



CABINET OFFICE

2 July 2026



Ref: OIA-2025/26-0814
Ref: OIA-2025/26-0815

Tēnā koe [REDACTED]

Official Information Act request: Copy of a list of cabinet executive offices and Prime Ministers; their portfolios and dates related to these dimensions for the period election 1990-election 1999

Your 5 June request

Thank you for your Official Information Act (the Act) request dated 5 June 2026. You requested:

Pursuant to the OIA, I would be grateful if you can forward a printed copy of a list of cabinet executive offices and Prime Ministers; their portfolios and dates related to these dimensions for the period election 1990-election 1999, please?

There is no other way to access this information especially in a concise reference format. This would be very helpful, please.

Your 8 June request

Following receipt of the above request you sent a further request dated 8 June 2026:

[Numbering added]

[1] Just wondering what is the difference between the: (1.) Minister Responsible for the GCSB; and Minister Responsible for the NZSIS AND (2.) Minister Responsible for National Security and Intelligence; and if you can send descriptions of the portfolios, please?

[2] Can you please advise when (2) was first created; please?

[3] Also wondering what work is involved with the portfolio for "Ministerial Services"; and if you can send an overview sheet of this ministry, please?

5159897

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Response to your requests

On 5 June, in response to your earlier request (reference OIA-2025/26-0718), I provided you a list of Cabinet Ministers (which includes the Prime Minister) and their assigned portfolios since 1990. I therefore consider your 5 June request to be satisfied because the information you have requested has already been made available to you.

The information related to your request of 8 June 2026, as listed below, is contained in the attached release document.

Item	Document description/Subject
1.	DPMC website page on GCSB and NZSIS portfolio
2.	DPMC website page on National Security and Intelligence portfolio
3.	Press release – National Security and Intelligence role created
4.	DPMC website page on Ministerial Services portfolio
5.	Overview of the Department of Internal Affairs taken from the Directory of Official Information

You have the right to ask the Ombudsman to investigate and review my decision under section 28(3) of the Act.

This response will be published on the Department of the Prime Minister and Cabinet's website during our regular publication cycle. Typically, information is released monthly, or as otherwise determined. Your personal information including name and contact details will be removed for publication.

Nāku noa, nā

Rachel Hayward
Secretary of Cabinet



<https://www.dPMC.govt.nz/cabinet/portfolios/gcsb-and-nzsis>

Ministerial portfolio

GCSB and NZSIS

View the [Directory of Ministerial Portfolios \(/node/125\)](#) or view the [Ministerial List \(/node/42\)](#)

Minister:	Minister Responsible for the GCSB and NZSIS
Current Minister:	Hon Chris Penk
Description:	Responsibilities include oversight of the GCSB and NZSIS, and the role and functions of the Minister under the Intelligence and Security Act 2017, including responsibilities relating to cyber-security operation and matters relating to the National Cyber Security Centre. This portfolio is also responsible for the functions of the Government Chief Information Security Officer system leadership programme.
Department:	Government Communications Security Bureau New Zealand Security Intelligence Service
Vote:	Vote Security Intelligence Vote Communications Security and Intelligence
Legislation:	Intelligence and Security Act 2017

Last updated: Tuesday, 7 April 2026



<https://www.dPMC.govt.nz/cabinet/portfolios/national-security-and-intelligence>

Ministerial portfolio

National Security and Intelligence

View the [Directory of Ministerial Portfolios \(/node/125\)](#) or view the [Ministerial List \(/node/42\)](#)

Minister:	Minister for National Security and Intelligence
Current Minister:	Rt Hon Christopher Luxon
Associate Minister:	Associate Minister for National Security and Intelligence
Current Associate Minister:	Hon Mark Mitchell

Description:	Responsibilities include oversight of the national security and intelligence system and setting the overall policy for that system, including responsibility for the National Security Strategy and for the overall direction of cyber security policy.
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Department:	The Department of the Prime Minister and Cabinet provides the administrative support for this portfolio.
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Vote:	Funded through Vote Prime Minister and Cabinet
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Legislation:	Intelligence and Security Act 2017
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Last updated: Tuesday, 10 November 2020

Releases (/releases)

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6 OCTOBER 2014

National Security and Intelligence role created

John Key

Prime Minister

Prime Minister John Key today announced the creation of a new role of Minister for National Security and Intelligence as part of wider changes to the way the security and intelligence area is governed.

“The security and intelligence sector has been undergoing significant change at agency and operational level,” Mr Key says.

“It makes sense for us to also take a fresh look at how the governance of the sector is structured.

“The Ministerial changes I am announcing today will make our structure very similar to that seen in Australia and Great Britain, and further strengthen the governance of what is an absolutely crucial sector for New Zealand.

“As Prime Minister I will take on the new role of Minister for National Security and Intelligence. In this role I will be responsible for leading the national security system – including policy settings and the legislative framework,” Mr Key says.

The roles of Minister Responsible for the GCSB and Minister in Charge of the NZ Security Intelligence Service will be filled by Christopher Finlayson, who is also Attorney-General in the new Cabinet.

“The arrangements mean I will lead the national security sector and set the overall framework it operates within,” Mr Key says.

“I will continue to have regular briefings from the sector’s Chief Executives about the security environment and developments both domestically and internationally.

“The Responsible Minister will operate within the framework I set and exercise ministerial oversight of the NZSIS and GCSB, including approval of warrants.

“Officials have examined models used overseas and what we are adopting is very similar to what is seen with our closest partners.

“Amy Adams will be appointed as Acting Attorney-General to exercise statutory functions where there is a specific role for the Attorney-General under New Zealand’s security and intelligence legislation.

“For example, Ms Adams will have responsibility for appointing reviewers to conduct the periodic review of the intelligence agencies, the legislation governing them and their oversight legislation,” Mr Key says.

The Ministerial changes are part of an ongoing programme of change within the sector, including the strengthened oversight of the agencies and the restructuring of the Department of the Prime Minister and Cabinet’s intelligence coordination role.

“In addition to this it is my intention to create a new National Security Committee of Cabinet, which I will chair as Prime Minister, and with oversight of the intelligence and security sector,” Mr Key says.

The committee is likely to be made up of the Prime Minister, Deputy Prime Minister, the Minister responsible for the intelligence agencies, the Foreign Affairs and Defence Ministers and Amy Adams. Other Ministers would be invited to attend as appropriate.

“Our national security system is well-placed to deal with events and threats in the ever-changing environment we see,” Mr Key says.

“The changes I’m announcing today will further strengthen our structure and ensure we have a clear and practical set-up into the future.”

Related Documents



Outline of security portfolio responsibilities
(12.61 KB)

(<https://www.beehive.govt.nz/sites/default/files/Outline-of-security-portfolio-responsibilities.pdf>)

Beehive.govt.nz



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Te Kāwanatanga o Aotearoa
New Zealand Government

(<https://www.govt.nz/>)

Outline of security portfolio responsibilities

Minister for National Security and Intelligence:

- Leadership of the national security system
- Responsible for the overall policy settings and legislative framework of the sector
- Chairs the National Security Committee of Cabinet
- Chairs the Intelligence and Security Committee (as Prime Minister)
- Gives final approval to the sector's Four Year Plan in the Budget process
- Recommends (as Prime Minister) the appointment of the Director of Security, Director of GCSB, Inspector General and Deputy Inspector General of Intelligence and Security, and Commissioner of Security Warrants
- Is supported by the DPMC Security and Intelligence Group.

Minister Responsible for the GCSB and Minister in Charge of the NZ Security Intelligence Service:

- Operates within the framework set by the Minister for National Security and Intelligence
- Exercises Ministerial oversight of the GCSB and NZSIS
- Approves applications for warrants and authorisations under the GCSB and NZSIS Acts
- Submits papers, including business cases for investment, to Cabinet for approval as required
- Contributes to the development of the Four Year Plan
- Approval and presentation of Annual Reports to the House
- Is supported by DPMC Security and Intelligence Group.

Note:

1. Parliamentary questions and Official Information Act requests will be dealt with by the appropriate Minister.



**DEPARTMENT OF THE
PRIME MINISTER AND CABINET**
TE TARI O TE PIRIMIA ME TE KOMITI MATUA

Item 4

<https://www.dPMC.govt.nz/cabinet/portfolios/ministerial-services>

Ministerial responsibility outside portfolios

Ministerial Services

View the [Directory of Ministerial Portfolios \(/node/125\)](#) or view the [Ministerial List \(/node/42\)](#)

Minister:	Minister Responsible for Ministerial Services
Current Minister:	Rt Hon Christopher Luxon
Description:	Responsibilities include oversight of the support services provided to Ministers and for official visits and national commemorative events.
Department:	The Ministerial and Secretariat Services Group within the Department of Internal Affairs provides the administrative support for this responsibility.
Vote:	Vote Internal Affairs
Legislation:	Members of Parliament (Remuneration and Services) Act 2013 ¹

The Act is jointly administered by the Department of Internal Affairs and the Parliamentary Service.

Last updated: Tuesday, 10 November 2020

Department of Internal Affairs | Te Tari Taiwhenua

Entry last updated on 17 December 2024

Te Tari Taiwhenua

Commonly used abbreviated name

DIA, Internal Affairs

Relevant legislation

Internal Affairs

- Annie Oxborough Birth Parents Registration Act 2023
- Anti-Money Laundering and Countering Financing of Terrorism Act 2009 (4)
- Anti-Money Laundering and Countering Financing of Terrorism (Definitions) Regulations 2011 (4)
- Anti-Money Laundering and Countering Financing of Terrorism (Exemptions) Regulations 2011 (4)
- Anti-Money Laundering and Countering Financing of Terrorism (Requirements and Compliance) Regulations 2011 (4)
- Births, Deaths, Marriages, and Relationships Registration Act 2021
- Births, Deaths, Marriages, and Relationships (Non-Disclosure Direction) Regulations 2008
- Births, Deaths, Marriages, and Relationships Registration (Fees) Regulations 1995
- Births, Deaths, Marriages, and Relationships Registration (Prescribed Information) Regulations 1995
- Births, Deaths, Marriages, and Relationships Registration (Registering Nominated Sex) Regulations 2023
- Boxing and Wrestling Act 1981
- Boxing and Wrestling Regulations 1958
- Citizenship Act 1977
- Citizenship Regulations 2002
- Citizenship (Western Samoa) Act 1982
- Civil Union (Prescribed Information, Fees, and Forms) Regulations 2005 (1)
- Commissions of Inquiry Act 1908

- Electronic Identity Verification Act 2012
- Electronic Identity Verification Regulations 2013
- Films, Videos and Publications Classification Act 1993
- Films, Videos, and Publications Classification Regulations 1994
- Films, Videos, and Publications Classification (Fees) Regulations 1994
- Films, Videos, and Publications Classification Commercial Video on-demand Levy Regulations 2021
- Films, Videos, and Publications Classification (Take-down Notices) Regulations 2022
- Fire and Emergency New Zealand Act 2017
- Fire and Emergency New Zealand (Fire Permits) Regulations 2017
- Fire and Emergency New Zealand (Fire Plans) Regulations 2018
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018
- Fire and Emergency New Zealand (Levy Rates and Information Requirements in Transitional Period) Regulations 2017
- Fire and Emergency New Zealand (Local Advisory Committees) Regulations 2018
- Fire and Emergency New Zealand (Offences) Regulations 2018
- Gambling Act 2003
- Gambling (Class 4 Banking) Regulations 2006
- Gambling (Class 4 Net Proceeds) Regulations 2004
- Gambling (Fees) Regulations 2015
- Gambling (Forms) Regulations 2004
- Gambling (Harm Prevention and Minimisation) Regulations 2004
- Gambling (Infringement Offences) Regulations 2023
- Gambling (Infringement Notices) Regulations 2004
- Gambling (Licensed Promoters) Regulations 2005
- Gambling (Non-gambling Activities) Regulations 2013
- Gambling (Problem Gambling Levy) Regulations 2022
- Gambling (Prohibited Property) Regulations 2005
- Gambling (Venue Payments) Regulations 2016
- Human Assisted Reproductive Technology (Fees) Regulations 2005 (1)
- Identity Information Confirmation Act 2012
- Inquiries Act 2013
- National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003
- National Library Requirement (Books and Periodicals) Notice 2004
- National Library Requirement (Electronic Documents) Notice 2006
- National Library Requirement (Phonographic Documents) Notice 2017

- New Zealand Daylight Time Order 2007
- New Zealand Fire Brigades Long Service and Good Conduct Medal (1981) (Royal Warrant)
- Passport (Fees) Regulations 2015
- Passports Act 1992
- Public Lending Right for New Zealand Authors Act 2008
- Public Lending Right for New Zealand Authors Regulations 2008
- Public Records Act 2005
- Private Security Personnel and Private Investigators Act 2010 (4)
- Queen's Fire Service Medal Regulations 1955 (Royal Warrant)
- Time Act 1974
- Unsolicited Electronic Messages Act 2007 (6)
- Unsolicited Electronic Messages Regulations 2007 (6)

Local Government

- Bay of Plenty Harbour Board Order 1966
- Bylaws Act 1910
- Canterbury Earthquake (Local Government Act 2002—Retaining Walls) Order 2013
- Chatham Islands Council Act 1995
- Dog Control Act 1996
- Dog Control (Certifying Organisations for Disability Assist Dogs) Order 2010
- Dog Control (Microchip Transponder) Regulations 2005
- Dog Control (National Dog Control Information Database Levy) Order 2006
- Dog Control (Prescribed Forms) Regulations 1996
- Dog Control (Schedule 5) Order 2024
- Ellesmere Lands Drainage Act 1905
- Epidemic Preparedness (Local Government Act 2002) Immediate Modification Order 2020
- Freedom Camping Act 2011 (administered jointly with Department of Conservation)
- Impounding Act 1955
- Impounding Regulations 1981
- Lake Taupo (Crown Facilities, Permits and Fees) Regulations 2004
- Lake Taupo Navigation Safety Bylaw 2017
- Land Drainage Act 1908
- Libraries and Mechanics Institutes Act 1908
- Local Authorities (Employment Protection) Order 1971
- Local Authorities (Members' Interests) Act 1968
- Local Authorities (Petroleum Tax Refund) Regulations 1971
- Local Authorities (Petroleum Tax) Regulations 1970

- Local Electoral Act 2001
- Local Electoral Regulations 2001
- Local Government Act 1974
- Local Government Act 2002
- Local Government Borrowing Act 2011
- Local Government (Alcohol Ban Breaches) Regulations 2013
- Local Government (Auckland Council) Act 2009
- Local Government (Auckland Transitional Provisions) Act 2010
- Local Government (Auckland Transitional Provisions) Act Regulations 2010
- Local Government (Auckland Regional Parks) Order 2008
- Local Government (Auckland Transitional Provisions) Substitution of Single Security Document Order 2010
- Local Government (Canterbury Museum Trust Board) Exemption Order 2006
- Local Government (City Rail Link Limited) Exemption Order 2017
- Local Government Members (2017-18) Determinations 2017 (Various)
- Local Government (Financial Reporting and Prudence) Regulations 2014
- Local Government (Infringement Fees for Offences: Navigation Safety Bylaws) Regulations (Various) 2002–2009
- Local Government (Kaipara District Council—Cancellation of By-elections) Order 2012
- Local Government (Auckland Boundaries) Order 2010
- Local Government (Auckland Wards and Local Boards) Determination 2010
- Local Government (Otago Museum Trust Board) Exemption Order 2005
- Local Government (Canterbury Museum Trust Board) Exemption Order 2006
- Local Government (Petroleum Tax Exemption) Order 1980
- Local Government (Prescribed Form for Petition to Require Poll to Determine Whether or Not Final Proposal for Local Government Reorganisation Scheme to Proceed) Regulations 2014
- Local Government Official Information and Meetings Act 1987
- Local Government (Prescribed Form for Seizure of Property Not on Private Land) Regulations 2009
- Local Government (Rating) Act 2002
- Local Government (Remuneration Authority Levies) Regulations 2005
- Local Government (Tamaki Makaurau Reorganisation) Council-controlled Organisations Vesting Order 2010
- Local Government (Tamaki Makaurau Reorganisation) Establishment of Council- controlled Organisations Order 2010
- Local Government (Tamaki Makaurau Reorganisation) Watercare Services Limited Vesting Order 2010
- Local Government (Tauranga City Council) Order 2003

- Local Government (Banks Peninsula District) Reorganisation Order 2005
- Local Government (Manawatu District and Palmerston North City) Boundary Alteration Order 2012
- Local Government (Waikato District and Hamilton City) Boundary Alteration Amendment Order 2012
- Local Government (Water Services Preliminary Arrangements) Act 2024
- Local Government (Whanganui District Council) Order 2015
- Local Government Reorganisation (West Coast Region) Final Proposal Order 2018
- Local Legislation Acts 1926-1992 (Search statutes by alphabetical listing)
- Local Government Elected Members (2017-18) Determinations (Various)
- Nelson Harbour Board Order 1968
- Public Authorities (Party Wall) Empowering Act 1919
- Public Bodies Contracts Act 1959
- Public Bodies Leases Act 1969
- Rangitaiki Land Drainage Act 1956
- Rates Rebate Act 1973
- Rates Rebate (Specified Amounts) Order 2022
- Rates Rebate (Witnessing of Declarations) Notice 1977
- River Boards Act 1908
- Southland District Council (Stewart Island/Rakiura Visitor Levy – Infringement Fee and Form) Regulations 2014
- Taumata Arowai – the Water Services Regulator Act 2020
- Taumata Arowai – The Water Services Regulator Act Commencement Order 2021
- Taupiri Drainage and River District Act 1929
- Water Services Act 2021
- Water Services Act Commencement Order 2021
- Water Services (Drinking Water Standards for New Zealand) Regulations 2022
- Water Services (Fees and Charges) Regulations 2021

Community and Voluntary Sector

- Charities Act 2005
- Charities (Fees and Other Matters) Regulations 2006
- Charities (Taxation and Charities Review Authorities – Appeals Process) Regulations 2024
- Trustee Banks Restructuring Act Repeal Act 1999
- Winston Churchill Memorial Trust Act 1965

Racing

- Racing (Harm Preventions and Minimization) Regulations 2004
- Racing Industry Act 2020

- Racing Industry (Distribution of Betting Profits) Regulations 2021
- Racing Industry (Negotiations for Transfer of Surplus Venue) Regulations 2023
- Racing Industry (Offshore Betting – Consumption Charges) Regulations 2021
- Racing Industry (Racing Integrity Board) Regulations 2021

Ministerial Services

- Members of Parliament (Remuneration and Services) Act 2013 (3)
- Members of Parliament (Accommodation Services for Members and Travel Services for Family Members) Determination 2017
- Members of Parliament (Accommodation Services for Members and Travel Services for Family Members) Determination 2020
- Members of Parliament (Former Prime Ministers Travel Services) Determination 2017

Other Legislation

- Community Trusts Act 1995
- Community Trusts (Fees) Regulations 2005
- Community Trusts (Boundary Adjustment) Order 2018 (5)
- Community Trusts (Boundary Adjustment) Order 2020 (5)
- Digital Identity Services Trust Framework Act 2023
- Digital Identity Services Trust Framework Regulations 2024

(1) Internal Affairs administers these regulations, but the Act is administered by the Ministry of Justice

(2) Internal Affairs enforces this Act, but it is administered by the Ministry of Justice

(3) Internal Affairs and the Parliamentary Service jointly administer this Act

(4) Internal Affairs jointly enforces the Act or regulation with other agencies, but the Act or regulation is administered by the Ministry of Justice

(5) Internal Affairs administers and provides advice on the Acts or regulations, which are the responsibility of the Minister of Finance

(6) Internal Affairs enforces this Act or regulation, but the Act or regulation is administered by the Ministry of Business Innovation and Employment

Organisation type

Public Service Department

Organisation outline

Office of the Secretary; Policy and Te Tiriti branch; Enterprise Services branch; Partnerships and Commissions branch; Regulatory and Identity Services branch; Digital Services branch

Senior Leaders and their respective responsibilities

- Paul James, Secretary of Internal Affairs, Chief Government Digital Officer.
- Karen Hope-Cross, Director Office of the Secretary advises and supports the Secretary of Internal Affairs.
- Deputy Secretary Policy and Te Tiriti branch provides policy advice and support to Ministers, ensures accountability to the Māori-Crown Partnership to meet our Treaty of Waitangi commitments.
- Deputy Secretary Enterprise Services branch provides corporate support functions including Human Resources, Finance, Communications, Legal Services, Strategy, Governance and Risk, and Workplace Services.
- Deputy Secretary Partnerships and Commissions branch provides administrative leadership to the National Library of New Zealand Te Puna Mātauranga o Aotearoa, Archives New Zealand Te Rua Mahara o te Kāwanatanga, Ministerial Services, Community Operations, and a range of boards and commissions.
- Deputy Secretary Regulatory and Identity Services branch delivers services related to Births, Deaths, Marriages and Relationship registration, citizenship and passports. Carries out regulatory activity related to charities, gambling, anti-money laundering and countering of financing of terrorism, digital safety relating to preventing child sexual exploitation and violent extremism, electronic messaging and age-appropriate access to content.
- Deputy Secretary Digital Services branch provides internal digital services to Internal Affairs, provides digital support and advice across the public service, building agency capability to work together, accelerating our shift to a unified public service.
- Chief Māori Advisor: responsible for leading the review and development of Te Tari's Māori capability and operating model. Working collaboratively with other Māori leadership roles and our wider community of stakeholders, they uphold the mana of key work programmes including Whāinga Amorangi which supports Māori-Crown engagement, and the Māori Strategic Framework Te Aka Taiwhenua through He Waka Eke Noa, ensuring this mahi has support, visibility, and influence across Te Tari.

Note that Internal Affairs is currently implementing organisation-wide changes. Staff have not yet been appointed to the above roles. Other changes to functions are planned in the next year.

Organisation responsibilities

Internal Affairs serves and connects people, communities and government to build a safe, prosperous and respected nation. Our main functions and responsibilities include:

- Services to the public
- Regulatory activity and monitoring
- Policy and operational advice and support to Members of the Executive
- Partnerships and grants
- Management of collections of national significance
- Internal management
- Operational activities

Further information is available on the Internal Affairs website: Department of Internal Affairs.

Advisory groups, boards, committees, trusts and statutory officers

Internal Affairs portfolio

- Archives Council/Te Rua Wānanga
- Chatham Island Enterprise Trust (The Minister is the settlor, but does not make appointments to this trust)
- External Advisory Board
- Film and Literature Board of Review
- Film and Video Labelling Body
- Gambling Commission New Zealand
- New Zealand Lottery Grants Board / Te Puna Tahua, and its lottery distribution committees
- Guardians Kaitiaki of the Alexander Turnbull Library
- Library and Information Advisory Commission / Ngā Kaiwhakamārama i ngā Kohikohinga Kōrero
- Public Lending Right Advisory Group
- Te Atamira Taiwhenua advisory board

Community and Voluntary Sector portfolio

- Charities Registration Board / Te Rātā Atawhai
- Norman Kirk Memorial Trust
- Winston Churchill Memorial Trust
- National Community Organisation Grants Scheme Committee

Local Government portfolio

- Local Government Commission / Mana Kāwanatanga ā Rohe
- Local Government Funding Agency

Racing portfolio

- Racing Integrity Board
- Racing Safety Development Fund Industry Working Group
- TAB NZ Board

Digitising Government portfolio

- Government Chief Digital Officer
- Digital Executive Board

Finance portfolio

- Community Trusts

Minister of Foreign Affairs

- Pacific Development and Conservation Trust

- Peace and Disarmament Education Trust

Refer also About Internal Affairs - Ministers and governance - Statutory Bodies

Organisation data records

Internal Affairs holds records relating to activities supporting its functions and responsibilities, as well as administrative records used to manage its business. Key records include:

- Public policy advice, including briefings, reports, papers, aide memoire, status reports and minutes
- Records of applications, decisions, and investigations in relation to operational, community and regulatory functions
- Personal information collected or generated in the process of providing services to the New Zealand public, including records of all births, deaths, marriages and civil unions registered in New Zealand
- Information formerly held by Royal Commissions or Inquiries under the Inquiries Act 2013 that received administrative support from Internal Affairs. (Note: only information that is not subject to a section 15(1)(a) order restricting its access can be requested under the Official Information Act after the inquiry has concluded)
- Records on government recordkeeping practices, appraisal and disposal of records, arrangement and description of archives, digital records management, access management, support to community archives, intellectual and physical control of archives, and preservation
- Organisational policies, strategies, planning, reporting, advice, and guidance documents
- Statistics and measures related to business functions
- Correspondence, calendar and diary information, and other business administrative information
- Financial records, including records of procurement processes, contracts, budget allocation and expenditure
- Legal records, including legal contracts, agreements, memoranda of understanding, legal advice and opinions and legal investigations
- Audit records, including declarations, interviews, research, and audit reports
- Records associated with the operation or maintenance of buildings used by or which it has responsibility for
- Data and metadata in digital systems

Organisation description – policies/guidelines/manuals

Corporate publications include:

- Governance: <https://www.dia.govt.nz/About-Internal-Affairs> ---Ministers-and-governance--- Governance
- Letters of Expectation: <https://www.dia.govt.nz/About-Internal-Affairs> ---Ministers-and-governance---Letters-of-Expectation
- DIA Portfolio Ministers: <https://www.dia.govt.nz/About-Internal-Affairs> ---Ministers-and-

governance---Our-Ministers

- Legislation administered by DIA: <https://www.dia.govt.nz/About-Internal-Affairs> ---Our-
portfolios---Legislation
- Annual Reports: https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Corporate-Publications-Annual-Reports?OpenDocument
- Appointments to Statutory Bodies: <https://www.dia.govt.nz/Appointments-to-Statutory-Bodies>
- Briefings to Incoming Ministers: https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Briefings-to-Incoming-Ministers-Index?OpenDocument
- Disclosure of chief executive expenses, gifts and hospitality: https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/About-us-Our-Organisation-Disclosure-of-chief-executive-expenses-gifts-and-hospitality
- Ministers expense releases - previous disclosures: <https://www.dia.govt.nz/Ministers-expense-releases> ---previous-disclosures
- Our social media: <https://www.dia.govt.nz/Our-social-media>
- Our websites: <https://www.dia.govt.nz/Our-websites>
- Privacy: <https://www.dia.govt.nz/Legal-Privacy-Index>
- Privacy information sharing: <https://www.dia.govt.nz/privacy-information-sharing>
- Proactive release of briefing titles: <https://www.dia.govt.nz/Proactive-Releases#briefing-titles>
- Proactive release of Departmental papers and reports: <https://www.dia.govt.nz/Proactive-Releases#Dep>
- Proactive release of Ministerial advice and Cabinet material: <https://www.dia.govt.nz/Proactive-Releases#Min>
- Proactive release of Official Information Act responses: <https://www.dia.govt.nz/Official-Information-Act-Requests-2>
- Proactive release of Regulatory Impact Statements and Assessments: <https://www.dia.govt.nz/Resource-material-Regulatory-Impact-Statements-Index>
- Prosecution Policy: <https://www.dia.govt.nz/Prosecution-Policy>
- Published datasets: https://catalogue.data.govt.nz/dataset?ext_prev_extent=163.828125%2C-47.5172006978394%2C183.1640625%2C-34.30714385628803&sort=metadata_modified+desc&organization=department-of-internal-affairs&ext_bbox=&q=Department+of+Internal+Affairs
- Research and Reports: https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Our-Research-and-Reports-Index?OpenDocument
- Statements of Intent: https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Corporate-Publications-Statements-of-Intent?OpenDocument
- Sustainability: <https://www.dia.govt.nz/Sustainability>
- Transparency: <https://www.dia.govt.nz/Transparency>

Corporate publications

Internal Affairs Code of Conduct - sets out the minimum standards of behaviour required by

everyone who works for or with Internal Affairs.

Internal Affairs Organisational Policies

Organisational policies are an important mechanism to ensure employees know what is expected of them, make decisions that reflect Internal Affairs' mātapono and culture, and contribute towards Internal Affairs being a high performing organisation and a great place to work.

- Allowances and Benefits policy covers a range of entitlements and the use and management of employee allowances within Internal Affairs.
- Asset Accounting policy outlines the process for adding, disposing, depreciating and amortising Department and Non-Department assets.
- Asset Management policy defines the principles and outcomes for maintaining a comprehensive and effective approach to asset management.
- Assurance policy sets expectations for the range of assurance required to track how well business risks are being managed.
- Business Continuity Management policy enables Internal Affairs to effectively respond to any disruption, and by doing so, increase organisational resilience.
- Cash Receipts and Accounts Receivable policy explains the requirements for cash received, raising invoices for goods and services provided by Internal Affairs, and its debt collection settings.
- Complaints policy sets out the principles, minimum standards and expectations for handling external complaints.
- COVID-19 policy sets out Internal Affairs' approach to COVID-19 vaccinations in line with the Department's Health and Safety Risk Assessments for COVID-19.
- Delegations policy sets out the requirements for delegating functions and powers to Internal Affairs people (including Human Resources and finance), and their responsibilities when exercising them.
- Digital Information Protection policy describes the high-level principles that Internal Affairs will follow to ensure its information assets are subject to an appropriate level of protection.
- Disciplinary policy sets out the processes Internal Affairs uses when issues arise, and to ensure Internal Affairs maintains high standards of integrity and conduct.
- Employee Assistance Programme policy sets out how employees can access confidential, professional counselling services.
- Foreign Exchange policy outlines the policy and procedure to ensure the risk faced by Internal Affairs from foreign exchange transactions and counterparty exposure is minimised.
- Gifts and Hospitality policy - provides guidance and outlines the process when an employee is offered a gift or hospitality.
- Health and Safety Contractor Management policy sets out Internal Affairs' commitment to providing and maintaining a safe and healthy workplace for its people, visitors, and anyone using our sites.
- Health and Safety Emergency Management policy sets out the key areas of security at Internal Affairs. It encourages convergence between the areas of personnel, physical and information security.
- Health and Safety Incident Response and Investigation policy describes the way Internal Affairs covers the prompt response, accurate reporting and thorough investigation of health

and safety incidents.

- ICT Access Control and Management policy describes the high-level principles Internal Affairs follows to ensure its ICT systems and information assets are protected from unauthorised access.
- Information Gathering policy provides requirements and guidance to staff on the lawful gathering of information for the purposes of regulatory compliance and/or law enforcement.
- Information Management policy sets out the principles that guide our information management activities, clarifies our shared responsibilities, and outlines expected practices and behaviours.
- Job Evaluation policy sets out the framework and process for determining a job size and enables the comparison of jobs internally and externally for remuneration purposes.
- Leave policy outlines the entitlement, use and management of leave available for Internal Affairs employees (except parental leave).
- Managing Unacceptable Behaviour policy outlines how Internal Affairs creates an environment where unacceptable behaviour is not tolerated, how to report unacceptable behaviour and processes to resolve it.
- Managing Wrongdoing policy describes wrongdoing, how to report it and processes to resolve it, including making protected disclosures (whistleblowing).
- Motor Vehicle policy sets out guidelines for managing and using the Internal Affairs corporate fleet (excluding VIP Transport fleet and ministerial self-drive vehicles).
- Parental Leave policy provides information on paid parental leave and employee's eligibility and entitlement to parental leave and information on paid parental leave.
- Performance Improvement policy outlines how managers and employees work together to improve poor performance or misconduct.
- Performance Planning and Review policy sets out the Internal Affairs performance and development framework and processes to support implementation
- Personal Grievance policy describes how Internal Affairs manages employee personal grievances.
- Privacy policy describes how Internal Affairs will ensure that our employees, suppliers, members of the public, and the Government retain the highest level of confidence in our ability to safeguard the personal information we hold.
- Proactive Release of Internal Affairs Information policy sets out the principles for the proactive release of Official Information.
- Procurement policy sets expectations of a person acting on behalf of Internal Affairs when planning for, sourcing or managing requirements for goods or services from a third-party supplier.
- Purchasing and Paying for Goods and Services policy explains the principles and responsibilities that apply to purchasing and paying for goods or services, purchasing activity and any expenditure of public money.
- Recruitment policy sets out the framework to support managers making recruitment and selection decisions.
- Remuneration policy sets out the remuneration system for supporting Internal Affairs' goal to attract, reward, retain employees.
- Risk Management policy establishes how Internal Affairs will maintain a comprehensive and

effective approach to risk management.

- Safe Driving policy sets out requirements for employee safety and providing a safe working environment when employees drive any vehicle for work purposes.
- Secure ICT Assets policy informs and directs staff responsible for the design, implementation, operation and management of ICT assets (systems, services and environments) that are used by Internal Affairs.
- Security Classification policy outlines how Internal Affairs handles and protects information using security classifications.
- Sensitive Expenditure policy provides guidance to ensure expenditure incurred by Internal Affairs meets public sector standards and is sufficiently documented to enable independent verification.
- Travel policy sets out expectations for travelers when planning for and undertaking travel while on Internal Affairs business.
- Wellbeing Health and Safety policy sets out how Internal Affairs will ensure the wellbeing, health and safety of anyone who carries out work for, or at, Internal Affairs.

Required records or documents

- Births, Deaths, Marriages and Relationship Registration records
- NZ Passport records
- NZ Citizenship application and grant records
- Notices of the New Zealand Gazette (from year 2000 onwards) are publicly accessible on www.gazette.govt.nz. You can search for a specific notice prior to the year 2000 or you can contact the New Zealand Gazette Office at info@gazette.govt.nz if you have any questions. Access to hardcopy editions of the New Zealand Gazette from 1841 onwards can be requested by contacting the National Library.
- Internal Affairs facilitates OIA access to official information of former Ministers of the Crown, which is held by the Parliamentary Service. Public Service organizations that receive a request for email records of a former Minister should contact Internal Affairs for advice, as a transfer may not always be appropriate. Requesters should note that longer response timeframes are likely due to the complex assessment and consultation and confirmation procedures that must be applied to access information of former Ministers. Records of Members of Parliament, and other parliamentary offices and staff, are not able to be requested, as these roles and offices are not subject to the Official Information Act.
- Internal Affairs is also required under the Public Records Act 2005 to maintain full and accurate records of its activity in accordance with good business practice. You can find information about Internal Affairs functions on our website Department of Internal Affairs.

Statutory outputs

The Public Finance Act 1989 requires departments and departmental agencies submit an annual report that reports on their progress against their strategic intentions at the end of each financial year. This information is accessible on the Internal Affairs website (refer Annual Reports:

https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-Corporate-Publications-

[Annual-Reports?OpenDocument](#)) .

The Chief Archivist is required to report annually to the Minister of Internal Affairs, who is responsible for Archives New Zealand, on the state of recordkeeping across government. These reports are then presented to Parliament. The reports present the results of the audits completed during the financial year and provide an overview of the key issues and opportunities for government recordkeeping (refer Archives New Zealand: <https://www.archives.govt.nz/manage-information/how-we-regulate/our-regulatory-role>).

Some legislation that Internal Affairs administers, or is responsible for, may include other specific reporting obligations. As Internal Affairs administers a wide range of legislation, you can check the legislation associated with the area you are interested in to see what departmental reporting obligations apply.

Frequently requested information

- Data and statistics
- Ministerial briefings, advice and reporting
- Documents and reports, including investigations
- Organisational policies and guidance
- Departmental financial information
- Internal and external correspondence
- Correspondence of former Ministers of the Crown

Guidance on transferring requests

OIA transfers

- If you send your request to Internal Affairs and we identify that information you have requested may be held by another responder, or the topic of your request may be more closely related to the functions of another responder, we may transfer your request in full or part to that responder. Note that 'responder' refers to a Minister of the Crown, a public service organisation or a Local Government Authority.
- We will notify you as soon as practicable, and within ten working days, if any part of your request is being transferred to another responder.
- Please be aware that a transferred request is treated as a new request by the responder; they have 20 working days to provide you with a response as of the date of the transfer.

You should always try to make your request directly to the government organisation, local authority or Minister you believe holds the specific information you want, to avoid unnecessary delay. To find the right place or person to send your request to, you can:

- search the topic of your request online
- check the Ministry of Justice Directory of Official Information
- If you already know the organisation you need to contact, you can find contact information on their website
- An extensive list of email addresses for government agencies, Ministers, Local Bodies, District Health Boards and State Owned Entities is available for download:

<https://www.govt.nz/organisations/mail-merge/>

- Contacts for Ministers are also available at <https://www.beehive.govt.nz/ministers>

OIA Exemptions

Common request topics include:

- New Zealand citizenship
- New Zealand passports
- New Zealand Birth, Death, Marriage and Relationship registrations
- Marriage celebrants
- Charities registration and investigations
- Community grants
- Gambling regulation and community proceeds
- Ministerial entitlements, properties and staffing of Ministers offices
- Correspondence of former Ministers of the Crown
- State visits and ceremonies
- Local Government
- Government reviews and Royal Commissions of Inquiry
- Ministerial briefings, advice, reporting and administration related to Internal Affairs' portfolios
- Departmental policy and guidance, particularly Human Resources and Finance policies
- Contracts and expenditure

The following records are not accessible from the Department of Internal Affairs via OIA request, but are accessible via other public channels:

- Birth, deaths and marriages registrations and certifications, also including information on the HART register, and information about adult adoption records (refer to <https://www.govt.nz/organisations/births-deaths-and-marriages/>).
- Records held in the National Dog Register, rates rebates information and information covered by section 35A of the Local Government Act 2002. This information is only accessible from Local Government bodies. Please contact Councils directly to request information related to their zones.
- You can request access to books, manuscripts, newspapers, art, and other collections held by the National Library by contacting the National Library directly (refer to <https://natlib.govt.nz/>).
- Records of the New Zealand government are transferred to Archives New Zealand after 25 years. Many records are readily publicly accessible online via the Archives Collections search tool or by contacting Archives New Zealand (refer to <https://www.archives.govt.nz/>). You can request access to non-publicly available records under the Public Records Act 2005, by contacting the Chief Executive of the public service agency that deposited the records.
- Historical records of Local Government bodies are not held by Archives New Zealand, but by those bodies. If you are interested in viewing these records please contact the relevant Council.

Data sharing

For information about data-sharing or joint working agreements with Internal Affairs, please refer to the following webpages:

- <https://www.dia.govt.nz/privacy-information-sharing>
- <https://www.dia.govt.nz/Legal-Privacy-Births-Deaths-Marriages-Civil-Unions-Name-Changes-Passports-and-Citizenship-Privacy-Notice#infosharing>

Contact

OIA@dia.govt.nz

0800 257887

OIA@dia.govt.nz

Privacy@dia.govt.nz

Media@dia.govt.nz

Freephone: 0800 25 78 87 (New Zealand only)

Phone: +64 4 495 7200

OIA request/Privacy Request

Department of Internal Affairs

45 Pipitea Street

Wellington 6011

PO Box 805

Wellington 6140

<https://www.dia.govt.nz/Official-Information-Act-requests>