ed871e9@requests.fyi.org.nz](mailto:fyi-request-5120-0ed871e9@requests.fyi.org.nz)

Dear Alex

I refer to your email of 21 December 2016 requesting, under the Official Information Act 1982 (OIA):

*...the current HQJFNZ Standing Orders, and the 5 most recent Routine Orders.*

I have enclosed the current Headquarters Joint Forces New Zealand (HQ JFNZ) Standing Orders, along with the five latest Routine Orders as at the time of your request. Please be aware that the Standing Orders are out of date, and are presently being rewritten to ensure they reflect the current terminology, practices and structure of the Headquarters.

These orders may be supplemented with other lawful written or verbal orders from time to time as situations dictate, to ensure the operational outputs of the Defence Force and HQ JFNZ are met.

Where indicated, information has been withheld pursuant to sections 6(a) and 9(2)(a) of the OIA, to avoid prejudice to the security or defence of New Zealand and protect privacy, respectively.

I trust this satisfies your request for information, however, you retain the right, under section 28(3) of the OIA, to ask an Ombudsman to review my response to your request.

Yours sincerely



**G.R. SMITH**

Commodore, RNZN  
Chief of Staff HQNZDF

**HEADQUARTERS JOINT FORCES  
NEW ZEALAND**



**STANDING ORDERS**

Signed on Original

19 Sep 08

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# HQ JFNZ Unit Standing Orders

## Contents

Foreword

Amendment List

Chapter 1 Organisation and Administration

Chapter 2 Discipline

Chapter 3 Personnel

Chapter 4 Security Orders

Chapter 5 Fire Orders and Emergency Procedures

Chapter 6 Health and Safety Orders

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**AMMENDMENT REGISTER SHEET**

| AMMENDMENT |        | INSERTED  |       | AMMENDMENT |      | INSERTED |          |
|------------|--------|-----------|-------|------------|------|----------|----------|
| CHAPTER    |        | DATE      | TITLE | NO         | DATE | DATE     | INITIALS |
| Rewritten  | Sep 08 |           |       |            |      |          |          |
| Chapter 4  |        | 19/2/10   | J031  |            |      |          |          |
| Chapter 5  |        | 16/3/10   | J031  |            |      |          |          |
| Chapter 4  |        | 1 May 10  | J031  |            |      |          |          |
| Chapter 4  |        | 16 Jun 10 | J031  |            |      |          |          |
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OFFICIAL INFORMATION ACT 1982

## FOREWORD

1001. These orders are applicable to all NZDF military and civilian personnel posted, appointed, attached or for the time being required to work in HQ JFNZ. These personnel will be known as 'staff members' for the purpose of these orders.

1002. All military and civilian staff members are to read these orders on arrival at HQ JFNZ. Additionally, Branch heads are to ensure that all staff in their branch read the Security Orders at Chapter 4 of these Standing Orders at least twice annually (Feb / Aug ) and that a register with signed acknowledgement by each individual that this has occurred is provided and kept up to date. Up to date hard copies of Security Orders are to be maintained and available within each Branch.

1003. The responsibility for the editing and production of this publication is vested in the Authorising Officer, who is the Chief of Staff (CoS). Users of this publication are to bring to the notice of the Sponsoring Officer, J03, details of any errors, or other necessary amendments.

1004. The electronic media copies of this publication do not have an AL indicator for each page. Every page will show the current amendment status of the publication in the Header.

1005. The online copy of this publication is the authoritative version.

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CHAPTER 1

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ORGANISATION AND ADMINISTRATION

CONTENTS

| Section   | Title                                  | Paragraph   |
|-----------|--|-------------|
| <u>1</u>  | <u>ORGANISATION</u>                    |             |
|           | Location                               | 1101        |
|           | Role of the Staff of HQ JFNZ           | 1102        |
|           | Mission                                | 1103        |
|           | Vision                                 | 1104        |
|           | Joint Effect                           | 1105        |
|           | Organisation of HQ JFNZ                | 1106        |
|           | Responsibilities and Duties            | 1107        |
|           | Amendments to Position Descriptions    | 1108        |
|           | Standard Operating Procedures          | 1109        |
|           | Supernumery Appointments               | 1110        |
|           | Daily Routine                          | 1111        |
|           | Watchkeeping System                    | 1112        |
| <u>2.</u> | <u>ADMINISTRATION</u>                  |             |
|           | Administrative and Domestic Support    | 1201        |
|           | Official Addresses                     | 1202        |
|           | Handling of Correspondence             | 1203        |
|           | Handling of Files                      | 1204        |
|           | Tray Clearances                        | 1205        |
|           | Branch Mail                            | 1206        |
|           | Personal Applications                  | 1207        |
|           | Attachments, Tours of Duty, and Visits | 1209 - 1212 |
|           | Delegations                            | 1213 - 1217 |
| <u>3.</u> | <u>MISCELLANEOUS</u>                   |             |
|           | NZDF Credit Cards                      | 1301        |
|           | Business Cards                         | 1302        |
|           | NZDF Cellphones                        | 1303        |

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25 JAN 2017

2 UNCLASSIFIED

Appointment R x 0

|                                      |             |
|--------------------------------------|-------------|
| NZDF Phone and Cellphone Pin Numbers | 1304        |
| Pool Equipment                       | 1305        |
| Parking Facilities                   | 1306        |
| Probity                              | 1307        |
| Conference/Meeting Facilities        | 1308        |
| Meeting and Interview Rooms          | 1309        |
| Lunchroom                            | 1310        |
| Social Functions/Alcohol             | 1311        |
| Cleanliness and Tidiness             | 1312 - 1314 |
| Wall Fixtures                        | 1315        |

**4. VEHICLE ORDERS AND INSTRUCTIONS**

|   |             |
|---|-------------|
| General                                 | 1401 - 1402 |
| Command and Control                     | 1403 - 1404 |
| Authority to Drive HQ JFNZ Vehicles     | 1405 - 1406 |
| Authorised Use of HQ JFNZ Pool Vehicles | 1407 - 1408 |
| Bookings                                | 1409 - 1412 |
| Parking of Pool Vehicles                | 1413        |
| Smoking in HQ JFNZ Vehicles             | 1414        |
| Alcohol                                 | 1415        |
| Traffic Regulations                     | 1416        |
| Safety                                  | 1417        |
| Accident Procedure                      | 1418 - 1419 |
| Maintenance                             | 1420        |
| After Hours Use                         | 1421 - 1423 |
| Fringe Benefit Tax                      | 1424 - 1426 |

Annex A: Routine Administrative Delegations

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|                        |  |
|------------------------|--|
| <b>DOWNGRADED</b>      |  |
| To _____               |  |
| On <u>25 JAN 2017</u>  |  |
| Reference _____        |  |
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CHAPTER 1

ORGANISATION AND ADMINISTRATION

SECTION 1: ORGANISATION

1101. HQ JFNZ is located adjacent to Trentham Military Camp but is not located within the camp's secure perimeter. The headquarters building is a Defence Area under the Defence Act 1990.

1102. **Role of the Staff of Headquarters Joint Forces New Zealand.** The role of the staff of HQ JFNZ is to organise and plan operational activities and to provide specialist advice to COMJFNZ and the Component commanders in the conduct of their delegated responsibilities.

1103. **Mission.** To prepare, deploy, command and support assigned forces, in order to contribute to the security of New Zealand and her interests

1104. **Vision.** To be a responsive Headquarters that harnesses the Joint Effect to translate strategic intent into effective operations

1105. **Joint Effect.** The Mission and the Vision serve to concentrate the activities of the HQ on achieving the Joint Effect. This is the ability to contribute air, land and/or sea capabilities to military operations that are relevant to New Zealand's national interest and security strategy. These capabilities, by reason of their training, command structures, equipment functionality, leadership and values can be responsively mobilised and integrated to work confidently and credibly in joint force missions either independently, or in association with allies and friends.

1106. **Organisation of HQ JFNZ.** The organisation of HQ JFNZ is based along functional lines with all positions being Joint, rather than single-Service component based elements. The headquarters is divided into divisions covering four broad functional areas; each incorporating branches based on function. These branches are numbered J0 to J9 using the standardised method of denoting staff functions known as the Common Staff System. This is based on the 'Continental Staff System' and promotes international and inter-Service liaison with allied military forces. An organisation chart for HQ JFNZ, depicting the structure of the headquarters and the various functional branches is located in the HQ JFNZ Information Folder on the HQ JFNZ Intranet site.

1107. **Responsibilities and Duties.** The responsibilities and duties of all staff employed within HQ JFNZ are detailed in position descriptions specific to each position. These position descriptions are held electronically in the HQ JFNZ Sharepoint (Intranet) site and available 'view only' to-all staff. Branch Heads are to ensure each individual under their control is briefed and thoroughly familiar with their specific duties and



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To \_\_\_\_\_  
On 25 JAN 2017  
Reference \_\_\_\_\_  
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4

responsibilities according to the job description. Position Description Unit Purpose is as follows:

To prepare, deploy, command and support assigned forces, in order to contribute to the security of New Zealand and her interests. As such the Headquarters staff carry out a wide range of activities – planning & support for operations and training activities, planning and assistance to government agencies, preparing budgets, developing relationships inside and outside the headquarters, and developing short and long-term branch plans.

1108. **Amendments to Position Descriptions.** Each position description has been devised in conjunction with the approved Establishment of HQ JFNZ. Amendments to position descriptions are to be fully staffed through Branch Heads to the Chief of Staff, HQ JFNZ, for approval. Significant changes to a position description will likely involve amendment to HQ JFNZ Establishment tables.

1109. **Standard Operating Procedures.** An expansive set of SOP has been devised for HQ JFNZ. All HQ JFNZ personnel are to adhere to these SOP.

1110. **Supernumerary Appointments.** Supernumerary appointments within the Headquarters are as follow:

- a. Unit Security Officer (USO) J01 Chief of Staff
- b. Deputy Unit Security Officer (DUSO) J03 Coordination
- c. EEO Advisory Officer J03 Coordination
- d. Privacy Officer (PO) J03 Coordination
- e. Information Contact Officer (ICO) J03 Coordination
- f. Information Assessment Authority (IAA) J01 Chief of Staff

1111. **Daily Routine.** Unless otherwise ordered, the daily routine is to be as follows:

- a. Meals hours are to be in accordance with Trentham Military Camp Standing Orders.
- b. During the period Monday to Friday inclusive, except for public holidays, the core working hours for the Headquarters are from 0800 to 1700 hours. Within these core hours, individual staff may start at 0800 and finish work at 1630 hours or, alternatively start at 0830 hours finishing at 1700. With Branch Heads approval individuals can start at 0730 or finish at 1730. Branch Heads are, however, to ensure that Branches/Sections are to be manned during the core hours of work

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| Appointment _____ | and that individuals work a standard forty (40) hour week. The normal daily work routine is to be. |

- (1) Start Work 0730/0830 hours.
- (2) Morning Tea Break 1000 – 1015 hours. (15 Min)
- (3) Lunch Break 1200 – 1300 hours. Individuals may elect to take up to 1hr.
- (4) Afternoon Tea Break 1500 – 1515 hours. (15 Min)
- (5) Cease Work 1630/1730 hours (see Note<sup>1</sup>).

c. The HQ JFNZ flag and New Zealand Ensign are to be raised/ lowered at 0630 and 1650 hours respectively each working day, by the responsible person as designated in HQ JFNZ Routine Orders.

1112. **Watchkeeping System.** HQ JFNZ operates a 24-hour, seven days a week watchkeeping system outside normal office hours. The watchkeeping system is described in detail in HQ JFNZ SOP.

NOTE<sup>1</sup>: On Wednesday afternoons, sports may be played from 1430 hours, or 1200 hours once per fortnight, onwards at the discretion of the appropriate Branch Head.

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## SECTION 2: ADMINISTRATION

1201. **Administrative and Domestic Support.** Clerical staff established within most branches of HQ JFNZ provide administrative support. Personal administrative support within the HQ building is provided by Trentham Admin Centre (TAC) for military HQ JFNZ staff and by Joint Logistics Support Organisation Trentham (JLSOTREN) for civilian HQ JFNZ staff. Trentham Region Support Battalion (TRSB) provides domestic support for HQ JFNZ.

1202. **Official Addresses.** The official addresses for HQ JFNZ are:

- a. Postal Address:
  - Headquarters Joint Forces New Zealand
  - 2 Seddul Bahr Road
  - Trentham
  - UPPER HUTT 5018
- b. Signals Addresses:
  - (1) General matters not directly affecting operations; HQ JFNZ,
  - (2) Matters directly affecting operations; HQ JFNZ CC,
  - (3) Matters for the specific attention of the Commander, Joint Forces New Zealand; COMJFNZ,
  - (4) Matters for the specific attention of the Maritime Component Commander; MCC JFNZ,
  - (5) Matters for the specific attention of the Land Component Commander; LCC JFNZ, and
  - (6) Matters for the specific attention of the Air Component Commander; ACC JFNZ.

1203. **Handling of Correspondence.** All correspondence within HQ JFNZ is to be recorded through the Electronic Document Management System (EDMS). The EDMS used by HQ JFNZ is Silent One. The procedures for handling inwards/ outwards correspondence are specified in HQ JFNZ SOP and are to be adhered to.

1204. **Handling of Files.** The procedures for handling files are specified in HQ JFNZ SOP and are to be adhered to. Normally HQ JFNZ files are not to be referred or passed to persons or organisations external to HQ JFNZ, but when there is a requirement to do so, the files are to be processed through the HQ JFNZ Registry.

1205. **Tray Clearances.** Tray clearances for staff within branches are to be completed by the respective Branch Clerks (or personnel nominated by Branch Heads where there is no dedicated Branch Clerk) by 1000 and 1400 hours daily and at other times as directed by the respective Branch Head.

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On \_\_\_\_\_  
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1206. **Branch Mail.** The Manager of the HQ JFNZ Registry is to ensure that mail for each of the branches within the HQ JFNZ is delivered/uplifted twice during a working day commencing at 1000 and 1500 hours.

1207. **Personal Applications.** The Trentham Admin Centre (TAC) is responsible for staffing matters of a routine administrative nature to the single Service or HQNZDF. HQ JFNZ may staff personal matters of a command nature to the single Service or HQNZDF. To ensure that a complete record is maintained on Unit Personal Files of all HQ JFNZ personnel, the following procedures are to apply:

- a. Personal applications are to be submitted through command channels with the individual's Unit Personal File as the primary file reference.
- b. A hard copy of any correspondence raised within HQ JFNZ as a result of a personal application is to accompany the copy for filing on the Unit Personal File and a further copy is to be retained on HQ JFNZ Branch File.

1208. **Arrivals or Departures.** All personnel arriving for duty at HQ JFNZ, or departing on posting, are to report to the HQ JFNZ Coordination Branch, Admin Support Section (routine administration will be actioned through the Trentham Administration Centre). The HQ JFNZ Coordination Branch and Admin Support Section is to:

- a. check, prior to arrival, that new staff hold the appropriate security clearance for their appointment and if not, institute security vetting;
- b. arrange for the issue of a security pass for arrivals and the return of passes for departures;
- c. arrange interviews with Branch Heads as required; and
- d. ensure Trentham Administration Centre is warned out for preparation of routine personal administrative requirements.

#### Attachments, Tours of Duty, and Visits

1209. **General.** Attachments are when an individual proceeds on duty to another unit, working for, and under command of that unit. Tours of duty and visits are when an individual proceeds on duty to another unit working for, and under the command of COMJFNZ.

1210. **Responsibility.** Branch Heads are to ensure that when they, or members of their branch, are required to proceed on duty to another unit, the duty to be performed is on behalf of COMJFNZ and is not one for which the member should be attached to that unit.

1211 **Authorisation.** Attachments, tours of duty and visits for HQ JFNZ personnel are to be authorised by the appropriate Branch Head. Staff clearance

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To \_\_\_\_\_  
 On 25 JAN 2017  
 Reference \_\_\_\_\_  
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correspondence, including signals and e-mails, for personnel conducting staff visits to HQ JFNZ is to be processed through and released by J033 – HQ JFNZ Event Coordination Manager.

1212. **Reports.** A brief report on a tour of duty/ visit being conducted by a member of HQ JFNZ is to be submitted to the appropriate Branch Head within one week of return.

### Delegations

1213. **Travel.** The financial delegation for approval of travel and accommodation expenses against HQ JFNZ cost centre is restricted to J9 Finance, J03 Coordination and Chief of Staff HQ JFNZ (J01). HQ JFNZ personnel proceeding on duty are to arrange their travel and accommodation requirements through the Coord Branch (J030-4), HQ JFNZ.

1214. **Financial.** Financial Delegations for HQ JFNZ have been issued to COMJFNZ, Chief of Staff, J03 Coordination, J9 Finance staff and Branch Heads. No staff member of HQ JFNZ is to commit NZDF expenditure against the HQ JFNZ cost centre (CC25000) without first obtaining approval from a financial delegation holder.

1215. **Purchasing.** Purchasing delegations are quite different from financial delegations in that they authorise the holder to sign contracts, stores orders and work orders on behalf of the NZDF. Purchasing delegations have been issued to COMJFNZ and J4 Logistics.

1216. **Routine Administrative Delegations.** The routine administrative delegations for HQ JFNZ issued to COMJFNZ, Chief of Staff, J03 Coordination and Branch Heads are detailed at Annex A to this chapter.

1217. **Civil Staff Management Delegations.** Immediate managers are authorised to execute those powers necessary to effectively manage the Civil Staff for whom they are responsible, with certain exceptions. The exceptions are laid down in DFO 16.

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To \_\_\_\_\_  
On 25 JAN 2017  
Reference \_\_\_\_\_  
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~~SECTION 3: MISCELLANEOUS~~

1301. **NZDF Credit Cards.** There will be occasions when HQ JFNZ personnel require an NZDF credit card for use on official NZDF business. Applications for the issue of an NZDF credit card are to be processed through J9 Finance. The issue and use of NZDF credit cards are subject to strict controls and personnel issued with an NZDF credit card are to comply with the instructions provided by J9 Finance.

1302. **Business Cards.** The provision of business cards at NZDF expense is restricted to a limited number of key HQ JFNZ appointments. Coordination Branch maintains a list of these appointments ( see J030-3). Applications for business cards additional to the list are to be processed to Coordination Branch through Branch Heads and will be treated on a case by case basis.

1303. **NZDF Cellphones.** HQ JFNZ personnel issued with an NZDF cellphone are to comply with HQ JFNZ SOP. Personnel are to take particular care in the physical security of the cellphone to avoid loss or damage. The user is to pay for all personal calls.

1304. **NZDF Phone and Cellphone Pin Numbers.** The procedures for obtaining pin numbers for NZDF cellphones and NZDF landlines are contained in HQ JFNZ SOP. HQ JFNZ personnel issued with a pin number are to ensure the number remains confidential and not given to any other individual.

1305. **Pool Equipment.** A limited range of pool equipment (laptops, camera, Dictaphone, Conference phone, Projectors) are available for temporary loan to HQ JFNZ personnel for use in the course of their duties. Bookings for pool equipment are to be made through Coord Branch (J030-1, J030-2 and J030-3), HQ JFNZ.

1306. **Parking Facilities.** There are designated vehicle parking spaces for COMJFNZ, Component Commanders, senior executive staff and visitors to HQ JFNZ. These reserved vehicle parking spaces are not to be used by other HQ JFNZ staff. The general parking areas on the public roads adjacent to the building are for use by all staff members and general visitors. Bicycles are to be parked in the stand adjacent to the main entrance and motorcycles in the designated area.

1307. **Probity.** HQ JFNZ personnel should aim to show suppliers and those they deal with that they are at all times impartial. To this end, a written record is maintained on the NZDF Intranet site under 'Ethics & Probity', which details any gift or hospitality accepted, the staff member involved, and the individual, supplier or company who provided the gift or hospitality. This includes the presentation of memorabilia by external organisations (civil and military). All HQ JFNZ personnel receiving such gifts or hospitality are to ensure that this record is kept up to date.

1308. **Conference/ Meeting Facilities.** The Barrowclough Room is the main facility for HQ JFNZ conferences and large meetings. It can be furnished with tables or 'theatre' seating as required. Bookings for the Barrowclough Room are to be made through the Coord Branch (J030-1, J030-2 and J030-3), HQ JFNZ.

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To \_\_\_\_\_  
On 25 JAN 2017  
Reference \_\_\_\_\_  
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10

1309. **Meeting and Interview Rooms.** A meeting room (max capacity of 10 personnel) is available on the third floor of the HQ JFNZ building. A small conference room is also available for bookings in the J5 area on the third floor. Bookings for this facility are to be made through the appropriate Branch Clerk. The Coningham room is also available on the second floor. However, this room is within a restricted area that may only be accessed by personnel with a TSV security clearance. Bookings for the Coningham room are to be made through the Operations Clerk (J300).

1310. **Lunchroom.** A Lunchroom is provided on the Ground Floor of HQ JFNZ building for the use of all HQ JFNZ personnel. The Lunchroom is not serviced by catering staff and general cleaning services are performed under contract once per working day. Personnel using the lunchroom are to clear their own rubbish from tables into the receptacles provided and are to clean dishes and domestic equipment (ovens/microwaves) after use.

1311. **Social Functions/ Alcohol.** Social Functions involving the serving of alcohol are confined to the HQ JFNZ lunchroom. Alcohol is not to be consumed in any other part of HQ JFNZ without approval from Coordination (J03). NZDF Host Responsibilities are to be complied with iaw DFO 19/007.

#### Cleanliness and Tidiness

1312. **Cleaning Services.** The HQ JFNZ building is serviced by a commercial cleaning contractor. Specific details of the contract for individual work areas are available from the Coord and Admin Support Section.

1313. **Work Areas.** All staff members are to ensure that individual work areas are kept in a clean and tidy condition at all times. All staff members are to ensure that changing areas are kept in a clean and tidy condition.

1314. **Lockers.** Lockers are provided and are to be used by all staff members. Unwashed clothing, towels and footwear are not to be kept in lockers.

#### Wall Fixtures

1315. All wall fixtures are to be properly mounted and attached to the horizontal wall framing provided. Cellulose tape, blu tack and other adhesive materials are not to be used. Noticeboards are to be utilised as much as possible.

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On 25 JAN 2017  
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11

**SECTION 4: VEHICLE ORDERS AND INSTRUCTIONS**

**General**

1401. HQ JFNZ has a total of 11 vehicles allocated, four of which are dedicated for the exclusive use of the COMJFNZ and the three Component Commanders. One further vehicle is dedicated for the restricted use of the Chief of Staff HQ JFNZ, Chief Staff Officer. One vehicle from the pool fleet is the dedicated after hours vehicle for Chief Staff Officer - Operations (J3).

1402. One car from the pool fleet is also required to be available between the hours of 1630 and 0730 every day for the restricted use of the Watch keeper and DCC staff for evacuation during an emergency, and for the collection of duty meals. The remaining six vehicles are pool vehicles available for the general use of all HQ JFNZ staff.

**Command and Control**

1403. The command and control of the Commercial Line (CL) vehicles is the responsibility of the Chief of Staff HQ JFNZ, however the day to day control of the fleet is the responsibility of the Director of Co-Ordination (J03), through the Travel Clerk (J030-4) and HQ JFNZ Tpt NCO (J00DVR).

1404. The HQ JFNZ CL Fleet running sheets are authorised by J00DRVR on behalf of the Chief of Staff.

**Authority to Drive HQ JFNZ Vehicles**

1405. HQ JFNZ vehicles are to be driven only by staff members holding a current civilian driving licence for the type of vehicle to be driven.

1406. The authorised driver is to ensure the HQ JFNZ CL Fleet running sheet is completed fully and the First and Last parade sheet actions (including cleaning) are completed on return of the vehicle.

**Authorised Use of HQ JFNZ Pool Vehicles**

1407. HQ JFNZ pool vehicles are only to be used for official business. They are not to be used for private purposes.

1408. Priority of tasking is:

- a. Operational Tasks
- b. Training / Conference Task
- c. Other Duty Tasks

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| On <u>25 JAN 2017</u>    |
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1409. Allocation of HQ JFNZ pool vehicles is controlled and managed by Co-ordination Branch, HQ JFNZ.

1410. Bookings can be requested via e-mail to the travel clerk (J030-4). Demands for vehicles in excess of the pool vehicle capacity will be managed by J030-4, who will arrange for a vehicle through TRSB, or a rental vehicle if the situation so warrants.

1411. Where use of service transportation is authorised, maximum use of space is to be made, to ensure that as many people as safely possible are carried. Where two or more personnel are attending same day events at the same location, they may be required to "double up" to enhance the use of the car pool fleet.

1412. For travel out of the greater Wellington area, requests are to be accompanied by appropriate Branch Head endorsement.

#### **Parking of Pool Vehicles**

1413. All pool vehicles are to be returned to their allotted car parks at the completion of the journey(s).

#### **Smoking in HQ JFNZ Vehicles**

1414. Smoking is prohibited in HQ JFNZ vehicles.

#### **Alcohol**

1415. The drivers of HQ JFNZ vehicles are not to drink and drive. Alcohol is not to be consumed in HQ JFNZ vehicles by any person, nor is liquor to be carried in HQ JFNZ vehicles without authority.

#### **Traffic Regulations**

1416. Drivers are to comply with all civil Traffic Regulations, and are personally responsible for the payment of any fines incurred through breaches of any Regulations.

#### **Safety**

1417. All drivers are responsible for the safety of their passengers and vehicles.

#### **Accident Procedure**

1418. When a HQ JFNZ vehicle is involved in an accident resulting in injury to any person, whether Service or not, the NZ Police are to be notified immediately. All accidents are to be reported to the J03. Liability is not to be admitted by any driver at the time of the accident.

1419. Every effort is to be made to ensure that the addresses of any witnesses and other information required for the completion of the Motor Accident Claim Form (MD367) are noted at the scene of the accident. MD367 is located in the glove box of each vehicle and is also contained in the vehicle folder.

#### **Maintenance**

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13

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1420. TRSB are responsible for the routine maintenance of HQ JFNZ CL vehicles, as co-ordinated by J00DVR.

#### After Hours Use

1421. With the approval of the J03, vehicles may be used by staff members on official tasks outside normal working hours. The authorised driver is responsible for securing the vehicle on return to the HQ and returning the key to the quarter deck guard station.

1422. Pool vehicles are not to be taken home without the express permission of J03 Coordination and will usually only be granted when the individual is required for a duty commencing before 0700 hours the following day, or a duty concluding after 1900 hours. Approval may also be granted when personnel are on call or travel is associated with an official journey to or from another location and secure overnight parking is available.

1423. Vehicles which are deemed to be for private use, in accordance with DFO 78 will attract Fringe Benefit Tax (FBT). See paragraphs below.

#### Fringe Benefit Tax

1424. The use of self drive (pool) vehicles for travel to and from home, will give rise to a Fringe Benefit Tax (FBT) liability, and is to be accounted for even if the service person lives on camp.

1425. If a vehicle is taken home at night to facilitate an earlier or more convenient start to duties the following morning, a FBT liability arises. If the business travel is less than 24 hours, two separate days exist for FBT liability. This is due to the private travel of home to work on each day. If travel is more than 24 hours, the first day only gives rise to a FBT liability.

1426. J00DVR is responsible for collating all FBT returns and will annotate FBT column on the vehicle running sheets. Therefore, all drivers are to leave this column blank but must clearly annotate each leg of the journey on the Vehicle running sheet for ease of FBT return compilation.

ANNEX A Routine Administrative Delegations.

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14

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| On <u>2-5 JAN 2017</u>   |
| Reference _____          |
| Appointment <u>PC XO</u> |

ANNEX A TO  
Chapter 1 of  
HQ JFNZ STANDING ORDERS

### ROUTINE ADMINISTRATIVE DELEGATIONS

The following table details the routine administrative delegations approved for use within the Headquarters, Joint Forces New Zealand.

#### a. COMJFNZ Approvals

| Reference                              | Subject   | Remarks                              |
|--|---|--------------------------------------|
| <b>DFO 4</b>                           |   |                                      |
| Chapter 9, Section 2                   | Deferral of AL 16-20 days for all JFNZ personnel. | Over 20 days requires CDF approval.  |
| Chapter 9, Section 5                   | Special Leave                                     | In consultation with single Services |
| Chapter 9, Section 10<br>Article 9,170 | Long Leave  | Extensions to entitlement            |
| Chapter 9, Section 4                   | LWOP in excess of 91 days.                        | In consultation with single Services |
| Chapter 21                             | NZDF Suggestions.                                 |                                      |

#### b. Chief of Staff Delegations

| Reference             | Subject   | Remarks   |
|-----------------------|---|---|
| <b>DFO 4</b>          |   |   |
| Chapter 9, Section 2  | Deferral of AL 11 to 15 days for all HQ JFNZ personnel.<br>(Deferral of up to 10 days, and temporary deferral of up to a further 10 days is automatic). | Cannot be sub delegated below Col (E). For Brigadier (E) refer DFO 4, Chap 9 Sect2. |
| Chapter 9, Section 4  | LWOP up to and including 91 days.   | In consultation with single Services.   |
| Chapter 14, Section 2 | Funeral Expenses  |   |
| Chapter 16, Section 2 | Resettlement Study Assistance   |   |
| <b>DFO 5</b>          |   |   |
| Chapter 3, Section 2  | Reduced rates of meal allowance and limit of periods.   |   |
| Chapter 3, Section 3  | Use of private vehicles.  |   |
| Chapter 15, Section 9 | NZIA – on posting over 91 days  |   |

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| Reference             | Subject                                    | Remarks                          |
|-----------------------|--|----------------------------------|
| <b>DFO 5</b>          |  |                                  |
| Chapter 15, Section 6 | Higher Duties Pay (HDP)                    | On recommendation of Branch Head |
| Chapter 15, Section 9 | NZIA – on posting up to 91 days            |                                  |
| Chapter 23            | Applications for recognised relationships. |                                  |

d. Branch Heads Delegations

| Reference             | Subject  | Remarks   |
|-----------------------|--|---|
| <b>DFO 4</b>          |  |   |
| Chapter 9, Section 1  | Overseas Leave                                   | Noting countries representing a special security risk.                      |
| Chapter 9, Section 2  | AL   |   |
| Article 9.39          | Anticipated AL (current and/or next leave year). |   |
| Article 9.46 –9.47    | Disposal of accumulated leave.                   |   |
| Article 9.58-9.63     | Equivalent Leave                                 |   |
| Chapter 9, Section 6  | Sick Leave                                       | Recommendation only for SL over 91 days.                                    |
| Chapter 9, Section 7  | Compassionate Leave                              | Not to be sub-delegated below Branch Head level.                            |
| Chapter 9, Section 8  | Bereavement Leave                                | Not to be delegated below Maj(E) level.                                     |
| Chapter 9, Section 9  | Special Parental Leave<br>Parental leave         | Parental leave to be granted on application provided an entitlement exists. |
| Chapter 9, Section 10 | Long Leave                                       |   |
| Chapter 9, Section 11 | End of Posting Leave                             |   |
| Chapter 9, Section 12 | Household Removal Leave                          |   |
| Chapter 9, Section 13 | Witness Leave                                    |   |
| Chapter 9, Section 14 | Jury Service leave                               |   |
| Chapter 9, Section 18 | Individual Stand -down                           |   |
| Chapter 9, Section 22 | Incentive Leave                                  |   |
| <b>DF05</b>           |  |   |
| Chapter 15, Section 1 | AWCA   | MD848   |
| Chapter 15, Section 5 | Field Allowance                                  | MD851   |
| Chapter 15, Section 9 | NZIA – absent on duty from unit                  | MD852   |

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**CHAPTER 2**  
**DISCIPLINE**  
**CONTENTS**

| <b>Section</b> | <b>Title</b>                           | <b>Paragraph</b> |
|----------------|--|------------------|
| <b>1</b>       | <b>DISCIPLINE</b>                      |                  |
|                | Commandng Officer                      | 2101             |
|                | Orders and Instructions                | 2102 - 2103      |
|                | Parades                                | 2104             |
|                | Paying of Compliments                  | 2105 - 2107      |
|                | Fire Orders                            | 2108             |
|                | Civil Defence                          | 2109 - 2111      |
|                | Smoking Policy                         | 2112             |
|                | Discrimination & Harassment Prevention | 2113             |
|                | Complaints Procedures                  | 2114 - 2115      |
|                | Civil Staff Code of Conduct            | 2116             |
|                | Urinalysis Testing                     | 2117             |

## CHAPTER 2

## SECTION 1 : DISCIPLINE

**Commanding Officer**

2101. J03 (Director of Co-ordination) exercises disciplinary command of assigned personnel, within the HQ JFNZ, with the exception of COMJFNZ, and exercises those command responsibilities relevant to the administration of the Armed Forces Discipline Act 1971.

**Orders and Instructions**

2102. J03 Coordination is to publish HQ JFNZ Routine Orders weekly.

2103. HQ JFNZ personnel are to comply with Trentham Region Support Battalion (TRSB) Standing Orders and Routine Orders promulgated for all users of Trentham Camp and its environs, with respect to matters of discipline.

**Camp Duties**

2104. HQ JFNZ personnel are to complete Trentham Camp duties as follows:

- a. Duty Field Officer – MAJ (E)
- b. Orderly Officer – Warrant Officer Class 1 (E) to Captain (E);
- c. Orderly Sergeant – Sergeant (E) to Warrant Officer Class 2 (E) ;
- d. Camp Piquet – Private (E) to Corporal (E).

2105. **Exemptions to Camp Duties.** The following appointments filled by HQ JFNZ personnel are exempt from Trentham Camp Duties:

- a. Mission Desk Officers;
  - (1) J33MSN-2;
  - (2) J33MSN-3;
  - (3) J33MSN-4;
  - (4) J33MSN-5.
- b. JCC Watchkeepers;
  - (1) J30W-1;
  - (2) J30W-2;

- (3) J30W-3;
- (4) J30W-4;
- (5) J30W-5.
- c. Air Directing Officer (ADO). Qualified personnel as appointed by the ACC ;
- d. Maritime Air Operations Officer;
  - (1) J33MA;
  - (2) J3MA-2.
- e. Duty Joint Air Operations Officer;
  - (1) J34AT;
  - (2) J345;
- f. DPSC Staff;
- g. IEDD/EOD Watchkeeper. Qualified personnel as appointed by the IEDD Regional Co-ordinator; and
- h. Legal Section (J09) Staff.

### **Parades**

2106. HQ JFNZ personnel are not normally required to parade when parades are called by TRSB. However, attendance may still be required on occasions such as VIP visits or parades called by the COMJFNZ. Attendance will be at the discretion of the Chief of Staff, HQ JFNZ.

### **Paying of Compliments**

2107. Personnel are to comply with single Service orders laid down with regard to the paying of compliments. There is to be no diminution or variation of these orders.

2108. Saluting by non-commissioned ranks is recognition of the Queen's Commission, being indirectly a salute to the Sovereign through the individual holding the Queen's authority. Returning a salute is not an acknowledgement of salute to the officer personally, but recognition of the fact that through an officer the non-commissioned person has given an outward sign of his/her loyalty to the Queen and the Service.

2109. It is important that non-commissioned officers and others salute, and it is the responsibility of all officers to see that saluting is carried out.

### Fire Orders

2110. All HQ JFNZ personnel are to make themselves familiar with, and comply with, Fire and Evacuation Orders at Chapter 5 to these orders. Evacuation procedures are to be practiced on a regular basis (six-monthly), under the control of the Chief Fire Warden (CFW).

### Civil Defence

2111. HQ JFNZ personnel will assist with Civil Defence declared emergencies as directed by CDF. Such assistance could include the provision of liaison staff to emergency areas and the co-ordination of JFNZ assets as are deemed necessary by the COMJFNZ to meet CDF directives.

2112. Civil Defence Cabinets are located on each level in the Headquarters. The Chief Fire Warden is responsible for the contents of each cabinet and Branch Fire Wardens are responsible for the instruction on correct use of equipment as part of Branch Induction of new staff members.

2113. Unless authorised by the Chief Fire Warden, or in the case of a declared Civil Defence emergency, Civil Defence cabinets are not to be opened.

### Smoking Policy

2114. Smoking is not permitted inside the HQ JFNZ Building, or outside the front entrance. A designated smoking area provided for smokers is at the rear of the building. Note that this area is also used for social functions, and as such, will revert to a 'No Smoking Zone' during these events. This HQ JFNZ smoking policy includes electronic cigarettes.

### Discrimination and Harassment Prevention

2115. All personnel are to familiarise themselves with, and adhere to, the NZDF Discrimination and Harassment Prevention Policy as detailed at Chapter 27 to DFO 4 (military personnel) and Chapter 17 to DFO 16 (civilian staff).

### Complaints Procedures

2116. **Military Personnel.** Complaints procedures for military personnel on issues other than discrimination or harassment, are detailed at Chapter 12 to DFO 4.

2117. **Civilian Personnel.** The process for resolving employment relationship problems are contained in Section 8 of the Standard Individual Employment Agreement 2007, and the 2007 General Collective Agreement.

### Civil Staff Code of Conduct.

2118. All civil staff and supervisors of civil staff are to familiarise themselves with, and adhere to, the NZDF Civil Staff Code of Conduct as detailed at Chapter 18 to DFO 16.



### Urinalysis Testing

2119. Urinalysis Testing for Military Personnel. All Military Personnel within the HQ JFNZ may be required to submit to a urinalysis test on order. The tests are to be carried out by Military police personnel IAW procedures laid out in NZBR 30. Personnel are reminded that to refuse a test may result in a charge of "disobeying a legal command" under the AFDA section 38.

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**CHAPTER 3  
PERSONNEL  
CONTENTS**

| <b>Section</b> | <b>Title</b>                                      | <b>Paragraph</b> |
|----------------|---|------------------|
| <b>1</b>       | <b>GENERAL</b>                                    |                  |
|                | Human Rights Act                                  | 3101             |
|                | Equal Employment Opportunity                      | 3102             |
|                | Personal Details                                  | 3102             |
| <b>2</b>       | <b>MILITARY PERSONNEL</b>                         |                  |
|                | Introduction                                      | 3201             |
|                | Dress   | 3202             |
|                | Medical and Dental                                | 3203             |
|                | Medical Grading                                   | 3204             |
|                | Physical Fitness Grading                          | 3205             |
|                | Passports   | 3206             |
|                | Weapon Training                                   | 3207             |
|                | Sports Activities                                 | 3208             |
|                | Deployability Fitness                             | 3209             |
| <b>3</b>       | <b>CIVILIAN PERSONNEL</b>                         |                  |
|                | Physical Fitness                                  | 3301             |
|                | HQ JFNZ Policy Guidelines                         | 3302             |
|                | Interim Civilian Employee Physical Fitness Policy | 3303             |
|                | HQ JFNZ Team Building Activity                    | 3304             |
|                | Service/Representative Sports Activities          | 3305             |

CHAPTER 3

PERSONNEL

SECTION 1 : GENERAL

3101. **Human Rights.** Currently the NZDF is covered by some exemptions, however, any queries regarding interpretation of the Act are to be referred to J09 – Legal.

3102. **Equal Employment Opportunity.** The Human Rights Act 1993 promotes the recognition and acceptance that it is the right of all people to equal opportunity. Part Two of the Act details human characteristics which cannot be used as grounds for discrimination. Equal Employment Opportunity Advisors, Anti-Harrasment Advisors and Mediators are to be appointed by Chief of Staff. A list of appointment holders is to be promulgation on a regular basis by Coordination Branch.

**Personal Details**

3103. It is each staff member's responsibility to ensure that recorded personal details are kept up-to-date. For military personnel this includes NOK / dependant details.

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## SECTION 2 : MILITARY PERSONNEL

### Introduction

3201. Personnel posted to HQ JFNZ are under the command of Commander Joint Forces New Zealand (COMJFNZ). This is to include those personnel who are located in a geographical location other than Trentham.

### Dress

3202. The dress within HQ JFNZ is to be single service working dress and operational clothing (GWD, NZ Field Dress or Flying Overalls (single or two piece)) included as acceptable uniform options. On occasion some forms of operational clothing may not be appropriate. In addition to the constraints imposed by Single Services in relation to the wearing of these forms of dress at HQNZDF, HQ JFNZ personnel are not to wear operational clothing for visits by VIP's, meetings / conferences and visits to outside organisations. Discretion should be applied in non-standard situations to ensure attire remains appropriate to the occasion. In general this will dictate the wearing of standing working dress and not operational clothing in these situations. For Single Services the following dress codes are to be followed:

- a. RNZN : No 4, 4W or 4HB, with all embellishments, or No 5 General Working Dress; and
- b. NZ ARMY : No 3 Field, Combat, and Fatigue Dress or SDAR with all embellishments; and
- c. RNZAF : No 5, 6 or 7 General Purpose with all embellishments, No 8 FSD, or Flying Overalls.

3202 A. In the event of extreme internal climatic conditions, AWDs / MCUs/ GPUs may be worn without shirts (with T-Shirts), at an individual's work station at branch head discretion. Shirts are to be worn on the ground floor. T-shirts worn with AWDs / MCUs/ GPUs are to be clean, serviceable and from an approved service scale of entitlement.

3202 B. While uniform is the normal working dress of the HQ, suitable civilian attire may be worn where appropriate for business purposes. Casual, tidy civilian attire may be worn on programmed mufti days.

### Medical and Dental

3203. Medical support for HQ JFNZ personnel is provided by TRSB. All personnel are to comply with TRSB Medical rules and regulations as promulgated from time to time. This includes out of hours coverage.

### Medical Grading

3204. All HQ JFNZ personnel are to be immunised to a minimum of Protocol A. International Health Certificates are to be maintained up-to-date at all times. Individuals are to report to the MTC as soon as practicable after posting to the Headquarters, and thereafter as required for immunisation treatment as determined by medical administration to maintain the validity of immunisations. Care and custody of the the H-803 health certificate is vested in the individual. Refusal to submit to immunisation may constitute an offence under AFDA s72, but subject to the protection afforded by DFO(D) 8.

### Physical Fitness Grading

3205. All HQ JFNZ military personnel are to maintain the minimum Single Service physical fitness gradings as follows unless exempted medically or by CoS :

- a. RNZN : FL3
- b. NZ ARMY : G2
- c. RNZAF : F2

### Passports

3206. All HQ JFNZ military personnel are to maintain a current New Zealand passport.

### Weapon Training

3207. Annual weapon training for all military personnel is to be conducted at periods detailed in UROs.

### Sports Activities

3208. Personnel are encouraged to join camp/local sports organisations. Personnel may be released for Sports afternoons subject to service exigencies cleared by Branch Heads. Personnel are further encouraged to participate in Trentham Camp activities.

3209. **Deployability Fitness.** Branch Heads are responsible to ensure that military staff remain deployably fit or have an authorised exemption to deploy. Deployability is maintained through adherence to the following paragraphs above:

- a. para 3204 – Medical Grading
- b. para 3205 – Physical Fitness Grading
- c. para 3206 – Passports
- d. para 3103 – Personal Details

### SECTION 3 : CIVILIAN PERSONNEL

#### PHYSICAL FITNESS

3301. This policy is an interim policy aimed at civilian employees working at HQ JFNZ. It is anticipated that this policy will be superseded following development of formal policy and guidance from HQNZDF. On receipt of HQNZDF policy this policy will be cancelled and a new policy framework based on the HQNZDF guidance will be formulated for HQ JFNZ civilian employees.

#### HQ JFNZ Policy Guidelines

3302. This policy is set on the following principles and understanding:
- a. The principles followed are contained in the HQNZDF 'Civilian participation and access to sport and fitness activities' guidance.
  - b. The understanding that there is no 'right' for civilians to undertake physical fitness training (PT) during work hours.

#### Interim Civilian Employee Physical Fitness Policy

3303. All full time staff who are employed to work 40 hours per week and any part time staff who wish to conduct PT in normal working hours may, with their managers' agreement, do so. However PT is not to be taken in paid work time without that time being made up. The policy for PT during working hours therefore is:

- a. Individuals may conduct up to three work hours per week of PT and non service sports activities (this time is inclusive of PT and any other associated time) subject to:
- (1) Branch Head approval.
  - (2) Any lost time being made up during the same working week to the satisfaction of the Branch Head.
  - (3) The knowledge that this is not a right and may be revoked by the Branch Head at anytime.
  - (4) The knowledge that this policy does not include PT in unpaid out of work hours such as lunch breaks etc.
- b. The knowledge that there is no time off in lieu if not conducting PT.

#### **HQ JFNZ Team Building Activity**

3304. From time to time COMJFNZ may authorise an activity for the benefit of all Headquarters personnel (civilian and military). Promulgation of such activities will be made in HQ JFNZ Routine Orders. In these circumstances all civilian personnel,

except those required to be 'On Duty', may participate in the activity either directly or indirectly. It is noted that:

- a. Civilian personnel may elect not to participate and remain at work.
- b. Civilian personnel who decide not to participate directly in the activity may elect to assist with other associated activities e.g. preparation and participation with any social activity following the physical activity.
- c. Civilian personnel who participate in (b) above are not required to make up time spent on the activity.
- d. Civilian personnel who elect to work may participate in the social activity and are not required to make up time.

#### **Service/Representative Sports Activities**

3305. Civilians may participate in Service sports as players or administrators. Civilians may participate in one summer and one winter sport only as it relates to this policy. The following conditions apply:

- a. The civilian belongs to a recognised service or civilian sporting club.
- b. In the first instance Single Service rules (travel, leave, duty and associated costs etc) for defence civilians are to apply.

- c. Where there is a requirement for additional leave this is to be approved.
- d. Managers are to ensure that their workloads are able to be managed to allow their participation.

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| To _____          |             |
| On _____          | 25 JAN 2017 |
| Reference _____   |             |
| Appointment _____ | RK XG       |

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**CHAPTER 4  
SECURITY ORDERS  
CONTENTS**

| Section  | Title   | Paragraph   |
|----------|---|-------------|
| <b>1</b> | <b>GENERAL</b>                                  |             |
|          | Introduction                                    | 4101 - 4102 |
|          | General Philosophy & Responsibilities           | 4103 - 4106 |
|          | Security Definitions                            | 4107        |
|          | Overall Responsibilities for Security           | 4108        |
|          | Security Appointments and Responsibilities      | 4109 - 4115 |
|          | Prohibited and Controlled Items                 | 4116 - 4120 |
|          | Amateur and Private Radio Operations            | 4121        |
| <br>     |   |             |
| <b>2</b> | <b>SECURITY PASSES</b>                          |             |
|          | General   | 4201 – 4204 |
|          | Categories of Security Passes                   | 4205        |
|          | Issue of Passes                                 | 4206        |
|          | Return of Security Identity and Proximity Cards | 4207        |
|          | Lost Passes                                     | 4208        |
| <br>     |   |             |
| <b>3</b> | <b>AREA SECURITY</b>                            |             |
|          | Access Control                                  | 4301 - 4303 |
|          | Use of "Proximity Reader" – Controlled Doors    | 4304        |
|          | After-Hours Access                              | 4305        |
|          | Access to the Joint Command Centre              | 4306        |
|          | Visitor Access                                  | 4307 - 4309 |
|          | Restricted and Prohibited Areas                 | 4310 - 4313 |
|          | Unauthorised Entry                              | 4314        |
|          | HQ JFNZ Security Guards                         | 4315 - 4316 |
|          | Bomb Threats – Preventative Measures            | 4317 - 4318 |
|          | Office Security                                 | 4319 – 4322 |
|          | HQ JFNZ BBQ Area                                | 4323        |

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|                   |                   |
|-------------------|-------------------|
| <b>DOWNGRADED</b> |                   |
| To _____          |                   |
| On _____          | 25 JAN 2017       |
| Reference _____   |                   |
| Appointment _____ | 4401 <i>ve ro</i> |

**4 PERSONNEL SECURITY**

|   |             |
|---|-------------|
| Security Education and Training                                 |             |
| Rumours and Careless Talk                                       | 4402        |
| Communication with the Media                                    | 4403 - 4405 |
| Overseas Travel   | 4406 - 4407 |
| Contact with Citizens from Foreign Countries                    | 4408 - 4410 |
| Protection of Private Addresses of Staff Members                | 4411 - 4413 |
| Designated Security Assessment Posting (DSAP) and Access Briefs | 4414 - 4415 |

**5 SECURITY OF INFORMATION**

|   |             |
|---|-------------|
| Definitions of Classified Material and Information          | 4501 - 4503 |
| Undertaking to Preserve Official Secrets                    | 4504        |
| Use of Standard Telephones to transmit Information          | 4505        |
| Discussion of Classified Information                        | 4506 - 4509 |
| Production of Classified Information                        | 4510 - 4515 |
| Reproduction of Classified Information                      | 4516        |
| Storage and Custody of Classified Material                  | 4517 - 4521 |
| Registration, Filing and Handling of Classified Material    | 4522 - 4523 |
| Spot Checks and Musters of Classified Material              | 4524        |
| External Transmission or Circulation of Classified Material | 4525 - 4528 |
| Disposal of Classified Material                             | 4529 - 4534 |

**6 INFORMATION SYSTEMS SECURITY**

|                                     |             |
|-------------------------------------|-------------|
| General Principles                  | 4601 - 4602 |
| NZDF Information                    | 4603 - 4604 |
| Requirements for use of CIS         | 4605 - 4608 |
| SWAN Network                        | 4609        |
| SWAN SOP Compliance                 | 4610        |
| Positioning, Spacing and Operation  | 4611        |
| Computer Networking or Connectivity | 4612        |
| Prohibited Email Traffic            | 4613        |

|  |      |
|--|------|
| External USB Stick Usage within HQ JFNZ      | 4614 |
| Protection of Passwords                      | 4615 |
| Control of Computer Hardware                 | 4616 |
| Operational Support Equipment                | 4617 |
| Maintenance of Information Systems Equipment | 4618 |
| Spot Checks                                  | 4619 |

**7 SECURITY OF MATERIEL**

|                                     |             |
|-------------------------------------|-------------|
| Servicing and Repairs of Equipment  | 4701        |
| Key Control                         | 4702 - 4713 |
| Custody of Secure Telephone CIK     | 4714 - 4715 |
| Combinations to Security Containers | 4716 - 4720 |
| Security of Equipment               | 4721        |

**8 VISIT MANAGEMENT**

|                                      |             |
|--------------------------------------|-------------|
| Introduction                         | 4801 - 4804 |
| Visitor Access                       | 4805        |
| Sponsoring of Visitors               | 4806        |
| Escort of Visitors                   | 4807        |
| Access to the Joint Command Centre   | 4808 - 4811 |
| Formed Groups of Visitors to HQ JFNZ | 4812 - 4817 |

**9 COMMUNICATIONS SECURITY**

|                      |             |
|----------------------|-------------|
| Introduction         | 4901 - 4902 |
| Government Directive | 4903 - 4905 |
| Responsibilities     | 4906 - 4907 |
| Requirements         | 4908        |
| COMSEC Violations    | 4909 - 4910 |
| Compliance           | 4911 - 4912 |

|                   |             |
|-------------------|-------------|
| <b>DOWNGRADED</b> |             |
| To                | 25 JAN 2017 |
| On                |             |
| Reference         |             |
| Appointment       | RC 20       |

Annexes:

- A. Action on Discovery of Security Breach
  - (a). Appendix One- Format - Security Breach Report
- B. Office Security Checks
- C. File Musters and Document Checks
- D. List of Current Security Appointment Holders

THE REMAINING 57 PAGES FROM CHAPTER 4 "SECURITY ORDERS" IS WITHHELD UNDER SECTION 6(a) OF THE OFFICIAL INFORMATION ACT.

|                   |             |
|-------------------|-------------|
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| To                | 25 JAN 2017 |
| On                |             |
| Reference         |             |
| Appointment       | PC 20       |

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**CHAPTER 5**  
**FIRE ORDERS AND EMERGENCY PROCEDURES**  
**CONTENTS**

| <b>Section</b> | <b>Title</b>                                   | <b>Paragraph</b> |
|----------------|--|------------------|
| <b>1</b>       | <b>INTRODUCTION</b>                            |                  |
|                | Scope  | 5101 - 5102      |
|                | Compliance with Fire Orders                    | 5103 – 5105      |
|                | Promulgation and Amendment of Fire Orders      | 5106             |
|                | Abbreviations                                  | 5107             |
| <b>2</b>       | <b>APPOINTMENTS AND DUTIES</b>                 |                  |
|                | JSO1 Coordination (J03)                        | 5201             |
|                | Chief Fire Warden (CFW)                        | 5202             |
|                | Fire Wardens (FW)                              | 5203 – 5204      |
|                | Area Fire Wardens (AFW)                        | 5205 – 5206      |
|                | Current Appointments                           | 5207             |
|                | Acting Appointments                            | 5208             |
|                | After Hours and Weekend Responsibilities       | 5209 – 5211      |
| <b>3</b>       | <b>FIRE PROTECTION – ALARMS AND APPLIANCES</b> |                  |
|                | Alarms   | 5301             |
|                | Manual Alarm Points                            | 5302             |
|                | Testing of Alarms                              | 5303 - 5304      |
|                | False Alarms                                   | 5305             |
|                | Fire Information Points                        | 5306             |
|                | Appliances                                     | 5307 – 5309      |
|                | Fire Exits and Outside Assembly Area           | 5310 - 5311      |
|                | Helmets and Jerkins                            | 5312 – 5314      |

|          |  |             |
|----------|--|-------------|
| <b>4</b> | <b>ACTIONS TO BE TAKEN IN THE EVENT OF FIRE</b>      |             |
|          | Fire occurring within the Building                   | 5401        |
|          | Action on Discovering a Fire                         | 5402        |
|          | Action by CFW when Alarm Sounded                     | 5403        |
|          | Action by FW when Alarm Sounded                      | 5404 - 5405 |
|          | Action by AFW when Alarm Sounded                     | 5406        |
|          | Actions by all Personnel not employed in Fire Duties | 5407        |
|          | Action on Return to Work Stations                    | 5408        |
|          | Emergency Plan and Review                            | 5409        |
|          | Training   | 5410        |
| <b>5</b> | <b>FIRE PRECAUTIONS AND PREVENTION</b>               |             |
|          | Standard of Housekeeping                             | 5501        |
|          | Closedown of HQ JFNZ at Night                        | 5502 – 5503 |
|          | Smoking  | 5504        |
|          | Electrical Fittings and Appliances                   | 5505        |
|          | Smoke Stop Doors                                     | 5506        |
| <b>6</b> | <b>EARTHQUAKE PROCEDURES</b>                         |             |
|          | Introduction   | 5601        |
|          | Earthquake during Working Hours                      | 5602 – 5603 |
|          | Emergency Officer and Wardens                        | 5604 - 5605 |
|          | Building Evacuation                                  | 5606 - 5607 |
|          | First Aid/Casualty Handlers                          | 5608        |
|          | Earthquake outside Working Hours                     | 5609 – 5612 |
| <b>7</b> | <b>BOMB THREAT PROCEDURES</b>                        |             |
|          | Introduction   | 5701 – 5703 |
|          | The Threat   | 5704 – 5705 |
|          | Appointments   | 5706        |
|          | Immediate Actions                                    | 5707 - 5709 |
|          | Telephoned Threat                                    | 5710 – 5711 |
|          | Written Bomb Threat                                  | 5712        |

|                                    |             |
|------------------------------------|-------------|
| Suspicious Letter or Package       | 5713 – 5714 |
| Personal Bomb Threat               | 5715 – 5716 |
| Subsequent Action and Notification | 5717 - 5720 |
| Evacuation                         | 5721 – 5726 |
| Search of Building                 | 5727 – 5729 |
| Conclusion                         | 5730 – 5731 |

## 8 LIFT RESCUE PROCEDURES

|                           |             |
|---------------------------|-------------|
| Introduction              | 5801 – 5802 |
| Exceptional Circumstances | 5803 – 5804 |

## 9 MEDICAL

|   |             |
|---|-------------|
| Accident involving Injury                       | 5902 - 5903 |
| Use and Location of First Aid Kits (NZCES 1160) | 5904        |
| Reporting of Accidents                          | 5905 – 5906 |

### Annexes:

- A. HQ JFNZ Emergency Evacuation Assembly Area
- B. Warden Instructions
- C. Bomb Threat Checklist
- D. SGF Action in response to fire alarm activation during Mon – Fri normal working hours
- E. White Powder Threat

**CHAPTER 5****FIRE ORDERS AND EMERGENCY PROCEDURES****SECTION 1: INTRODUCTION****Scope**

5101. These Fire Orders apply to all personnel, civilian and military, who work within the HQ JFNZ building or who are visiting.

5102. Fire Orders detail:

- a. who is responsible for fire matters;
- b. action to be taken to prevent and react to fires; and
- c. equipment, administrative and training procedures.

**Compliance with Fire Orders**

5103. Responsibility for enforcement of Fire Orders is vested in the Commanding Officer (J03) HQ JFNZ or in such other personnel as he or she may designate. In particular, the Security Manager is appointed Chief Fire Warden for HQ JFNZ.

5104. It is an individual responsibility for all personnel, military and civilian, to make themselves familiar with the provisions of these orders. Fire Orders are to be included in all handover or initial briefs to incoming personnel. All queries should be directed to the Security Manager.

5105. Non-compliance with Fire Orders is an offence under AFDA s.39. In matters of fire prevention, or in the event of fire or fire drills, all employees are to carry out orders issued by personnel holding Fire Duty Appointments.

**Promulgation and Amendment of Fire Orders**

5106. The Chief Fire Warden is to ensure that Unit Fire Orders are drafted, issued, displayed prominently and updated to reflect changing situations.

**Abbreviations**

5107. For the sake of clarity military abbreviations are generally avoided in these Fire Orders. The frequency with which some terms are used however, makes it desirable to use abbreviations as follows:

- a. Chief Fire Warden – CFW;
- b. Floor Warden – FW; and
- c. Area Fire Warden – AFW.



## SECTION 2: APPOINTMENTS AND DUTIES

## JSO1 Coordination (J03)

5201. The J03 HQ JFNZ is responsible for ensuring:
- a. that an adequate organisation exists for fire prevention and reaction;
  - b. the adequacy of effective fire-fighting appliances;
  - c. the regular testing of all alarms and appliances;
  - d. that regular fire and building evacuation drills are carried out;
  - e. the prominent display of HQ JFNZ Fire Orders and notices in order to familiarise personnel with;
    - (1) the location and operation of alarms, exits and escape routes;
    - (2) the location, type and operation of extinguishers;
    - (3) the method of raising the alarm; and
    - (4) evacuation routes to outside assembly areas;
  - f. The frequent inspection of the building and surrounds for possible fire hazards and the immediate removal of any hazard discovered;
  - g. That Unit Quarterly Internal Checks are carried out as laid down in DFO Vol V paragraph 8019.

## Chief Fire Warden (CFW)

5202. The Security Manager is the CFW and is responsible to J03 for:
- a. implementing, on behalf of J03, the details of paragraph 5201 of these orders and in particular;
    - (1) ensuring the serviceability of alarms and fire-fighting equipment;
    - (2) ensuring that appointments are filled in the fire organisation;
    - (3) conducting fire education, training and drills; and
    - (4) promulgating up-to-date Fire Orders.
  - b. supervising the evacuation of the building in the event of fire. **The primary responsibility of the CFW in a fire situation is the safety of personnel rather than fire fighting or the preservation of property.**
  - c. appointing and briefing an acting CFW to cover periods of absence.
  - d. the HQ JFNZ Events Coordination Manager and the Assistant Security Manager (NZDF) are appointed Deputy Chief Fire Wardens.

### Floor Wardens (FW)

5203. FW are appointed from, and are responsible for each Branch or functional area (sector) of the building (See Annex A). Each FW is to ensure that:

- a. an up-to-date nominal roll is maintained in their sector of responsibility, as detailed in Section 6 of these orders;
- b. up-to-date Fire Orders are prominently displayed in their sector;
- c. he/she is fully conversant with responsibilities in the event of fire as detailed in Section 4 of these orders;
- d. measures for fire precaution and prevention are maintained in their sector;
- e. concerns regarding fire safety are referred immediately to the CFW;
- f. all persons in their sector are aware of what to do and where to go in the event of fire;
- g. new staff are made aware of Fire Orders;
- h. appointing an acting FW and AFW to cover periods of absence. The CFW is to be advised of the change.

5204. In the event of fire or general alarm the FW's main responsibility is the **evacuation of and accounting for all personnel in their sector.**

### Area Fire Wardens (AFW)

5205. AFW are appointed from and are responsible for each Branch or functional area (sector) of the building (See Annex A). Each AFW is to ensure that they are fully aware of:

- a. the location, condition and method of operation of all fire-fighting equipment in their sector;
- b. the correct equipment to use according to fire classification (see paragraph 5309);
- c. their responsibilities on the outbreak of fire (see paragraph 5408); and
- d. assisting the FW in the conduct of their duties.

5206. In the event of a fire or general alarm the AFW's main responsibility is, if possible, **to provide a first aid fire-fighting capability in their sector.** If this is not possible, the AFW main responsibility is the safety of all persons in their area of responsibility.

### Current Appointments

5207. Each Branch is to provide details of the current appointment(s) performing the duty of FW or AFW on a monthly basis to the CFW.

### Acting Appointments

5208. Personnel appointed to acting fire duty are to assume the full duties and responsibilities of the incumbent.

### After Hours and Weekend Responsibilities

5209. The Senior Security Officer acts as Fire Warden on weekends and public holidays and between 1700 h and 0800 h weekdays. All staff members who are on site are to evacuate the building on alarm activation, move to the assembly area and are to co-operate with any requests for assistance from the Fire Warden.

5210. All staff, even those personnel with unescorted card access to HQ JFNZ 'after hours' are to record their arrival and departure in the 'after hour' log book at the Quarterdeck entrance. Any sponsored approved visitor is also to have details recorded. It is essential that this log book is an accurate record of every person who is in the building at the time of the alarm to ensure the Fire Service can be accurately advised that the building is clear.

### After Hours FW Responsibilities.

5211. The FW is to:

- a. run and print a Cardax Evacuation Report after the Extension area is locked down,
- b. ensure that a 1-111 fire emergency phone call is made immediately on being made aware of an alarm or of a fire emergency and inform the Watchkeeper of the situation,
- c. prior to SGF evacuation, send the second Security Officer (SO) to the Extension entrance to ensure the Auto Sliding Door remains locked. The SO is to be briefed on the need to:
  - (1) be prepared to use the break-glass option only if there is a need to evacuate via the Extension for any reason,
  - (2) ensure that any staff who evacuate through that door, or the rear emergency exit, move around to the Assembly Area after reporting to the FW at the Quarterdeck entrance to verify they have exited,
  - (3) after confirming the conclusion of sub paras. (1) and (2), observe the vehicle and pedestrian gates in case of any unauthorised intrusion,
  - (4) after the Fire Service give the all-clear, de-activate the alarms on the electronic push-bar emergency exit doors located in the Barrowclough Room and the rear exit door adjacent to the Lunch Room (ensure the stairwell IDS alarm is unset first), and
  - (5) re-activate the electronic push-bar emergency exit doors after the Aquaheat callout technician has restored the access control and fire protection systems, again after ensuring the stairwell IDS alarm is unset.

- c. stand at the Quarterdeck entrance with the after hours log book, ensure the Comcen and Watchkeeper evacuation kit is uplifted from the Control Room and that everyone signed in or is listed on the Evacuation Report has evacuated,
- d. notify the CFW or DFW's of the event as soon as possible,
- e. liaise with the Fire Service by confirming the building evacuation status and confirming the location of the activation on the fire board adjacent to the Quarterdeck entrance, and
- f. maintain external vigilance of the site to prevent any unauthorised site access after the Fire Service leave and until the Aquaheat technician has restored the systems.

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## SECTION 3: FIRE PROTECTION - ALARMS AND APPLIANCES

### Alarms

5301. There are three fire alarm activation systems in the building any of which sets off all fire sirens in the building and simultaneously raises the alarm at Trentham Fire Station:

- a. wall mounted manual alarm points;
- b. ceiling mounted smoke/heat sensors; and
- c. sprinkler heads.

### Manual Alarm Points

5302. A manual alarm point is a switch in a red metal, glass faced box. They are located in all public access areas of the building. The glass face has been pre-cut and can be easily broken to permit access to the switch. **All personnel are to identify the Manual Alarm Point closest to their workstation.** To activate the alarm, break the glass and depress the switch inside.

### Testing of Alarms

5303. The Fire alarm system will be tested periodically as organised by the CFW. Tests should be no more than 1 month apart. Testing will be characterised by a series of short duration soundings of the fire sirens throughout the building. Evacuation and fire-fighting drills should not be initiated unless continuous sirens are heard.

5304. CFW is to advise when alarm testing will occur.

### False Alarms

5305. As laid down in paragraph 8023c of DFO Vol V, any person causing a malicious false alarm is to be charged under AFDA s. 39, and if a civilian, reported to the Civil Police.

### Fire Information Points

5306. FW are to establish highly visible Fire Information Points in their sectors, displaying Fire Orders and up-to-date sector nominal rolls.

### Appliances

5307. The following first aid fire-fighting appliances are available:

- a. fire hose reels; and
- b. dry powder extinguishers.

5308. The location of these appliances is marked throughout the building by wall-mounted signs of red and white diagonal stripes. **All personnel are to identify the first aid fire-fighting appliance closest to their workstation.**

5309. Classes of Fires and the appropriate appliance to use for each are as follows:

| A Class... | Fire involves...   | Fight with...   |
|------------|--|---|
| A          | Combustible solids (such as wood, paper, textiles, rubber, many plastics, etc)                 | Hose reel   |
| B          | Flammable and combustible liquids (such as petrol, oil, paints, waxes, etc)                    | Dry powder extinguisher                                 |
| C          | Flammable gasses (such as propane, butane, acetylene, hydrogen, LPG, CNG etc)                  | Dry powder extinguisher                                 |
| D          | Certain combustible metals (such as magnesium alloys, sodium, potassium, etc)                  | Dry powder extinguisher                                 |
| E          | Electrically energised equipment (such as electrical appliances, computers, transformers, etc) | Dry powder extinguisher<br>(once power source isolated) |
| F          | Cooking fats and oils  | Dry powder extinguisher                                 |

#### Fire Exits and Outside Assembly Area

5310. **Fire Exits.** During an evacuation of the building the **Lift** is **not** to be used. Fire exits from the building are as follows:

- a. Level 1:
  - (1) main entrance;
  - (2) rear stairway entrance; and
  - (3) extension front door.
- b. Levels 2 and 3:
  - (1) main entrance via main stairwell; and
  - (2) emergency exit via rear stairwell (railway side).

5311. **Assembly Area.** Having evacuated the building all personnel are to move immediately to the Outside Assembly Area. This is the grassed area of the rear car park (see Annex B).

#### Helmets and Jerkins

5312. Helmets and Jerkins will be issued to personnel holding CFW (orange helmet), FW (blue helmet) and AFW (yellow helmet) appointments. The intended function of these helmets and jerkins is:

- a. to aid identification in an emergency situation;
- b. to act as a physical symbol of authority capable of being visibly transferred between personnel concurrent with a transfer of responsibilities; and
- c. to act as a physical reminder to people holding appointments of their responsibilities.

5313. When not being worn helmets and jerkins are to be prominently displayed in the immediate working area of each individual holding a fire appointment.

5314. The physical act of handing over the appropriate appointment helmet and jerkin signifies a full transfer of responsibility. All handovers are to be direct person to person with a handover brief. A laminated copy of the warden's instructions is to be held with the helmets and jerkins and is to be included in the handover.

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#### SECTION 4: ACTIONS TO BE TAKEN IN THE EVENT OF FIRE

5401. Any fire occurring within the building, no matter how small, or if it has been extinguished is to be reported to the CFW immediately. Any person, civilian or military, on sighting a fire is to sound the alarm.

##### Action On Discovering a Fire

5402. Any person discovering an outbreak of fire is to take immediate action as follows:

- a. **Activate** the nearest manual alarm call point and attempt to extinguish the fire only if it is safe for you to do so and you have a clear escape route.
- b. **Report** whereabouts of fire to the FW who will direct the fire-fighting operations of the AFW.
- c. **Report** back to his/her own FW for evacuation instructions. If not practicable evacuate the building and report to own FW outside the building.

##### Action by CFW when Alarm Sounded

5403. When the alarm siren sounds the CFW is to:

- a. fit helmet and jerkin,
- b. detail security guards to ring the Fire Brigade to confirm alarm is sounding,
- c. take reports from FW to account for all personnel,
- d. ensure Evacuation Board action is complete, and
- e. liaise with and brief Fire Brigade as required.

##### Action by FW when Alarm Sounded

5404. When the alarm siren sounds the FW is to:

- a. fit helmet and jerkin;
- b. go immediately to the manual fire alarm points in their sector and check them for activation;
- c. If none of the alarms in their sector have been activated and no fire is evident the FW is to:
  - (1) make a quick inspection of the whole sector;
  - (2) ensure windows and doors are closed;
  - (3) ensure electrical appliances and heaters are turned off;
  - (4) supervise the evacuation of staff from their sector;



## 5-10

- (5) confirm sector clear of staff and hang 'clear' tag on evacuation board placed on the outside wall adjacent to the external door at the Southern Entrance;
- (6) move directly to the Outside Assembly Area and account for their sector personnel; and
- (7) confirm to CFW that all personnel are accounted for.

5405. If there is fire in their sector the FW is to:

- a. direct their AFW team to the fire;
- b. secure sector and evacuate the remainder of the staff in the sector;
- c. confirm sector clear of staff;
- d. ensure evacuation board in foyer is tagged 'clear';
- e. report immediately to CFW and advise who has been left behind to fight the fire;
- f. move directly to the Outside Assembly Area and account for their sector personnel; and
- g. confirm to CFW that all remaining personnel are accounted for.

### Action by AFW when Alarm Sounded

5406. When the alarm siren sounds the AFW is to:

- a. Fit helmet and jerkin.
- b. Act on direction of his/her sector FW.
- c. Assist with marshalling of their sector personnel in Outside Assembly area.

### Actions by all Personnel not Employed in Fire Duties

5407. **Evacuation Procedure.** All personnel not already tasked elsewhere in Section 4 are to proceed as follows:

- a. secure all CLASSIFIED material and money in appropriate containers and ensure that all containers and safes are locked;
- b. close all windows and doors - do **NOT** lock doors;
- c. turn off heaters and electrical appliances - do **NOT** turn off lights;
- d. turn off SWAN terminals and remove hard-drive if possible;
- e. vacate the building immediately under direction of FW/AFW and move immediately to the Assembly Area. Gather in Sector groups to assist with confirming head counts. Do **NOT** return inside for any reason until given the "all clear" by the CFW; and

- f. remain in Assembly area until further notice.

#### **Action on Return to Work Stations**

5408. After the All Clear there may be some time before the swipe card access system re-activates. FW and AFW are to assist the Security Guards in checking the identity of all personnel re-entering the building, at both entrances.

#### **Emergency Plan and Review**

5409. The emergency plan and procedures are to be reviewed annually by the Chief Fire Warden, and amended to account for changes, and to check for effectiveness of the emergency plan and procedures.

#### **Training**

5410. The CO is to ensure that all personnel receive training in the emergency procedures and emergency drills at least six monthly. Staff are to treat all such drills seriously.

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## SECTION 5: FIRE PRECAUTIONS AND PREVENTION

5501. Fires are less likely to occur where a high standard of housekeeping is maintained and active and passive measures for fire prevention are practised. This section outlines measures to be observed within HQ JFNZ.

### Closedown of HQ JFNZ at Night

5502. It is each person's duty, and the responsibility of each FW, to ensure that when the building is vacated at night:

- a. all doors are closed;
- b. all lights are switched off; and
- c. all electrical appliances are switched off.

5503. Reserved.

### Smoking

5504. Smoking is forbidden within the building.

### Electrical Fittings and Appliances

5505. No person except a certified electrician is to alter or repair any wiring, electrical fitting or appliance. Damage to or faults occurring in such items are to be immediately reported to the Security Manager.

### Smoke Stop Doors

5506. Smoke stop doors are located around the Central lift shaft and stairway and in corridors throughout the building. Smoke stop doors must be kept closed to meet fire regulations. They are **NOT** to be wedged open.

## SECTION 6: EARTHQUAKE PROCEDURES

### Introduction

5601. The HQ JFNZ building structure can be expected to survive a major earthquake in good condition with largely superficial damage. The main threat to life would be the toppling of cabinets and shelving units in some areas. General obstruction due to debris such as ceiling tiles in access ways may hamper building evacuation and a number of external building services are likely to be cut or restricted for days. A clean-up operation within the building would be required to right overturned cabinets, to rebuild collapsed partitions and shelving, and possibly rectify water damage.

### Earthquake During Working Hours

5602. Take shelter against a substantial wall or under a desk. Keep clear of cabinets, office machinery, windows or insecure fittings. After the initial shock has passed, assemble, if possible, in the **stairwell lobbies** or vicinity.

5603. Do not attempt to leave the floor or building until instructed by Wardens.

### Emergency Officer and Wardens

5604. Emergency Officers and Wardens are as per the Fire Orders (CFW, FW).

5605. Emergency Officers are to be prepared to work with Floor Wardens and:

- a. assist the injured; and
- b. assist in putting out fires.

### Building Evacuation

5606. The Emergency Co-ordination Officer (Security Manager) will send a reconnaissance party to check the route to the evacuation area. The reconnaissance party will leave guides at critical points during their return. The leader will report to the Emergency Co-ordination Officer who will then order the evacuation through the floor wardens.

5607. After the reconnaissance party has established an evacuation route, subsequent evacuation should proceed in four stages:

- a. **Stage 1:** evacuation of those uninjured people who are not required further;
- b. **Stage 2:** evacuation of the walking injured;
- c. **Stage 3:** evacuation of the more seriously injured; and
- d. **Stage 4:** the search for, rescue, treatment and evacuation of any people trapped within the building.

### **First Aid/Casualty Handlers**

5608. Staff trained in first aid are to:

- a. assist the injured on their own floor, then
- b. check the floor one above and assist the injured if required, then
- c. check each floor progressively downward until arrival at the casualty holding area (the floor warden should inform the evacuation officer that the floor is clear).

### **Earthquake Outside Working Hours**

5609. Be ready to survive by following the survival rules detailed inside the back cover of the yellow pages telephone directory.

5610. When the shaking stops, take action as detailed on the back cover of the telephone directory.

5611. Key staff should make every effort to report to their place of duty as soon as possible after ensuring their family is accounted for.

5612. Other staff able to report to the HQ JFNZ should do so at the first opportunity during daylight hours after ensuring their home, family and neighbours are secure. Staff reporting should wear clothing suitable for manual work and, where possible, bring with them their own food and drink. They should also bring some identification to ensure appropriate access is available.

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## SECTION 7: BOMB THREAT PROCEDURES

### Introduction

5701. The term 'bomb threat' refers to bomb incidents, hoaxes and suspected or actual letter bombs.

5702. This section amplifies current security instructions concerning bomb threats, particularly DFO 51 (1) and details the procedures and actions to be taken by all HQ JFNZ staff members either individually or on a HQ basis.

5703. All bomb threat situations are best handled by a combination of common sense and prevention of panic.

### The Threat

5704. A bomb threat could take any of the following forms:

- a. telephone message;
- b. written message (note, letter, pamphlet etc); or
- c. suspicious letter or package.

5705. If a suspicious object is found it is to be reported to the floor warden, or in their absence, the senior officer on the floor. **ENSURE THAT NO-ONE TOUCHES THE OBJECT.**

### Appointments

5706. The USO is the Emergency Control Officer (ECO) for HQ JFNZ and the Assistant USO is the Assistant ECO for the headquarters. Each BSO is the ECO for their Branch. Outside normal working hours the Senior SO is the headquarters ECO, until a responsible senior officer is available to take over the responsibility.

### Immediate Actions

5707. On receipt of a bomb threat during normal working hours, the person receiving the threat is to immediately notify the senior ranking member present and the branch Assistant ECO. Outside normal working hours the Duty JCC Watchkeeper is to be informed immediately. It is important that as much information as possible is passed on to the ECO.

5708. In the event of a telephone message, the procedures detailed in paragraph 5710 below take priority over immediate notification, but every attempt should be made to also carry out these actions by using other staff members present.

5709. The Bomb Threat Checklist at Annex C is to be kept by every phone. BSO are responsible to ensure this occurs.

### Telephoned Threat

5710. As soon as it is clear the telephone call is a bomb threat the following actions are to be taken:

- a. note the time, and allow the caller to finish the message without interruption;
- b. if any response is essential to a question such as, 'are you listening?', the response should be restricted to one or two words;
- c. every attempt is to be made to notify someone else present of the nature of the call, so that they can initiate tracer action through the Camp Switchboard (dial '0' or extension 7099) using another telephone;
- d. record the message exactly, and listen for the clues detailed in the Telephone Bomb Threat Form;
- e. complete the Telephone Bomb Threat Form if possible, but do not allow this to hinder any other immediate requirement;
- f. at the end of the message, attempt to prolong the conversation, and ask the questions listed on the Telephone Bomb Threat Form; and
- g. **do not hang up the telephone even if the caller does.**

5711. Immediately the caller hangs up, the person receiving the threat is to notify their BSO, or the Security Manager on extension 6028. The Telephone Bomb Threat Form is to be completed as soon as possible.

### Written Bomb Threat

5712. On receipt of a written bomb threat the letter or note is to be taken to the USO immediately. Every attempt is to be made to prevent any possible clues such as marks, fingerprints etc being damaged or destroyed by unnecessary handling. As soon as possible the Security Manager is to pass the letter or note to the civil or military police for investigation.

### Suspicious Letter or Package

5713. On receipt of a suspicious letter or package the BSO and USO are to be informed immediately. In addition to the actions in paragraph 5712 above, the article should not be moved at all, the immediate area should be evacuated and no electrical appliances such as lights, heaters, fans, refrigerators etc are to be switched on or off.

5714. The article is not to be smothered with any material nor submerged in water.

### Personal Bomb Threat

5715. In the unlikely event of a bomb threat being delivered personally, every attempt is to be made to apprehend the person and accompany that person to the senior ranking member present or the Security Manager.

5716. The procedures detailed in paragraph 5713 are to be followed. Attention is also drawn to Chapter 4 Annex B (Legal Powers of Guards, Sentries and Escorts).

### Subsequent Action and Notification

5717. Upon being advised of a bomb threat the Security Manager is to immediately notify the USO. The USO is to advise all BSO of the situation and if required determine whether full or partial evacuation of the HQ JFNZ area is necessary.

5718. **During office hours.** On order from the USO, the Security Manager is also to advise the following:

- a. JS02 EOD/IEDD;
- b. Military Assistant to COMJFNZ, who will in turn brief COMJFNZ and the Component Commanders;
- c. HQ JFNZ security guards (extension 6050); and
- d. Trentham Camp Guardroom (extension 7112).

5719. **Outside Office Hours.** If the bomb threat arises outside normal working hours, the Duty JCC Watchkeeper assumes the position of ECO. The Duty JCC Watchkeeper is to warn out the duty EOD operator for possible tasking and then inform the following:

- a. HQ JFNZ security guards;
- b. JS03 Security;
- c. JS02 EOD/IEDD;
- d. JS01 Current Operations; and
- e. Trentham Camp Guardroom.

5720. Responsibility for contacting the Civil Police, Fire Brigade and Ambulance Service, if judged necessary, is vested with the Unit Security Officer during normal working hours and the Duty JCC Watchkeeper outside normal working hours.

### Evacuation

5721. The prime consideration in all bomb threat situations is the preservation of life. When the USO is informed of such a situation, he/she is to consider evacuation of the HQ JFNZ area.

5722. Immediate evacuation either total or in part may not be the most appropriate action. An explosive device may have been placed in an area for access purposes. To evacuate through this access without prior search may well increase the risk to staff and visitors. In some cases only partial evacuation may be required.

5723. If the order to evacuate the HQ JFNZ building is given, the following actions are to be taken by all staff members:



- a. all classified material and equipment is to be secured in the appropriate container prior to evacuation;
- b. secure SWAN terminals;
- c. all doors, except smoke stop doors, are to be left open, all lights on, and all electrical appliances such as heaters, refrigerators, etc, left on or off as applicable at that time;
- d. windows are to be unlatched but not opened wide enough to allow the easy escape of papers;
- e. **COLLECT ALL PERSONAL BELONGINGS** if on your own floor and take them with you, e.g., bags, briefcases, coats, umbrellas, etc;
- f. any strange or unfamiliar item is to be noted but not touched;
- g. all personnel not included in search teams are to move in an orderly and controlled manner under command of the senior member present to the assembly area as identified by the Chief Fire Warden. The senior member present is to order a further move to another location if he or she considers it necessary to avoid:
  - (1) any blast effect or flying fragments such as glass, and
  - (2) the possibility of a secondary bomb in the assembly area.
- h. the senior member present from each branch is to conduct a roll call to ensure everyone is accounted for; and
- i. the senior member from each branch is to inform the ECO of the results of the roll call.

5724. People with disabilities should wait in the lift lobby until further instructions are given. Ensure the floor wardens know you are there.

5725. **Carparks are not to be used as assembly areas due to the danger of secondary bombs concealed in vehicles.**

5726. Taking all personal belongings will eliminate the necessity of search teams checking many items, which might otherwise be considered suspect.

### **Search of Building**

5727. Should a search be necessary, specialised High Risk Search personnel may request volunteers to help search areas they are familiar with. Police Officers do not have the necessary knowledge of the building and, although prepared to assist, are less likely to recognise what could be a suspicious object. No search is to take place without guidance from specialised personnel. The ECO or the Assistant ECO is to brief Branch ECO and search teams on the type of search required.

5728. A search of branch areas is then to be organised by Branch ECO. Search teams are to work in pairs, and a member from each branch or section is to be included in the team to search that branch or section area.

5729. Particular attention is to be given to those areas with general or public access. The exterior of the building is also to be checked. If staff do volunteer and a suspect object is discovered, observe these rules:

- a. **DO NOT TOUCH IT.**
- b. **DO NOT ASSUME IT TO BE THE ONLY ONE.**
- c. **NOTIFY THE NEAREST SPECIALIST SEARCH PERSONNEL IMMEDIATELY**

#### **Conclusion**

5730. The great ally of any bomber or hoaxer is confusion caused by a blasé attitude to such a threat. In the worst case, bomb incidents can cause death or serious injury. Even in the best case, such as a hoax, there will still be serious disruption of headquarters activities and inconvenience to headquarters staff.

5731. To help combat such situations, all HQ JFNZ staff are to be thoroughly conversant with the procedures detailed in this order. These procedures, coupled with common sense will help to keep the unpleasant results of such incidents to a minimum.

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## SECTION 8: LIFT RESCUE PROCEDURES

### Introduction

5801. Almost all lift accidents where injury or death occurs happen during attempted rescues. Trapped passengers are generally safer staying put until competent rescue can be arranged, although this may well depend upon factors such as the age and mental state of the people trapped.

5802. To summon assistance if trapped in a lift, lift the hand piece of the phone, a Defence operator will answer. Give the operator all relevant details, e.g., HQ JFNZ Building, 3<sup>rd</sup> Floor. The operator will contact HQ TRSB guardroom immediately and alert them to the emergency. Assistance should arrive in less than an hour from the time a call is received. They may be slightly longer if called outside normal working hours or if demand is abnormally high.

### Exceptional Circumstances

5803. In the event of exceptional circumstances such as a prolonged power cut, fire or earthquake, the service provided may fall short of demand. Under these circumstances it may be desirable for rescue to be attempted by other responsible people who have been suitably instructed in rescue procedures. At least two of these people must be present to decide if the exceptional circumstances warrant them effecting rescue.

5804. There are NO people in this building suitably trained for lift rescue.

## SECTION 9: MEDICAL

5901. All HQ JFNZ staff are to familiarise themselves with the location of the First Aid Kits. Staff are also encouraged to attend First Aid courses, and acquire knowledge and skills in Cardiopulmonary (heart-lung) Resuscitation (CPR). Information on heart attack and cardiac arrest is contained in the National Heart Foundation pamphlet, a copy of which is located in the back pages of the Yellow Pages. A copy is also to be retained in each First Aid Kit.

### Accident Involving Injury

5902. Should an accident involving injury occur during working hours and the casualty is unable to move, or in the event of acute illness, such as chest pain and/or shortness of breath, First Aid is to be rendered and an ambulance is to be called by dialling 1-111.

5903. In the event of an accident or injury of a less serious nature than those listed above, First Aid is to be rendered and the patient taken to the MTC for treatment.

### Use and Location of First Aid Kits (NZCES 1160)

5904. First Aid Kits are located in all branches, and staff are to familiarise themselves with their location. In addition, the Civil Defence Emergency Cabinets, located on each floor, contain first aid kits, stretchers, blankets and other equipment to assist in a medical emergency.

### Reporting of Accidents

5905. All accidents involving injury to persons (other than trivial injuries not requiring hospitalisation) or involving damage to NZDF, Government or private property must be immediately reported to the HQ JFNZ Health and Safety Co-ordinator (HSC) and logged in the Accident Register via the OSH Home page on the HQ JFNZ Intranet site. In reporting the accident the following information is to be given:

- a. nature of accident, location, date and time;
- b. names of those injured, extent of injuries, hospital admitted to and time of admission;
- c. the Service of the injured person(s), and whether they are RF, TF, Overseas Forces, or civilian;
- d. action taken to notify Next of Kin in accordance with NZDF Instructions;
- e. extent and nature of property damaged; and
- f. if a vehicle accident; names and status of driver, whether licensed and whether the vehicle had a current Warrant of Fitness.

5906. This report is to be additional to any other report or action required to be taken according to the nature of the accident, the law and other existing Single Service Instructions.

**Annexes:**

- A. HQ JFNZ Emergency Evacuation Assembly Area
- B. Warden Instructions
- C. Bomb Threat Checklist
- D. Action in response to fire alarm activation during Mon – Fri normal working hours

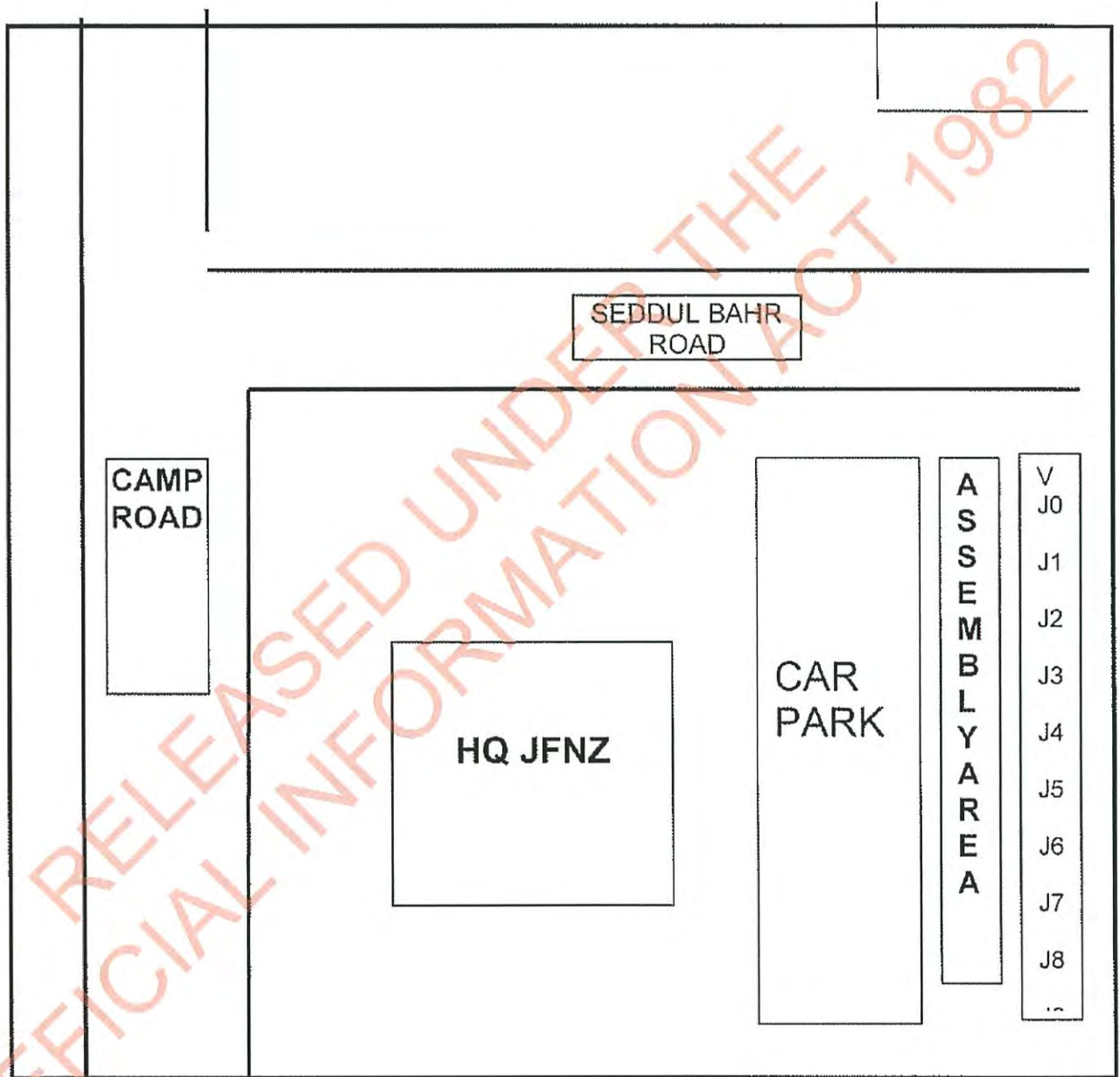
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## WARDEN INSTRUCTIONS

1. When warned of a fire in the building check your designated area. **REMEMBER** toilets, cloak rooms, locker rooms etc. **Ensure** all persons are clear of your area and work towards the designated exit where the Evacuation board is located.
2. If **practical** turn off power/gas to machinery.
3. **Do not** turn off lights.
4. Close all doors, if practical, do not lock.
5. Report to the **Evacuation board**, place 'clear' on Evacuation board with the correct side showing. Advise CFW warden or Emergency Service of any person remaining in the building and any other relevant information.
6. After the All Clear there may be some time before the swipe card access system re-activates. FW and AFW are to assist the Security Guards in checking the identity of all personnel re-entering the building, at both entrances.

ANNEX B TO  
CHAPTER 5 OF  
HQ JFNZ STANDING ORDERS

OUTSIDE ASSEMBLY AREA PLAN



ANNEX C TO  
CHAPTER 5 OF  
HQ JFNZ STANDING ORDERS

BOMB THREAT TO HQ JFNZ

[ s.6(a) ]

During normal office hours, inform the HQ JFNZ Security Officer on Ext 1

Outside normal office hours advise the Duty JCC Watchkeeper on Ext 1

QUESTIONS TO ASK CALLER

(in priority order)

1. When is the bomb going to explode?
2. Where did you put the bomb?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will make the bomb explode?
6. Did you place the bomb?
7. Where did you place the bomb?
8. What is your name?
9. Where are you?
10. What is your address?

EXACT WORDING OF THREAT

(use reverse side of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REMEMBER - KEEP CALM AND DON'T HANG UP

(EVEN IF THE CALLER DOES)

CALLER'S VOICE

Accent (Specify):

\_\_\_\_\_

Any Speech Impediment (specify):

\_\_\_\_\_

Voice (loud/soft, etc):

\_\_\_\_\_

Diction (clear/muffled):

\_\_\_\_\_

Manner (calm/emotional, etc):

\_\_\_\_\_

Did you recognise the voice?

\_\_\_\_\_

If so, who do you think it was?

\_\_\_\_\_

Did the caller appear familiar with the area?

THREAT LANGUAGE

Well spoken or incoherent?

\_\_\_\_\_

Irrational?

\_\_\_\_\_

Was the threat a tape recording?

NATURE OF MESSAGE

Read by Caller?:

\_\_\_\_\_

Abusive?

Other:

BACKGROUND NOISES

Street noises?

Machinery?

Voices?

Aircraft?

Music:

Local Call?

Long Distance or STD Call?

Other?

OTHER IDENTIFIERS

Gender of Caller?

Estimated Age of Caller?

Duration of Call:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time: \_\_\_\_

RECIPIENT OF CALL

Name (Print):

Telephone Number Called:

Telephone Number (if different):

Reported call immediately to:



**SGF ACTION IN RESPONSE TO FIRE ALARM ACTIVATION DURING MON-FRI  
NORMAL WORKING HOURS**

1. This Annex clarifies the SGF Mon-Fri normal working hours responsibilities during a Fire Alarm activation. The primary SGF roles are:
  - a. ensure all staff who evacuate are moving to the Assembly Area;
  - b. ensure there is no unauthorised intrusion into the grounds or building during the unlocked door period of the evacuation; and
  - c. be ready for any additional rapid response re-direction if needed.
2. **The SO at the Quarterdeck Control Room desk** is to dial 1-111 on notification of a fire threat or the fire alarms activate.
3. **Detailed responsibilities** are as follows:
  - a. **SSO:**
    - (1) remain or move to the Quarterdeck Control Room and do not exit until the DDC(NZ) and Watch keepers emergency phones are issued;
    - (2) send the SO to the rear emergency exit;
    - (3) upon exit stand alongside the CFW and be ready for any emergency response reaction requirements.
  - b. **Quarterdeck SO:**
    - (1) dial 1-111 on being informed of a fire emergency or on hearing the fire alarm activation;
    - (2) activate the fire alarm if that has not already occurred;
    - (3) issue the evacuation phones to DCC(NZ) and the Watchkeeper until replaced by the SSO; and
    - (4) quickly move to the area outside the rear exit adjacent to the lunch room to ensure staff are evacuating directly to the Assembly Area and prevent unauthorised entry until given the 'all clear'.
  - c. **Main Entrance SO:**
    - (1) check inner door has opened automatically on hearing the fire alarm and immediately move outside into the car park;
    - (2) ensure staff are evacuating properly by directly moving round to the Assembly Area; and

- (3) prevent unauthorised entry into the grounds or building until given the 'all clear'.
4. Remember fire safety requires that **no-one** is allowed to re-enter the building until the Fire Service give the 'all-clear'.
5. You should all make sure you are familiar with the location and meaning of the Fire Alarm Panel.
6. If one of the SGF team is off site, immediately inform the CFW who will co-opt one of the HQ JFNZ FW's to cover for the absence.

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## WHITE POWDER THREAT SOP

### On discovery

1. The person who discovers an unknown powder or substance on opening an envelope or parcel is to do the following:
  - a. Immediately put everything down on the desk and do not touch again;
  - b. Phone the Chief Fire Warden (CFW) on [s.6(a)] Deputy CFW on [s.6(a)] stating 'emergency procedure, there is powder in the xx area of Level x';
  - c. Shout loudly to all in vicinity 'EMERGENCY PROCEDURE, THERE IS WHITE POWDER HERE'; and
  - d. Notify the nearest Fire Warden (FW) who will move immediately to the floor lobby and ensure no one uses the lift, exits down the stairs allowing anyone who touched the substance to wash their hands but to return to the alternate floor exit.

### Fire Security Staff Action

2. The CFW (or deputy) will:
  - a. ring the security control [s.6(a)]:
    - (1) that the emergency air-conditioning button in the Security Control Room be pressed to shut the system down,
    - (2) a guard be sent to bring the lift to the ground floor and ensure it does not move by breaking the glass and activating the Fireman's Switch adjacent to the lift, and
    - (3) that 1-111 be dialled and emergency services notified that a powder has been discovered in HQ JFNZ.
  - b. Then the CFW or deputy will email [s.6(a)] and [s.6(a)] stating that 'we are entering into an Emergency Mode on level x' and briefly define the action to be taken.
3. The Fire Warden on the affected floor is to record the names of all staff who may have touched the substance.

### On the affected Floor

4. On the affected floor the following is to occur:
  - a. **any** person who may have touched the powder should exit to the floor toilet and wash hands with soap and water, but then return to exit via the alternate floor exit,

- b. **all staff** on the affected floor only must exit via the alternate fire exit that leads to the BBQ area doors on the ground floor,
- c. assemble in the Fire Assembly Area, and
- d. **do not leave this area**. It may not be possible to determine immediately that the substance is harmless and it may be necessary for some to be taken to hospital for exposure swab tests and, perhaps, further treatment.

**On the other Floors**

- 5. Staff on the other floors must note:
  - a. your desk is the safest place to wait until the situation is clarified,
  - b. when the Emergent Mode announcement is made all staff on non-affected floors are **not to move** but remain at their desks **until instructed to do otherwise** by a Fire Warden, Health Official or the Police, and
  - c. if instructed to evacuate the building, the lift will be activated and/or use the central stairwell, and assemble in the Extension car park. The alternate stairwell may have been contaminated and staff should not take any risk of potential exposure.

**CHAPTER 6**  
**HEALTH AND SAFETY ORDERS**  
**CONTENTS**

| <b>Section</b> | <b>Title</b>                                   | <b>Paragraph</b> |
|----------------|--|------------------|
| <b>1</b>       | <b>GENERAL</b>                                 |                  |
|                | Introduction                                   | 6101 – 6103      |
|                | Responsibilities                               | 6104 - 6106      |
|                | Hazard Management and Control                  | 6107 - 6116      |
|                | Visual Display Units                           | 6117 - 6118      |
|                | Accident and Emergency Procedures              | 6119 - 6120      |
|                | Accident/Incident Reporting and Recording      | 6121 - 6122      |
|                | Serious Harm                                   | 6123 – 6125      |
|                | Near Miss                                      | 6126             |
|                | Refusal to Work                                | 6127 - 6128      |
|                | First Aid                                      | 6129             |
|                | General Practice                               | 6130 - 6132      |
|                | Health and Safety Training                     | 6133 - 6135      |
|                | Safety Inspection Review and Inspection System | 6136 - 6137      |

**Annexes:**

- A. Duties of Health and Safety Co-ordinator
- B. Types of Hazards
- C. NZDF Standard Measures of Consequence of an Event
- D. NZDF Standard Measures of Likelihood
- E. NZDF Risk Analysis Matrix & Definition of Risk Levels
- F. Hazard Report
- G. HQ JFNZ Visitor Register
- H. Health and Safety for Visitors to HQ JFNZ
- I. Investigation Report of Accidents and Incidents with a Potential for Harm and Damage

## CHAPTER 6

## HEALTH AND SAFETY ORDERS

**References:**

- A. DFO 07/2002 Occupational Health and Safety Management
- B. Health and Safety in Employment Act (HSEA) 1992

## SECTION 1 - GENERAL

**Introduction**

6101. On 1 April 1993 the Health and Safety in Employment Act (1992) (HSEA) became law. This Act is binding on the Crown and requires the New Zealand Defence Force to comply in all respects. COMJFNZ is required to take all practicable steps for the health and safety of all service personnel, Defence employees, Contractors and that of visitors within Headquarters Joint Forces New Zealand (HQ JFNZ).

6102. These orders provide guidelines for health and safety practices and standards for all activities conducted by headquarters staff. Health and safety practices should be maintained at all times in both static and support workplaces.

6103. All personnel are to familiarise themselves with, and adhere to, the NZDF Health and Safety in Employment provisions as detailed at Chapter 24 to DFO 4 (military personnel) para 2121 or Chapter 13 to DFO 16 (civil staff) and these orders.

6104. The purpose of these orders is to ensure that staff take all reasonable, practicable steps to prevent workplace accidents, injuries and illnesses from occurring.

**Responsibilities**

6105. **Commanding Officer (CO).** COMJFNZ has delegated to the CO, HQ JFNZ, (J03 Coord) the responsibility for the health and safety practices for all HQ JFNZ activities conducted in the building. In particular, the CO is to ensure that:

- a. personnel are instructed in the action to be taken should an emergency occur, and
- b. that all HQ equipment is maintained in a safe condition and proper steps are taken to repair faults in such equipment.

6106. **Health and Safety Co-ordinator.** The CO will appoint a Health and Safety Co-ordinator (HSC), who shall be responsible for the co-ordination of Health and Safety within HQ JFNZ, IAW with the duties listed in Annex A.

6107. **Individual Responsibility.** It is the individual responsibility of all HQ JFNZ personnel to conduct safe work practices and avoid harm to themselves, other personnel employed by the New Zealand Defence Force and visitors to the Headquarters.

## Hazard Management and Control

6108. **General.** Because uncontrolled exposure to hazards can cause illness, injury or death there is within the HSEA, a requirement for all workplaces to provide a hazard management system. The HSEA requires employers to systematically identify hazards at work, assess the risk they present, and take specific steps to control them.

6109. **Hazard Definition.** The requirement for hazard identification is to identify whether the hazard is a 'significant hazard' or not. The definitions are as follows:

- a. **Hazard.** "An activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that has the actual or potential cause of harm." (The term hazardous has a corresponding meaning)
- b. **Significant Hazard.** "A hazard that is an actual or potential cause or source of:
  - (1) serious harm; or
  - (2) harm (being harm that is more than trivial) the severity of whose effects on any one person depend (entirely or amongst other things) on the extent of the frequency of the person's exposure to the hazard; or
  - (3) harm that does not usually occur, or usually is not easily detectable, until a significant time after exposure to the hazard."

6110. **Hazard Identification.** Hazards can be identified by many means and should be done as part of the daily routine by all personnel. This identification of hazards allows all employees to have input into the health and safety of their workplace. Personnel may at any time bring a hazard to the attention of their immediate superior. To assist in the identification of hazards, a list of hazard types is attached as Annex B. Hazards may be identified by checklists, workplace inspections, using the equipment and seeing what happens; job safety analysis, task analysis, and surveys.

6111. **Health Surveillance.** Once the hazard identification process has been completed and the control measures are implemented, it is necessary to survey the health of personnel working in an identified hazard area.

6112. **Hazard Assessment.** The assessment of hazards requires the consideration of whether or not the hazard is significant. This is important, as the law requires that significant hazards be handled differently to other hazards. Significant hazards are required, under the HSEA, to be managed in accordance with the elimination, isolation and minimisation hierarchy. This means that all practicable steps must be taken to firstly eliminate the identified significant hazard.

6113. Only if elimination is not possible, or incomplete, may steps be taken to isolate the hazard. This may be in the form of a physical barrier between the hazard and personnel. Failing elimination or isolation, steps must be taken to minimise the likelihood that the hazard will harm personnel.

Use of the minimisation option requires ongoing monitoring procedures to be put into place to determine the extent and effect of exposure to the hazard. For those hazards that are deemed as not being significant, all practicable steps must be utilised to provide a safe and healthy working environment, but the elimination, isolation and minimisation procedure need not be followed.

6114. **Hazard Risk Assessment.** To enable management of the identified hazards, a risk assessment scale is to be assigned to each hazard. The Exposure/Risk Evaluation Scale at Annex C is to be utilised when initial identification of the hazard is carried out. The scale is to also be used when reviewing the hazard after the process for elimination, isolation or minimisation is carried out. This is to occur on a regular basis, at least twice annually by the HSC.

6115. **Hazard Report / Hazard Register.** The Hazard Report is the document that records the hazard, assesses the significance of the hazard, records controls and identifies ongoing monitoring requirements. The Hazard Report is attached at Annex F and once completed; it then becomes the Hazard Register which is kept by the HSC.

6116. **Visitors to the Unit.** A copy of the hazard register is to be located outside the Main Entrance Security Office to enable all personnel and visitors to be informed of the workplace hazards. The visit sponsor is to brief the visitors of the hazards within the workplace and issue them with the appropriate Personal Protective Equipment (PPE), if required. At the end of the visit, the sponsor is to retrieve the visitor's card and PPE ensuring the visitor is signed out by the security guards and escorted off the premises. In the case of a visitor being involved in an incident that is a serious harm, non-serious harm or near miss, the visitor's sponsor is to ensure the incident is recorded in that floor's Accident Register and report this to the HSC. The formats for the Visitors Book and the Visitors Brief are at Annexes G and H.

6117. **Hazardous Material Safety Data Sheets.** Specific requirements are to be followed with reference to the storage of hazardous material. Material Safety Data Sheets (MSDS), should be located with every material held within the building, and is to include trade names and identification. All dangerous goods, chemical, and toxic materials are to be correctly labelled to ensure the correct contents are held. It is necessary for any Branch that contains any storage of hazardous materials to keep an inventory of these materials. The storage of hazardous materials is to be kept to a minimum at all times.

### Visual Display Units

6118. **Visual Display Units.** The use of computers within HQ JFNZ is a large component of everyday business for all personnel. Inappropriate use, incorrect positioning and lack of care for this equipment can lead to ongoing health problems. As such the Department of Labour have produced several documents covering both Visual Display Units (VDU's) and Occupational Overuse Syndrome (OOS). Copies of this information can be obtained from the HSC.

6119. **Good Supervisory Procedures.** Within the Approved Code of Practice for the safe use of Visual Display Units are the requirements for good supervisory procedures for personnel who work on VDU's for either part of or the whole of the day. In short, the HSC is to be aware of the volume and quantity of work coming through



each workstation to ensure that any undue workload can be avoided. All personnel are to be adequately trained in all operating and work procedures, keystroke rates are to be kept to a reasonable level, and all staff are to take the appropriate rest breaks. Any Occupational Overuse Syndrome (OOS) conditions are to be recognised at the earliest opportunity and medical advice is to be sought to relieve early symptoms.

### Accident and Emergency Procedures

6120. **General.** The HSEA requires that employers provide procedures to deal with emergencies that may arise whilst people are at work, such as fires, floods, accidents, and earthquakes.

6121. All staff members are to make themselves familiar with the HQ JFNZ Fire and Emergency Procedures, found at Chapter 5 to these Standing Orders.

### Accident/Incident Reporting and Recording

6122. Every effort must be made to ensure that all injuries, near misses or damage to property that occur at the workplace are promptly recorded and reported. Supervisors are required to record and investigate all reported incidents of Serious Harm, Non Serious Harm and Near Misses. The type of action taken depends upon the type of accident/incident occurring. Every accident or incident that has harmed or might have harmed or seriously harmed any person in the place of work must be recorded in a register. In this instance, HQ JFNZ personnel are to use the NZDF Safety Reporting System (SRS) via the HQ JFNZ OSH Home Page, located on the NZDF Intranet site.

6123. Three types of accidents may occur and it is important to understand their definition to enable clarification of what has actually occurred. These different types of accidents are:

- a. serious harm;
- b. non serious harm; and
- c. near miss.

6124. **Serious Harm.** Serious harm injuries includes such things as:

- a. burns requiring treatment by a specialist;
- b. amputation of a body part such as a finger;
- c. unconsciousness;
- d. any accident requiring treatment from a doctor, or any illness or injury requiring hospitalisation for more than 48 hours within seven days of the event that caused the illness or injury; and

- f. any of the following conditions that amounts to or results in permanent loss of bodily function, or temporary severe loss of bodily function:

|                                       |   |
|---------------------------------------|---|
| Respiratory disease                   | Skin disease                                      |
| Decompression sickness                | Penetrating wound of the eye                      |
| Noise induced hearing loss            | Communicable (infectious) disease                 |
| Poisoning                             | Illness caused by exposure to infectious material |
| Disease of nervous system             | Musculo-skeletal disease                          |
| Vision impairment                     | Bone fracture                                     |
| Cancer                                | Lacerations (cuts)                                |
| Chemical or hot metal burn of the eye | Crushing  |

6125. In the event of a Serious or Non Serious Harm Accident:

- a. ensure that the cause of the injury is no longer a threat to anyone;
- b. attend to the injured person if it is safe to do so, and call for the emergency services if necessary;
- c. except for ensuring that the cause is no longer a threat, do not interfere with the accident scene unless authorised to do so. This is to assist the investigating officer in their investigation;
- d. investigate the incident as directed by the HSC, using the forms at Annex I; and
- e. in the event of Serious Harm, the HSC must notify the Department of Labour by the quickest means possible (phone or fax). This includes weekend incidents. Once the incident has been recorded in the accident register a copy of the report must be faxed to the Department of Labour within 7 days. PO Box 30-556 Lower Hutt Wellington or fax 04 918 4715.

6126. Reserved.

#### Near Miss

6127. If the incident did not result in a serious harm or, non-serious harm occurring, then it must be a near miss. All near misses must be recorded to enable identification of trends occurring and to enable the hazard(s) to be identified. The following should occur following a near miss:

- a. record all the details of the incident in the appropriate area within the accident register;
- b. investigate the incident to ascertain why it happened and what can be done to prevent a recurrence. This is to eliminate a possible serious harm incident occurring;

- c. identify the hazard(s) responsible; and
- d. if there are actions to be taken as a result of the investigation, set a time period for the implementation of these actions and document the requirements and the implementation of them.

### **Refusal to Work**

6128. Personnel have the right to refuse to work in an area, if they believe that the situation, in which they have been asked to work, is unsafe or unhealthy. If this situation occurs the individual is to inform their section supervisor in the first instance. If the supervisor is unable to remedy the situation, and the person still refuses to work, the HSC is to be contacted. If after thorough investigation, the HSC deems the situation to be safe enough to continue work, the employee must return to work.

6129. An employee may not refuse to do work that, because of its nature, inherently or usually carries an understood risk of serious harm unless the risk has materially increased beyond the understood risk. An employee who refuses to do work must do any other work within the scope of the employee's employment agreement that the employer reasonable requests.

### **First Aid**

6130. Each floor is to hold an up-to-date first aid cabinet. The first aid cabinet is to be a closed box or cabinet, which is, clearly marked with the words "First Aid" and the name of the person designated as the first aider. If the container is not conspicuous, the location of the container is to be indicated clearly by a sign and the words "FIRST AID" placed near the location. The designated first aider must be a holder of a current first aid certificate. The container is to be kept clean and tidy, and is to be inspected and replenished at three monthly intervals by HQ JFNZ W/O. The container is to be located in a well-lit area with a wash basin located near-by, with running hot and cold water, soap, nail brush and clean towels. The Defence First Aid Kit, General Purpose (NZCES 1161 - NSN 6545-98-103-6682) is available for static locations with up to 50 persons.

### **General Practice**

6131. **Storage and Disposal of Waste and Dangerous Goods.** All storage areas for dangerous goods and materials are to be clearly designated and NO SMOKING signs clearly displayed. Fire extinguishers are to be provided as recommended by the local Fire Station.

6132. **Lifting.** Personnel are not to attempt to lift excessive weights. Assistance is to be called for. Safe lifting techniques are to be used at all times.

6133. **Personal Protective Equipment (PPE).** In circumstances where it is not practicable to eliminate or isolate the hazards within the workplace, HQ JFNZ is to provide suitable protective clothing and equipment to ensure the best protection possible. The type of PPE depends upon the type of hazards to which the worker is exposed. Supervisors are to ensure all personnel working in the hazard area wear