

Police Interagency Agreements Policy

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Policy statement and principles

What

Interagency Agreements are part of Police Instructions. Commonly known as Agreements, they include a range of guidance documents. The following list includes the most common types of Agreement:

- Memoranda of Understanding (MOU)
- Memoranda of Arrangement (MOA)
- Letters of Agreement (LOA)
- Protocols
- Approved Information Sharing Agreements (AISA)
- Service Level Agreements (SLA) and Operational Level Agreements (OLA)
- Relationship Agreements and Partnership Agreements

Agreements reflect Police's commitment to build partnerships and work effectively with other organisations that share our purpose, goals, and values. Police's partners include other government agencies, charities, community groups, business associations, and overseas law enforcement. Entering into an agreement is a basic yet important step to promote mutual support, goodwill, and collaboration with our partners.

Police's interagency agreements also contain operational and administrative guidance which staff can refer to when working with a partner organisation during an incident or on a project.

Our agreements are typically not legally binding and do not include financial contracts. Please refer to the [Procurement chapter](#) of the Police Manual for guidance on financial contracts.

Why

Building partnerships and maintaining relationships delivers on Police's priority of focused prevention through partnerships and is integral to Police's vision for New Zealand to be the safest country.

Setting out the parameters of these relationships in an agreement enables and encourages the parties to:

- Formalise the nature, purpose and scope of our working arrangements.
- Record, and periodically review our respective aims, principles, and shared values.
- Set clear guidance which enables our people to work in partnership lawfully, ethically, and consistently.
- Provide clarification where there is potential for disagreement or uncertainty, and processes to manage and resolve disputes when they arise.
- Ensure appropriate safeguards and controls are in place to manage the partnership, including monitoring service delivery.

How

The Police Instructions Team maintains a central register of all published agreements, as well as agreements which are under development. Please contact the [Police Instructions Team](#) if you need to develop a new interagency agreement or review an existing one.

An agreement usually comes into effect on the date it is signed. Once the agreement is signed, the Police Instructions Team publishes the document on TenOne. Each agreement is assigned to an appropriate Police workgroup or district, which manages the partnership and periodically reviews how the agreement is delivered. Typically, the Director of the workgroup or District Commander owns the agreement and has responsibility for keeping it current and fit for purpose.

Status

Agreements are not financial contracts, although some may include financial information such as breakdowns of costs. Agreement owners will decide, on a case-by-case basis, if it is appropriate to redact financial information from an agreement before the Police Instructions Team publishes it internally. The [Procurement chapter](#) of the Police Manual provides guidance regarding financial contracts.

The overwhelming majority of agreements are also non-legally binding. However, as AISAs have the status of secondary legislation, there may be instances where an AISA or another statutory agreement places specific legal obligations on Police and/or another party. While most agreements are not legally enforceable, the terms of an agreement could be used in court proceedings should Police fail to comply with it.

Types of Interagency Agreement

Memorandum of Understanding (MOU)

MOUs are high-level, principle-based documents which recite each party's core functions and strategic goals. An MOU is an agreement that the parties will work together with the aim of achieving these goals. MOUs are especially useful where our relationship with a partner agency is multifaceted or involves the work of different business groups. They are used for the following reasons:

- enabling the parties to develop protocols and other specific operational arrangements (these operational documents become schedules to the main MOU)
- clarifying each party's roles and responsibilities where there is a risk of misunderstanding
- providing mechanisms to help the parties resolve disputes.

Letter of Agreement (LOA)

The main difference between a Letter of Agreement and an MOU is that the scope of an LOA is usually narrower than an MOU. Where MOUs typically cover a wide range of Police's business and work, LOAs tend to focus on one or two specific arrangements and usually contain fewer operational schedules. Otherwise, LOAs have the same purpose and functions as MOUs.

Memorandum of Arrangement (MOA)

'Memorandum of Arrangement' is the name we give to our agreements with overseas agencies and transnational organisations, such as Europol. An MOA can be very similar in form to an MOU, LOA, or a standalone protocol, depending on each party's preferences and obligations. The Ministry for Foreign Affairs and Trade (MFAT) has published an [International Treaty Making Guide](#), which provides detailed guidance for government agencies on standard wording, practice, and procedures for developing MOAs. A government agency that intends to enter an international treaty or arrangement is required to consult with the Legal Division of MFAT at any early stage. Please refer to pages 34 to 37 of the Guide when developing or reviewing an MOA.

The Policing Act 2008 sets specific legal requirements for developing or varying international agreements that enable the sharing of personal information. Section [95D](#) of the [Policing Act 2008](#), requires the Commissioner of Police to consult the Privacy Commissioner when developing a new international disclosure instrument or when varying an existing one. (Please refer to the 'International information sharing' section of the '[Disclosure under the Privacy Act 2020](#)' chapter for guidance about sharing information with overseas agencies)

MOAs must be carefully worded to avoid setting unintentional legal obligations for New Zealand Police or our Government. When drafting an MOA or schedule the following table must be adhered to:

Do not use:	Use instead:
'Article'	'Paragraph'
'Agreements' or 'undertakings'	'Arrangements' or 'understandings'
'Authorities' or 'authentic'	'Having equal validity'
'Be entitled to'	'enjoy'
'Bound to (or by)'	'Covered by'
'Clause'	'Paragraph'
'Constitute an obligation'	'Continue to apply to'
'Continue in force'	'Continue to have effect'
'Crown'	'Governments' or 'participants'
'Disagreement or dispute'	'Difference'
'Done'	'Signed'
'Enter into force'	'Come into operation' 'come into effect'
'Mutually agree'	'Jointly decided'
'Obligations'	'Conditions' 'terms' 'duties'
'Parties'	'Governments' 'participants'
'Rights' (except where used to refer to human rights or intellectual property rights)	'Benefits'
'Shall' 'must' 'undertake to' 'agree to undertake'	'Will' or 'decide'
'Undertake'	'Carry out'
'Undertakings' or 'agreements'	'Understanding' or 'arrangements'

Definitions relating to international agreements that enable the sharing of personal information

These definitions are taken from [s95A](#) Policing Act 2008. They apply to international agreements that describe the procedures, conditions and responsibilities for sharing personal information, under [s95D](#) Policing Act 2008.

Agency-to-agency agreement

An agency-to-agency agreement refers to an international disclosure instrument that is an agreement between the Police and one or more corresponding overseas agencies.

Corresponding overseas agency

Section [95A](#) of the Policing Act defines a corresponding overseas agency as:

1. an overseas person, body or agency that is empowered to perform functions that correspond, wholly or partly, to any of the functions set out in section 9 of the Policing Act 2008; and
2. includes Interpol and every overseas person, body or agency appointed under article 32 of the constitution of Interpol to co-operate with Interpol.

International disclosure instrument

An instrument that provides for the disclosure of personal information to a corresponding overseas agency. Instruments include:

1. an international arrangement or agreement to which the Government of New Zealand is party; or
2. an agency-to-agency agreement; or
3. the constitution of Interpol and any instrument adopted under article 44 of that constitution.

Operational Schedules

Schedules are an important part of MOUs, LOAs and MOAs. They are agreements which include detailed operational, technical, procedural, or administrative guidance. Each party's staff and representatives can refer to these guidance documents to help put the partnership into practice, as and when needed. Schedules are attached or added to MOUs, LOAs and MOAs whenever the parties wish to clarify how a specific part of the relationship should operate. The following document types may be included as schedules to MOUs and LOAs:

- Protocols
- Information Sharing Agreements (including for data and intelligence exchange, and Request for Information protocols)
- Service Level Agreements
- Operational Level Agreements
- Charters.

While there will be a single owner of the main overarching agreement, individual schedules may be 'owned' and managed by different work groups which are responsible for keeping the schedules current and fit-for-purpose. Review dates for schedules usually align with the review of the main MOU, MOA, LOA or AISA.

Refer to the '[Sharing information with other agencies](#)' chapter for further guidance relating to information sharing.

Refer to the 'Service Level Agreements' and 'Protocol' parts of this chapter for further information about these agreement types.

Approved Information Sharing Agreements (AISA)

[Part 7 Subpart 1](#) of the [Privacy Act 2020](#) is an information sharing framework that allows domestic agencies to use Approved Information Sharing Agreements (AISAs) to share personal information that would not normally be permitted under the Information Privacy Principles. An AISA is approved through an Order in Council process that authorises the sharing of information between or within agencies for the purpose of delivering public services. The agencies that 'sign up' to the AISA are responsible for ensuring their staff understand the specific terms and conditions for sharing and using information. The Office of the Privacy Commissioner has published [guidance](#) on AISAs which makes clear that AISAs have the legal status of Regulations and are used to 'enable the efficient, responsive and sensible provision of public services, in ways that do not sacrifice important rights, and without adding unnecessary risk of privacy breaches.' There is a rigorous approval process to ensure AISAs are developed and performed fairly and reasonably. The process for developing and maintaining an AISA includes:

Developing an AISA:

- Early consultation with [Police's Chief Privacy Officer](#)
- Obtain approval from an Executive Sponsor (ELT member)
- Initial informal consultation with the Office of the Privacy Commissioner
- Privacy Impact Assessment
- Consultation with internal and external stakeholders
- Formal consultation with Privacy Commissioner
- Ministerial approval (Lead Agency's Minister agrees to proceed with public consultation)
- Cabinet consultation and approval
- Order in Council
- Parties sign AISA

Maintaining an AISA:

- Publication - the lead agency publishes a copy of the AISA online. AISAs are also listed in [Schedule 2](#) of the Privacy Act.
- Reporting requirements - the lead agency is responsible for reporting on the operation of the AISA in its annual report.
- Process audits (and other assurance checks to ensure the AISA is being implemented properly and fairly).
- Periodic reviews - the Privacy Commissioner can review the operation of the AISA and raise any concerns with the lead agency's Minister.
- The lead agency is required to consult with the Privacy Commissioner regarding any change to the AISA. Any substantial changes to the AISA must be approved through the Order in Council process (substantively the same as the original authorising process).

Note: Most of Police's information sharing arrangements with other agencies are performed under an MoU (Memorandum of Understanding) rather than AISAs, generally by relying on an exception to Information Privacy Principle 11 in the Privacy Act 2020 or by an authorising provision found in other legislation.

If you think you need to develop an AISA please contact [Police's Chief Privacy Officer](#).

Protocols

In simple terms, a protocol is an agreed way to do something. Typically, protocols are a formal or official way of setting out the procedures for what actions to take in a certain situation. Most of Police's operational and administrative schedules are protocols (even if the term 'protocol' is not used in the schedule). The following documents are examples of protocols relevant to Police:

- Child Protection Protocol - Joint Operating Procedures
- Crown Law Media Protocol for Prosecutors
- Emergency Response Protocol - Underground Mines and Tunnels
- Roads Incident Management Protocol
- Schedule 2 to the LOA between Police and New Zealand Red Cross

Protocols are instructional documents and provide guidance on how to respond to complex or high-risk scenarios. It is especially important to keep protocols up to date, fit-for-purpose, clear and concise, so that everyone is clear about what to do, and can put the agreed approach into practice. Please see the 'Review' section below for more information on updating an agreement.

Service Level Agreements (SLAs)

What are Service Level Agreements?

There are two main types of SLAs; internal SLAs and external SLAs.

Internal SLAs are used by Police groups, units, and districts to outline how they will provide or share services between them. The owner of an internal SLA may decide to lodge it with the Police Instructions Team, but there is no obligation to do so.

External SLAs formally document a group or district's service or operational arrangements with other local agencies, associations or businesses. The owner of an external SLA is required to lodge it with the Police Instructions Team. Publishing external district-level agreements in Police Instructions provides a single point of reference for all guidance and instructional content. It enables us to identify inconsistencies between local and national agreements and take steps to deconflict or otherwise mitigate these.

The purpose of entering into an SLA is to formally outline the service one group or agency will provide to another. SLAs typically:

- define services, detail service parameters and record the parties' mutual understanding about the provision of services
- set out agencies' or groups', or district's priorities
- define roles and responsibilities
- include controls to measure performance (i.e., to assess how service delivery compares with agreed service levels).

When used effectively, an SLA should:

- identify and define the customer's needs
- set realistic expectations
- provide a framework for understanding
- simplify complex issues
- reduce areas of actual and potential conflict
- encourage the parties to resolve disputes and differences in a fair and efficient manner.

Relationship and Partnership Agreements

Relationship (RAs) and Partnership (PAs) agreements have the same status as MOUs, LOAs, and SLAs, but tend to avoid the formal structure, legalistic language and tone of other agreement types. RAs and PAs may be useful where the parties intend to set out their shared goals, visions or values and commit to supporting each other to achieve these as part of an enduring partnership. These types of agreements are particularly useful where Police and the other entity wish to align themselves strategically and ethically.

RAs and PAs will therefore usually focus on community engagement, prevention first, responsiveness and Police's commitment to Māori and the Treaty and/or inclusion and diversity.

Terms of Reference

Terms of Reference (TORs) are used to describe the purpose and scope of projects, committees and governance groups, or a collection of people or agencies who have agreed to work together to achieve a shared goal. TORs are typically focused on clearly defined and measurable goals or objectives. Achieving these set goals is a key indicator as to whether a project or group is working and delivering as intended. Both [ExecGov](#) and the [Police Instructions Team](#) are able to offer advice and support in the development of terms of reference, but there is no requirement to lodge terms of reference with the Police Instructions Team.

Approved Agency Agreements

The New Zealand Police Vetting Service uses Approved Agency Agreements (AAAs) to approve domestic and overseas agencies to use the vetting service. AAAs are standard, templated agreements which set out the scope of the Vetting Service and the terms and conditions under which an approved agency can access the Service. Each agency signs and submits an AAA to Police Vetting Services as part of the initial approval process. Once approved, the agency may then submit vetting applications to the Police Vetting Service. There is a standard fee payable to Police for each vetting application; all New Zealand registered charities have been granted a fee waiver, as have agencies submitting less than 5 vetting applications per year.

The Police Vetting Service is currently party to approximately 13,000 AAAs. These agreements provide assurance the agency has read and understood their obligations and responsibilities.

Refer to the New Zealand Police Vetting Service [webpage](#) for further information about AAAs.

Government priorities and Police Executive oversight

Prior approval by Executive Member for development of new national or international agreements

Obtain prior approval from an Executive Leadership Team (ELT) member before developing a new national-level agreement, or international agreement. Avoid giving commitments to other parties about a proposed agreement until a member of ELT has approved the proposal. The ELT member may decide to sponsor the agreement themselves or nominate another sponsor (see Who can sponsor agreements?).

Ensure your proposal identifies how the agreement would align with Our Business and Our Values. Please contact the [Police Instructions Team](#) if you need assistance in developing your proposal.

If the intention is to develop an AISA, the business owner should consult with the [Chief Privacy Officer](#) before submitting a proposal to the Executive Sponsor. This step will help to determine whether an AISA is required rather than a standard information sharing agreement.

Authority to enter into District or Work Group agreements

Seek approval from the District Commander or Director before developing a new District or Work Group MOU or LOA. This will enable the District Commander or Director to:

- consider if the agreement should be developed at a national level (including whether there is already a national level agreement in place or under development)
- inform the Assistant Commissioner or Executive Director of the new agreement as appropriate.

Executive Sponsor role

The Executive Sponsor or in the case of District or Work Group agreements the District Commander or Director:

- decides whether the proposed agreement is of strategic and operational value to Police and aligns with our interests, goals, priorities and values
- decides who will sign the Agreement, (i.e., does the Commissioner need to sign the Agreement or will the sponsor sign the Agreement on their behalf?)
- provides Executive oversight whilst the agreement is under development
- considers whether the agreement should be referred to ELT or another governance group aligned to the subject matter. For more information see '[Submitting a paper to a governance group](#)' in the 'Police governance and leadership' chapter. The ELT Sponsor should consider referring the agreement to ELT if it:
 - is an AISA
 - is a new or significantly updated agreement with a public sector agency or international partner
 - creates reputational and/or organisational risk
 - covers matters of significant public interest
 - requires major changes to Police's service delivery
 - places substantial additional financial or resource commitments on Police

Who can sponsor and sign agreements?

The table below sets out the appropriate tier level for sponsoring and signing different agreement types. As a general rule signatories should be at an equivalent level in each organisation signing the agreement.

Type of Agreement	Recommended sponsor	Recommended Signatory
Main MOU with a large public sector agency, e.g., Ministry of Justice, Waka Kotahi, Customs, MBIE.	Commissioner of Police or Deputy Commissioner / DCE	Commissioner of Police
Main MOU or LOA with a smaller public sector agency, e.g., LINZ, GCSB, SFO, NEMA, Ministry for Pacific Peoples	Deputy Commissioner / DCE	Deputy Commissioner / DCE
Main MOU or LOA with charitable trusts and business associations, e.g., Blue Light Ventures, Neighbourhood Support, Billy Graham Youth Foundation	Assistant Commissioner / ED / Tier 3 Director or equivalent	Assistant Commissioner / ED / Tier 3 Director or equivalent or Director / District Commander or Tier 4 equivalent
AISA (Police not the lead agency)	Deputy Commissioner /DCE (following initial consultation with Chief Privacy Officer)	Deputy Commissioner / DCE
AISA (Police is the lead agency)	Commissioner of Police or Deputy Commissioner / DCE	Commissioner of Police
Main high-level MOA	Deputy Commissioner / DCE	Commissioner of Police
MOA containing operational, technical or administrative detail	Deputy Commissioner / DCE	Assistant Commissioner / ED / Tier 3 Director or equivalent
Relationship or Partnership Agreement	Assistant Commissioner / ED / Tier 3 Director or equivalent	Assistant Commissioner / ED / Tier 3 Director or equivalent or Director / District Commander or Tier 4 equivalent
SLAs and District level MOUs	District Commander / Director or Tier 4 Equivalent	District Commander / Director or Tier 4 Equivalent
Schedules	District Commander / Director or Tier 4 Equivalent	District Commander / Director or Tier 4 Equivalent
AAAs	Not applicable (as templated agreements)	
District level MOU or LOA	Assistant Commissioner	District Commander

Relationship meetings

The owner of a signed agreement is responsible for ensuring relationship meetings take place with the partner agency (or agencies) as per the terms of the agreement. Those who participate in the relationship meetings should discuss whether the agreement is still required, and if so whether it remains fit-for-purpose and/or needs amending or updating. Inform the Executive Sponsor if the agreement is significantly amended.

Getting started

Deciding what sort of agreement to develop

Consider these points:

If the proposed agreement...	then you should use...
<ul style="list-style-type: none"> - is of national interest; or - is in the interest of national security; or - is of high value to New Zealand (or to a specific District); or - addresses strategic goals (i.e., assists in addressing the Government's priorities, Our Priorities as outlined in Our Business and the Statement of Intent); or - addresses a high-risk community issue; or - has high returns for Police; or - is sectoral (i.e., involves an agency that represents a sector, rather than an individual agency); or - addresses multiple relationship issues with one or more government agencies. 	MOU
<ul style="list-style-type: none"> - is with an overseas or transnational agency (i.e., Interpol) - is an 'international disclosure instrument' to share personal information under s95B Policing Act 2008. 	MOA
<ul style="list-style-type: none"> - addresses one or two minor or specific issues with a single agency - is with a small and/or single focused agency/non-government organisation (NGO)/business - is not an 'international disclosure instrument' to share personal information under s95B Policing Act 2008. 	LOA or a Schedule to an existing MOU/MOA
<ul style="list-style-type: none"> - is new but of an operational or technical nature and a MOU/MOA or LOA already exists 	Schedule and attach it to a MOU/MOA or LOA
<ul style="list-style-type: none"> - is internal between Police groups or between districts and local service providers about the provision of a particular service 	Service Level Agreement
<ul style="list-style-type: none"> - is to detail the goals, scope, and responsibilities for delivering a project or managing a committee or group 	Terms of Reference
<ul style="list-style-type: none"> - is about paying for services or products 	Contract (refer to the Procurement section in the Police Manual)

Note: Contact the Police Instructions Team if you are not sure what type of agreement to use. The [Police Instructions Team](#) can also provide templates and examples to assist with developing a new agreement

Single agreement with each agency

Where possible, Police will enter into and maintain a single overarching agreement with each agency we formally partner with. This allows us to add any operational aspects as schedules to the main overarching agreement. An exception is where Police enters into a multilateral agreement (i.e., more than two agencies are involved) which will typically be a standalone agreement.

Ownership of MOUs and schedules

The operational schedules attached to an MOU may have different owners who retain responsibility for their currency and integrity. The owner of the MOU is generally responsible for facilitating the scheduled updates Assurance Group's Police Instructions Team will

advise both the MOU and Schedule owner of any impending review requirements. Where possible, schedule review dates should align with the MOU reviews.

Reviewing, extending, and cancelling Agreements

A five-year review cycle is the standard frequency for all interagency agreements, with the expectation groups will review and either re-sign, update, extend or cancel the agreement within that time. There should be sound reasons to justify reducing the review period from a five-year cycle.

Inform the partner agency/agencies at the start of the review process. This will prevent duplication of effort and gives the reviewers from each party an opportunity to share ideas and agree what, if any, aspect of the existing agreement needs to be updated. If the parties agree the existing agreement remains fit-for-purpose, they can agree to extend it for a further five-year period (or a shorter period if either party is aware of impending strategic, operational, or technical changes that will impact how the parties will work together).

Each agreement should contain standard clauses about what the parties need to do if they wish to extend, vary, or cancel the agreement. If an agreement does not include these standard extension, variation or cancellation clauses, then in most cases the parties should exchange emails to confirm their mutual decision to extend, vary or cancel the agreement.

Developing a national/international/district-level agreement

Follow these steps to develop a national, international or district-level agreement. (See also 'Developing an [Approved Information Sharing Agreement \(AISA\)](#)' if applicable).

Step	Action
1	Obtain approval from an Executive Sponsor or District Commander / Director as applicable. (See ' Prior approval by Executive Member for development of new national or international agreements and external TORs ').
2	Let the Police Instructions Team know about the new agreement that is under development.
3	<p>Start drafting the agreement. Use the Police MOU, MOA or LOA templates,</p> <p>Bear in mind:</p> <ul style="list-style-type: none">- Best practice is to develop operational and technical arrangements as schedules to an existing MOU, MOA or LOA and to have only one agreement with each agency albeit with multiple schedules.- We aim for consistency for all our instructions and agreements. However, our templates may not suit the specific requirements of the agreement you are developing. There may be good reason to use a different format or template when drafting the agreement.- Where another agency asks Police to be a party to a new agreement, the other agency will typically lead its development, especially in the early stages. It is acceptable if the other agency wants to use a different format or template so long as the substance of the agreement is consistent with Police's organisational goals and contains standard clauses. For example, including a review or expiry date can help keep the agreement current and fit-for-purpose.- Some sections in the template(s) may not be applicable and can be removed. Seek advice from the Police Instructions Team if you have any questions about the templates, early drafting, or standard clauses.
4	Send the initial draft to the Police Instructions Team prior to the first consultation round. The Police Instructions Team will review the initial draft and provide feedback.
5	<p>Circulate the draft agreement internally and externally as required. Standard practice is to first circulate the draft agreement internally. Ensure internal stakeholders have a reasonable opportunity to review and provide feedback on the draft. A two-week timeframe is usually sufficient when consulting internally.</p> <p>Note: Internal stakeholders impacted by a proposed Agreement must be consulted during the first consultation round, and again before signing.</p>

6	<p>Once the draft incorporates feedback from internal stakeholders, it can be sent to external parties.</p> <p>Note: there are specific legal requirements for developing agreements with overseas agencies, particularly those which involve sharing personal information.</p> <p>For all agreements with overseas agencies:</p> <ul style="list-style-type: none"> - Early consultation with the Ministry for Foreign Affairs and Trade's (MFAT) Legal Adviser for International Treaties. <p>For international agency-to-agency agreements related to the sharing of personal information:</p> <ul style="list-style-type: none"> - Consult the Privacy Commissioner. - Advise the other agency that New Zealand law requires public access to the agreement through the internet and a hardcopy that can be accessed through the PNHQ concierge unless any grounds exist that would necessitate withholding the agreement in whole or redacting parts of it. Under section 95E(4) of the Policing Act 2008 the requirement to publish does not apply to: <ul style="list-style-type: none"> - an agency-to-agency agreement, or to any directions, that may be withheld under the Official Information Act 1982 or whose existence need not be confirmed or denied under the Act; and - any provision of an agency-to-agency agreement, or any of the directions, that may be withheld under the Official Information Act 1982. <p>For more information please refer to MFAT's 'International Treaty Making' Guidance for government agencies on practice and procedures for concluding international treaties and arrangements.</p>
7	Update the draft agreement based on the feedback received from the external party/parties and other stakeholders. Consult with internal stakeholders if needed, and update the draft based on any additional feedback received.
8	Send the updated draft to the Police Instructions Team and Legal Services
9	Sponsor determines who should sign the agreement. See Who can sign national / international agreements?

Getting a national/international agreement signed

Use this table as a guide to arrange signing.

Step	Action
1	The parties should decide if the agreement will be signed physically (pen and paper) or electronically (e-signatures). Where the parties use physical signatures, they should prepare original copies, so each agency can retain their own signed version for publication.
2	<p>If there is to be a formal signing ceremony arrange a suitable date, time, location, and attendees for the occasion. For international agreements the arrangements will be coordinated by International Services Group.</p> <p>Note: Agreements are usually signed by the respective signatories without a formal occasion and take effect on the date the last agency signs.</p>
3	Prepare an internal memorandum to the Commissioner or delegate who will sign the document, outlining the signing information.
4	Ensure two (or more) copies of the agreement are attached for signing (one copy for each agency).
5	Tag the documents where the Commissioner/delegate and other party are required to sign.
6	Contact the Media and Communications Team to provide media coverage if desirable (Internal or External as required).

Managing and publishing a national/international agreement after signing

Once the agreement has been signed, follow the steps in this table.

Step	Action
1	Ensure that each party receives an original, signed copy of the agreement for their records.
2	Forward the signed Police copy and any supporting documents to the Police Instructions Team , which is responsible for maintaining records of all Police's agreements. The owner is responsible for securely storing agreements that are not published because of their security classification and decides who may access the document on a case-by-case basis.
3	<p>If it is an international disclosure instrument that shares personal information, a copy must be published on the Police website (and it will also be published on the MFAT website) and a copy made available for inspection from the PNHQ concierge unless grounds exist that would necessitate withholding the agreement in whole or redacting parts of it. Under section 95E(4) of the Policing Act 2008 the requirement to publish does not apply to:</p> <ul style="list-style-type: none">- an agency-to-agency agreement, or to any directions, that may be withheld under the Official Information Act 1982 or whose existence need not be confirmed or denied under the Act; and- any provision of an agency-to-agency agreement, or any of the directions, that may be withheld under the Official Information Act 1982.
4	<p>Advise any impacted districts and/or work groups about the new or amended agreement, so they are aware it has come into effect and can take any necessary action.</p> <p>Note: Early consultation with impacted districts/work groups is important to ensure they have a reasonable opportunity to flag issues with the proposed new arrangements and sufficient time to plan for changes to their standard operations. This is particularly applicable to districts, which may need to develop local level agreements to help put the national-level agreement into practice.</p>
5	Participate in relationship meetings, both with the external partners and internal colleagues. The Police representative named in the agreement is responsible for resolving relationship disputes, differences and issues as they arise, which may include escalating any unresolved issues in accordance with the arrangements outlined in the agreement.
6	The Assurance Group's Police Instructions Team will send quarterly reports to each business owner which will show when each of agreement is scheduled for review. They will remind you to review the agreement before it is overdue.

Developing a Service Level Agreement

Follow these steps to develop a Service Level Agreement.

Step	Action
1	Content owners nominate staff who will lead the development work.
2	Conduct an impact assessment and confirm who needs to be consulted.
3	Collate any existing and related agreements, policy and procedures, and any other relevant documents, and review their content.
4	<p>Draft the Service Level Agreement using the Service Level Agreement Template as a guide.</p> <p>Note: Seek advice from the Police Instructions Team if required.</p>
5	Consult relevant groups and seek feedback - then redraft as necessary.
6	Complete a final draft. Check with the Police Instructions Team as required.
7	Refer Service Level Agreement to the relevant Director/District Commander for signing.
8	Send the signed and dated original, and an electronic copy of the SLA to Police Instructions for publication.

Reviewing and amending Service Level Agreements

Follow these steps to amend a Service Level Agreement.

Step	Action
1	Content owners nominate staff who will lead the review.
2	Conduct an impact assessment if required and confirm who needs to be consulted.
3	Collate any existing and related agreements, policy and procedures, and any other relevant documents, and review their contents.
4	Draft the amended service level agreement using the Police Instructions Team's writing toolkit as appropriate. Note: Seek advice from the Police Instructions Team .
5	Consult relevant groups and seek feedback - then redraft as necessary.
6	Complete final draft.
7	Refer amended SLA to the relevant Director/District Commander for signing between the parties.
8	Send the signed and dated original, and an electronic copy of the amended/reviewed SLA to Police Instructions for re-publication. Note: If an SLA has been reviewed and the parties agree no change is required and the SLA can be extended, send Police Instructions Team a copy of the emails or correspondence confirming this.

Cancelling an interagency agreement

Follow these steps to cancel an interagency agreement.

Who	Action
Police Groups or District staff (content owners)	<ol style="list-style-type: none"> 1. Assess relevance and necessity of the agreement. 2. Consult other groups as required. 3. Obtain approval for cancellation from Director/District Commander (email advice is sufficient to Police Instructions) 4. Write to the partner agency(ies) providing notice of cancellation as per relevant clauses in the agreement. 5. Notify cancellation in TenOne as required.
Police Instructions team	<ol style="list-style-type: none"> 1. Update the Police Instructions section of TenOne and record changes in Register. 2. Archive any electronic copies.

Quarterly reporting and escalation process

Quarterly reporting

The Police Instructions Team prepares quarterly reports which outline the status of each group or district's agreements. The reports provide an overview of:

- Agreements that are current
- Agreements that are due for review within the next 6 months
- Agreements that are overdue for review
- Agreements that are under development

Escalation process

Where business owners persistently fail to review an agreement or there is an unreasonable delay during the review process, the Police Instructions Team may escalate the matter via the Chief Assurance Officer to the relevant ELT member.

The Police Instructions Team provides the Police Executive with status reports every six months. These reports include performance data, positive developments and progress, areas of risk, and highlight key agreements that are overdue or otherwise require urgent review.
