

Briefing for Incoming Ministers

WELCOME TO THE DEPARTMENT OF INTERNAL AFFAIRS

October 2005

THE DEPARTMENT OF INTERNAL AFFAIRS



Te Tari Taiwhenua

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1. Introduction

This briefing provides essential background information about the Department's responsibilities, strategy, structure, activities and governance arrangements. Separate, more detailed briefing papers have been prepared for each of the Votes administered by the Department.

The Department traces its history back to the structures put in place immediately after the signing of the Treaty of Waitangi. It is the oldest government department and has a broader range of functions than other, more recent departments and ministries. The Department administers over 80 pieces of legislation. A detailed list of the legislation is provided in Appendix 1.

The Department's outcomes and objectives are:

- Strong, sustainable communities/hapū/iwi
- Safer Communities
- New Zealand and international communities trust the integrity of New Zealand's records of identity
- Executive Government is well supported.

The Department administers six votes:

- Vote Community and Voluntary Sector
- Vote Emergency Management
- Vote Internal Affairs*
- Vote Local Government
- Vote Ministerial Services
- Vote Racing.

*Ethnic Affairs is part of Vote Internal Affairs and is a separate portfolio.

The Minister of Internal Affairs is also the Responsible Minister for the Department of Internal Affairs.

RESPONSIBILITIES OF THE DEPARTMENT OF INTERNAL AFFAIRS

The Department of Internal Affairs has responsibility to the government for gaming, censorship, local government, racing, ethnic affairs, identity services, civil defence and

emergency management, fire, executive government support, constitutional functions, and community development.

The Department also administers board appointments and monitors the performance of a number of Crown entities, which fall within a number of portfolios. These are listed in Appendix 2.

The Department has about 1,100 staff working from 17 different New Zealand locations. The majority of the staff work from Wellington. Sites outside Wellington are used primarily for the delivery of services to the community, and range in size from substantial facilities in Auckland and Christchurch to two and three-person offices in places such as Kaitaia and Invercargill. There are also offices in Sydney and London.

2. Strategic Overview

MANAGING FOR OUTCOMES

We see the Department as “one organisation” focused on managing for outcomes – an understanding previously obscured by the diversity of our tasks and legislation. Our Statement of Intent for 2005/06 describes how the Department is organised to deliver on outcomes and objectives for the government, and our priorities for 2005/06 and beyond. The Statement of Intent also describes the output classes contributing to these outcomes and objectives and their performance objectives, and sets out the Forecast Financial Statements of the Department. The Department’s Output Plan sets out the required products and/or services to be provided to further the purchase interest of Vote Ministers. The following chart summarises the advice and services we provide.

DIA Outcomes and Objectives	DIA Initiatives, outputs and activities
Strong, sustainable communities/hapū/iwi	<ul style="list-style-type: none"> • Providing policy advice (community, ethnic affairs, local government) • Implementing and evaluating sustainable community development projects and the hapū development strategy • Administering, implementing and evaluating local government legislation • Providing community and ethnic advisory services • Administering and evaluating community grant and funding schemes • Providing interpreting and web-based services to facilitate access to information and advice • Advice and information on the local government and local electoral systems • Monitoring Charities Commission
Safer Communities	<ul style="list-style-type: none"> • Providing Civil Defence and Emergency (CDEM), fire, gaming and censorship policy advice • Providing information, support and professional development to the CDEM sector • Co-ordinating central government response and recovery support • Gambling licensing, enforcement, audits, investigations and monitoring • Censorship inspections, investigations, monitoring, enforcement and prosecutions • Facilitating the operation of the Publications and Classifications Regime
New Zealand and	<ul style="list-style-type: none"> • Providing identity policy advice

international communities trust the integrity of New Zealand's records of identity	<ul style="list-style-type: none"> • Developing and managing Evidence of Identity standards • Registration of information • Provision of authorised access to information • Issuing Passports • Recommending citizenship grants
Executive Government is well supported	<ul style="list-style-type: none"> • Providing support services to Ministers • Co-ordinating Guest of Government visits and official events • Providing VIP transport services • Providing support services for Commissions of Inquiry and similar bodies

PROVIDING LEADERSHIP IN THE PUBLIC SECTOR

Within the context of its outcomes and objectives, the Department has identified a number of areas where it has leadership as a result of its functions and expertise. These are areas where the Government can look to the Department for leadership:

Central Government/ Local Government Interface

The Department of Internal Affairs is at the interface between central government, local government and communities. Our effectiveness in connecting these sectors is based on our experience in community funding and development and the provision of advice on the effectiveness of local government legislation.

Ethnic Diversity

The Department of Internal Affairs takes a leadership role across government in ethnic affairs. It is anticipated that ethnic people* will comprise 18% of the New Zealand population by 2021, and already 1 in 8 Auckland families are of Asian ethnicity. The Office of Ethnic Affairs was established in recognition of this changing demographic and its importance to New Zealand. The Office is continuing to develop "Strength in Diversity" as its strategic direction, to help recognise and respond to the issues and opportunities arising from New Zealand's increasing ethnic diversity.

Nature and Value of New Zealand Citizenship

The Department administers citizenship processes for New Zealand, and is taking the lead in developing understanding of the Nature and Value of New Zealand Citizenship.

Identity Management

The Department provides leadership in identity management across the public service.

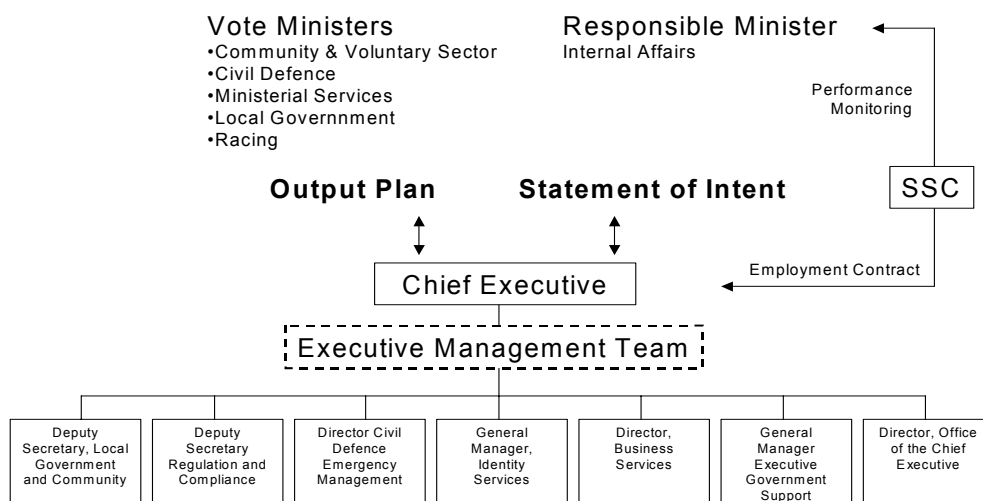
* In government usage, "ethnic" covers all those whose ethnicity is not Anglo-Saxon, Celtic, Māori or Pacific.

The rising rate and increasing impacts of identity fraud cause problems for government agencies ranging from international security breaches, to financial fraud through to loss of trust when a genuine customer's identity is stolen by a fraudster. At the same time, identity verification is more challenging than ever as government agencies seek to offer more services via the Internet.

Civil Defence and Emergency Management

Under the Civil Defence Emergency Management Act 2002, the Department has a leadership role in developing structures and arrangements for supporting individuals and communities to manage the impacts of major and overwhelming disasters.

STRUCTURE AND ACCOUNTABILITIES



The managers of the Departmental business groups are responsible for managing their respective areas and delivering agreed outputs with Ministers. In addition, they form part of the Executive Management Team, whose role is to provide direction and leadership to the Department.

In addition to the Vote Ministers shown in the chart above, as at September 2005, the Minister of Internal Affairs has delegated specific responsibilities to other Ministers:

- Minister Responsible for the New Zealand Fire Service Commission

- Minister of State Services (in respect of the Commission of Inquiry into Police Conduct).

The Department also administers the Ethnic Affairs portfolio, part of Vote Internal Affairs.

FINANCE

The Department's operations are funded by Third Party and Crown Revenue.

Vote	Crown Revenue	Third Party Revenue	Total Revenue	Expenses
All numbers in \$000 (ex GST)				
Community & Voluntary Sector	10,463	6,950	17,413	17,413
Emergency Management	10,756	66	10,822	10,825
Internal Affairs	16,951	60,021	76,972	83,863
Local Government	11,104	487	11,591	11,612
Ministerial Services	25,758	6,133	31,891	31,891
Racing	304	4	308	307
TOTAL	75,336	73,661	148,997	155,911

These numbers are based on the 2005 Budget Main Estimates.

MAINTAINING AND DEVELOPING DEPARTMENTAL CAPABILITY

The Department has recently been given a number of new responsibilities. The most substantial of these are the Community Partnership Fund of the Digital Strategy, the Significant Community Based Project Fund and administration of the Charities Act 2005. Implementing these new responsibilities is a current priority for the Department.

The last Budget also invested significant new funds in the Department's capacity and capability. This will enable the completion of projects flowing out of the review of policy and corporate functions. The investment is being applied to improving personnel capacity and capability and to the redevelopment of the Department's information technology infrastructure. A key focus for capability improvement in the current year is the Ministry of Civil Defence and Emergency Management.

Current areas of focus for developing capability in the Department are:

- developing leaders and managers within the Department with the appropriate skills and competencies for current and future roles
- building the capacity of our staff by recruiting effectively and retaining quality people
- creating a high performance inclusive work environment by ensuring effective performance management processes are in place
- enhancing a safe and healthy work environment
- ensuring that our workforce reflects and is responsive to the diversity of the communities that we serve
- building our effectiveness for Māori, through targeted service delivery initiatives and increased staff competence and knowledge in te reo, tikanga and the Treaty
- developing new information and technology systems and services to support the Department's business needs, including
 - a new, standardised technological base to be used for all systems
 - a new I&T governance structure to oversee compliance with the technology standards and ensure that all I&T projects are managed in a consistent, professional fashion
 - enhanced network facilities to provide rapid, secure service to office and field workers throughout the country
 - a two to three-year programme of system modernisation aimed at improving quality of service and participation in E-government initiatives
- undertaking more, and more systematic, research and evaluation to inform decisions on strategy, policy and service delivery as part of our focus on managing for outcomes
- Strengthening project management and risk management awareness and practice to increase our reliability in achieving planned results
- Improving relationship management with key stakeholders.

3. Governance And Structure

MANAGEMENT STRUCTURE AND STAFF

Christopher Blake has been Chief Executive of the Department, and therefore Secretary for Internal Affairs and Secretary for Local Government, since June 2002.

The Department has five operational business groups and branches, and one Ministry group:

Regulation and Compliance	Deputy Secretary: Andrew Secker
Local Government and Community	Deputy Secretary: Anne Carter
Identity Services	General Manager: Annette Offenberger
Office of Ethnic Affairs	Director: Mervin Singham
Executive Government Support	Acting General Manager: Janice Calvert
Ministry of Civil Defence and Emergency Management	Director: John Norton

Two corporate groups support the Department's operational business groups:

Business Services	Director: Norah Familton
Office of the Chief Executive	Director: Jared Mullen

The Department of Internal Affairs employs 1,066 fulltime equivalents (as at June 2005).

A list of staff who have significant contact with Ministers' offices is provided in Appendix III.

An organisational chart is provided in Appendix IV.

4. Summary of Business Groups and Branches

REGULATION AND COMPLIANCE BRANCH

Regulation and Compliance Branch comprises:

- Censorship Compliance
- Gambling Compliance
- Intelligence Unit
- Local Government Services
- Gaming, Racing, Censorship, Fire and Identity Policy.

Censorship Compliance

The role of this unit is to minimise the potential harm to the community from objectionable and restricted material. The unit inspects videos, films, publications and internet sites under the Films, Videos, and Publications Classification Act 1993 and enforces this censorship legislation.

Gambling Compliance

The role of this unit is to ensure that:

- gambling activities operate with integrity and fairness
- opportunities for crime or dishonesty associated with gambling are limited
- money from gambling benefits the community
- the growth of gambling is controlled
- gambling harm (especially on licensed venues) is prevented and minimised.

This business group:

- provides education and information to gambling operators and gamblers
- licenses gambling activities
- audits, investigates and monitors gambling activities
- enforces gaming regulations, minimum standards, minimum operating standards and game rules.

Intelligence

This unit provides specialist intelligence capability to support the compliance activities of the Branch.

Local Government Services

This unit services the Local Government Commission, appoints the Harbourmaster of Lake Taupo and administers a number of offshore islands.

Gaming, Racing, Censorship, Fire and Identity Policy

The Branch delivers policy advice to the Minister of Internal Affairs, the Minister for Racing and the Minister responsible for the New Zealand Fire Service Commission. The portfolios of these three Ministers cover gambling, racing, censorship, fire, and identity, including citizenship and passports.

Policy advice involves the provision of information, the development of policy advice and legislation; preparing briefings and speech notes; providing support for Ministers in Cabinet committees, select committees and the House; compliance with statutory delegations relating to Ministers' portfolio responsibilities; and drafting replies to ministerial correspondence, Official Information Act requests, enquiries from the Ombudsman, and parliamentary questions.

The Branch also advises Ministers about the performance and governance of Crown entities and statutory bodies, and appointments to governing bodies; and services the Film and Literature Board of Review.

Operating Budget is \$20.051 million.

LOCAL GOVERNMENT AND COMMUNITY BRANCH

The Local Government and Community Branch works toward the department outcome of building 'strong sustainable communities, iwi and hapū'. Our services contribute to the building of strong communities in the broadest sense – supporting central government, local government and communities, hapū and iwi – to better enable them to identify, plan for and realise their futures.

The Local Government and Community Branch works to be:

- government's experts in local government, and community, hapū and iwi development
- the leader in the government's relationship with local government
- government's preferred administrator of community grant funding.

The Branch comprises:

- Local Government and Community Policy
- Grants Administration and Community Advisory Services

- Local Government interface.

Local Government and Community Policy

The Local Government and Community Policy Team provides advice to the Minister for the Community and Voluntary Sector and to government on:

- the government's and Local Government and Community Branch's role in community development
- improving the mechanisms for resourcing communities
- supporting the system of local government through administration of aspects of the statutory framework and provision of information
- the community development perspective on key inter-agency projects.

The team provides advice to the Minister of Local Government and a number of other Ministers, including the Minister responsible for the Community and Voluntary Sector, and Associate Ministers as the need arises.

It also provides strategic advice as required to the Lottery Grants Board and works closely with other government departments who have an interface with the Community and Voluntary Sector.

Administration of Grants and Community Advisory Services

The Branch operates a substantial programme of community development advice and activities built on effective relationships with community organisations and close co-operation with other government organisations at both national and local levels. It also administers a range of Crown-funded grants and provides grant administration services on behalf of the Lottery Grants Board.

Local Government and Community Branch regional staff are located in 16 offices from Kaitaia to Invercargill. They provide services direct to local organisations and help broker relationships and services between other government agencies, local authorities and the local organisations. Nearly half of the regional staff are Māori or Pacific people, enabling the Department to work credibly and effectively with a wide range of communities.

The regional network ensures that the Department's community advice is informed and tested by community views and that grant funding is applied to areas of greatest need in partnership with reliable, well-run community organisations.

Interface with Local Government

The Local Government Act 2002 encourages local authorities to work with their communities, and other parties, to help communities identify the social, economic, environmental and

cultural outcomes they want. Such processes are called Community Outcomes Processes (COPs). The Local Government and Community Branch has a dedicated team that facilitates contact between local authorities and central government agencies involved in COPs.

Operating Budget is \$20.718 million.

IDENTITY SERVICES

Identity Services is the largest operational business unit of the Department of Internal Affairs and is responsible for:

- the assessment of applications for grant of citizenship, and the registration and confirmation of New Zealand citizenship and its renunciation and deprivation (under the Citizenship Act 1977 and the Citizenship (Western Samoa) Act 1982)
- issuing passports and other travel documents (under the Passports Act 1992)
- registration of births, deaths, marriages and civil unions and provision of access to this information (under the Births, Deaths and Marriages Registration Act 1995 and the Civil Union Act 2004)
- the day-to-day administration of the Marriage Act 1955 and the Civil Union Act 2004, including the appointment of marriage celebrants and civil union celebrants
- the provision of information to the public about their entitlements under these statutes.

In the 2004/2005 financial year, Identity Services issued 411,986 passports and travel documents, registered 111,242 births, deaths and marriages, issued 241,097 birth, death and marriage certificates and printouts, and presented 23,251 applications to the Minister for grant of citizenship to foreign nationals.

Operating Budget is \$48.437 million.

OFFICE OF ETHNIC AFFAIRS

The role of the Office of Ethnic Affairs covers the broad range of government interactions affecting ethnic people and provides:

- expert advice and information for and about ethnic groups in New Zealand and their contribution to our society
- ethnic people a point of contact with the New Zealand government
- ethnic groups with advice and information on matters affecting them, including referral to appropriate agencies

- expert policy advice and information on issues and views relating to ethnic groups, and identifies implications of government policy for ethnic communities.

Operating Budget is \$2.444 million.

EXECUTIVE GOVERNMENT SUPPORT (EGS)

EGS provides services to Ministers to assist in the smooth operation of the Executive. These include administrative, accounting, personnel, information technology, facilities management, residential property and advisory services, employing staff in ministerial offices, media services, VIP Transport Service and the Visits and Ceremonial Office. EGS also provides a range of services to the public.

Services provided under Vote: Internal Affairs include:

- The New Zealand Gazette
- The Translation Service
- issuing Authentication and Apostille certificates for official documents
- support for Commissions of Inquiry and other bodies
- support for the Gambling Commission.

The Translation Service, the New Zealand Gazette and the Authentication Unit are funded solely by third party revenue.

Services provided under Vote: Ministerial Services include:

- support services for Ministers
- information technology and media monitoring services for Executive Government
- VIP Transport Service
- guest of Government visits, state and ministerial functions, commemorative events and national anniversaries.

Operating Budget is \$32.568 million.

MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT (MCDEM)

MCDEM operates within the Department funded by Vote: Emergency Management. The Director of Civil Defence Emergency Management is responsible to the Minister of Civil Defence for the operation of Vote: Emergency Management under a separate Output Plan.

The Director has a number of statutory functions under the Civil Defence Emergency Management Act 2002 including that of providing advice to the Minister of Civil Defence.

In the 2005 Budget the Government approved new funding of \$12.9 million for MCDEM for capability building (increase permanent staff from 26 to 46 over the next two years) and \$6.1 million for increasing public awareness and preparedness over the next four years.

Operating Budget is \$10.184 million.

OFFICE OF THE CHIEF EXECUTIVE

The Office of the Chief Executive provides advisory and project support to the Chief Executive and comprises the following business units:

Legal Services

Legal Services works with individual business groups on a wide range of matters that require legal expertise and also addresses Departmental-wide legal issues. Legal Services also provides legality assurance to the Chief Executive and Executive Management Team, fosters a network of legal practitioners within the Department and coordinates the Department's use of external legal service providers.

Risk & Audit Services

Risk and Audit Services has responsibilities for internal audit programmes, risk and audit advice and support to management; and advice, training and support for risk management policies and practices.

Effectiveness for Māori

Effectiveness for Māori works with business groups on a broad range of issues and is required to provide strategic and operational advice to the Chief Executive and the Department on current and emerging Treaty of Waitangi and Māori responsiveness issues as well as on tikanga.

Strategic Development and Planning

Strategic Development and Planning has responsibilities for managing the interface with the Department's Ministers, providing specialist advice on the Department's strategic initiatives, directions, organisational development and the delivery of outcomes, and ensuring the Department meets its planning and reporting obligations.

Operating Budget is \$3.271 million.

BUSINESS SERVICES

Business Services consists of the following six business units:

Finance -- responsibilities for financial management advice, financial reporting and ensuring the Department meets its obligations under the Public Finance Act and the State Sector Act.

Facilities -- responsibilities for security and emergency procedures, office accommodation and furniture maintenance, telephone operator services, purchasing, tender services and reception.

Information and Technology -- responsibilities for IT applications and databases, document management, the information centre (library), advice on strategy and systems development, system security and training.

Research & Evaluation -- responsibilities for research contracts and outsourcing, advice, consultancy and peer review, and specific projects.

Strategic Communications -- responsibilities for external and internal communications, branding issues, media assistance and managing outsourcing for publications.

Strategic Human Resources -- responsibilities for HR administration and payroll, HR policies, induction, management development, Equal Employment Opportunities, contract negotiation, and health and safety issues.

Operating Budget is \$18.237 million.

5. Clients And Stakeholders

The Department's work affects all New Zealanders. The people in the community with whom we have most direct contact (and who may therefore raise issues with the Responsible or Vote Ministers include):

REGULATION AND COMPLIANCE BRANCH

Clients and stakeholders of the Regulation and Compliance Branch include:

In relation to policy:

- stakeholders in all legislation and statutory bodies administered within the branch, which includes gambling, racing, censorship, fire, identity
- people and organisations in all the sectors below, and the fire and racing sectors
- members of and stakeholders in the Crown entities and statutory bodies listed at the front of this briefing.

In relation to Local Government Services

- members and staff of local authorities and local government organisations.

In relation to gambling regulation, stakeholders fall into three general groups:

- community interests (gamblers, community groups for whom gambling raises funds, and groups concerned about the impacts of gambling)
- government agencies such as the Ministry of Health (in respect of harm prevention and minimisation) and the Police and Serious Fraud Office (in respect of crime associated with gambling)
- operators in the gambling sector.

In moving towards the outcomes of *safer communities*, our focus is on community groups, for whom gambling raises funds and who can be harmed by gambling, and gamblers.

In relation to censorship:

- people concerned about objectionable material
- parents and other advocates of children's rights
- distributors of material which may be objectionable
- people involved in the censorship process.

LOCAL GOVERNMENT AND COMMUNITY BRANCH

Clients and stakeholders of the Local Government and Community Branch include:

- stakeholders in legislation and statutory bodies administered by the Branch
- people and organisations in the community sector, and members of and stakeholders in Crown entities and statutory bodies
- members and staff of local authorities and local government organisations
- government agencies with a community focus
- community organisations seeking grants (including Lottery grants) and capacity building
- community trusts
- other community funders
- local authorities
- hapū, iwi and Māori organisations.

IDENTITY SERVICES

Clients and stakeholders of Identity Services include:

- people needing passports
- people seeking citizenship
- people needing information about Births, Deaths, Marriages and Civil Unions
- people and organisations involved in registering birth, death and marriage information
- people wishing to marry and marriage celebrants
- people wishing to have a civil union and civil union celebrants
- genealogists and those concerned about the care of whakapapa information
- other agencies working with the Department to enhance New Zealand's security
- other New Zealand government agencies concerned with verifying identity and working towards online authentication solutions
- overseas agencies requiring travel document information.

OFFICE OF ETHNIC AFFAIRS

Key stakeholders include government agencies, local government, community organisations and ethnic people themselves:

- ethnic organizations which covers a wide range of community based groups that may represent new migrants, refugees and/or one or more well settled communities. For

example, this includes the Federation of Ethnic Councils and Regional Ethnic Councils, the New Zealand Chinese Association, the Refugee Council, etc

- central government, particularly the Immigration Service, the Police, the Human Rights Commission, the Ministries of Education, Health, Housing and Social Development, the Department of Labour and, within Internal Affairs, Identity Services and the Community and Local Government Branch
- local government at all levels
- community-based organisations and non-government agencies
- service providers at national, regional and local levels

EXECUTIVE GOVERNMENT SUPPORT

Key stakeholders include:

- Ministers and the Governor-General
- clients of the New Zealand Gazette
- participants in Commissions of Inquiry
- people seeking translations and authentication services
- people involved in Royal and other visits
- people involved in state ceremonies
- other users of VIP Transport (especially the Judiciary).

MINISTRY OF CIVIL DEFENCE AND EMERGENCY MANAGEMENT

Key stakeholders include:

- local authorities and the regional Civil Defence and Emergency Management groups to which they belong
- communities facing or experiencing hazards or emergency events
- business and government agencies involved in preparation for, and recovery from, hazards or emergency events
- emergency services.

Legislation administered by the Department of Internal Affairs

Vote Internal Affairs

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
Citizenship Act 1977
Citizenship Regulations 2002
Citizenship (Western Samoa) Act 1982
Civil Union (Prescribed Information, Fees, and Forms) Regulations 2005
Commercial Use of Royal Photographs Rules 1962
Commissions of Inquiry Act 1908
Commonwealth Games Symbol Protection Act 1974
Films, Videos and Publications Classification (Fees) Regulations 1994
Films, Videos and Publications Classification Regulations 1994
Fire Service Act 1975
Fire Safety and Evacuation of Buildings Regulations 1992
Fire Service Regulations 2003
Forest and Rural Fires Act 1977
Forest and Rural Fires Regulations 1979
Gambling Act 2003
Gaming and Lotteries Prizes Notice 1993
Gambling (Class 4 Net Proceeds) Regulations 2004
Gambling (Fees and Revocations) Regulations 2004
Gambling (Forms) Regulations 2004
Gambling (Harm Prevention and Minimisation) Regulations 2004
Gambling (Infringement Notices) Regulations 2004
Gambling (Licensed Promoters) Regulations 2005
Gambling (Problem Gambling Levy) Regulations 2004
Marriage (Fees) Regulations 1995
Marriage (Forms) Regulations 1995
New Zealand Daylight Time Order 1990
New Zealand Fire Brigades Long Service and Good Conduct Medal (1976) (Royal Warrant)
Official Appointments and Documents Act 1919

Passports Act 1992
Passport (Fees) Regulations 1996
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
Time Act 1974
Trustee Banks Restructuring Act Repeal Act 1999

Vote Local Government

Bylaws Act 1910
Chatham Islands Council Act 1995
Counties Insurance Empowering Act 1941
Dog Control Act 1996
Dog Control (Prescribed Forms) Regulations 1996
Fencing of Swimming Pools Act 1987
Impounding Act 1955
Land Drainage Act 1908
Lake Taupo (Crown Facilities, Permits and Fees) Regulations 2004
Libraries and Mechanics' Institutes Act 1908
Litter Act 1979
Local Authorities (Members' Interests) Act 1968
Local Authority Reorganisation (Property Transfers) Act 1990
Local Electoral Act 2001
Local Electoral Regulations 2001
Local Government Act 1974
Local Government Act 2002
Local Government (Museum of Transport and Technology Board) Exemption Order 2005
Local Government (Otago Museum Trust Board) Exemption Order 2005
Local Government Official Information and Meetings Act 1987
Local Government (Rating) Act 2002
Local Legislation Acts 1926-1992
Municipal Insurance Act 1960
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
Rating (Fees) Regulations 1997
River Boards Act 1908
Waimakariri-Ashley Water Supply Act 1961

Vote Community and Voluntary Sector

Charities Act 2005
Community Trusts Act 1999
Winston Churchill Memorial Trust Act 1965

Vote Emergency Management

Civil Defence Emergency Management Act 2002
Civil Defence Emergency Management Regulations 2003

Vote Racing

Racing Act 2003
Racing (Harm Prevention and Minimisation) Regulations 2004

Crown entities and statutory bodies by portfolios

The Department administers board appointments and monitors the performance of a number of Crown entities and statutory bodies.

Internal Affairs

Crown entities

New Zealand Fire Service Commission
Office of Film and Literature Classification

Statutory Bodies and Trusts

Chatham Islands Enterprise Trust
Film and Literature Board of Review
Film and Video Labelling Body
Gambling Commission

Community and Voluntary Sector

Crown entities

Charities Commission

Statutory Bodies and Trusts

New Zealand Lottery Grants Board
New Zealand Lottery Grants Board Distribution Committees
Winston Churchill Memorial Trust
Norman Kirk Memorial Trust
Chinese Poll Tax Heritage Trust

Local Government

Statutory Bodies and Trusts

Local Government Commission

Racing

Statutory Bodies and Trusts

New Zealand Racing Board

Finance

Statutory Bodies and Trusts

Community Trusts (12)

Disarmament

Statutory Bodies and Trusts

Pacific Development and Conservation Trust

Peace and Disarmament Education Trust

Senior Managers and other staff with whom the Ministers' offices will have significant contact

Regulation and Compliance Branch

Deputy Secretary	Andrew Secker
Director, Gambling Compliance	Vacancy
Manager, Gaming, Racing and Censorship Policy	John Markland
Manager, Fire and Identity Policy	Joy McDowall
Manager, Local Government Services	Donald Riezebos
Manager, Strategic Development and Support	Peter Burke
Manager, Censorship Compliance	Steve O'Brien
Manager, Intelligence Unit	Rachael Rowlands

Local Government and Community Branch

Deputy Secretary	Anne Carter
Manager, Strategic Analysis and Information	Rosalind Plimmer
Director, Local Government and Community Development Operations	Morag Woodley
Manager, National Grant Schemes	Jane Selby
Manager, National Office Operations	Jools Joslin
Manager, National Service Delivery	Sarah Hill
Pou Arahi	Bob Penetito
Branch Business Manager	Elly-Ann Pritchard
Director Policy	Mary Richardson
Manager, Community Policy	Sonja Rathgen
Manager, Local Government Policy	Fiona Illingsworth
Manager, Local Government Policy	Robert McShane

Identity Services

General Manager	Annette Offenberger
Manager, Citizenship	Geoff May
Manager, Passports	David Philp
Manager, Births, Deaths and Marriages	Brian Clarke
Manager, Strategic Development	Sue Boland
Communications Advisor	Tony Wallace

Office of Ethnic Affairs

Director	Mervin Singham
Policy Manager	Vimla Rani
National Operations Manager	Joshua Wycliffe

Executive Government Support

Acting General Manager	Janice Calvert
Executive Manager, Ministerial Services	Richard McDonald
Manager, Service Delivery Ministerial Services	Mike Fokker
Manager, VIP Transport Service	Rex Ambler
Manager, Finance EGS	Dean Stratford
Director, Visits and Ceremonials	Mark Oldershaw
Manager, Media and Communications	Joe Frahm
Manager, MINIT (Ministerial Information Technology) Services	Rick Lewis
Gambling Commission Executive Director	Heather Harris
Executive Officer, Commission of Inquiry into Police Conduct	Rebecca Boyack

Ministry of Civil Defence and Emergency Management

Director	John Norton
Manager, Policy	Margaret Niven
Manager, Readiness	Mike O'Leary
Manager, Communications	Chandrika Kumaran
Manager, Capability (Acting)	Hans Brounts

Office of the Chief Executive

Director	Jared Mullen
Strategic Development Manager	Jean Fraser
Acting Manager, Legal Services	Stephen Rogers
Manager, Audit Services	Janine Hamilton
Manager, Effectiveness for Māori	Pauline Hill

Business Services

Director	Norah Familton
Chief Financial Officer	Shirley Smith
Strategic HR Manager	John McKeefry
Strategic Communications Manager	Colin Feslier
Facilities Manager	Roger Yule
Acting Information and Technology General Manager	Mike Cartlidge
Acting Research and Evaluation Manager	Ingrid van Aalst

Department of Internal Affairs Business Groups

