



## terms and definitions

### *Accountability*

The process by which an individual or organisation reports on what actions it has taken, and accepts responsibility for those actions and their foreseeable consequences.

### *Appropriations*

Statutory approvals given by Parliament to the Crown to incur expenditure up to specific amounts for defined purposes.

### *Bill*

A draft of a proposed law.

### *Blue Pages*

Government and Local Government information section at the front of the White Pages telephone book.

### *Capability*

The appropriate combination of competent people, knowledge, money, technology, physical assets, systems, and leadership necessary to deliver a specified level of performance in pursuit of the organisation's objectives.

### *Cash Flow*

Movement of cash resulting from transactions with parties external to the entity reporting.

### *COGS On-Line*

An Internet-based process for receiving, tracking and administering Community Organisation Grant Scheme (COGS) grants.

### *CommunityNet Aotearoa*

A website for and about communities in New Zealand.

### *Contingent Liability*

A liability that, will arise if one or more events occur or do not occur.

<i>Crown entity</i>	A body or statutory officer named or described in the Fourth Schedule to the Public Finance Act 1989.
<i>Current Assets</i>	Cash and other assets that are expected to be converted into cash or to be consumed in the production of other current assets. The conversion or consumption is expected to occur within one year.
<i>Current Liability</i>	Obligation that are expected or could be required to be discharged on demand or within one year.
<i>Current Ratio</i>	Ratio between current assets and current liabilities.
<i>Digital Divide</i>	The emerging gap between those with access to the tools and benefits of new technology and those without access.
<i>Disadvantaged communities</i>	In relation to the work of the Community Development Group, a disadvantaged community is defined as having some or all of the following characteristics evident. Its members may lack shared vision and a strong sense of belonging to the wider society. It may have ineffective civic, social and community processes and participation; have limited numbers of well governed community organisations and may lack leaders with a mandate and skills to empower others. Above all it will lack sustainable economic, social or environmental capability to address its own problems.
<i>e-government</i>	Project to optimise electronic technology in government, to provide access to government information and services and the ability to participate in society via the internet, telecommunications and other technologies.
<i>Ethnic peoples</i>	Ethnic peoples are those people outside the main New Zealand ethnic groups of Māori, Pacific Island and Anglo-Celtic.
<i>Framework</i>	The documentation of processes required to achieve a goal.

<i>Full-time equivalent</i>	A person's unit of work output equivalent to 40 hours per week.
<i>Key Government Goals</i>	On 21 February 2001 the Labour Alliance coalition Government agreed to a series of key goals to guide public sector policy and performance. These objectives appear on <a href="http://www.dpmc.govt.nz/publications/key_goals.html">http://www.dpmc.govt.nz/publications/key_goals.html</a> These are what we are referring to when we use the term key government goals.
<i>Key deliverables</i>	These are areas of work identified and agreed upon, between the Minister and the Department, where the Department's emphasis and priorities should lie.
<i>Liquidity</i>	The ability to meet current financial commitments from current cash holdings.
<i>Liquid Ratio</i>	Ratio between cash (and short term deposit) and current liabilities.
<i>Major Outcome</i>	The broad results of government interventions.
<i>Milestones</i>	These are significant and identifiable events which occur as part of the process to complete a piece of work or project.
<i>Ministerial Portfolio</i>	The Votes that a Minister is responsible for; this can include Departments, Ministries, statutory bodies, Crown entities, State Owned Enterprises and legislation included under the Vote.
<i>Non Current Assets</i>	Other assets that cannot readily be converted into cash or consumed in the production of current assets.
<i>Office of the Clerk of the Writs</i>	The Clerk of the Writs was the person appointed under the Electoral Act 1993 authorised to make all necessary arrangements for the conduct of the general election. By tradition this position has been held by the Secretary for Internal Affairs. The Electoral Amendment Act 2002 transferred this function to the Chief Electoral Officer.

<i>Outcomes</i>	The impacts on, or the consequences for, the community of the outputs or activities of government.
<i>Output Class</i>	Specific group or class of services provided by the Department.
<i>Output</i>	The goods or services produced by a government department, Crown entity, Office of Parliament, or other person or body.
<i>Parliamentary Counsel</i>	Office responsible for drafting legislation for Parliament.
<i>Partnership for Quality</i>	Relationship between the Department and the Public Service Association.
<i>Performance Measure</i>	A measurement of how closely an activity or task is being performed to a predetermined quantity or quality standard.
<i>Revenue Crown</i>	Revenue received from the Crown for the production of outputs within each output class as defined in the Estimates.
<i>Revenue Third Parties</i>	Revenue received from third parties for goods and services supplied by the Department.
<i>Vote</i>	A group of one or more appropriations.
<i>Working Capital</i>	The difference between current assets and current liabilities.



## legislation we administer

### *Legislation administered by the Department of Internal Affairs.*

Architects Act 1963

Architects Regulations 1964

Births, Deaths and Marriages Registration Act 1995

Births, Deaths and Marriages Registration (Fees) Regulations 1995

Births, Deaths and Marriages Registration (Prescribed Information and Forms) Regulations 1995

Boxing and Wrestling Act 1981

Building Act 1991

Building Industry Order 1995

Building Regulations 1992

Bylaws Act 1910

Bylaws Regulations 1968

Casino Control Act 1990

Casino Control (Applications and Hours) Regulations 1991

Casino Control (Certificates of Approval and Warrants) Regulations 1994

Chatham Islands Council Act 1995

Citizenship Act 1977

Citizenship Regulations 2002

Citizenship (Western Samoa) Act 1982

Civil Defence Act 1983

Commercial Use of Royal Photographs Rules 1955

Commercial Use of Royal Photographs Rules 1959  
Commercial Use of Royal Photographs Rules 1962  
Commissions of Inquiry Act 1908  
Commonwealth Games Symbol Protection Act 1974  
Community Trusts Act 1999  
Counties Insurance Empowering Act 1941  
Counties Insurance Empowering Order 1973  
Dog Control Act 1996  
Dog Control (Prescribed Forms) Regulations 1996  
Fencing of Swimming Pools Act 1987  
Fire Engineers' Qualification Notice 1983  
Fire Safety and Evacuation of Buildings Regulations 1992  
Fire Service Act 1975  
Fire Service Levy Order 1993  
Flags, Emblems, and Names Protection Act 1981  
Forest and Rural Fires Act 1977  
Forest and Rural Fires Regulations 1979  
Gaming and Lotteries Act 1977  
Gaming and Lotteries (Licensed Promoters) Regulations 1978  
Gaming and Lotteries (Licence Fees) Regulations 1992  
Gaming and Lotteries Prizes Notice 1993  
Gaming and Lotteries (Problem Gambling Levy) Regulations 1998  
Housie Regulations 1989  
Impounding Act 1955  
Impounding Regulations 1981  
Land Drainage Act 1908

Lake Taupo Regulations 1976  
 Libraries and Mechanics Institutes Act 1908  
 Litter Act 1979  
 Local Authorities (Employment Protection) Order 1971  
 Local Authorities Empowering Act 1915  
 Local Authorities (Members' Interests) Act 1968  
 Local Authorities (Members' Interests) Order 1971  
 Local Authorities (Members' Interests) Order 1997  
 Local Authority Reorganisation (Property Transfers) Act 1990  
 Local Electoral Act 2001  
 Local Electoral Act Commencement Order 2001  
 Local Electoral Regulations 2001  
 Local Government Act 1974  
 Local Government (Early Application of Local Government Amendment Act No. 3 to Certain Local Authorities) Order 1996  
 Local Government (Electoral) Regulations 1992  
 Local Government (Electoral) Amendment Regulations 2001  
 Local Government (Local Authorities Salaries and Allowances) Determination 2000  
 Local Government Official Information and Meetings Act 1987  
 Local Government (Petroleum Tax Exemption) Order 1980  
 Local Government (Rating) Act 2002  
 Local Government Reform (Transitional Provisions) Act 1990  
 Local Government (Watercare Services Limited) Order 2001  
 Local Legislation Acts 1926-1992  
 Municipal Insurance Act 1960  
 Municipal Insurance Empowering Order 1973

New Zealand Fire Brigades Long Service and Good Conduct Medal (1976) (Royal Warrant)

New Zealand Flag Notice 1986

Official Appointments and Documents Act 1919

Passports Act 1992

Passport (Fees) Regulations 1996

Public Bodies Contracts Act 1959

Public Bodies Leases Act 1969

Queen's Fire Service Medal Regulations 1955

Royal Titles Act 1974

Royal Warrant (1955) (Queen's Fire Service Medal)

Rural Fire Districts Regulations 1980

Rural Fire Fighting Fund Regulations 1992

Seal of New Zealand Act 1977

Seal of New Zealand Proclamation 1977

Racing Act 1971

Rangitaiki Land Drainage Act 1956

Rates Rebate Act 1973

Rates Rebate Order 1982

Rates Rebate Order 1990

Rates Rebate (Witnessing of Declarations) Notice 1977

Rating (Fees) Regulations 1997

Rating Regulations 1968

River Boards Act 1908

Time Act 1974

Trustee Banks Restructuring Act Repeal Act 1999

Winston Churchill Memorial Trust Act 1965



## contact details

### *Head Office*

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 P O Box 805  
 Wellington  
 Tel: (04) 495 7200  
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[www.dia.govt.nz](http://www.dia.govt.nz)

### *Community Development Group*

Head Office  
 Tel: (04) 495 7297  
 0800 824 824 (Lottery Grants only)  
 Fax: (04) 495 7225

### *Identity Services*

Boulcott House  
 47 Boulcott Street  
 P O Box 10-526  
 Wellington  
 Births, Deaths and Marriages  
 Tel: 0800 22 52 52  
 Passports Tel: 0800 22 50 50  
 Citizenship Tel: 0800 22 51 51

### *Executive Government Support*

The Translation Service, New Zealand Gazette, Authentications Unit, and Blue Pages  
 Level 1, Treasury Building  
 No. 1 The Terrace  
 P O Box 805  
 Wellington  
 Tel: (04) 470 2920  
 Fax: (04) 470 2921

### *Ministry of Civil Defence and Emergency Management*

33 Bowen Street  
 P O Box 5010  
 Wellington  
 Tel: (04) 473 7363  
 Fax: (04) 473 7369  
[www.mcdem.govt.nz](http://www.mcdem.govt.nz)

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