

- 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

PPE. Those personnel who are injured whilst not wearing the required PPE may not be covered by ACC.

Health and Safety Training

6134. **Health and Safety Training.** The HSEA requires that all personnel are provided with information about the nature of the hazards that they are likely to encounter within their workplace. Personnel are to be adequately trained and supervised to perform their tasks appropriately and safely. It is necessary to document all information given to personnel and maintain a record of their training during their employment in the Headquarters.

6135. **Induction Brief.** On arrival to the Headquarters, all personnel are to be briefed on OSH matters as an element of the Induction Brief conducted by Coord Branch.

6136. **Staff Training.** As part of the duties of the HSC, unit health and safety training is to be conducted collectively at least once per year. In particular, this ongoing training is to review emergency and evacuation procedures, hazard identification and control, and accident reporting procedures.

Safety Inspection Review and Inspection System

6137. **Safety Review.** To enable the continuing upgrading of the health and safety within HQ JFNZ a formal review process is to be implemented. The CO is to ensure that a health and safety committee is convened to discuss current health and safety issues, review workplace procedures, review accidents that have occurred and to identify and address problems within the workplace.

6138. **Safety Inspection.** The CO is to ensure that a safety inspection of HQ JFNZ is conducted every quarter. Corrective action as detailed on the checklist is to be completed before the form is filed.

Annexes:

- A. Duties of the Health and Safety Officer (HSC)
- B. List of Hazard Types
- C. NZDF Standard Measures of Consequence (Impact/Outcome) of an Event
- D. NZDF Standard Measures of Likelihood
- E. NZDF Risk Analysis Matrix & Definition of Risk Levels
- F. Hazard Report
- G. HQ JFNZ Visitors register
- H. Health and Safety for Visitors to HQ JFNZ
- I. Investigation Report and Investigation Form

DUTIES OF UNIT HEALTH AND SAFETY CO-ORDINATOR

1. The Health and Safety Co-ordinator (HSC) is responsible to the CO for the following:
 - a. The development & maintenance of Health & Safety Standing Orders.
 - b. Maintenance of HQ JFNZ:
 - (1) Accident Register;
 - (2) Hazard Management Register; and
 - (3) Hazardous Substances Register.
 - c. Maintenance of Health and Safety expertise through training, reading, conferences & receiving technical advice.
 - d. The maintenance of statutory policy knowledge in relation to:
 - (1) Hazard ID and Control management; and
 - (2) Accident Investigation, recording & reporting procedures.
 - e. Ensuring the CO is briefed as to the OSH compliance standard of the Headquarters.
 - f. Chairing the HQ JFNZ OSH committee to provide health & safety technical assistance and support for HQ JFNZ personnel in the performance of their duties.
 - g. Ensuring all personnel are adequately trained and have the correct equipment or facilities so they may perform their duties without harm to themselves or others.
 - h. Ensuring all accidents, accidents of serious harm and near misses that might have caused harm, are promptly;
 - (1) reported;
 - (2) recorded; and
 - (3) investigated.

- i. Ensuring that personnel are encouraged to report to their supervisors, health and safety problems or issues and make suggestions, which would improve health and safety.
- j. Ensuring all chemicals used by or in the Headquarters work areas are supplied with Material Safety Data Sheets (MSDS) and ensure hazards are recorded on the unit hazardous substances register.
- l. Ensuring the development, maintenance and enforcement of safe working practises.
- m. Ensuring the hazard analysis of new equipment, facilities and materials is conducted prior to introduction into service by the headquarters.
- n. Ensuring that emergency plans are updated and regularly practised to maintain HQ JFNZ emergency readiness.
- o. Arranging audits of the HQ JFNZ health and safety programme.
- p. Ensure all unit personnel are made aware of the OSH requirements by regular promulgation of the Health and Safety Standing Orders or by new personnel also attending an induction brief.
- q. Ensuring the Health and Safety Committee meets at least quarterly and, as part of its responsibilities, sets some measurable and achievable annual goals such as training or promotional targets.

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**ANNEX B TO
CHAPTER 6 OF
HQ JFNZ STANDING ORDERS**

TYPES OF HAZARDS

	Type	Example	
1	Mechanical	Entanglement Friction/Abrasion Cutting Sheering Stabbing/Puncture	Impact Crushing Drawing-in Fluid injection and ejection
2	Access	Slip, Trip, Falls Falling or moving object Obstruction or projection Confined space	
3	Ergonomic	Poor operator/machine interface	
4	Electricity		
5	Chemicals	Toxic Irritant Sensitising Flammable Corrosive Carcinogenic	
6	Fire and Explosion		
7	Particles and Dust	Inhalation Ingestion Abrasion of skin or eye	
8	Radiation	Ionising Non-ionising Computer and other monitors Lasers Ultraviolet Infra-Red Microwaves	
9	Biological	Bacterial Viral Fungal	
10	Environmental	Noise Vibration Light Humidity	Ventilation Temperature Climate Pressure/Vacuum
11	Organisational	Poor maintenance Lack of supervision Lack of training Lack of information Inadequate instruction arrangements	Long hours Unsafe systems Provision of unsuitable equipment Inadequate monitoring

NZDF STANDARD MEASURES OF CONSEQUENCE (IMPACT/OUTCOME) OF AN EVENT

1. The following table contains the NZDF standard measures which must be used when assessing consequence (except for projects - see para 2 below):

Impact weighting	Descriptor	Consequence Types - Definitions *							Output Delivery	General
		Safety (non-combat activity)	Environment	Financial	Reputation	Non Current Asset Performance				
1	Insignificant	Would cause minor injuries that can be treated at the site with no long-term effects.	Would cause minor harm to the environment (noise complaint from a resident).	< \$0.250 million.	Would cause no adverse media coverage.	Would cause the asset to be functionally fit for all desired missions or tasks, but there may be some qualification to the level to which it would perform non-critical elements of the mission or task. Few such qualifications would exist.	No impact.	Impact can be readily absorbed but management effort may still be required to minimise the impact.		
2	Minor	Would cause several minor casualties that require medical attention off-site with no long-term effects.	Spill or leak causing temporary harm to the NZDF environment.	Between \$0.250 million and \$2.5 million.	Would cause Local adverse media coverage.	Would cause the asset to be functionally fit for all desired missions or tasks, but there would be some qualification to the level to which it would perform non-critical elements of the mission or task. Several such qualifications would exist.	insignificant impact.	Event that can be managed under normal operating conditions, requiring moderate levels of resource and management input.		

3	Moderate	Would cause several casualties that require hospitalisation with no long-term effects.	Spill or leak causing harm to the NZDF and external environment.	Between \$2.5 million and \$7 million.	Would cause Regional adverse media coverage.	Would cause the asset to be partly functionally fit for purpose (i.e. degraded ability to perform all desired missions or tasks; however, there are known workarounds). There would be some qualification to the level to which it would perform (e.g. due to issues of relationships, concurrency, etc.). Several such qualifications would exist.	Event that results in a temporary (< 1 month) delay in the delivery of an output or a temporary degradation in the quality of output delivery.	Significant event which will be managed under normal procedures.
4	Major	Would cause serious casualties resulting in long-term impairment of personnel (amputation, permanent disability).	Large spill or leak causing extensive, temporary damage to the environment.	Between \$7 million and \$20 million.	Would cause National adverse media coverage.	Would cause the asset to be only partly functionally fit for purpose (i.e. degraded ability to perform some core missions or essential tasks or unable to perform non-core missions or tasks, and there are no known workarounds).	Event that prevents the delivery of an output or results in degradation in the quality of output delivery for over a month.	Critical event that with proper management will be endured.
5	Catastrophic	Would cause loss of life.	Massive, irreversible damage to the environment.	> \$20 million.	Would cause sustained National and International adverse media coverage.	Would cause the asset to be functionally unfit for its intended purpose (i.e. unable to provide support to, or perform core missions or essential tasks).	Event that prevents the delivery of an output or results in the permanent degradation in the quality of output delivery.	Disaster with potential to lead to huge impact.

* It is likely that more than one Consequence Type will apply to a particular risk. In that case assess the risk using each relevant factor. The highest consequence score (i.e., worst case scenario) is to be used in determining the risk level.

NZDF STANDARD MEASURES OF LIKELIHOOD

Measuring the Likelihood or Probability of a Risk

1. NZDF Standard Semi-qualitative Scales. The following table sets out the NZDF standard semi-qualitative scales for likelihood, which must be used when assessing likelihood (except projects - see para 2 below). To use this table, decide how likely it is that the risk could have an impact on the particular objective being reviewed.

Level	Descriptor	Time Based	Probability * per year	Error Rate
1	Rare	May occur only in exceptional circumstances. Occurs less than once in every 25 years (~5%).	Less than 0.05	Mistake made once in every 10,000 operations or activities.
2	Unlikely	Could occur at some time but would require remotely possible coincidences. Occurs less than once in every 5 years (~25%).	0.05 to 0.25	Mistake made once in every 1,000 operations or activities.
3	Possible	Might occur at some time. Possible sequence or coincidence is unusual. Occurs more or less annually (~50%).	0.25 to 0.50	Mistake made once in every 100 operations or activities.
4	Highly Probable	Will probably occur in most circumstances. Not unusual. Occurs approximately monthly (~75%).	0.50 to 0.75	Mistake made once in every 10 operations or activities.
5	Almost certain	Is expected to occur in most circumstances. The most likely and expected result if the chosen sequence or scenario takes place. Occurs more often than monthly and may be constant (~99.9%).	0.75 to 1	Mistake made once in every 2 operations or activities.

* To determine the probability of a task based hazard or event per year, multiply the chance of the hazard occurring when performing the task by the number of times the task takes place per year. For example, changing oil on a compressor. Chance of spilling oil when carrying out an oil change is, say, 1 in 200. Number of oil changes carried out per year is 8. Probability of an oil spill is $8/200 = 0.04$ or "rare".

2. **NZDF Standard Semi-qualitative Scales for Projects.** For NZDF projects the following table sets out the standard semi-qualitative scales for likelihood. To use this table, decide how likely it is that the risk could have an impact on the project objectives.

Level	Descriptor	Time Based	Probability
1	Rare	In exceptional circumstances this may occur during the Project.	Less than 0.05
2	Unlikely	It is a remote possibility that this event may occur during the Project.	0.05 to 0.24
3	Possible	It is more than likely (probable) that this event will occur at some time during the Project.	0.25 to 0.49
4	Highly Probable	It is almost guaranteed that this event will occur at least once during the Project.	0.50 to 0.74
5	Almost certain	It is almost guaranteed that this event will occur several times during the Project.	Probability over 0.75

NZDF RISK ANALYSIS MATRIX & DEFINITION OF RISK LEVELS

1. The following is the standard Risk Analysis Matrix to be used within the NZDF:

Likelihood	High	High	High	Extreme	Extreme	Extreme
Almost Certain (5)	High	High	High	Extreme	Extreme	Extreme
Highly Probable (4)	Moderate	High	High	High	Extreme	Extreme
Possible (3)	Low	Moderate	Moderate	High	Extreme	Extreme
Unlikely (2)	Low	Low	Low	Moderate	High	Extreme
Rare (1)	Low	Low	Low	Moderate	High	High
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)	
	IMPACT					

2. Definition of Risk Levels. The following risk level definitions apply to the matrix above:

Descriptor	Meaning
Extreme	Goal achievement or output delivery unlikely, significant resource allocation required. The nature of the risk event would be highly visible to stakeholders including the Minister, Select Committee and the general public. Stakeholders would be highly critical of the NZDF because of its failure to manage the risk. This will lead to a lack of confidence in the overall capability of the NZDF by key external stakeholders.
High	Significantly degrades the ability to deliver outputs, meet goals and objectives. A high level of resource allocation is required. The nature of the risk event would be visible to stakeholders including the Minister, Select Committee and the general public. Although concerned about the risk event occurring external stakeholders would be unlikely to express a lack of confidence in the NZDF.
Moderate	Degrades the ability to deliver outputs, meet objectives and goals. Some resource allocation is required. It is unlikely that the risk event would be visible to all external stakeholders. The CDF may consider it appropriate that certain stakeholders e.g. the Minister are advised of the risk event and where necessary of the remedial strategies that the NZDF has initiated.
Low	Little or no impact on ability to deliver outputs, meet objectives and goals. The risk may be acceptable and able to be managed by routine procedures. Little or no resource allocation required. External stakeholders would have no visibility of the event.

Important Note: Any risk to people above a low risk is considered a "significant hazard" for Health & Safety in Employment Act 1992 purposes. Some low risks may also be significant hazards. If in doubt, consult your Health & Safety Representative.

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ORDERSHazard Report

Description of Hazard and Potential Harm:

Date reported: _____

Is it a Significant Hazard? (Circle) Yes No

Has it caused harm? Yes/No If so When?

Description of harm:

Recommended Action(s):

Action(s) taken:

Action taken by: Position:

Date of next review: / /

ANNEX G TO
CHAPTER 6 OF
HQ JFNZ STANDING ORDERS

*VISITOR/UNESCORTED VISITOR TO HQ JFNZ	
<i>*Delete as required Please Complete Fully</i>	
Date:	
Visitors Name: <i>(Print Clearly)</i>	
Vehicle Reg: <i>(If Applicable)</i>	
Security Clearance:	
Time In:	
Visitor Pass Number:	
Are you in possession of any of the following? <i>(Please circle to indicate)</i>	
Cell phone:	YES NO
Pager:	YES NO
Laptop:	YES NO
Digital Diary / Palm Top:	YES NO
Camera:	YES NO
Media Storage Devices	YES NO
<small>(Including but not limited to USB sticks, CD rewritable, DVD Disk)</small>	
<small>If Yes, advise Security Office</small>	
Have you been briefed on the building OSH rules?	
	YES NO
Visitor Signature:	
<i>Following to be completed for escorted visitors only</i>	
Sponsors Name:	
Sponsor's Designation :	
Sponsor's Extension:	
Sponsor's Signature:	
Time Out:	

**ANNEX H TO
CHAPTER 6 OF
HQ JFNZ STANDING ORDERS**

HEALTH AND SAFETY FOR VISITORS TO HQ JFNZ

Serial	Brief Subject	Comments
1	Issue personal protective equipment and/or clothing for use during visit	Hard hat, goggles, gloves etc
2.	Evacuation Procedure and Muster Location	Location of Fire exits
3.	Potential hazards and Control Measures	
4.	Out of bounds areas	
5.	Procedure for departure from premises	Branch sponsor to escort visitor from premises

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**INVESTIGATION REPORT OF ACCIDENTS AND INCIDENTS
WITH A POTENTIAL FOR HARM AND DAMAGE**

1. The purpose of this report is to determine the cause of any accident or incident and to establish the facts in order to prevent any similar events in the future. It is emphasised that the answers to the following questions will not be used to apportion blame.

Name: Rank:

Position: Branch:

Date and Time of Accident or Incident:

Name of Injured Person: Rank:

Position: Unit:

Nature of Injury:

.....

Has the injured person been off work? Yes No

Has a report been forwarded to OSH/ACC Yes No

Has a report been sent to the HQ NZDF Yes No

Name of attending medical practitioner:

What actually occurred:

.....

What was the person doing at the time of the occurrence:

.....

.....

.....

Were they undertaking their normal employment at the time? Yes No

2. Use a separate sheet if necessary to assess the equipment or work station being utilised at the time to looking for such factors as:

Adequacy of training for the task being undertaken

Adequacy of Supervision

Whether Safety measures were in place

What is the chance of it happening again? Often Occasional Rare

Action recommended to prevent a reoccurrence:

What action has taken place already:

Signed: Position/Rank: Date:

Comments:

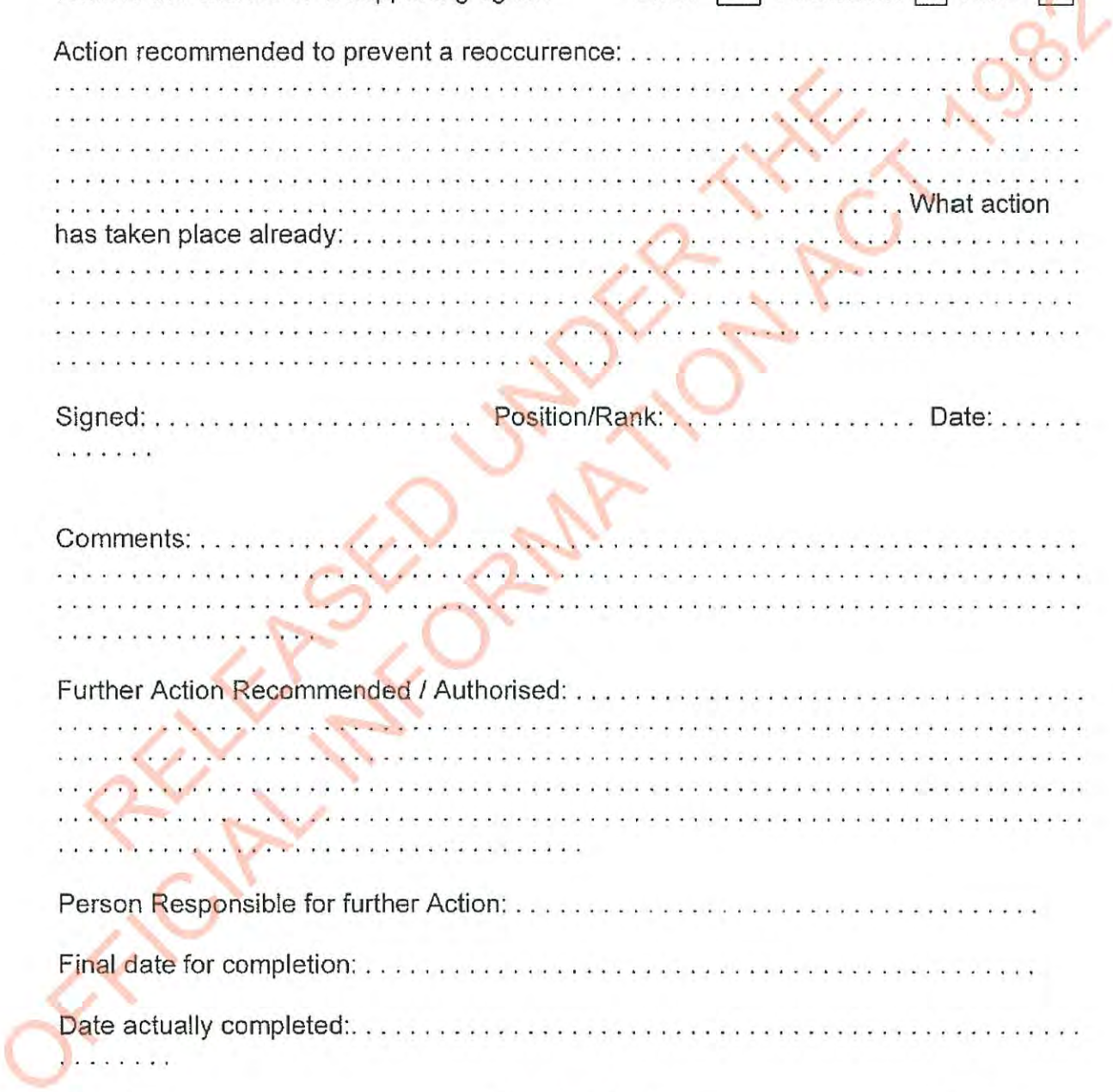
Further Action Recommended / Authorised:

Person Responsible for further Action:

Final date for completion:

Date actually completed:

Signed: Position/Rank: Date:



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To _____
On 25 JAN 2017
Reference _____
Appointment PC XO

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HEADQUARTERS JOINT FORCES NEW ZEALAND

ROUTINE ORDERS

by order of

MAJOR GENERAL T.L. GALL
COMMANDER JOINT FORCES NEW ZEALAND

Date: 18 November 2016

Order No's: 390/16 to 398/16

390/16 (U) Camp Duties

1. Trentham Camp Orderly Duties. Trentham Camp Orderly Duties are a place of parade for all HQ JFNZ staff rostered for duty. All personnel rostered for any Trentham Camp Orderly Duty are to report to the Duty Complex at 0740 hours on the day the duty commences. Tour of duty is from 0740 hours to 0800 hours the following day.

2. Replacement for Trentham Camp Orderly Duties. If personnel are unable to perform their rostered Camp Orderly Duty for any reason, they are to arrange their own replacement and advise W/O [s. 9(2)(a)]

3. Personnel rostered for Trentham Camp Duty Officer are listed below. Additionally the duty roster can be viewed on the WRSC web site Camp Routine Orders.

a. Duty Officer

- 22 Nov 16 [s. 9(2)(a)]
- 23 Nov 16
- 26 Nov 16
- 28 Nov 16
- 8 Dec 16
- 15 Dec 16

391/16 (U) DACCSO Roster

1. The Duty Air Component Commander's Staff Officer (DACCSO) roster is as follows:

- a. 18 Nov – 24 Nov 16 [s. 9(2)(a)]
- b. 25 Nov – 01 Dec 16
- c. 02 Dec – 08 Dec 16
- d. 09 Dec – 15 Dec 16

2. The DACCSO changeover occurs at the ACC's weekly meeting each Friday.

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On _____
Reference 25 JAN 2017
Appointment _____

The first point of contact for all air operations matters outside working hours is the HQ JFNZ CC Watchkeeper [s. 9(2)(a)]. The Watchkeeper will then phone the DACCSO as required.

392/16 (U) Enhanced Battle Rhythm Roster

1. OGA (Other Government Agency) Liaison Officer

- a. 14 Nov – 20 Nov 16
- b. 21 Nov – 27 Nov 16
- c. 28 Nov – 4 Dec 16
- d. 5 Dec – 11 Dec 16
- e. 12 Dec – 18 Dec 16



2. Battle Watch Captain (Augmented)

- a. 14 Nov – 20 Nov 16
- b. 21 Nov – 27 Nov 16
- c. 28 Nov – 4 Dec 16
- d. 5 Dec – 11 Dec 16
- e. 12 Dec – 18 Dec 16
- f. 19 Dec – 25 Dec 16



3. Operations Clerk

- a. 14 Nov – 20 Nov 16
- b. 21 Nov – 27 Nov 16
- c. 28 Nov – 4 Dec 16
- d. 5 Dec – 11 Dec 16
- e. 12 Dec – 18 Dec 16
- f. 19 Dec – 25 Dec 16



Note: All rostered personnel are to be familiar with the JILES Electronic Events log and have SWAN access. Please contact J3030 if you require any assistance.

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393/16 (U) Compliance with Trentham Camp Written Orders

Reference: HQ JFNZ Standing Orders Chap 2, Sect 1, Para 2103

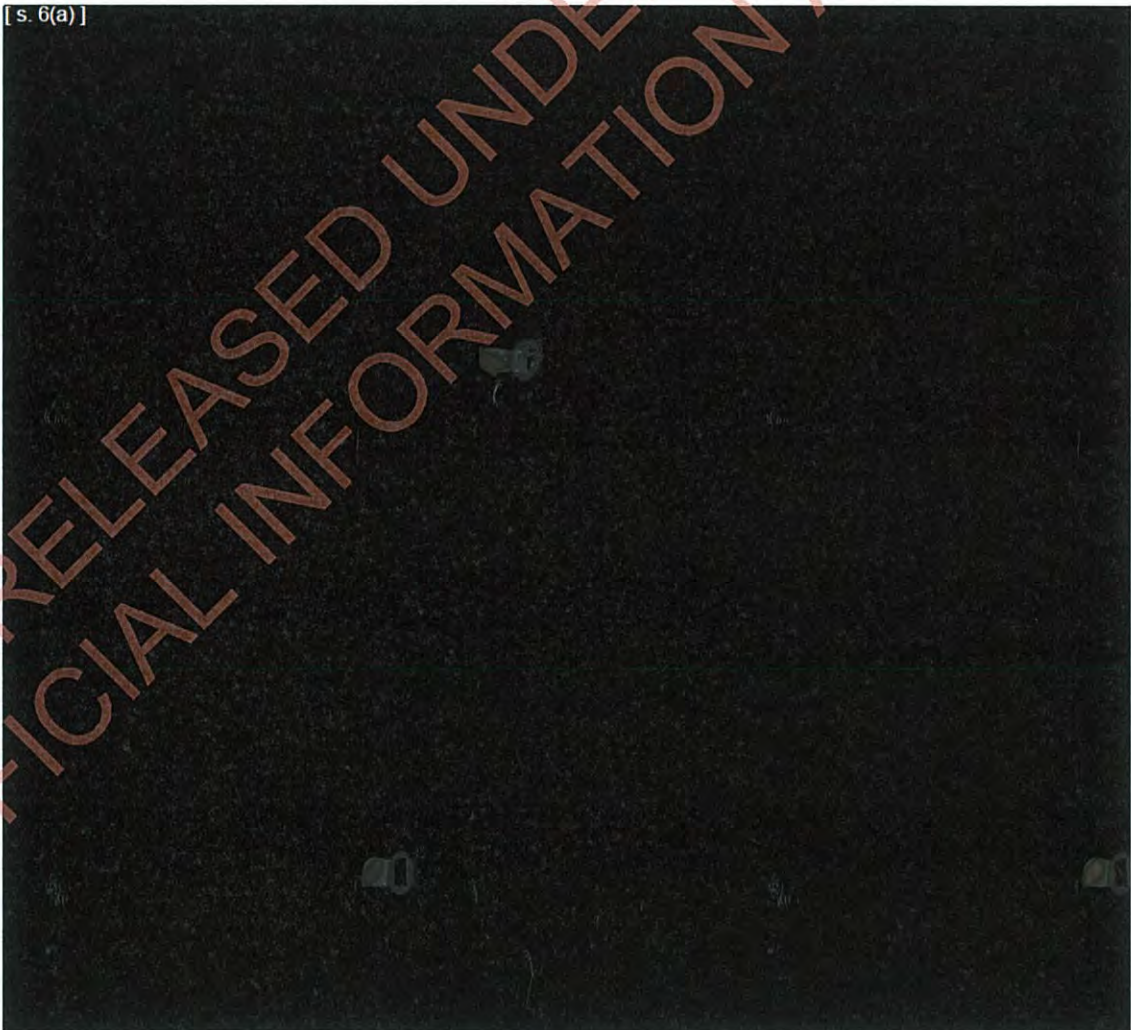
1. All personnel attached or posted to HQ JFNZ, when within the confines of Trentham Military Camp and its environs (this includes: Trentham Military Camp proper; Messines Defence Centre; Defence Shared Services premises; and their environs), are to comply with:

- a. Trentham Military Camp written orders;
- b. The lawful orders of the Officer in Command of Trentham Military Camp; and
- c. The lawful orders of duty personnel appointed by the Trentham Military Camp Officer in Command.

2. All personnel are to acquaint themselves with Trentham Military Camp written orders.

394/16

[s. 6(a)]



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To	
On	
Reference	25 JAN 2017
Appointment	R X O

[s. 6(a)]

395/16 (U) Refueling of HQ JFNZ Pool Vehicles

1. Vehicles are not to be returned with less than ½ tank of fuel. Refueling vehicles with less than ½ tank of fuel is the responsibility of the driver.
2. Where available, drivers should refuel vehicles at an NZDF fuel point using the vehicle's individual BP fuel card.
3. All drivers refueling HQ JFNZ Pool Vehicles are to enter the fuel receipt details in the vehicle expenditure box on the reverse side of the vehicle running sheet.
4. It is the driver's responsibility to ensure that HQ JFNZ pool vehicles are refuelled with the correct fuel (diesel). Failure to do so may result in disciplinary and/or recovery action.

396/16 (U) Urgent After Hours Travel

1. All urgent after hours travel enquiries that are non mission specific are managed by Atlantic Pacific Travel (APX). They are available 24hrs / 7 days and can be contacted on:
[s. 9(2)(a)]
2. Please note that J1 DPSC only actions mission specific travel for personnel deploying on operations.

397/16 (U) Entry to Trentham Camp - Identity Cards

Reference: DFO 12/2007 dated 06 Mar 2008

1. Personnel employed by NZDF are issued with the NZDF Service and civilian variants of Form MD 58 Identity Card. Pursuant to Reference A, Regular Force personnel are to carry their identity card on them at all times, except when attending Physical Training or participating in activities that make it impractical to do so. Civilian employees are required to carry their card when on Defence Force business or when on a Defence establishment. Accordingly, personnel issued with MD 58 are to use this as the primary means of identification at all times.
2. Building Access Cards that include a photograph of the bearer may be used as an alternate form of identification for the purpose of entering Trentham Camp.
3. Personnel employed by SPEL are to continue to use the approved form of identification. This identification is to be produced on request.
4. All personnel are required, when requested by security or duty personnel, to produce the approved identification or building access card on entering Trentham Camp. Failure to produce may result in disciplinary action.

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398/16 (R) Release of Publications into the Public Arena

1. Defence Force Order (DFO) 01/2015 details the framework for approval that members of the New Zealand Defence Force (NZDF) must adhere to if they intend to contribute to any publication which draws upon experiences or information gained, derived or ascertained through service or employment with the NZDF.
2. All personnel are to ensure they are familiar with DFO01/2015 and adhere to the framework.

[s. 9(2)(a)]

Executive Officer
For COMJFNZ

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Appointment	_____ R X 6

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To _____
On 25 JAN 2017
Reference _____
Appointment RC X0

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NOTICES

Clothing and Equipment Issues for NZ Army Personnel

1. With the new electronic clothing card system that has come into effect for ALL ARMY PERSONNEL, the below procedure is to be followed for Clothing and Equipment Issues and Replacement / Exchanges:

- a. The WRSC CLOTHING ISSUE form is to be filled out and be authorised by the Unit Clothing Cost Centre Manager. Army personnel are no longer able to order clothing online using SRM, either individually or "on the behalf of."
- b. The stores request form and item(s) to be issued, replaced or exchanged is to be taken to the Clothing Section, QM Platoon WRSC for issue or replacement.
- c. Exchanges of Combat Clothing, (MCUs, Wet Weather kit, Smocks and Liners) is taken from the stock of Part Worn Serviceable (PWS) equipment held at the Clothing Section WRSC. If there is nil stock of a particular PWS item, then the Clothing Section QM Platoon WRSC will buy brand new.
- d. The item exchanged / replaced is then signed for by the recipient and uplifted from Clothing Section QM Platoon TRSB.

2. Copies of the WRSC CLOTHING ISSUE form can be obtained from ext 6030.

[s. 9(2)(a)]

Anti Harassment Advisor (AHA) Contacts

1. Incidences of harassment and discrimination will not be tolerated in the NZDF and the policy is to eliminate all forms of this. Members are actively encouraged by the NZDF to directly seek out an Anti Harassment Advisor (AHA) if they have experienced any act of harassment or discrimination.
2. AHAs play an important role in encouraging members who are being harassed, to feel confident about seeking help and advice on options available to them. AHAs have received training and attend refresher courses to ensure that they are well informed on how to deal with harassment problems.
3. You are able to contact a AHA that you feel comfortable with. A full list of NZDF AHAs is at the following link. <http://org/nzdf-dpe/DocsPB/Pubs-Wellbeing/AHA/AHAListing.xlsx>
3. Commanders/Managers at every level are responsible for ensuring that areas under their control are free from harassment and discrimination.

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To _____
On 25 JAN 2017
Reference _____
Appointment PL X0
~~Personnel Occurrences~~

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Inwards Postings

Date	Rank	Initials	Surname	Service No	Posted to
	[s. 9(2)(a)]				

Internal Postings

Date	Rank	Initials	Surname	Service No	Posted Details
	[s. 9(2)(a)]				

Outwards Postings

Date	Rank	Initials	Surname	Service No	Posted from
	[s. 9(2)(a)]				

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Releases

Date	Rank	Initials	Surname	Service No	Released from
	[s. 9(2)(a)]				

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25 JAN 2017	
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To _____

On 25 JAN 2017

Reference _____

HEADQUARTERS JOINT FORCES NEW ZEALAND

Appointment K X6

ROUTINE ORDERS

by order of

MAJOR GENERAL T.L. GALL
COMMANDER JOINT FORCES NEW ZEALAND

Date: 25 November 2016

Order No's: 399/16 to 407/16

399/16 (U) Camp Duties

1. Trentham Camp Orderly Duties. Trentham Camp Orderly Duties are a place of parade for all HQ JFNZ staff rostered for duty. All personnel rostered for any Trentham Camp Orderly Duty are to report to the Duty Complex at 0740 hours on the day the duty commences. Tour of duty is from 0740 hours to 0800 hours the following day.
2. Replacement for Trentham Camp Orderly Duties. If personnel are unable to perform their rostered Camp Orderly Duty for any reason, they are to arrange their own replacement and advise W/O [s. 9(2)(a)]
3. Personnel rostered for Trentham Camp Duty Officer are listed below. Additionally the duty roster can be viewed on the WRSC web site Camp Routine Orders.

a. Duty Officer

26 Nov 16

28 Nov 16

8 Dec 16

15 Dec 16



400/16 (U) DACCSO Roster

1. The Duty Air Component Commander's Staff Officer (DACCSO) roster is as follows:
 - a. 25 Nov – 01 Dec 16 [s. 9(2)(a)]
 - b. 02 Dec – 08 Dec 16
 - c. 09 Dec – 15 Dec 16
2. The DACCSO changeover occurs at the ACC's weekly meeting each Friday.
3. The first point of contact for all air operations matters outside working hours is the HQ JFNZ CC Watchkeeper [s. 9(2)(a)]. The Watchkeeper will then phone the DACCSO as required.

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401/16 (U) Enhanced Battle Rhythm Roster


1. OGA (Other Government Agency) Liaison Officer

- a. 21 Nov – 27 Nov 16
- b. 28 Nov – 4 Dec 16
- c. 5 Dec – 11 Dec 16
- d. 12 Dec – 18 Dec 16

[s. 9(2)(a)]



2. Battle Watch Captain (Augmented)

- a. 21 Nov – 27 Nov 16
- b. 28 Nov – 4 Dec 16
- c. 5 Dec – 11 Dec 16
- d. 12 Dec – 18 Dec 16
- e. 19 Dec – 25 Dec 16

[s. 9(2)(a)]


3. Operations Clerk

- a. 21 Nov – 27 Nov 16
- b. 28 Nov – 4 Dec 16
- c. 5 Dec – 11 Dec 16
- d. 12 Dec – 18 Dec 16
- e. 19 Dec – 25 Dec 16

[s. 9(2)(a)]


Note: All rostered personnel are to be familiar with the JILES Electronic Events log and have SWAN access. Please contact J3030 if you require any assistance.

402/16 (U) DIXS Internet User Responsibilities

Reference: DFO Chapter 6

- 1. In addition to the general conditions of Chapters 2 and 3, user are not to:
 - a. visit sites or create, access, store, distribute, or view material that could be interpreted as objectionable or material that would bring discredit to the NZDF;

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download commercial software, programs, or executable code without specific prior authorisation;

- c. create, download, store or distribute any code that could interfere with an NZDF Communications and Information Systems (CIS) or the CIS of another person or agency;
- d. transmit or post any official NZDF information, including reports, pictures or videos of exercises, operations, NZDF personnel or military equipment on any unofficial website (e.g. YouTube or Facebook) other than as provided at Reference C and in accordance with the guidance at paragraph 6.20 (DFO Chap 6);
- e. modify or attempt to modify or change the settings or configuration of any Internet equipment or infrastructure without specific prior authorisation; or
- f. store private photographs, music or videos on NZDF CIS, except that personnel in deployed locations may, at the discretion of the local commander, store such material on NZDF CIS supplied for welfare purposes provided that they do so in accordance with local Orders and instructions.

403/16 (U) Internet User Policy

Reference: DFO Chapter 6

1. Users may use NZDF Internet services for the publication or dissemination of UNCLASSIFIED information.
2. Users are not to publish or disseminate IN-CONFIDENCE information over the Internet.
3. Users are not to publish or disseminate information classified RESTRICTED or above over the Internet.
4. Users are not to publish or disseminate any protectively marked information (e.g. caveat, special handling, NZ EYES ONLY) on the Internet.

404/16 (U) Seddul Bahr Road Side Gate Access

1. During working hours, personnel may facilitate side gate access from HQ JFNZ into TMC for any person who is a registered HQ JFNZ visitor for the purpose of enabling them to visit a TMC-based military or NZDF business unit, or taking them to the mess for lunch, etc. Any non-NZDF visitor must be escorted at all times.
2. Once any visitor has signed out of HQ JFNZ, they must enter TMC through the front gate and be registered as a visitor to TMC before gaining access to Camp.
3. After hours access is restricted to authorised access card holders only. Card holders are not to facilitate after hours TMC side-gate access for any person who does not have such access card privileges, *even if they are a NZDF member*. Instead, the latter must be directed to enter Camp via the main gate and produce photo identification.

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405/16 (U) Vehicle Accident Procedure

Reference: A. HQ JFNZ Unit Standing Orders, Chap 1, Sect 4, Para 1418-1419

1. When a HQ JFNZ vehicle is involved in an accident resulting in injury to any person, whether Service member or not, the NZ Police are to be notified immediately. All accidents are to be reported to the XO. Liability is not to be admitted by any driver at the time of the accident.
2. Every effort is to be made to ensure that the addresses of any witnesses and other information required for the completion of the NZDF Vehicle Incident Form at the Scene Details Form (MD1301) are noted at the scene of the accident. MD1301 is located in the glove box of each vehicle and is also contained in the vehicle folder.
3. The MD1301 is a comprehensive check sheet for all drivers of NZDF vehicles to fill out at the scene of an accident. The MD1301 has been designed to standardize reporting of vehicle accidents across the NZDF.
4. For reporting purposes, on return to HQ JFNZ, the driver is to inform Trentham Transport, who will process the accident report online using the Vehicle Incident and Crash Reporting System (VICRS) and will help any drivers' involved in a collision to gather incident details and follow up on tasks, such as insurance claims. This process will take 30-45 minutes.
5. Click below link to view NZDF Vehicle Incident Form at the Scene Details MD 1301:
http://reference/forms/MD_Forms/MD1301.doc

406/16 (R) HQ JFNZ 'Clear Desk' Policy.

- References:
- A. HQ JFNZ Standing Orders, Chapter 4
 - B. HQ JFNZ Standing Orders, Chapter 4, Annex D
 - C. HQ JFNZ Standing Orders, Foreword, Para 1001

1. General office security within HQ JFNZ is based on a 'clear desk' policy as follows:
 - a. when an office or workstation anywhere in the headquarters is vacated at the end of normal office hours, the user is to secure classified or sensitive material in the appropriate security container so as to leave the workstation clear of all such material;
 - b. when classified material is used outside the Joint Command Centre staff members are to ensure it is secured by the user in the appropriate security container, or the office is locked; and
 - c. when material classified up to SECRET is used inside the Joint Command Centre such material is to be secured by the user in the appropriate security container if the office or workstation is vacated for longer than 15 minutes.
2. Prior to the close of work each day, or on vacating an office or other work area for any extended period, all staff are to comply with the following procedures:
 - a. check workstations conform to the HQ JFNZ 'clear desk' policy;
 - b. secure all classified and in-confidence material and equipment (documents, references, computer discs, etc) in an appropriate security container;

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- c. check that office material such as scribble pads, blotters, desk calendars, carbon paper or other materials used to produce classified documents, or which may retain legible indentations of such documents, are secured or shredded as appropriate;
 - d. shred all waste material, using an appropriate shredder for material of that particular classification (classified waste bags and bins are not to be used);
 - e. check that the disc and CD-drives of each computer are empty, log out completely from all computer systems (SWAN, DIXS, etc) and turn computers off;
 - f. secure all appointment stamps, address stamps and Defence wafer seals in a lockable cupboard or filing cabinet;
 - g. secure any especially valuable or highly attractive items in at least lockable container, or if too large, in a locked room;
 - h. lock all key-lock security containers holding classified material and secure the keys in a combination-lock security container;
 - i. close and lock all combination-lock security containers (and vaults), and spin their combination lock dials at least five times counter-clockwise; and
 - j. sign off the first column ('locked by') on all security container (and vault) logs.
3. Office security checks of each branch or section are to be conducted by a member of that branch or section at the close of work each day. The minimum duties required for such checks are detailed at Ref B. All security breaches detected by such checks are to be reported to the Security Manager, who will inform the USO and respective Branch Head.

407/16



¹ Unless short or no notice travel is unavoidable in the circumstances

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Executive Officer
For COMJFNZ

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NOTICES

J03 Support Services

The J03 Support Services section, headed by Mr Grant Seales provides corporate and administrative support to HQ JFNZ. Support Service Administrators are located on Levels Two and Three in order to provide support to all HQ JFNZ personnel. The following briefly outlines the main tasks and areas of responsibility and may be of assistance to you should you require corporate or administrative support.

Grant Seales

HQ JFNZ Support Manager

- Overall management of administrative and executive support across the HQ
- Maintaining the Functional Establishment Structure, Nominal Role and Personnel Movements Reports
- Management and maintenance of the Location Register, Organisational Structure charts and Colour Plot
- Collection & analysis of statistical personnel data including Posting & Release reports
- Delegated authority for all routine purchases including travel and clothing requests
- Oversee the management of HQ JFNZ equipment
- Coordinate and manage new minor works projects

[s. 9(2)(a)]	[s. 9(2)(a)]	[s. 9(2)(a)]	[s. 9(2)(a)]
<p>Level 2 (J3) – Support Services Administrator Ext [s. 9(2)(a)]</p> <ul style="list-style-type: none"> • Car, car park & meeting room bookings • Cell phone, Blackberry & iPhone requests • Signing on & off documentation • SRM purchasing including stationery, furniture and business cards • Maintenance of photocopiers, printers and shredders • Coordination of travel and accommodation • Defence Credit Card agent • Photocopying and scanning documents • Document Distribution • Routine Maintenance Requests 	<p>Level 2 (J2) – Support Services Administrator Ext [s. 9(2)(a)]</p> <ul style="list-style-type: none"> • Car, car park & meeting room bookings • Cell phone, Blackberry & iPhone requests • Signing on & off documentation • SRM purchasing including stationery, furniture and business cards • Maintenance of photocopiers, printers and shredders • Coordination of travel and accommodation • Defence Credit Card agent • Photocopying and scanning documents • Document Distribution • Routine Maintenance Requests 	<p>Level 3 – Support Services Administrator Ext [s. 9(2)(a)]</p> <ul style="list-style-type: none"> • Car, car park & meeting room bookings • Cell phone, Blackberry & iPhone requests • Signing on & off documentation • SRM purchasing including stationery, furniture and business cards • Maintenance of photocopiers, printers and shredders • Coordination of travel and accommodation • Defence Credit Card agent • Photocopying and scanning documents • Document Distribution • Routine Maintenance Requests 	<p>Level 3 – Support Services Administrator Ext [s. 9(2)(a)]</p> <ul style="list-style-type: none"> • Car, car park & meeting room bookings • Cell phone, Blackberry & iPhone requests • Signing on & off documentation • SRM purchasing including stationery, furniture and business cards • Maintenance of photocopiers, printers and shredders • Coordination of travel and accommodation • Defence Credit Card agent • Photocopying and scanning documents • Document Distribution • Routine Maintenance Requests • HQ JFNZ Petty Cash

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Inwards Postings

Date	Rank	Initials	Surname	Service No	Posted to
[s. 9(2)(a)]					

Internal Postings

Date	Rank	Initials	Surname	Service No	Posted Details
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Outwards Postings

Date	Rank	Initials	Surname	Service No	Posted from
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HEADQUARTERS JOINT FORCES NEW ZEALAND

ROUTINE ORDERS

by order of

MAJOR GENERAL T.L. GALL
COMMANDER JOINT FORCES NEW ZEALAND

Date: 2 December 2016

Order No's: 408/16 to 419/16

408/16 (U) Camp Duties

1. Trentham Camp Orderly Duties. Trentham Camp Orderly Duties are a place of parade for all HQ JFNZ staff rostered for duty. All personnel rostered for any Trentham Camp Orderly Duty are to report to the Duty Complex at 0740 hours on the day the duty commences. Tour of duty is from 0740 hours to 0800 hours the following day.
2. Replacement for Trentham Camp Orderly Duties. If personnel are unable to perform their rostered Camp Orderly Duty for any reason, they are to arrange their own replacement and advise W/O ~~██████████~~ [s. 9(2)(a)]
3. Personnel rostered for Trentham Camp Duty Officer are listed below. Additionally the duty roster can be viewed on the WRSC web site Camp Routine Orders.

a. Duty Officer

8 Dec 16	██████████ [s. 9(2)(a)]
15 Dec 16	██████████

409/16 (U) DACCSO Roster

1. The Duty Air Component Commander's Staff Officer (DACCSO) roster is as follows:

- | | |
|-----------------------|------------------------------------|
| a. 02 Dec – 08 Dec 16 | ██████████ [s. 9(2)(a)] |
| b. 09 Dec – 15 Dec 16 | ██████████ |
| c. 16 Dec – 22 Dec 16 | ██████████ |
| d. 23 Dec – 27 Dec 16 | ██████████ |
| e. 28 Dec – 05 Jan 17 | ██████████ |
| f. 06 Jan – 12 Jan 17 | ██████████ |
| g. 13 Jan – 19 Jan 17 | ██████████ |
| h. 20 Jan – 26 Jan 17 | ██████████ |

2. The DACCSO changeover occurs at the ACC's weekly meeting each Friday.

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The first point of contact for all air operations matters outside working hours is the HQ JFNZ-CC Watchkeeper [s. 9(2)(a)]. The Watchkeeper will then phone the DACCSO as required.

410/16 (U) Enhanced Battle Rhythm Roster

1. OGA (Other Government Agency) Liaison Officer

a. 28 Nov – 4 Dec 16

[s. 9(2)(a)]

b. 5 Dec – 11 Dec 16

c. 12 Dec – 18 Dec 16

2. Battle Watch Captain (Augmented)

a. 28 Nov – 4 Dec 16

[s. 9(2)(a)]

b. 5 Dec – 11 Dec 16

c. 12 Dec – 18 Dec 16

d. 19 Dec – 25 Dec 16

3. Operations Clerk

a. 28 Nov – 4 Dec 16

[s. 9(2)(a)]

b. 5 Dec – 11 Dec 16

c. 12 Dec – 18 Dec 16

d. 19 Dec – 25 Dec 16

Note: All rostered personnel are to be familiar with the JILES Electronic Events log and have SWAN access. Please contact J3030 if you require any assistance.

411/16 (U) After Hours Use of HQ JFNZ Vehicles

Reference: A. HQ JFNZ Unit Standing Orders, Chap 1, Sect 4, Para 1421-1422
B. HQ JFNZ Unit Standing Orders, Foreword, Para 1001

1. With the approval of the HQ JFNZ Support Services Manager, 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 Security Office.

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Pool vehicles are not to be taken home without the express permission of the HQ JFNZ Support Services Manager, which 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.

412/16 (U) DIXS Internet User Responsibilities

Reference: DFO Chapter 6

1. In addition to the general conditions of Chapters 2 and 3, user are not to:
 - a. visit sites or create, access, store, distribute, or view material that could be interpreted as objectionable or material that would bring discredit to the NZDF;
 - b. download commercial software, programs, or executable code without specific prior authorisation;
 - c. create, download, store or distribute any code that could interfere with an NZDF Communications and Information Systems (CIS) or the CIS of another person or agency;
 - d. transmit or post any official NZDF information, including reports, pictures or videos of exercises, operations, NZDF personnel or military equipment on any unofficial website (e.g. YouTube or Facebook) other than as provided at Reference C and in accordance with the guidance at paragraph 6.20 (DFO Chap 6);
 - e. modify or attempt to modify or change the settings or configuration of any Internet equipment or infrastructure without specific prior authorisation; or
 - f. store private photographs, music or videos on NZDF CIS, except that personnel in deployed locations may, at the discretion of the local commander, store such material on NZDF CIS supplied for welfare purposes provided that they do so in accordance with local Orders and instructions.

413/16 (U) HQ JFNZ Pool Vehicle Use

- Reference: A. HQ JFNZ Unit Standing Orders, Chap 1, Sect 4
B. HQ JFNZ Unit Standing Orders, Foreword, Para 1001

1. Staff requiring the use of a vehicle are to forward their request by email, showing all relevant details of their request, to their respective floor Support Services Administrator:

Level 2: [s. 9(2)(a)]
Level 3: [REDACTED]

Verbal requests are not acceptable.

2. Staff who run over the booking time are to notify the Support Services Office immediately by telephone. [s. 9(2)(a)]

3. Keys and running sheets are held in the Support Services Office during normal

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working hours Monday to Friday. During the weekends and after hours the vehicle keys and running sheets are kept at the NZDF Security office. NZDF Security staff have no booking rights.

4. Urgent out of hour vehicle and car park requests are to have the duty Joint Watch Keeper approval.

5. It is the driver's responsibility to refuel and clean the vehicle after use. Any damage to the vehicle is to be reported to J030 without delay.

6. All HQ JFNZ pool vehicles now have an '0800 NZ FORCES' How's My Driving' stickers affixed. All staff that drive the pool cars are reminded to take note of the investigation requirements and reporting.

414/16 (U) Refueling of HQ JFNZ Pool Vehicles

1. Vehicles are not to be returned with less than 1/2 tank of fuel. Refueling vehicles with less than 1/2 tank of fuel is the responsibility of the driver.

2. Where available, drivers should refuel vehicles at an NZDF fuel point using the vehicle's individual BP fuel card.

3. All drivers refueling HQ JFNZ Pool Vehicles are to enter the fuel receipt details in the vehicle expenditure box on the reverse side of the vehicle running sheet.

4. It is the driver's responsibility to ensure that HQ JFNZ pool vehicles are refuelled with the correct fuel (diesel). Failure to do so may result in disciplinary and/or recovery action.

415/16 (U) Staff Clearances

Reference: DFO1, Chapter 9, Annex H

1. As per the reference ALL personnel travelling overseas on duty are reminded they are to submit a **Staff Clearance Request**.

416/16 (U) Compliance With HQ JFNZ Fire Orders

Reference: A. HQ JFNZ Unit Standing Orders Chap 5
B. HQ JFNZ Unit Standing Orders, Foreword, Para 1001

1. It is an individual responsibility for all NZDF members, 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.

417/16 (R) Lost Security Passes

1. It is the responsibility of all HQ JFNZ security pass holders to take every precaution against loss, theft or damage to their security identity and proximity cards. The following policy is to be applied by staff-members;

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- Accountable items and personnel are to safeguard them at all times;
- b. staff members are to report a misplaced or lost proximity card immediately to the Security Manager along with a written report, describing the circumstances of the loss, to be submitted to the Security Manager by close of business on the same working day; and
 - c. any staff member who finds a HQ JFNZ security pass, or is given one found by others, is to hand it to the Security Manager as soon as possible.

418/16 (U) HQ JFNZ smoking policy

Reference: HQ JFNZ Unit Standing Orders, Chap 2, Para 2114

1. Smoking is not permitted inside any part of the HQ JFNZ Building. The only designated smoking area 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.

419/16 (U) Vehicle Accident Procedure

Reference: A. HQ JFNZ Unit Standing Orders, Chap 1, Sect 4, Para 1418-1419

- 1. When a HQ JFNZ vehicle is involved in an accident resulting in injury to any person, whether Service member or not, the NZ Police are to be notified immediately. All accidents are to be reported to the XO. Liability is not to be admitted by any driver at the time of the accident.
- 2. Every effort is to be made to ensure that the addresses of any witnesses and other information required for the completion of the NZDF Vehicle Incident Form at the Scene Details Form (MD1301) are noted at the scene of the accident. MD1301 is located in the glove box of each vehicle and is also contained in the vehicle folder.
- 3. The MD1301 is a comprehensive check sheet for all drivers of NZDF vehicles to fill out at the scene of an accident. The MD1301 has been designed to standardize reporting of vehicle accidents across the NZDF.
- 4. For reporting purposes, on return to HQ JFNZ, the driver is to inform Trentham Transport, who will process the accident report online using the Vehicle Incident and Crash Reporting System (VICRS) and will help any drivers' involved in a collision to gather incident details and follow up on tasks, such as insurance claims. This process will take 30-45 minutes.
- 5. Click below link to view NZDF Vehicle Incident Form at the Scene Details MD 1301: http://reference/forms/MD_Forms/MD1301.doc

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Executive Officer
For COMJFNZ

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NOTICES

J03 Support Services

The J03 Support Services section, headed by Mr Grant Seales provides corporate and administrative support to HQ JFNZ. Support Service Administrators are located on Levels Two and Three in order to provide support to all HQ JFNZ personnel. The following briefly outlines the main tasks and areas of responsibility and may be of assistance to you should you require corporate or administrative support.

Grant Seales

HQ JFNZ Support Services Manager

- Overall management of administrative and executive support across the HQ
- Maintaining the Functional Establishment Structure, Nominal Role and Personnel Movements Reports
- Management and maintenance of the Location Register, Organisational Structure charts and Colour Plot
- Collection & analysis of statistical personnel data including Posting & Release reports
- Delegated authority for all routine purchases including travel and clothing requests
- Oversee the management of HQ JFNZ equipment
- Coordinate and manage new minor works projects

Level 2 (J3) – Support Services Administrator Ext [s. 9(2)(a)]	Level 2 (J2) – Support Services Administrator Ext [s. 9(2)(a)]	Level 3 – Support Services Administrator Ext [s. 9(2)(a)]	Level 3 – Support Services Administrator Ext [s. 9(2)(a)]
<ul style="list-style-type: none"> • Car, car park & meeting room bookings • Cell phone, Blackberry & iPhone requests • Signing on & off documentation • SRM purchasing including stationery, furniture and business cards • Maintenance of photocopiers, printers and shredders • Coordination of travel and accommodation • Defence Credit Card agent • Photocopying and scanning documents • Document Distribution • Routine Maintenance Requests 	<ul style="list-style-type: none"> • Car, car park & meeting room bookings • Cell phone, Blackberry & iPhone requests • Signing on & off documentation • SRM purchasing including stationery, furniture and business cards • Maintenance of photocopiers, printers and shredders • Coordination of travel and accommodation • Defence Credit Card agent • Photocopying and scanning documents • Document Distribution • Routine Maintenance Requests 	<ul style="list-style-type: none"> • Car, car park & meeting room bookings • Cell phone, Blackberry & iPhone requests • Signing on & off documentation • SRM purchasing including stationery, furniture and business cards • Maintenance of photocopiers, printers and shredders • Coordination of travel and accommodation • Defence Credit Card agent • Photocopying and scanning documents • Document Distribution • Routine Maintenance Requests 	<ul style="list-style-type: none"> • Car, car park & meeting room bookings • Cell phone, Blackberry & iPhone requests • Signing on & off documentation • SRM purchasing including stationery, furniture and business cards • Maintenance of photocopiers, printers and shredders • Coordination of travel and accommodation • Defence Credit Card agent • Photocopying and scanning documents • Document Distribution • Routine Maintenance Requests • HQ JFNZ Petty Cash

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HQ JFNZ Intranet Website On Occupational Safety And Health (OSH)

1. The HQ JFNZ Hazard Register, OSH policy and procedures, the HQ JFNZ OSH Committee, latest announcements, ACC, and other exciting information can be found at :

<http://org/hqjfnz/JFNZPages/OSH.aspx>

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Personnel Occurrences

Inwards Postings

Date	Rank	Initials	Surname	Service No	Posted to
[s. 9(2)(a)]					

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Internal Postings

Date	Rank	Initials	Surname	Service No	Posted Details
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Outwards Postings

Date	Rank	Initials	Surname	Service No	Posted from
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Releases

Date	Rank	Initials	Surname	Service No	Released from
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Appointment	R XO

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ROUTINE ORDERS

by order of

MAJOR GENERAL T.L. GALL
COMMANDER JOINT FORCES NEW ZEALAND

Date: 9 December 2016

Order No's: 420/16 to 430/16

420/16 (U) Camp Duties

- Trentham Camp Orderly Duties. Trentham Camp Orderly Duties are a place of parade for all HQ JFNZ staff rostered for duty. All personnel rostered for any Trentham Camp Orderly Duty are to report to the Duty Complex at 0740 hours on the day the duty commences. Tour of duty is from 0740 hours to 0800 hours the following day.
- Replacement for Trentham Camp Orderly Duties. If personnel are unable to perform their rostered Camp Orderly Duty for any reason, they are to arrange their own replacement and advise W/O [s. 9(2)(a)]
- Personnel rostered for Trentham Camp Duty Officer are listed below. Additionally the duty roster can be viewed on the WRSC web site Camp Routine Orders.

a. Duty Officer

15 Dec 16	[s. 9(2)(a)]
16 Dec 16	[s. 9(2)(a)]
13 Jan 17	[s. 9(2)(a)]
17 Jan 17	[s. 9(2)(a)]
18 Jan 17	[s. 9(2)(a)]

421/16 (U) DACCSO Roster

- The Duty Air Component Commander's Staff Officer (DACCSO) roster is as follows:

- 09 Dec – 15 Dec 16 [s. 9(2)(a)]
- 16 Dec – 22 Dec 16 [s. 9(2)(a)]
- 23 Dec – 27 Dec 16 [s. 9(2)(a)]
- 28 Dec – 05 Jan 17 [s. 9(2)(a)]
- 06 Jan – 12 Jan 17 [s. 9(2)(a)]
- 13 Jan – 19 Jan 17 [s. 9(2)(a)]

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On 2-5 JAN 2017

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Appointment RLX0 g. 20 Jan – 26 Jan 17

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[s. 9(2)(a)]

2. The DACCSO changeover occurs at the ACC's weekly meeting each Friday.
3. The first point of contact for all air operations matters outside working hours is the HQ JFNZ CC Watchkeeper [s. 9(2)(a)]. The Watchkeeper will then phone the DACCSO as required.

422/16 (U) Enhanced Battle Rhythm Roster

1. OGA (Other Government Agency) Liaison Officer

- a. 5 Dec – 11 Dec 16
- b. 12 Dec – 18 Dec 16
- c. 9 Jan – 15 Jan 17
- d. 16 Jan – 22 Jan 17
- e. 23 Jan – 29 Jan 17

[s. 9(2)(a)]

2. Battle Watch Captain (Augmented)

- a. 5 Dec – 11 Dec 16
- b. 12 Dec – 18 Dec 16
- c. 19 Dec – 25 Dec 16
- d. 9 Jan – 15 Jan 17
- e. 16 Jan – 22 Jan 17

[s. 9(2)(a)]

3. Operations Clerk

- a. 5 Dec – 11 Dec 16
- b. 12 Dec – 18 Dec 16
- c. 19 Dec – 25 Dec 16
- d. 9 Jan – 15 Jan 17
- e. 16 Jan – 22 Jan 17

[s. 9(2)(a)]

Note: All rostered personnel are to be familiar with the JILES Electronic Events log and have SWAN access. Please contact J3030 if you require any assistance.

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423/16 (U) Authority to Drive HQ JFNZ Vehicles

Reference: A. HQ JFNZ Unit Standing Orders, Chap 1, Sect 4, Para 1405-1406
B. HQ JFNZ Unit Standing Orders, Foreword, Para 1001

1. 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.
2. The authorised driver is to ensure the MD1400 Vehicle Usage Record is completed fully and the First and Last parade actions (including cleaning and refuelling on completion of task) are completed on the vehicle. Any issues with the vehicle are to be raised with the Support Services office.

424/16 (U) HQ JFNZ Location Register

1. It is the responsibility for all members of the NZDF employed within HQ JFNZ to maintain and update the Location Register.
2. The register is located on the Joint Command Home Page on IMX.

425/16 (U) NZDF Diesel Price Discounts

1. The NZDF uses over 3.2 million litres of road diesel fuel a year. Drivers of diesel fuelled service vehicles are to refuel their vehicles at the Camp/Base fuel point in the first instance when possible.
2. To purchase diesel from an NZDF fuel point use the BP fuel card in the same way as at a BP retail outlet.
3. Whenever it is necessary to refuel at a roadside BP, personnel should endeavour to use a Truck Stop first.

426/16 (U) Seddul Bahr Road Side Gate Access

1. During working hours, personnel may facilitate side gate access from HQ JFNZ into TMC for any person who is a registered HQ JFNZ visitor for the purpose of enabling them to visit a TMC-based military or NZDF business unit, or taking them to the mess for lunch, etc. Any non-NZDF visitor must be escorted at all times.
2. Once any visitor has signed out of HQ JFNZ, they must enter TMC through the front gate and be registered as a visitor to TMC before gaining access to Camp.
3. After hours access is restricted to authorised access card holders only. Card holders are not to facilitate after hours TMC side-gate access for any person who does not have such access card privileges, *even if they are a NZDF member*. Instead, the latter must be directed to enter Camp via the main gate and produce photo identification.

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427/16 (R) Unauthorised Software on Defence Computers

Reference: DFO 51 Vol 4 (INFOSEC)

1. As NZDF members increasingly use computer technology through both their employment and home use, a corresponding increase occurs in the threat to NZDF information systems. The threat arises from the introduction or penetration of unauthorised software, usually in the form of executable programmes, having the potential to cause serious harm to NZDF operations.
2. Despite directions to the contrary there has been a growing number of NZDF members introducing unauthorised software on Defence computers and other stand alone computers; primarily this has been in the form of games. This practice contravenes the policy contained in the Reference which clearly states that no unauthorised software is to be introduced to Defence computers.
3. NZDF members are not to load unauthorised software on to Defence computers (networked or stand alone) unless authorised and changed by CIS HQ JFNZ; this includes floppy disks, data sticks, CD ROM's and from the Internet.
4. Individual computers and network drives are monitored on a regular basis by CIS members for unauthorised software. The programme used will detect illegal software irrespective of the name it is stored under. Where a game is deemed a Training Aid, approval is to be sought through normal command channels to HQ JFNZ CIS. Subsequent approval may have to be obtained from higher Headquarters.

428/16 (R) Destruction of CD/DVD's and Plastic Cards

1. All CD's and DVD's for destruction are to be shredded using a CD/DVD destroyer or shredder. This Headquarters has a destroyer located in J2 Branch for all CD/DVD and any other plastic cards classified CONFIDENTIAL and above.
2. **Shredding** - The CD/DVD shredder located on Level 1 outside the CIS Support Office, is specifically for the destruction of CD's, DVD's and plastic cards classified RESTRICTED or UNCLASSIFIED only.
3. **No other shredders** are to be used for this purpose and the shredded material, which is unclassified, is safe for disposal in the orange Skip Bin situated in the driveway in front of the Loading Bay.

429/16 (U) Smoking, Consumption of and Carriage of Alcohol in HQ JFNZ Vehicles

Reference: HQ JFNZ Unit Standing Orders, Chap 1, Sect 4, Para 1414-1415

1. Smoking is prohibited in HQ JFNZ vehicles.
2. 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 are alcoholic beverages to be carried in HQ JFNZ vehicles without authority.

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430/16

(U) Transfer of Data between Information Systems and Networks

1 [s. 6(a)]
[Redacted]

a. (U) **Public/UNCLASSIFIED Domain (i.e. Internet) to RESTRICTED Domain (i.e. DIXS)**. Where there is a justified business need staff may transfer data from the public domain to the RESTRICTED domain.

- (1) (U) **Data up to 20 Mb**. Staff needing to upload data from the public domain to DIXS, where the total quantity of data being transferred is 20 Mb or less, may do so by emailing this data to their DIXS email account.
- (2) (U) **Data exceeding 20 Mb**. Staff needing to upload data from the public domain to DIXS, where the total quantity of data being transferred exceeds 20 Mb, may do so using optical media (i.e. CD/DVD). The following restrictions apply:
 - (a) (U) Staff are to configure any disc used as 'single session' (also known as 'write once, read many' (WORM).
 - (b) (U) Staff are to use a Malicious Code Media Scanner (MCMS) Releasing Terminal (IAW the relevant SOP) to check the disc contents for viruses and malicious code. This is to be done prior to the disc being inserted into any NZDF or FVEY partner information system/network¹.
- (3) (U) **Internet to Desktop (ITD)**. ITD may also be used to transfer data from the public to RESTRICTED domains, as the necessary protective measures are in place.

b. (U) **RESTRICTED domain (i.e. DIXS) to SECRET domain (i.e. SWAN)**. Where there is a justified business need staff may transfer data from the RESTRICTED domain to the SECRET domain.

(1) [s. 6(a)]
[Redacted]

(2) (U) **Use of Optical Media**. Staff needing to transfer large quantities of data in one transaction from the RESTRICTED domain to the SECRET domain may use optical media. The following restrictions apply:

- (a) (U) Staff are to configure any disc used as WORM.
- (b) [s. 6(a)]
[Redacted]
- (c) (U) Staff are to destroy the optical media used for the transfer immediately after the uploading process is complete.

c. (U) **SECRET Domain to RESTRICTED Domain**. When there is a justified business requirement data may be transferred from the SECRET domain to the RESTRICTED domain. The following restrictions apply:

¹ An MCMS terminal is located in the CST Office on Level 1
² See your local CST for information or help with this procedure if required

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(1) [s. 6(a)]

(2) (U) HQ JFNZ staff are to request the assistance of a designated DTA for any data transfer from the SECRET domain to the RESTRICTED domain.

Use of Attached Storage Devices (ASD)

2. [s. 6(a)]

[s. 9(2)(a)]

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³ J55/ADFLO is permitted to execute data transfer from DSN to the NZDF RESTRICTED domain subject to compliance with all other requirements.

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NOTICES

Authority to Sign Statutory Declarations

Reference: Oaths and Declarations Act 1957, Sect 9.

1. All Legal Officers are authorised to take oaths and declarations and to certify documents as true copies, and in addition certain Officers of the Crown are authorised to take statutory declarations pursuant to the reference listed above.
2. Those Officers of the Crown at HQ JFNZ authorised to take statutory declarations are:
 - a. Maritime Component Commander (MCC),
 - b. Deputy Commander Joint Forces New Zealand (J01), and
 - c. Executive Officer HQ JFNZ (J03).
3. Ref Para 2, those so authorised were listed in the New Zealand Gazette, No. 41, page 1210, dated 28 Feb 08.

HQ JFNZ Carparks

1. Unallocated HQ JFNZ parks may be occupied by any HQ JFNZ staff member on a first come, first served basis. Visitors should be encouraged to use the appropriate visitor carparks. When an allocated carpark holder does not require their park they are encouraged to offer it to other staff.
2. Vehicles are to be reversed into HQ JFNZ parks in order to maximise the benefits of lower morning fatigue levels to reduce the possibility of reversing accidents and to expedite the emptying of the HQ JFNZ carparks in reduced visibility or an emergency. Visitors are to be advised by HQ JFNZ hosts to reverse into carparks and staff are requested to remind colleagues of any rank who forget to do so.

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Personnel Occurrences

Inwards Postings

Date	Rank	Initials	Surname	Service No	Posted to
[s. 9(2)(a)]					

Internal Postings

Date	Rank	Initials	Surname	Service No	Posted Details
[s. 6(a)]					

Outwards Postings

Date	Rank	Initials	Surname	Service No	Posted from
[s. 6(a)]					

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HEADQUARTERS JOINT FORCES NEW ZEALAND

ROUTINE ORDERS

by order of

MAJOR GENERAL T.L. GALL
COMMANDER JOINT FORCES NEW ZEALAND

Date: 16 December 2016

Order No's: 431/16 to 441/16

431/16 (U) Camp Duties

1. Trentham Camp Orderly Duties. Trentham Camp Orderly Duties are a place of parade for all HQ JFNZ staff rostered for duty. All personnel rostered for any Trentham Camp Orderly Duty are to report to the Duty Complex at 0740 hours on the day the duty commences. Tour of duty is from 0740 hours to 0800 hours the following day.
2. Replacement for Trentham Camp Orderly Duties. If personnel are unable to perform their rostered Camp Orderly Duty for any reason, they are to arrange their own replacement and advise W/O [s. 9(2)(a)]
3. Personnel rostered for Trentham Camp Duty Officer are listed below. Additionally the duty roster can be viewed on the WRSC web site Camp Routine Orders.

a. Duty Officer

16 Dec 16 [s. 9(2)(a)]
13 Jan 17
17 Jan 17
18 Jan 17

432/16 (U) DACCSO Roster

1. The Duty Air Component Commander's Staff Officer (DACCSO) roster is as follows:

a. 16 Dec – 22 Dec 16 [s. 9(2)(a)]
b. 23 Dec – 27 Dec 16
c. 28 Dec – 05 Jan 17
d. 06 Jan – 12 Jan 17
e. 13 Jan – 19 Jan 17
f. 20 Jan – 26 Jan 17

2. The DACCSO changeover occurs at the ACC's weekly meeting each Friday.

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The first point of contact for all air operations matters outside working hours is the HQ JFNZ CC Watchkeeper [s. 9(2)(a)] [REDACTED]. The Watchkeeper will then phone the DACCSO as required.

433/16 (U) Duties over the Christmas / New Year 2016/17

1. Attached at link below:

<http://orgs/imx/hqjfnz-command/J03/HQ%20JFNZ%20Christmas%20Roster%202016%20-%202017.docx>

434/16 (U) Compliance with Trentham Camp Written Orders

Reference: HQ JFNZ Standing Orders Chap 2, Sect 1, Para 2103

1. All personnel attached or posted to HQ JFNZ, when within the confines of Trentham Military Camp and its environs (this includes: Trentham Military Camp proper; Messines Defence Centre; Defence Shared Services premises; and their environs), are to comply with:

- a. Trentham Military Camp written orders;
- b. The lawful orders of the Officer in Command of Trentham Military Camp; and
- c. The lawful orders of duty personnel appointed by the Trentham Military Camp Officer in Command.

2. All personnel are to acquaint themselves with Trentham Military Camp written orders.

435/16 (U) HQ JFNZ Car Parking Pass Bookings

1. All bookings for HQ JFNZ car park passes will be processed by respective Support Services Administrators as follows:

J2 / J3 Branch Areas: [s. 9(2)(a)] [REDACTED]
Level 3: [REDACTED]

2. HQ JFNZ members requesting the use of a car park are to forward their request by email to those named above. Verbal requests are not acceptable. Please note that all non duty requests require XO HQ JFNZ approval.

3. Car passes are to be collected from and returned to the:

- a. Support Services Office during the hours 0800– 1630 (Mon – Fri), or
- b. Security Office after hours (or by arrangement) including weekends and public holidays.

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437/16 (U) Internet User Policy

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Reference: DFO Chapter 6

1. Users may use NZDF Internet services for the publication or dissemination of UNCLASSIFIED information.
2. Users are not to publish or disseminate IN-CONFIDENCE information over the Internet.
3. Users are not to publish or disseminate information classified RESTRICTED or above over the Internet.
4. Users are not to publish or disseminate any protectively marked information (e.g. caveat, special handling, NZ EYES ONLY) on the Internet.

437/16 (R) Personal Electronic Devices

1. Any person entering HQ JFNZ beyond the foyers on level one is not to have in their possession any Personal Electronic Device, except as specifically authorised by the HQ JFNZ Unit Security Officer.
2. A "Personal Electronic Device" is any device which has:
 - a. A transmitting or receiving capability using any part of the radio frequency spectrum, such as 2G, 3G, 4G, Wi-Fi, Bluetooth, Infrared or other such wireless connectivity;
 - b. An image-capturing capability;
 - c. An audio-recording capability; or
 - d. A data storage capability whether connectable to an information system directly or via USB, Firewire, Ethernet, e-SATA, MIDI, Thunderbolt or other means.
3. Devices with transmitting or receiving capability include, but are not limited to: laptop or notebook computers, mobile phones, transistor radios, tablets, phablets, e-Readers, smart watches (e.g. *Apple watch*), personal fitness trackers (e.g. *Fitbits*), and motorcycle-related communicators or intercoms.
4. Devices with image-capturing capabilities include, but are not limited to: cameras and any other devices fitted with cameras.
5. Devices with audio-recording capabilities include, but are not limited to: digital or analogue recording devices and any other devices fitted with such.
6. Devices with data storage capabilities include, but are not limited to: optical media (including CD, DVD and Blu-ray disks); USB sticks (aka thumb drives); flash memory cards (SD cards, etc.); MP3/MP4 players (including iPods); laptop or notebook computers, mobile phones; tablets; phablets; e-Readers; smart watches; personal fitness trackers.

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(R) Reporting of Security Breaches or Suspicious Incidents

Reference: HQ JFNZ Unit Standing Orders Chap 4, Sect 1, Para 4112-4113

1. Action on Discovery of a Security Breach

On the discovery of any breach or suspected breach of security staff members are to report the fact immediately to the Security Manager and AUSO. Within 24 hours the Security Manager will:

- a. determine whether or not a breach has in fact occurred;
- b. if a breach has occurred, determine whether it is minor or serious;
- c. take appropriate immediate steps to minimise damage and prevent recurrence; and
- d. comply with any mandatory reporting requirements.

2. Reporting of Security Breaches or Suspicious Incidents

All staff members are to report any security breaches or suspicious incidents to the Security Manager and/or a senior ranking member immediately the occurrence is noticed. If such an occurrence is noticed outside normal working hours, the Duty JCC Watchkeeper is to be informed immediately. If the nature of the incident warrants, the Duty JCC Watchkeeper is to immediately inform the Security Manager or USO. The format for routine reports is detailed at Appendix One to Annex A.

439/16 (U) Urgent After Hours Travel

1. All urgent after hours travel enquiries that are **non mission specific** are managed by Atlantic Pacific Travel (APX). They are available 24hrs / 7 days and can be contacted on: [s. 9(2)(a)]

2. Please note that J1 DPSC only actions **mission specific** travel for personnel deploying on operations.

440/16 (U) HQJFNZ Unit Standing Orders

Reference: HQ JFNZ Unit Standing Orders, Foreword, para's 1001-1002.

1. 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.

2. All military and civilian staff members are to read HQ JFNZ Unit Standing 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 the Standing Orders at least twice annually (Feb / Aug) and that a register with signed acknowledgements 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.

3. Electronic copy of HQ JFNZ Unit Standing Orders is located on the HQ JFNZ website.

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Appointment 16 (U) Out of Hours Fire Evacuation Register

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Reference: A. HQ JFNZ Unit Standing Orders, Foreword, Para 1001

1. A sign in/out Evacuation Register for all staff and visitors will be kept and maintained by the NZDF Security Guards operating from the Quarterdeck Security office.
2. Staff and visitors who enter the Headquarters out of hours are to fill their particulars in the Register.

[s. 9(2)(a)]

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NOTICES

Clothing and Equipment Issues for NZ Army Personnel

1. With the new electronic clothing card system that has come into effect for ALL ARMY PERSONNEL, the below procedure is to be followed for Clothing and Equipment Issues and Replacement / Exchanges:

- a. The WRSC CLOTHING ISSUE form is to be filled out and be authorised by the Unit Clothing Cost Centre Manager. Army personnel are no longer able to order clothing online using SRM, either individually or "on the behalf of."
- b. The stores request form and item(s) to be issued, replaced or exchanged is to be taken to the Clothing Section, QM Platoon WRSC for issue or replacement.
- c. Exchanges of Combat Clothing, (MCUs, Wet Weather kit, Smocks and Liners) is taken from the stock of Part Worn Serviceable (PWS) equipment held at the Clothing Section WRSC. If there is nil stock of a particular PWS item, then the Clothing Section QM Platoon WRSC will buy brand new.
- d. The item exchanged / replaced is then signed for by the recipient and uplifted from Clothing Section QM Platoon TRSB.

2. Copies of the WRSC CLOTHING ISSUE form can be obtained from :
ext 6030.

[s. 9(2)(a)]

Untidiness of Communal Kitchen Areas

1. This is a reminder to all HQ JFNZ personnel that it is the responsibility of all individuals who use the communal kitchens on each Level to ensure that they are left in a clean and tidy state.
2. There is an ongoing problem with dirty crockery and cutlery being left in the various sinks and benches not being wiped clean.
3. HQ JFNZ staff members are reminded to remove all personal food items from the fridges at the end of each week.
4. Any milk in the fridges on Friday is for the weekend duty personnel and is not to be removed. Milk is provided only for morning and afternoon tea rations. The use of milk for breakfast by personnel is to cease.

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Personnel Occurrences

Inwards Postings

Date	Rank	Initials	Surname	Service No	Posted to
[s. 9(2)(a)]					

Internal Postings

Date	Rank	Initials	Surname	Service No	Posted Details
Nil					

Outwards Postings

Date	Rank	Initials	Surname	Service No	Posted from
[s. 9(2)(a)]					

Releases

Date	Rank	Initials	Surname	Service No	Released from
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