



1 March 2024

[Redacted]
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Ref: OIA-2023/24-0444

Dear [Redacted]

Official Information Act request for copies of information provided to incoming Ministers

Thank you for your Official Information Act 1982 (the Act) request received on 24 January 2024. You requested:

“Copies of all advice, briefings, memos or any other documents provided by your agency staff or representatives regarding the roles and responsibilities of ministers, their portfolio, policies, and upcoming work, since 20 November 2023.

Copies of all advice, briefings, draft briefings to incoming ministers, memos or any other documents provided by your agency staff or representatives briefing the incoming minister, since 20 November 2023.”

As advised on 22 February 2024, the time frame for responding to your request was extended under section 15A of the Act by 6 working days because consultations were needed before a decision could be made on the request. Following this extension, I am now in a position to respond.

Our response

There is a substantial amount of information in scope of your request. We wrote to you on 31 January asking you to refine your request. No response was received.

Providing a copy of all papers that were provided to the responsible Ministers for the Department of the Prime Minister and Cabinet (DPMC) and the National Emergency Management Agency (NEMA), as a departmental agency under DPMC between 27 November 2023 and 21 January 2024 would have a significant impact on the day-to-day functions of DPMC and NEMA. Therefore, I have decided to provide you with a subset of the requested information under section 16(2)(a) of the Act. This subset includes a list of all papers in scope of your request, plus a copy of those papers already prepared and readily available for release.

Documents being released

Please find a copy of the following documents attached as requested. All documents were provided to the Prime Minister Rt Hon Christopher Luxon.

Item	Date	Document description	Decision
1	27/11/2023	Briefing to the Incoming Prime Minister	Some information withheld under section 9(2)(g)(ii). Attachment withheld in full under section 18(d). Attachment is publicly available at: www.dPMC.govt.nz/sites/default/files/2024-02/bim-2023-prime-minister.pdf

2	27/11/2023	Letter from the Prime Minister's Chief Science Advisor summarising the current work programme	Some information withheld under section 9(2)(g)(ii)
3	30/11/2023	The work of the Cabinet Office: Briefings and advice for the incoming Prime Minister	Some information withheld under sections 6(a), 6(b)(i), 9(2)(a), 9(2)(ba)(i), 9(2)(f)(iv), 9(2)(f)(i), 9(2)(g)(i).
4	1/12/2023	Matters arising from government transition	Some information withheld under sections 9(2)(f)(i), 9(2)(g)(i).
5	1/12/2023	Responsibilities of the Associate Minister of Health (Hon Casey Costello)	Released in full.
6	1/12/2023	State Opening of Parliament	Released in full.
7	1/12/2023	Confirmation of the Speaker ceremony	Released in full.
8	8/12/2023	Brazilian honour for New Zealand citizen	Some information withheld under sections 6(a), 6(b)(i), 9(2)(a), 9(2)(f)(i), 9(2)(g)(i).
9	8/12/2023	Letters to former members of the Executive Council on the grant of the title "The Honourable"	Released in full.
10	13/12/2023	Responsibilities of the Associate Minister for ACC (Hon Melissa Lee)	Released in full.
11	13/12/2023	Responsibilities of the Associate Minister of Health (Pharmac) (Hon David Seymour)	Released in full.
12	14/12/2023	Delegations in the Agriculture, Immigration and Trade Portfolios	Released in full.
13	14/12/2023	Government Appointments – Prime Minister portfolio	Some information withheld under section 9(2)(g)(ii). Attachments withheld in full under section 9(2)(a).
14	15/12/2023	Distribution of NAB Assessments to Ministers	Some information withheld under sections 6(a), 9(2)(g).
15	15/12/2023	New Year 2024 Honours List: Oral item for Cabinet	Some information withheld under sections 9(2)(g)(i), 9(2)(f)(iv).
16	18/12/2023	Delegations to Associate Minister of Justice (Firearms)	Released in full.
17	19/12/2023	Delegations to Associate Minister of Foreign Affairs	Released in full.
18	19/12/2023	Cabinet Office Circular: 2024 Legislation Programme	Released in full.
19	20/12/2023	Delegations to Associate Ministers and Parliamentary Under-Secretaries	Released in full.
20	21/12/2023	Transfer of responsibility – Matters relating to the death of Constable Matthew Hunt	Some information withheld under sections 9(2)(a), 9(2)(ba)(ii), 9(2)(g)(i).
21	19/01/2024	Delegations to Associate Minister for the Environment	Released in full.

I have decided to release the documents listed above, subject to information being withheld under one or more of the following sections of the Act, as applicable:

- Section 6(a), to protect the security or defence of New Zealand or the international relations of the Government of New Zealand
- Section 6(b)(i), to protect the entrusting of information to the Government of New Zealand on a basis of confidence by the Government of any other country or any agency of such a Government
- section 9(2)(a), to protect the privacy of individuals
- section 9(2)(b)(i), to prevent disclosure of a trade secret
- section 9(2)(ba)(i), to protect the supply of similar information in the future
- section 9(2)(ba)(ii), to prevent damage to the public interest
- section 9(2)(f)(i), to protect the confidentiality of Sovereign communications
- section 9(2)(f)(iv), to maintain the confidentiality of advice tendered by or to Ministers and officials
- section 9(2)(g)(i), to maintain the effective conduct of public affairs through the free and frank expression of opinion
- section 9(2)(g)(ii), to prevent improper pressure or harassment.

List of documents

The following table provides a list of all papers provided to DPMC and NEMA Ministers between 27 November 2023 (date Ministers were sworn in) and 21 January 2024 (date of your request).

Date	Title	Portfolio Minister
27/11/2023	Meeting with Taskforce members	Emergency Management and Recovery (Hon Mark Mitchell)
28/11/2023	Key milestones and decisions in 2023/24	Child Poverty Reduction (Hon Louise Upston)
28/11/2023	Emergency Management Bill: overview and next steps	Emergency Management and Recovery (Hon Mark Mitchell)
28/11/2023	Access to information of a previous administration	Prime Minister (Rt Hon Christopher Luxon)
28/11/2023	New Year Honours List 2024: formal approval	Prime Minister (Rt Hon Christopher Luxon)
28/11/2023	Aide Memoire Kāpuia LETTER OF ADVICE ON FUTURE RESPONSE PRIORITIES	The Government's Response to RCOI's Report into the Terrorist Attack on the Christchurch Mosques (Hon Judith Collins)
29/11/2023	Provision of national security information to Cabinet ministers and elected office holders	Prime Minister (Rt Hon Christopher Luxon)
30/11/2023	DPMC Annual Report 2022/23: Presentation to the House of Representatives	Prime Minister (Rt Hon Christopher Luxon)
1/12/2023	Measuring child poverty and responsibilities under the Child Poverty Reduction Act	Child Poverty Reduction (Hon Louise Upston)
1/12/2023	The multi-measure framework established under the Child Poverty Reduction Act	Child Poverty Reduction (Hon Louise Upston)
1/12/2023	Timeline of upcoming briefings and milestones for Minister for Child Poverty Reduction	Child Poverty Reduction (Hon Louise Upston)

1/12/2023	Responding to Malicious Russian Cyber Activity targeting Democratic Institutions	Prime Minister (Rt Hon Christopher Luxon)
4/12/2023	UNICEF Report card 18: Child Poverty	Child Poverty Reduction (Hon Louise Upston)
6/12/2023	Hawke's Bay travel briefing for Hon Mark Mitchell 8 Dec 2023	Emergency Management and Recovery (Hon Mark Mitchell)
6/12/2023	Report on the operations of the Christ Church Cathedral Reinstatement Act 2017 since 1 December 2022 and proposed reappointments	Finance (Hon Nicola Willis)
7/12/2023	Child Wellbeing and Child Poverty Reporting	Child Poverty Reduction (Hon Louise Upston)
8/12/2023	High level overview of issues relating to the Living in Aotearoa survey	Child Poverty Reduction (Hon Louise Upston)
8/12/2023	NGO reporting relevant to child poverty reduction and child wellbeing	Child Poverty Reduction (Hon Louise Upston)
8/12/2023	The Multi-Measure Framework Established Under the Child Poverty Reduction Act	Child Poverty Reduction (Hon Louise Upston)
8/12/2023	Re-establishing the Intelligence and Security Committee	Prime Minister (Rt Hon Christopher Luxon)
8/12/2023	Briefing for the incoming Prime Minister on the Christchurch Call	Prime Minister (Rt Hon Christopher Luxon)
8/12/2023	Next Steps for the Christchurch Call	Prime Minister (Rt Hon Christopher Luxon)
11/12/2023	Cabinet Paper - Establishing Targets to Drive Delivery	Prime Minister (Rt Hon Christopher Luxon)
12/12/2023	Government Appointments - Emergency Management and Recovery Portfolio	Emergency Management and Recovery (Hon Mark Mitchell)
12/12/2023	Government Appointments - Kāpuia	The Government's Response to RCOI's Report into the Terrorist Attack on the Christchurch Mosques (Hon Judith Collins)
13/12/2023	Government Appointments - Christ Church Cathedral Reinstatement Review Panel	Finance (Hon Nicola Willis)
14/12/2023	Positioning the Child and Youth Wellbeing Strategy as an Investment Framework	Child Poverty Reduction (Hon Louise Upston)
14/12/2023	Joint Report: Future arrangements for the Child Wellbeing and Poverty Reduction Group	Child Poverty Reduction (Hon Louise Upston)
14/12/2023	CYWS as an investment framework Attachment A - Early intervention points in the life of children and young people	Child Poverty Reduction (Hon Louise Upston)
14/12/2023	Minister for Child Poverty Reduction – Key messages and Q&As New Zealand Health Survey release, Thursday 14 December 2023	Child Poverty Reduction (Hon Louise Upston)
14/12/2023	Implications of discontinuing the Living in Aotearoa survey for your responsibilities as the Minister for Child Poverty Reduction	Child Poverty Reduction (Hon Louise Upston)
14/12/2023	Government Appointments - National Security and Intelligence Portfolio	National Security and Intelligence (Rt Hon Christopher Luxon)

14/12/2023	Developing priorities and targets DPMC 2023	Prime Minister (Rt Hon Christopher Luxon)
14/12/2023	Distribution of NAB Assessments to Ministers	Prime Minister (Rt Hon Christopher Luxon)
14/12/2023	Government Appointments - Prime Minister	Prime Minister (Rt Hon Christopher Luxon)
14/12/2023	Report: Early Priorities for National Security and Intelligence Portfolio Meetings 2024	Prime Minister (Rt Hon Christopher Luxon)
15/12/2023	Five Country Ministerial Letters November 2023	NZSIS (Hon Judith Collins)
15/12/2023	Annual Review of National Terrorism Threat Level	Prime Minister (Rt Hon Christopher Luxon)
15/12/2023	Briefing Annual Review of the National Terrorism Threat Level	Prime Minister (Rt Hon Christopher Luxon)
18/12/2023	Meeting with the Chief Children's Commissioner	Child Poverty Reduction (Hon Louise Upston)
18/12/2023	National Security and Intelligence Aide Memoire 19 December 2023	National Security and Intelligence (Rt Hon Christopher Luxon)
18/12/2023	DPMC's financial position and implications of the savings target	Prime Minister (Rt Hon Christopher Luxon)
18/12/2023	Christchurch Call: Meeting with Special Envoy Ardern, 21 December	Prime Minister (Rt Hon Christopher Luxon)
21/12/2023	International Strategies explored during development of the Child and Youth Wellbeing Strategy	Child Poverty Reduction (Hon Louise Upston)
21/12/2023	Evidence on the impact of income poverty on children's outcomes	Child Poverty Reduction (Hon Louise Upston)
21/12/2023	Policies to help achieve the Government's Child Poverty Reduction Targets	Child Poverty Reduction (Hon Louise Upston)
21/12/2023	Cyclone Gabrielle Recovery Taskforce Report Back	Prime Minister (Rt Hon Christopher Luxon)
21/12/2023	UK honours for two New Zealand citizens	Prime Minister (Rt Hon Christopher Luxon)
18/01/2024	List of policy initiatives with implications for child poverty reduction	Child Poverty Reduction (Hon Louise Upston)
18/01/2024	Response to letter from the Government Statistician about the in principle decision to Discontinue the living in Aotearoa survey	Child Poverty Reduction (Hon Louise Upston)
18/01/2024	Response to request from the Minister for further information on the proportion of children in main benefit families across all main benefit types	Child Poverty Reduction (Hon Louise Upston)
18/01/2024	Auckland stakeholders for Child Poverty Reduction portfolio	Child Poverty Reduction (Hon Louise Upston)
19/01/2024	Christchurch Call: Next Steps	Prime Minister (Rt Hon Christopher Luxon)
19/01/2024	Appointments to DPMC ELT	Prime Minister (Rt Hon Christopher Luxon)
16/01/2024	Honours processes – consent to explore options	Prime Minister (Rt Hon Christopher Luxon)
16/01/2024	Grant of the title “The Honourable” to a retiring member of the judiciary: Justice Brendan Brown	Prime Minister (Rt Hon Christopher Luxon)

17/01/2024	Delegations to Associate Minister of Transport	Prime Minister (Rt Hon Christopher Luxon)
17/01/2024	Ministerial responsibility for Arms Act 1983	Prime Minister (Rt Hon Christopher Luxon)
19/01/2024	Hunting and Fishing: Portfolio Scope	Prime Minister (Rt Hon Christopher Luxon)
19/01/2024	Portfolio scope: genetically modified organisms	Prime Minister (Rt Hon Christopher Luxon)
19/01/2024	Delegations to Associate Ministers of Finance (Hon Chris Bishop and Hon David Seymour)	Prime Minister (Rt Hon Christopher Luxon)

Notes about this information

- The titles of six papers to the Prime Minister Rt Hon Christopher Luxon have been withheld under the Act as follows:
 - Paper dated 1/12/2023 under section 9(2)(f)(iv).
 - Paper dated 11/12/2024 under section 9(2)(f)(iv).
 - Paper dated 18/12/2024 under section 9(2)(f)(iv).
 - Paper dated 20/12/2023 under sections 9(2)(f)(iv), 9(2)(g)(i) and 6(b)(i)
 - Paper dated 18/01/2024 under sections 6(a) and 9(2)(f)(iv).
 - Paper dated 19/01/2024 under sections 6(g) and 9(2)(g)(ii).
- Regarding the paper *‘Responding to Malicious Russian Cyber Activity targeting Democratic Institutions’* it is important to note this paper relates to a joint public attribution of malicious cyber activity, not an incident in which New Zealand organisations were impacted.

Information publicly available

The following information provided to the Prime Minister Rt Hon Christopher Luxon is also covered by your request and is, or will soon be publicly available:

- Kāpuia letter of advice on future response priorities [www.dpmc.govt.nz]
- Briefing for the incoming Prime Minister on the Christchurch Call [www.dpmc.govt.nz]
- IGIS Annual Report 2022 23 [<https://igis.govt.nz/publications/annual-reports/>]

Additionally, the following information provided to incoming Ministers is covered by your request and is publicly available:

- Briefing to the Incoming Minister for Child Poverty Reduction [www.dpmc.govt.nz/publications/proactive-release-briefing-incoming-minister-child-poverty-reduction-nov-2023]
- Briefing to the Incoming Minister - National Security and Intelligence [www.dpmc.govt.nz/publications/proactive-release-briefing-incoming-minister-national-security-and-intelligence-nov-2023]
- Briefing to the Incoming Lead Coordination Minister for the Government's Response to the Royal Commission of Inquiry's Report into the Terrorist Attack on Christchurch Mosques [www.dpmc.govt.nz/publications/proactive-release-briefing-incoming-lead-coordination-minister-governments-response-royal-commissions-report-terrorist-attack-christchurch-mosques-dec-2023]
- Briefing to the Incoming Minister - Emergency Management and Cyclone Recovery [www.dpmc.govt.nz/sites/default/files/2024-02/bim-2023-nema.pdf]

Accordingly, I have refused your request for the documents listed above under section 18(d) of the Act – the information requested is or will soon be publicly available.

In making my decision, I have considered the public interest considerations in section 9(1) of the Act. No public interest has been identified that would be sufficient to override the reasons for withholding that information.

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

Yours sincerely



Rachel Hayward
Secretary of the Cabinet/Clerk of the Executive Council



Coversheet

Aide-Mémoire: Briefing to the Incoming Prime Minister

Date:	27/11/2023	Report No:	DPMC-2023/24-433
		Security Level:	[IN-CONFIDENCE]
		Priority level:	Medium

	Action sought	Deadline
Prime Minister, Rt Hon Christopher Luxon	Note the content of the attached briefing	01/12/2023

Name	Position	Telephone		1 st Contact
Rebecca Kitteridge	Chief Executive	9(2)(g)(ii)	9(2)(g)(ii)	✓
Clare Ward	Executive Director, Strategy Governance and Engagement	9(2)(g)(ii)	9(2)(g)(ii)	

Departments/agencies consulted on Briefing
None

Minister's Office

Status:

Signed

Withdrawn

Comment for agency

Attachments: Yes

Aide-Mémoire

Briefing to the Incoming Prime Minister

To:	Prime Minister, Rt Hon Christopher Luxon		
From:	Rebecca Kitteridge, Chief Executive	Date:	27/11/2023
Briefing Number:	DPMC-2023/24-433	Security Level:	[IN CONFIDENCE]

Purpose

1. Welcome to your new role as Prime Minister. We look forward to working with you.
2. Please find attached our briefing to you as the incoming Prime Minister (**Attachment A**). This document provides you with information about:
 - the Department of the Prime Minister and Cabinet (DPMC) roles and responsibilities, and how we can support you,
 - some key areas of focus requiring consideration in the next 100 days,
 - your role as the responsible Minister for DPMC,
 - the DPMC structure, leadership and funding, and
 - the other Ministers and portfolios we currently support.
3. We are available to meet you about any of the matters in this briefing or any other matters of interest to you.

 Rebecca Kitteridge Chief Executive
27/11/2023

Rt Hon Christopher Luxon Prime Minister
...../...../.....

Attachments:	Title	Security classification
Attachment A:	Briefing to Incoming Prime Minister	

Attachment A: Briefing to Incoming Prime Minister

Attachment withheld in full under section 18(d) as it is already publicly available at:
www.dPMC.govt.nz/publications/proactive-release-briefing-incoming-prime-minister-nov-2023

Released Under the Official Information Act 1982



Office of the Prime Minister's Chief Science Advisor
Kaitohutohu Mātanga Pūtaiao Matua ki te Pirimia

Professor Dame Juliet Gerrard FRSNZ, HonFRSC

1-11 Short Street
Auckland 1010

Phone: 9(2)(g)(ii)

Email: pmcsa@auckland.ac.nz

27 November 2023

Dear Prime Minister,

Congratulations on your appointment. Amidst the noise and haste, I thought I would just send a brief note to summarise our current work programme, which we are of course ready to modify as required. My term in this role finishes on 30th June 2024, and it would be great to meet in person to clarify your priorities.

We have two reports that were completed prior to the election which we hope to release on our website by December 15th. One is on youth resilience to polluted information (a catch all term incorporating mis-, dis-, and mal-information). The other is on the use of artificial intelligence (AI) in healthcare. We have shared these in confidence with relevant officials and are forwarding the reports to relevant Ministers (and copying your office) this week. We will also alert opposition spokespeople shortly ahead of their release. For the AI report, in particular, there is an opportunity for both an in-person and an AI-supported on-line launch event in the New Year, if this is of interest.

In terms of ongoing work, we continue to work on food waste, with a third report close to completion and a final report planned for next year (see: [Food rescue, food waste \(pmcsa.ac.nz\)](http://pmcsa.ac.nz)). We will write to relevant Ministers about this work when the third report is finalised and copy your office.

I met briefly with Hon Judith Collins at a function recently and expressed my enthusiasm to support work in the GE space, building on earlier briefings to the PM (see: [Gene editing \(pmcsa.ac.nz\)](http://pmcsa.ac.nz)). We are also keen to expand our work in AI, and are scoping out other possibilities for your consideration. In particular, in the environmental space, there is significant potential for using AI to increase efficiency and improve conservation outcomes.

I have a small team of five, and collaborate extensively with researchers across the sector to deliver our advice. The way I worked with previous Prime Ministers was to have commissioned projects with an agreed Terms of Reference, leaving a little bandwidth to respond to anything urgent (e.g. informal support on setting the methane target in the Carbon Zero Act, a rapid evidence synthesis to support recovery from the mosque shooting, urgent participation in the immediate aftermath of the Whakaari eruption, and support for the response to COVID-19).

In quieter times, this bandwidth is filled by our wider programme, which has included supporting the Minister of RSI and the MBIE team in the Future Pathways process to reform our Research, Science

and Innovation sector; some work at the science-policy interface with DPMC; and our intern programme (see: [Our interns and fellows | Office of the Prime Minister's Chief Science Advisor \(pmcsa.ac.nz\)](https://pmcsa.ac.nz)).

To date, I have typically caught up with the PM in person every few weeks, with informal contact as required by email or phone. My number is ^{9(2)(g)(ii)} [REDACTED]. My direct emails are: pmcsa@auckland.ac.nz or, for restricted material, ^{9(2)(g)(ii)} [REDACTED]

I look forward to working with you.

Yours sincerely,

Juliet Gerrard

Cc Ruth Fairhall, DPMC

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The work of the Cabinet Office: Briefings and advice for the incoming Prime Minister

November 2023

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Introduction to the Cabinet Office

- 1 As you know, my role, as Secretary of the Cabinet and Clerk of the Executive Council, is to support you and your Ministers in the good government of New Zealand. In particular, the Cabinet Office supports you in your roles as:
 - head of executive government;
 - principal adviser to the King and Governor-General;
 - holder of the Prime Minister portfolio;
 - chair of Cabinet.
- 2 The Cabinet Office team brings a wealth of experience and skills to this work. Attached to this note are photos and short biographical notes on each of the members of the team.
- 3 While I am an employee of the Department of the Prime Minister and Cabinet, I am directly accountable to you for the advice I and my office give. This independent relationship, set out in the Cabinet Manual and acknowledged by the chief executive of DPMC, is critical to the conduct of my role and to our relationship. That independence is underpinned by the Cabinet Office's core values of confidentiality and discretion, political neutrality and impartiality, integrity, and professionalism.
- 4 You and I see each other weekly at Cabinet, and otherwise as required. You may wish to set up a more regular meeting for the first few months of your term in office – perhaps monthly. We will liaise with your SPS in that regard.
- 5 This briefing material has been provided to you and your chief of staff only, in line with the operating principle of direct accountability outlined above. In this pack you will find:
 - information on the role of the Cabinet Office (**Tab 1**);
 - staff profiles and an organisation chart (**Tab 2**);
 - advice on the management of ministerial conduct (**Tab 3**);
 - advice on the management of ministerial conflicts of interest (**Tab 4**);
 - an overview of the relationship between the Prime Minister, the King, and the Governor-General (**Tab 5**);
 - an overview of the Prime Minister's role in the Royal New Zealand Honours System (a copy of this was provided to you on 28 November 2023) (**Tab 6**).

Please keep this folder of briefings for your reference. Diana, Nicola and I look forward to discussing these matters further with you.

Rachel Hayward
Secretary of the Cabinet
Clerk of the Executive Council

The Role of The Cabinet Office

Summary

The Cabinet Office is a government secretariat, providing continuity and impartial support for operations at the centre of government.

Secretariat services

- Impartial support for Cabinet and Cabinet committee meetings
- Guidance and advice to Ministers and public service agencies on the Cabinet decision-making process
- Keeping the record of Cabinet and Cabinet committee meetings

Constitutional support

- Support for elections, government formation, and transitions
- Support for the Sovereign, Governor-General and Prime Minister in their constitutional roles
- Guidance and advice on the matters contained in the Cabinet Manual, including management of Ministers' interests

Legislative support

- Support for the Leader of the House on the annual legislation programme
- Guidance and advice to Ministers' offices and departments on legislative matters

Honours administration

- Administering the New Zealand Royal Honours system
- Guidance and advice on all Honours policy matters

The Cabinet Office

- 1 The Cabinet Office is part of the Department of the Prime Minister and Cabinet (DPMC) and is located on the 10th floor of the Beehive. The Office has 25 staff, including secretariat advisors, legal and policy advisors, the Honours Unit team and registry/support staff.

Secretary of the Cabinet / Clerk of the Executive Council

- 2 The Cabinet Office is headed by Rachel Hayward, the Secretary of the Cabinet, who is also the Clerk of the Executive Council. The two positions have distinct roles and responsibilities but are closely related in their functions of providing impartial support to government:
 - 2.1 The Secretary of the Cabinet primarily provides support to Cabinet and its committees.
 - 2.2 The Clerk of the Executive Council provides support to the Governor-General and Executive Council, and constitutional advice to the Prime Minister and Governor-General.
- 3 The Clerk position is unique in the constitutional arrangements of central government – the Clerk is responsible directly to the Prime Minister and the Governor-General for servicing the Executive Council and providing advice on constitutional matters. The position's

independence and impartiality are reflected in the appointment process for the office holder: by the Governor-General by warrant under the Letters Patent Constituting the Office of Governor-General.

Constitutional support and advice

- 4 The Cabinet Office is responsible for supporting the constitutional role of the King as New Zealand's Head of State, including liaising with the Palace and the King, and supporting the Prime Minister as the King's principal advisor. The Cabinet Office provides advice and support to the Governor-General and is responsible for the overall policy and administration of Government House. It acts as a channel of communication between the Governor-General and the Government.
- 5 The Cabinet Office produces and maintains the Cabinet Manual, and provides advice to the Prime Minister, Ministers and agencies on a range of matters set out in the Cabinet Manual, including the management of ministerial interests.

Secretariat services

- 6 The Secretary of the Cabinet is responsible directly to the Prime Minister for the impartial recording of Cabinet decisions and for the development and administration of Cabinet processes. The Secretary is also responsible to Cabinet as a collective for ensuring the confidentiality of Cabinet proceedings and the impartial and effective operation of the Cabinet system.
- 7 The Cabinet Office provides impartial secretariat services to the Executive Council, Cabinet, and Cabinet committees. It issues guidance to public service agencies on central government decision-making matters and provides advice to Ministers, their offices and officials on Cabinet processes and requirements. It administers the CabNet system (the secure online system for managing Cabinet and Cabinet Committee material, used by agencies, Ministers' offices, and the Cabinet Office since 2015) and maintains a central record of Cabinet and committee submissions and minutes.

Legislative support

- 8 The Legislation Coordinator provides support to the government of the day, and in particular the Leader of the House, in developing, monitoring, and achieving the legislation programme. The Legislation Coordinator provides a broad view of progress and early warning of potential problems and provides advice to Ministers' offices and departments about the legislation programme, and on regulatory and parliamentary matters.

Administration of the New Zealand Royal Honours System

- 9 The Honours Unit administers the New Zealand Royal honours and awards, including the Order of New Zealand, the New Zealand Order of Merit, the Queen's Service Order and associated Queen's Service Medal, the New Zealand Bravery and Gallantry Awards, the New Zealand Distinguished Service Decoration, and the New Zealand Antarctic Medal. These honours are awarded through the New Year and King's Birthday Honours Lists and, from time to time, special, one-off Honours lists.

- 10 The Honours Unit provides policy advice on the honours system to the Prime Minister, receives and prepares nominations for consideration by the Cabinet Appointments and Honours Committee, publishes the Honours Lists, liaises with recipients of honours, and works with Government House to arrange investiture ceremonies.

Elections, Transitions and Government formation

- 11 The Cabinet Office provides policy and constitutional advice, and administrative support to the Government over the election and government formation period. The Cabinet Office also provides guidance on the conduct of government business to the public service during the election period.
- 12 Following an election, the Clerk of the Executive Council provides official, impartial support directly to the Governor-General and provides the politically neutral link between the Governor-General, caretaker government, and political party leaders during the government formation period. The Clerk also provides constitutional advice, as appropriate, on any proposed government arrangements and maintaining continuity of government, and facilitates the transition between administrations, assisting the outgoing and incoming Prime Ministers.



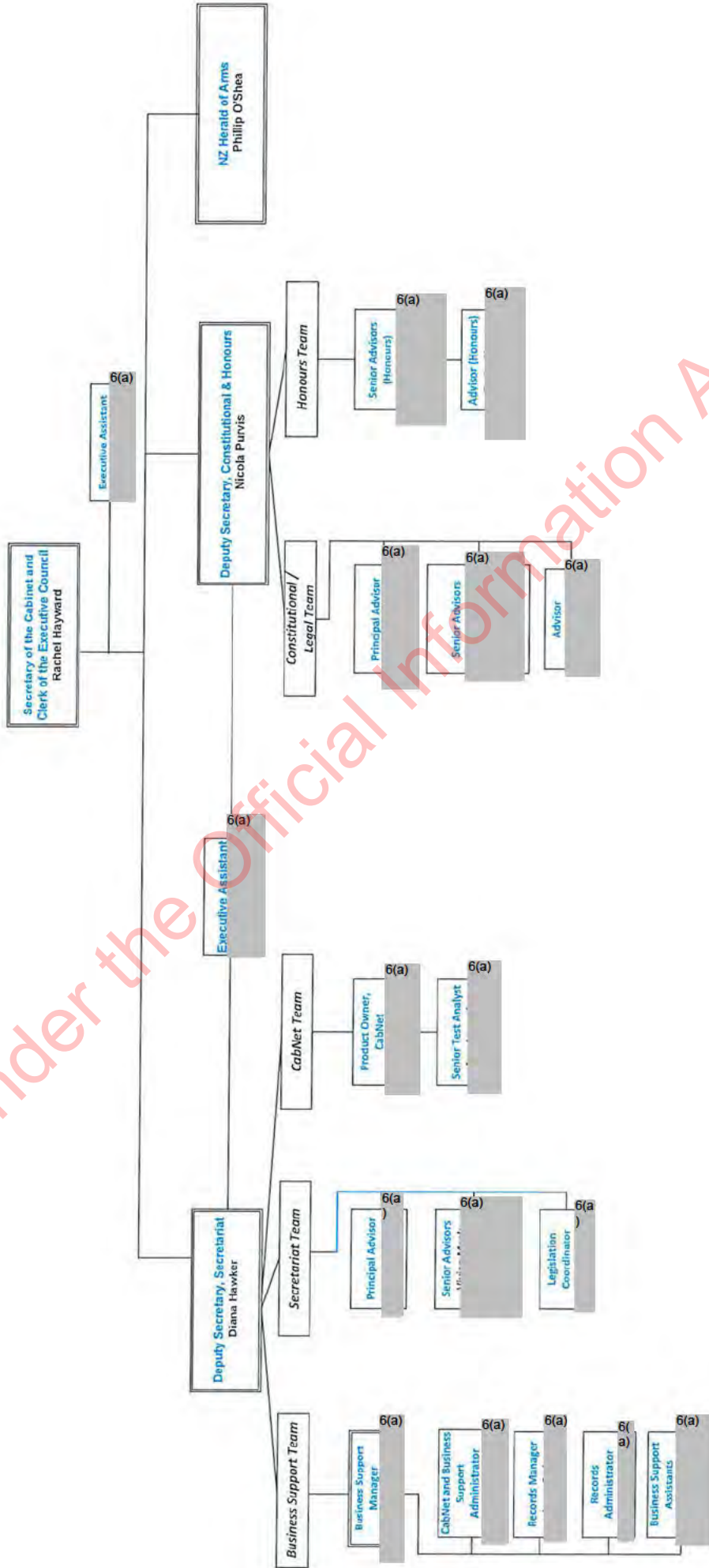
CABINET OFFICE

THE CABINET OFFICE

- An introduction to the staff of the Cabinet Office

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Cabinet Office
 As at November 2023



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STAFF PROFILES

9(2)(a)



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The five following pages have been removed and withheld in full under section 9(2)(a)

Ministerial Conduct

Summary

- Ministers are accountable to you as Prime Minister for their behaviour. The Cabinet Office is responsible for providing you with advice and support in relation to matters relating to ministerial conduct. We do this on a confidential basis, Cabinet Office to Prime Minister, and do not share our advice beyond you and your Chief of Staff.

9(2)(f)(iv), 9(2)(g)(i)

9(2)(f)(iv), 9(2)(g)(i)

The eighteen following pages have been removed and withheld in full under section 9(2)(f)(iv) and 9(2)(g)(i)

Conflicts of Interest

Summary

- Ministers are responsible for ensuring that no conflict exists or appears to exist between their personal interests and their public duty. The Cabinet Office, on behalf of the Prime Minister, supports Ministers in identifying and managing conflicts of interest that may arise in relation to their portfolios or other ministerial responsibilities.
- This memo sets out the steps the Cabinet Office takes to manage Ministerial conflicts of interest, and provides advice for you to consider about a potential shareholding restrictions regime for your Ministers.

Management of Ministers' Interests

- 1 The Cabinet Office contacts all Ministers on appointment and provides them with a worksheet containing questions and guidance designed to prompt thinking about a broad range of interests and possible areas of conflict, both financial and non-financial.
- 2 The Cabinet Office then meets with each Minister (including you) for a confidential discussion about their worksheet and any issues that may arise. For each Minister, the Cabinet Office prepares and holds a confidential register which sets out any conflicts requiring management, and the related management steps. The Cabinet Office will provide you with advice about the outcome of those meetings.
- 3 The Cabinet Office also carries out an annual review process (usually in July) for Ministers to review their interests in light of their portfolio or other ministerial responsibilities, to consider any possible conflict issues, and to seek advice where necessary. The Cabinet Office may also meet with Ministers following portfolio changes, to revisit conflict issues in light of new portfolio responsibilities.
- 4 The Cabinet Office is available during the year to provide guidance on any conflict issues that may arise, and on the acceptance of payments or gifts.
- 5 The management of any conflicts that are identified during the above processes is agreed between the Prime Minister and the Minister concerned, with advice as required from the Cabinet Office.
- 6 We strongly recommend that Ministers ensure the Cabinet Office is kept up to date regarding conflict issues, so that any management steps taken can be properly implemented and recorded.

Recent changes to the conflicts management regime

- 7 This year, we have made a number of changes to the conflicts management regime:
 - 7.1 The Cabinet Office now provides quarterly reports on conflicts of interest issues to the Prime Minister. Those reports summarise advice we have provided about conflicts in the quarter, as well as conflict management steps that have been implemented (e.g.

transfers of responsibility, declarations of conflicts at Cabinet and Cabinet Committee meetings).

- 7.2 If a Minister does not engage fully with the conflict of interest processes or does not follow advice on the management of a conflict, the Cabinet Office will escalate the matter rapidly and directly to the Prime Minister.
- 7.3 The annual review for 2023 was conducted in person (previously these reviews had been done on the papers) – the Cabinet Office met with each Minister to review and discuss their interests.
- 7.4 Each Minister nominates a dedicated person in their office to support them with conflict of interest processes (and provide a second pair of eyes in respect of conflicts issues).
- 7.5 Conflict disclosures are now a standing item at the start of each Cabinet or Cabinet Committee meeting.

8 We recommend that we retain these changes.

Ministers' shareholdings

- 9 Shareholdings are a matter we routinely discuss with Ministers as part of the steps described above. We currently treat shareholdings in the same manner as other pecuniary interests, implementing management steps where required.
- 10 It is up to you as to whether you would like to take a different approach to Ministers' shareholdings (for example, you could express an expectation that your Ministers divest all shareholdings). In case you wish to consider a formal restriction regime, our initial advice is set out below. Please let us know if this is something you would like to discuss further.

Background: Australian and United Kingdom approaches

- 11 In preparing this advice, we have spoken to our counterparts in Australia and the United Kingdom about the way in which ministerial shareholdings are managed in those jurisdictions. The Australian Prime Minister introduced the current regime to his future Ministers when in opposition, so they had some time to transition to it.
- 12 Key features of the Australian regime, set out in the *Code of Conduct for Ministers* (June 2022)¹ and attached as Appendix 1 are:
 - 12.1 Ministers cannot directly hold shares **at all** (whether they conflict with their portfolios or not).
 - 12.2 Ministers may hold shares via funds or trusts if the investments are broadly diversified, the Minister has no influence over investment decisions and the fund or trust does not invest to any significant extent in a business sector that could result in a conflict with the Minister's portfolios.
 - 12.3 Ministers should encourage their family members to dispose of shares in companies within the Minister's portfolios.

¹ Available at <https://www.pmc.gov.au/resources/code-conduct-ministers>.

12.4 Blind trusts are not permitted - a Minister must know the investments of the funds or trusts in which they have an interest.

13 In contrast, the United Kingdom's approach² is:

13.1 There is no broad restriction on owning shares. Shareholdings are treated like any other interest that may conflict with a portfolio. Ministers declare their interests and agree management arrangements with their Permanent Secretary (rather than the Cabinet Office). An Independent Advisor, supported by the Cabinet Office, provides advice and also publishes all Ministers' interests, to the extent they relate to their portfolios, twice a year.

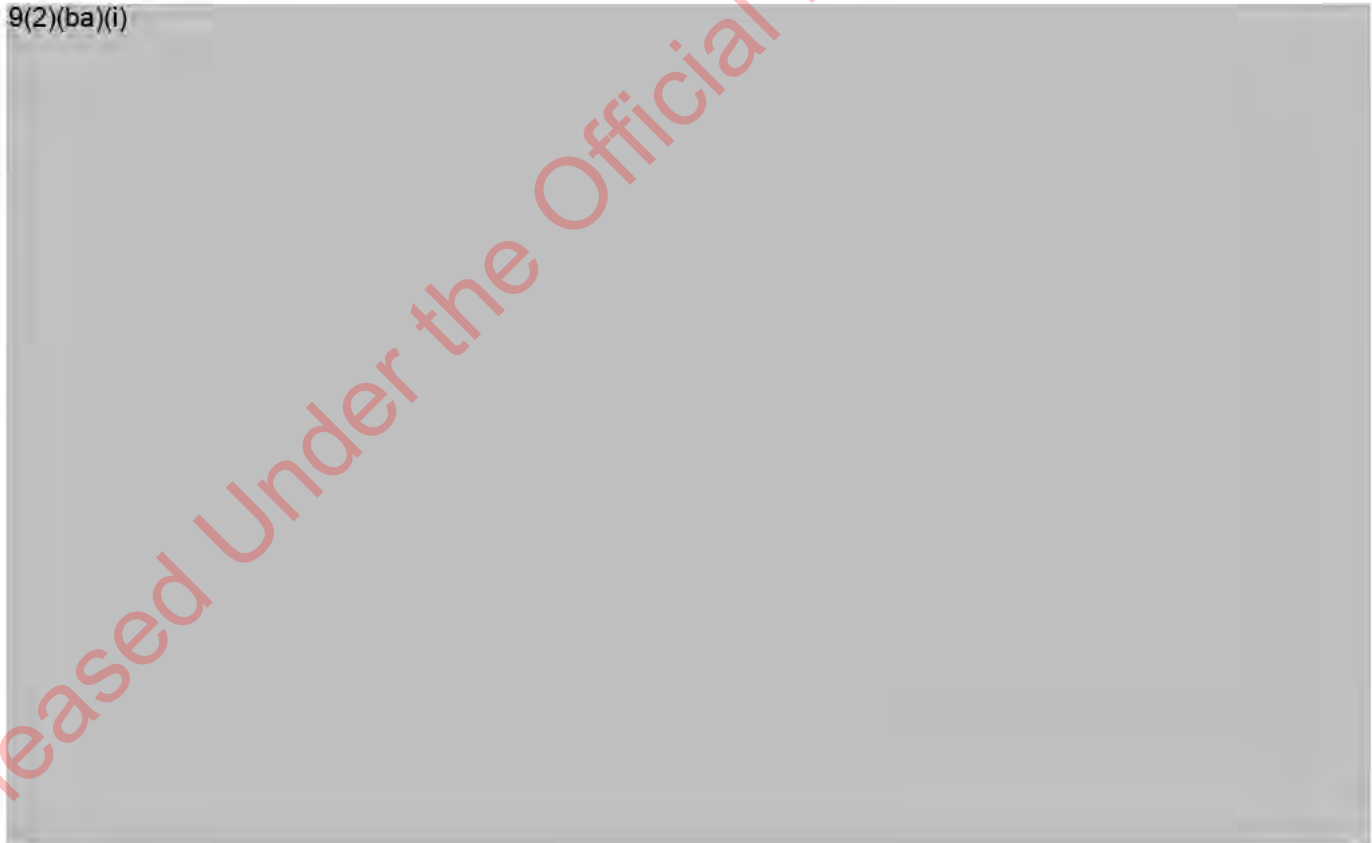
13.2 The interests of close family members are included in this regime. 9(2)(ba)(i)

13.3 9(2)(ba)(i)

13.4 9(2)(ba)(i)

Our advice

9(2)(ba)(i)



² See chapter 7 of Ministerial Code available at <https://www.gov.uk/government/publications/ministerial-code/ministerial-code>. See also the Independent Advisor's role and the disclosures of Ministers' interests at <https://www.gov.uk/government/organisations/independent-adviser-on-ministers-interests>.

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9(2)(g)(i)



Next steps

- 20 We would be happy to discuss any of the matters above with you when we meet to discuss your interests.

Rachel Hayward
Secretary of the Cabinet

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Appendix 1: Australian regime: Extract from the *Code of Conduct for Ministers*

Conflicts of Interest

Shareholdings

- 3.11 In recognition of the collective responsibility that Ministers bear in relation to Cabinet decisions, this Code requires that Ministers divest themselves of investments and other interests in any public or private company or business, other than public superannuation funds or publicly listed managed funds or trust arrangements where:
- (i) the investments are broadly diversified and the Minister has no influence over investment decisions of the fund or trust; and
 - (ii) the fund or trust does not invest to any significant extent in a business sector that could give rise to a conflict of interest with the Minister's public duty.
- 3.12 If a Minister becomes aware that a fund or trust has invested in a company that might give rise to a perception of a conflict of interest, the Minister should inform the Prime Minister immediately and liquidate the investment in the fund or trust if required to do so.
- 3.13 If a Minister is required by this Code to dispose of an interest of any kind, the transfer of the interest to a family member or to a nominee or private trust is not an acceptable form of divestment.

Family members

- 3.14 Ministers must have regard to the pecuniary and other private interests of members of their family, to the extent known to them, as well as their own interests, in considering whether a conflict or apparent conflict between private interests and official duty arises.
- 3.15 Ministers should encourage family members to dispose of, or not to invest in, shares in companies which operate in their area of responsibility.
- 3.16 Where a Minister is aware of the nature of investments of family members from which they derive a beneficial interest and which might give rise to a perception of a conflict of interests, those interests should be structured so that the Minister exercises no control over the investment.

The Prime Minister's relationship with the King of New Zealand and the Governor-General

Summary

This note sets out:

- information about the Prime Minister's formal relationships with the King of New Zealand and the Governor-General;
- the current matters that we wish to bring to your attention, including:
 - 6(b)(i) [REDACTED]
 - 9(2)(g)(i) [REDACTED]
 - 9(2)(f)(iv), 9(2)(g)(i) [REDACTED]
 - legislative amendments relating the new Sovereign; and
 - the Prime Minister's relationship with the Governor-General.

The Prime Minister's relationship with the King of New Zealand and the Governor-General

- 1 As you know, New Zealand is a constitutional monarchy. As King of New Zealand, King Charles III is New Zealand's Head of State, acting only on the advice of New Zealand Ministers.
- 2 The Governor-General is the King's representative. She exercises legislative, prerogative and reserve powers in New Zealand, on His Majesty's behalf. The Office of the Governor-General exists by virtue of the Letters Patent Constituting the Office of Governor-General of New Zealand (generally known as the Letters Patent), issued by the late Queen in 1983. The powers of the Governor-General are also broadly defined in the Constitution Act 1986. These documents enable the appointment of a Governor-General and set out the role, functions and powers of the Governor-General.

The King and the Prime Minister

- 3 You are the King's principal ministerial adviser in New Zealand. You formally advise him on substantive matters such as the appointment of the next Governor-General, and various honours matters. From time to time you may also provide advice to the King on a very small number of matters relating to the Pacific countries that are part of the Realm of New Zealand, that is, Niue, the Cook Islands, and Tokelau. 9(2)(f)(iv) [REDACTED]
[REDACTED]
9(2)(f)(i) [REDACTED]
[REDACTED]
- 4 Part of my role as Clerk of the Executive Council is to liaise with the Palace and the Sovereign as necessary. 9(2)(f)(iv) [REDACTED]

9(2)(f)(iv)

5 9(2)(f)(iv)

6 The Prime Minister is the host of Royal visits to New Zealand, and participates in aspects of visit programmes where appropriate.

Visits to New Zealand by members of the Royal family

7 Visits to New Zealand by members of the Royal family are made at the invitation of the Prime Minister. Visits by the King and senior members of the Royal family are an important part of expressing the relationship between the Sovereign and New Zealand. The

9(2)(f)(iv), 9(2)(g)(i)

8 There are three categories of visits under the policy approved by previous Prime Ministers:

- **Official visits:** These visits are initiated by the New Zealand Government, and may be focused on an event or theme of national interest to New Zealand. The visitors are given guest of government status, and the programme is developed in partnership with the New Zealand Government.
- **Working visits:** These visits are likely to be initiated by the Royal family member, and will be focused on their charity/patronage interests. The New Zealand Government's involvement will usually be limited to inwards and outwards facilitation, and some security.
- **Private visits.** Such visits would be initiated by the Royal family member, purely for personal reasons.

9 Visits by the King and the Prince of Wales are very significant visits and will always be treated as full official Royal visits. On occasion, it may be appropriate for a visit to be a combination of official and working elements, or official and private time, with costs met accordingly.

10 The Cabinet Office has the policy lead on Royal visits, and on behalf of the Prime Minister liaises with the Royal Households on potential visits to New Zealand, and on the policy and relationship aspects of arrangements for individual visits.

6(b)(i)

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6(b)(i)



Messages from the King

- 22 As well as visits, a connection with the King can be maintained in other ways through, for example, written or video messages directly to New Zealand. This year the King issued a written New Year message to the people of New Zealand, provided a message in response to the Auckland floods, and issued a written message for Waitangi 2023. It is unusual to receive a number of messages in quick succession, and the New Year and Waitangi messages particularly acknowledged that they were the first of these events in the King's reign. The late Queen would usually send a message for an event of particular national sadness or celebration, such as the mosques attacks in 2019, and the 180th anniversary of the signing of the Treaty of Waitangi in 2020.

9(2)(f)(i), 9(2)(f)(iv), 9(2)(g)(i)




9(2)(f)(i), 9(2)(f)(iv), 9(2)(g)(i)



Demise of the Crown project

- 33 The Cabinet Office had the lead in planning for events following the death of the Queen and had been preparing for the eventual demise for some years. At the time of the Queen's death we provided the Prime Minister with specific advice on New Zealand's response to the death, and managing the transition to a new Sovereign.


9(2)(f)(i), 9(2)(f)(iv)



Legislative amendments reflecting the new Sovereign

- 35 During Queen Elizabeth II's 70 year reign a substantial number of references were made in legislation to Her Majesty either by title or name, some of which can only be updated by primary legislation. The Cabinet Office has commenced policy work on a bill to make the necessary amendments. We will provide a briefing to you on this work and seek your decisions on timing to progress legislation.

The Governor-General

- 36 Dame Cindy Kiro took up office as Governor-General on 21 October 2021. The usual term of office is five years, so her term is due to end on 21 October 2026. 9(2)(f)(iv)
- 

Prime Minister's relationship with the Governor-General

- 37 The Prime Minister is the Governor-General's principal ministerial adviser and the relationship between the Head of Government and Governor-General in the Head of State role is an important one.
- 38 At all times the Clerk is available to act as a liaison between the Prime Minister and the Governor-General and can readily pass any messages from you to the Governor-General. The Clerk will also raise with you any concerns or questions from the Governor-General.
- 39 By constitutional convention, the Prime Minister alone may advise the Governor-General on key issues such as the appointment, resignation and dismissal of Ministers, and the dissolution of Parliament (so long as he or she has the confidence of the House of Representatives).
- 40 In a very few cases, the Governor-General may exercise a degree of personal discretion, under what are known as the "reserve powers". Even then convention usually dictates what decision should be taken.

9(2)(g)(i)

9(2)(g)(i), 9(2)(f)(iv)

- 43 The Prime Minister keeps the Governor-General informed about major constitutional events before they are announced publicly – such as the announcement of the election date, the resignation or proposed dismissal of a Minister, or the content of a Cabinet reshuffle. Again, the Cabinet Office provides support in this regard.

The Office of Governor-General

- 44 As the King's representative, the Governor-General has certain formal duties. In summary, those duties are:
- Discharging constitutional duties;
 - Representing New Zealand in the Head of State role;
 - Performing the traditional ceremonial role of Commander-in-Chief;
 - Participating at important national days and commemorative events;
 - Celebrating excellence, achievement, and service through investitures, award ceremonies and community programmes.
- 45 If the Governor-General is temporarily absent from New Zealand, or is unable for any other reason to perform the functions of office, the Chief Justice acts as Administrator of the Government and performs the functions of the Governor-General. If the Chief Justice is not able to act, this function is performed by the next most senior judge of the New Zealand judiciary.

Discharging the constitutional role

46 The Governor-General exercises the executive authority of New Zealand on behalf of the King (except as may be otherwise provided by law). In practical terms, this involves:

- Summoning and dissolving Parliament;
- Delivering the Speech from the Throne;
- Appointing members of the Executive Council, the Prime Minister, other Ministers, and diplomatic or consular representatives of New Zealand;
- Presiding over the Executive Council, and signing orders and regulations;
- Assenting to bills passed by the House of Representatives;
- Making statutory appointments, such as members of independent Crown entities;
- Exercising the prerogative of mercy;
- Signing Defence commissions.

47 All but one of these constitutional duties (the appointment of a Prime Minister) are performed on the advice of Ministers.

Representing New Zealand at home and overseas in the Head of State role

48 At the request of the Prime Minister, the Governor-General undertakes a programme of international travel, representing New Zealand in the Head of State role (see further below). In New Zealand, the Governor-General receives the credentials of foreign diplomats. The Governor-General also farewells New Zealand ambassadors and high commissioners when they depart for their posts.

Participating at important national days and commemorative events

49 The Governor-General attends important national events. Waitangi Day and ANZAC Day are significant events in the Governor-General's diary. The Governor-General may also be asked to attend events such as State funerals, memorial services and other commemorative events, both in New Zealand and overseas.

Celebrating excellence, achievement, and service through investitures, award ceremonies and community programmes

50 The Governor-General holds investiture ceremonies for the people named in the New Year and King's Birthday Honours Lists and in Special Honours Lists.

51 Through a broad and inclusive community programme, the Governor-General is able to promote shared community values and aspirations, and to encourage national unity. The Governor-General's community programme is fitted around the formal duties of office.

The Governor-General's strategy

52 Cabinet Office worked with Dame Cindy to identify themes for her term of office as Governor-General, and to articulate a strategy for the term. She identified four key themes that she wishes to promote during her term. They are: taiao / stewardship of the natural world; mohio / expertise, knowledge and understanding; kotahitanga / celebration of diversity and commonality; and oranga / wellbeing for all.

53 Attached for your information is a one-page outline of the Governor-General's strategy for 2021–2026. This document is publicly available on the Governor-General's website.

The Governor-General's international travel

54 At the invitation of the Prime Minister, the Governor-General undertakes a programme of international travel, representing New Zealand in the Head of State role.

9(2)(f)(i), 9(2)(f)(iv), 9(2)(g)(i)



9(2)(f)(iv)

9(2)(a), 9(2)(g)(i)

9(2)(a), 9(2)(g)(i)

Waitangi week

- 63 Traditionally the Governor-General has attended ceremonial and cultural events at Waitangi between 3 and 5 February, returning to either Wellington or Auckland on 6 February to host the annual Waitangi Day reception and possibly also attend a community event. The Governor-General also delivers a significant speech on Waitangi Day. In 2024 the Governor-General intends to remain at Waitangi on 6 February, to attend the Dawn Service at the Treaty Grounds and deliver her speech at a luncheon for the diplomatic corps.
- 64 In recent years the Prime Minister has arrived at Waitangi on 4 or 5 February, and left on Waitangi Day itself after hosting a breakfast. The programmes of the Governor-General and Prime Minister at Waitangi may intersect only at the Navy's 'Beat the Retreat' ceremony on the evening of 5 February.

The Heraldic function

- 65 The office of New Zealand Herald of Arms Extraordinary to the Sovereign was established in 1978, and has been held since that time by Phillip O'Shea. The Herald is formally a member of both the King's and the Governor-General's households. Mr O'Shea now carries out the following duties on a part-time basis:
 - Heraldic: providing specialist advice to government agencies and the New Zealand Defence Force on heraldic and related matters; liaising with the College of Arms (UK) on applications for Coats of Arms; advising on technical aspects of the use of New Zealand motifs;
 - Genealogical: liaising with the College of Arms on the research and registration of genealogies;
 - Ceremonial: attending the Sovereign or Governor-General at formal State occasions, such as the State Opening of Parliament, State funerals, and the Swearing-in of a new Governor-General.

9(2)(a), 9(2)(f)(iv)

Rachel Hayward
Clerk of the Executive Council

Appendix

The Prime Minister's relationship with the King of New Zealand and the Governor-General



Governor-General's Strategic Priorities 2021 - 2026

Ehara taku toa i te toa takitahi, engari he toa takatini

My success should not be bestowed onto me alone, as it was not individual success but the success of a collective

The Role of the Governor-General

- To maintain the legitimacy and continuity of government
- To carry out the Office's constitutional, ceremonial, international and community roles
- To be a visible champion for New Zealand's values, achievements, and nationhood
- To honour and respect Te Tiriti and tikanga Māori

Vision for 2021 – 2026

New Zealanders value and celebrate a healthy natural and social environment where people are proud, feel connected, and can contribute to flourishing community and collective resilience.



Taiao

Stewardship
of the natural
world

Mohio

Expertise,
knowledge and
understanding

Kotahitanga

Celebration of
diversity and
commonality

Oranga

Wellbeing
for all



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The New Zealand Royal Honours System

Summary

- This note describes the Prime Minister's role in relation to the New Zealand Royal Honours system. It provides information on three current matters: the upcoming honours lists for New Year and King's Birthday in 2024, the change of name of the Queen's Service Order and associated to the King's Service Order and King's Service Medal, 9(2)(f)(iv) [REDACTED]. The Honours Unit in the Cabinet Office supports you to carry out all aspects of this role.

Action sought

- I would be pleased to meet with you to discuss any aspect of this note. Honours matters are treated confidentially, with only the Prime Minister, the Prime Minister's Chief of Staff, and the Cabinet Office being aware of matters beyond the APH Committee.
- 9(2)(f)(iv) [REDACTED]

The New Zealand Royal Honours system

- 1 The New Zealand Royal Honours system is a uniquely New Zealand system. Its purpose is to formally acknowledge and celebrate the service and achievement of New Zealanders, and of non-New Zealand citizens who have served New Zealand.
- 2 As New Zealand's Head of State, King Charles III is the head of the honours system, although in practice, much of this authority is delegated.
- 3 As Prime Minister, you are the primary decision-maker and advisor to the King on honours matters. This includes advising him on the nominees for the regular King's Birthday and New Year Honours Lists, and other special lists, as well as having policy responsibility for the overall system.
- 4 The New Zealand Royal Honours system is made up of:
 - 4.1 the Order of New Zealand;
 - 4.2 the New Zealand Order of Merit, which has five levels of honour;
 - 4.3 the Queen's Service Order (QSO) and associated Queen's Service Medal (QSM);
 - 4.4 the New Zealand Bravery and Gallantry Awards;
 - 4.5 the New Zealand Distinguished Service Decoration; and
 - 4.6 the New Zealand Antarctic Medal.
- 5 A diagram showing the seniority of the various New Zealand honours is attached at **Appendix 1**.

- 6 As well as these core elements, the armed forces and uniformed services have medals for their personnel, which are administered by those agencies.

A New Zealand System

- 7 A brief history of the development of the system is set out at **Appendix 2**. The King of New Zealand now only awards New Zealand or personal honours, and the insignia is uniquely New Zealand in design. Appendix 2 also includes details of each of the levels of the various Orders.

Prime Minister's role in the system

- 8 The Prime Minister advises the King on appointments of people to the regular King's Birthday and New Year Honours Lists, and other special lists, such as Gallantry and Bravery Lists.
- 9 You are the King's advisor on honours matters relating to the whole Realm of New Zealand. In the case of the Cook Islands, this means submitting recommendations to the King on honours for Cook Island citizens, who are still eligible for appointment to the Order of the British Empire, on the advice of the Cook Islands' Prime Minister.
- 10 You also have policy responsibility for the overall New Zealand Royal Honours system. Your role extends to a number of lesser-known aspects of the honours system, including making recommendations to the King on:
- 10.1 the case for establishing any new honour or award;
 - 10.2 changes to any aspects of the suite of Royal Warrants and Regulations that govern the administration of honours and awards;
 - 10.3 forfeiture of honours;
 - 10.4 the appointment of the Secretary and Registrar of New Zealand's three Orders (in practice this position is held by the Clerk of the Executive Council);
 - 10.5 the grant of New Zealand honours and awards to Royal Family members;
 - 10.6 the appointment of Royal Family members to honorary military positions within the New Zealand Defence Force;
 - 10.7 the appointment of NZDF personnel to honorary appointments within Royal households.
- 11 Some of the King's authority on honours matters has been delegated to the Governor-General. Your role therefore also includes making recommendations to the Governor-General on:
- 11.1 changes to the New Zealand Order of Wear;
 - 11.2 grants of the title 'The Honourable' for life, for retiring members of the judiciary and the Executive Council;
 - 11.3 the acceptance and wearing of foreign honours by New Zealand citizens (you have delegated authority to approve the acceptance and wearing of Commonwealth honours by New Zealand citizens).

- 12 Papers relating to numerous other honours matters will also cross your desk from time to time.

9(2)(f)(iv)

Cabinet Appointments and Honours (APH) Committee

- 14 The Cabinet Appointments and Honours (APH) Committee meets twice a year to consider nominations for inclusion in the regular New Year and King's Birthday Honours lists. As the primary decision-maker and advisor to the King on honours matters, the Prime Minister chairs those meetings. The deliberations of the Committee are, of course, highly confidential and only Cabinet Office Honours Unit staff and the Prime Minister's Chief of Staff or Deputy Chief of Staff attend.

- 15 Nominations must be received at least six months prior to the announcement of an honours list for consideration. The Honours Unit usually has 400 to 500 nominations (new and deferred) for consideration by the Committee for each regular honours list. 9(2)(f)(iv)

9(2)(f)(iv)

- 16 For each regular list, the APH Committee holds two meetings spaced two weeks apart to consider nominations. 9(2)(f)(iv)

- 17 The number of honours that can be awarded each year is limited by the establishing warrants. There are always more nominations than there are honours available 9(2)(f)(iv), 9(2)(g)(i)

9(2)(f)(iv), 9(2)(g)(i)

- 18 9(2)(f)(iv)

- 19 Once the APH Committee has come to a view, there are a series of steps involving informal approval of the list by the Governor-General, 9(2)(f)(iv), sounding of proposed recipients to see if they will accept the honour, formal approval, and eventual publication of the list.

As Prime Minister, you are involved throughout all stages of the process, whereas APH Ministers will next see the list a week or two before publication.

The role of the Prime Minister as chair of APH (Honours)

9(2)(f)(iv), 9(2)(g)(i)

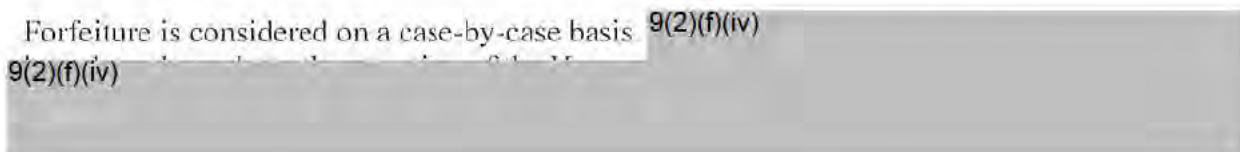


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Forfeiture of honours

- 21 Appointments of any person to a New Zealand Royal Honour may be cancelled by the Sovereign, on the advice of the Prime Minister. The Prime Minister may consider advising the Sovereign to cancel an honour where an individual's actions are such that, if they continue to hold that honour, the honours system would be brought into disrepute.
- 22 Examples include (but are not limited to) situations where the holder of an honour is sentenced to more than three months in prison, and:
 - 22.1 the offence involved disloyalty to the state; or
 - 22.2 the offence was committed by a civil servant and involved serious dereliction of duty; or
 - 22.3 the offence involved other disgraceful conduct such that public opinion would consider it wrong for the offender to hold a Royal honour (bringing the honours system into disrepute).

23 Forfeiture is considered on a case-by-case basis. 9(2)(f)(iv)
9(2)(f)(iv)



Current matters

24 There are three current matters for your awareness: the upcoming honours lists for 2024, the change of name of the Queen's Service Order and associated medal to the King's Service Order and King's Service Medal, 9(2)(f)(iv) [redacted].

The upcoming honours lists for New Year and King's Birthday 2024

25 The New Year 2024 Honours List will be publicly announced on 30 December 2023. (Usually it would be the 31st, but Honours lists are not announced on a Sunday). The list of recipients agreed by the APH Committee in September has been informally approved by former Prime Minister Hipkins and the Governor-General, and recipients have been sounded to see if they will accept the proposed honour.

26 In New Zealand, by convention recommendations for honours made by an outgoing Prime Minister are accepted by the incoming administration. 9(2)(f)(iv), 9(2)(g)(i) [redacted]

27 We will provide you with a copy of the New Year 2024 list under cover of a separate briefing, and will be available to meet with you 9(2)(f)(iv), 9(2)(g)(i) [redacted]. The next step is to seek your formal approval of the list in late November, and your agreement to forward it to the King for his formal approval.

28 Nominations are currently open for the King's Birthday 2024 Honours list (KB2024) and need to be received by **22 December 2023** to be included for consideration. A round of APH (Honours) meetings will be scheduled for March 2024 to consider nominations for inclusion in the KB2024 list. We will confirm the timing of these meetings with your office.

29 We will arrange a time to meet with you to discuss the way in which the honours consideration and approval process operates in practice, prior to the round of APH (Honours) meetings to consider nominations for the KB2024 list.

Renaming The Queen's Service Order 'The King's Service Order'

30 The QSO/QSM is a mainstay of the New Zealand Royal Honours system. The QSM is well known at a community level, with large numbers having been awarded for local voluntary community service since the medal was established in 1975.

31 In May 2023, Cabinet agreed to change the name of the Queen's Service Order to 'The King's Service Order', to acknowledge and honour the King. 9(2)(f)(i) [redacted]. Former Prime Minister Hipkins announced the change in advance of the publication of the King's Birthday Honours List 2023.

32 Work on a project to implement the name change is underway, and the first awards of the KSO/KSM will be included on the King's Birthday Honours List 2024. Before that date, we will arrange for the design and procurement of new insignia, work with Parliamentary Counsel Office to amend the Royal Warrant, and seek your approval and that of the King to the amended Warrant.

9(2)(f)(iv) [redacted]

9(2)(f)(iv)

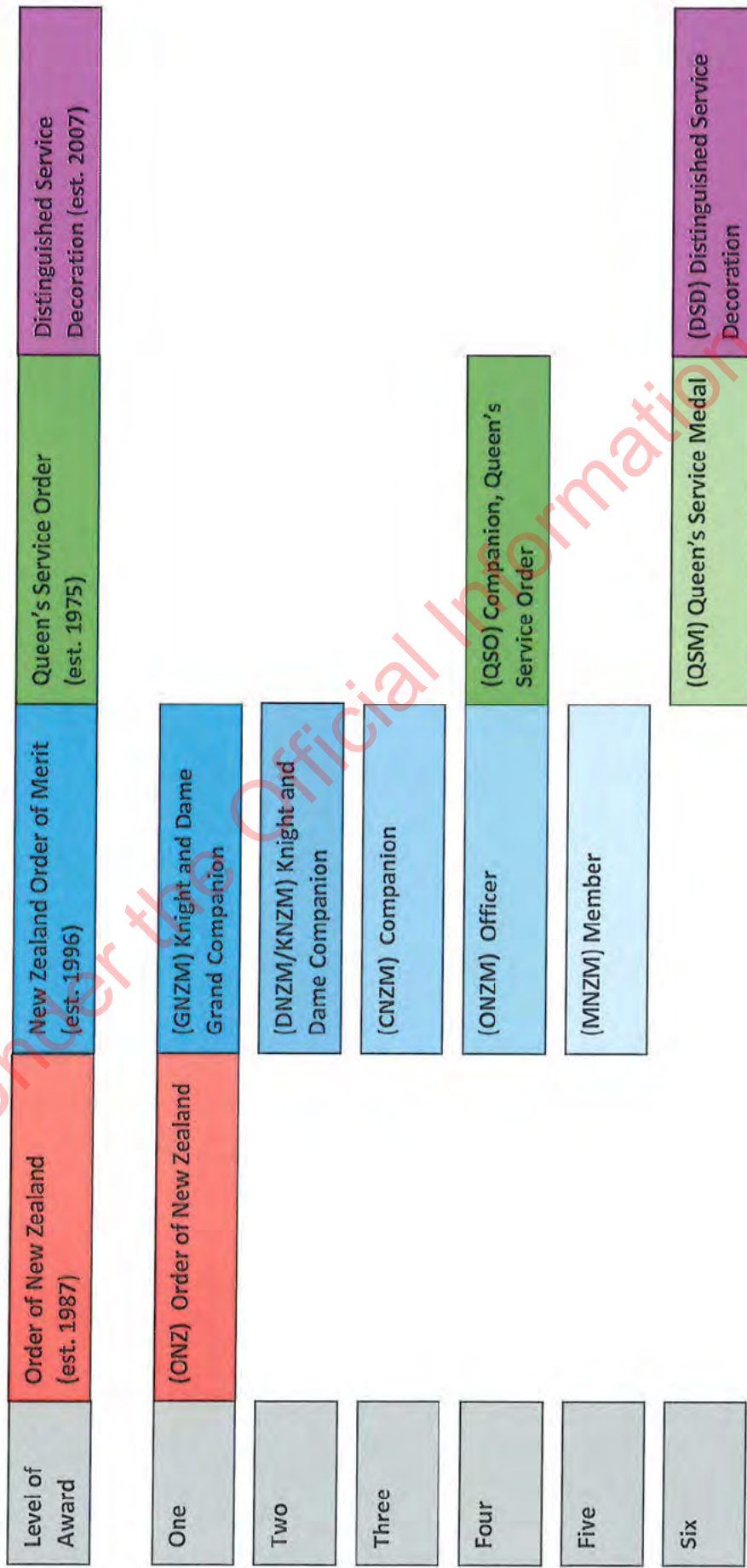


Rachel Hayward
Clerk of the Executive Council

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Appendix 1: Diagram showing seniority of New Zealand Royal Honours

New Zealand Royal Honours



Appendix 2: Development of the Honours system

- 1 New Zealand made full use of the British honours system from 1848 to 1975, mostly by appointments to the Order of the British Empire, and several other Royal and State orders. Men could also be made Knights Bachelor.

The Queen's Service Order

- 2 In 1974, the administration of the honours system moved from the Department of Internal Affairs into the Prime Minister's department. A review resulted in the first distinctively New Zealand element of the New Zealand Royal Honours system, the establishment of the Queen's Service Order (QSO) in 1975 to recognise "*valuable voluntary service to the community or meritorious or faithful services to the Crown or similar services within the public sector, whether in elected or appointed office*". The QSO has an accompanying Queen's Service Medal (QSM). The QSO is a level-four honour, and the QSM a level-six honour (see Appendix 1 for the different levels of honour). Both the QSO and QSM are usually awarded for service over a sustained period of time.

The Order of New Zealand

- 3 The Order of New Zealand was established on Waitangi Day 1987 to recognise "outstanding service to the Crown and people of New Zealand in a civil or military capacity". It is New Zealand's most senior honour.
- 4 The Order of New Zealand has a limit of 20 ordinary members. Additional and honorary members can be added to commemorate important Royal, State, or national occasions. While the Order of New Zealand is on par with the Knight or Dame Grand Companion of the New Zealand Order of Merit (GNZM), as both are level-one honours, the Order remains special because of its limited membership. Currently, there are 25 members of the Order – 16 ordinary members, 8 additional members, and 1 honorary member.

Comprehensive review of the system in 1995

- 5 In 1995, an advisory committee was established to review the New Zealand honours system. The committee sought public submissions on the honours system, receiving over 250 written submissions from individuals and organisations and hearing a number of oral submissions.
- 6 The committee reported back with a number of recommendations. The most significant change was the establishment of the New Zealand Order of Merit in 1996, to replace the use of the British system of honours in New Zealand. Other immediate changes to the system as a result of the review were the removal of the civil and military lists, and a number of service-specific awards such as the Queen's Fire Service Medal and Queen's Police Medal.

New Zealand Order of Merit

- 7 The New Zealand Order of Merit recognises those who have "rendered meritorious service to the Crown and the nation or who have become distinguished by their eminence, talents, contributions, or other merits."
- 8 There are five levels within the Order, as follows:
 - 8.1 Knight or Dame Grand Companion (GNZM);
 - 8.2 Knight or Dame Companion (KNZM or DNZM);

8.3 Companion (CNZM);

8.4 Officer (ONZM);

8.5 Member (MNZM).

- 9 In 2000 the Labour-led government removed titular honours and the top two levels were renamed 'Principal Companion' (PCNZM) and 'Distinguished Companion' (DCNZM). Titles were reinstated by the National-led government in 2009, and the 85 people who had been appointed PCNZM and DCNZM were given the opportunity to be "redesignated" as knights or dames. 72 were redesignated in August 2009.

New Zealand Gallantry and Bravery Awards

- 10 Some changes that occurred as a result of the 1995 review took longer to take effect. The New Zealand Gallantry and Bravery Awards were established in 1999 to replace a series of more than 20 British awards to recognise gallant and brave acts in times of war and peace.

- 11 Gallantry Awards are given for acts of gallantry - extraordinary, discrete occurrences which involve risk to one's life in a hostile environment. They are awarded to NZDF personnel or civilians affiliated with NZDF. Awards are made infrequently, usually as part of a Special Honours List. The last Gallantry List was published in December 2015.

- 12 The New Zealand Gallantry Awards are as follows:

12.1 Victoria Cross for New Zealand (VC);

12.2 New Zealand Gallantry Star (NZGS);

12.3 New Zealand Gallantry Decoration (NZGD);

12.4 New Zealand Gallantry Medal (NZGM).

- 13 Bravery Awards recognise the actions of people who save or attempt to save the life of another person and in the course of doing so place their own safety or life at risk. Nominations are considered annually, and awards are made either as part of a Special Honours List, or incorporated into one of the regular lists. The most recent Bravery Awards List was published in October 2022.

- 14 The New Zealand Bravery Awards are as follows:

14.1 The New Zealand Cross (NZC);

14.2 New Zealand Bravery Star (NZBS);

14.3 New Zealand Bravery Decoration (NZBD);

14.4 New Zealand Bravery Medal (NZBM).

The New Zealand Antarctic Medal

- 15 The New Zealand Antarctic Medal (NZAM) was established in 2006 and replaced the (British) Polar Medal (1904). The NZAM is a level-six award that is awarded infrequently for services to the Antarctic region, or in support of New Zealand's operations in the Antarctic region.

The New Zealand Distinguished Service Decoration

- 16 The New Zealand Distinguished Service Decoration (DSD) was established in 2006 and is a level-six award for distinguished or meritorious military service.
- 17 The DSD may be awarded for the outstanding performance of military duties in either warlike or non-warlike operations and for individual efforts toward peacetime and humanitarian service which brings great credit to the New Zealand Defence Force and contributes significantly, through exceptional devotion to duty, dedication, judgement or application of skills
- 18 The DSD also may be awarded for a singular accomplishment or instance of extraordinary performance of duty, or be awarded for superior cumulative efforts over a sustained period of time.

Released Under the Official Information Act 1982



Cabinet Office

Memo

1 December 2023

To Prime Minister

From Nicola Purvis

Subject **Matters arising from government transition**

Purpose

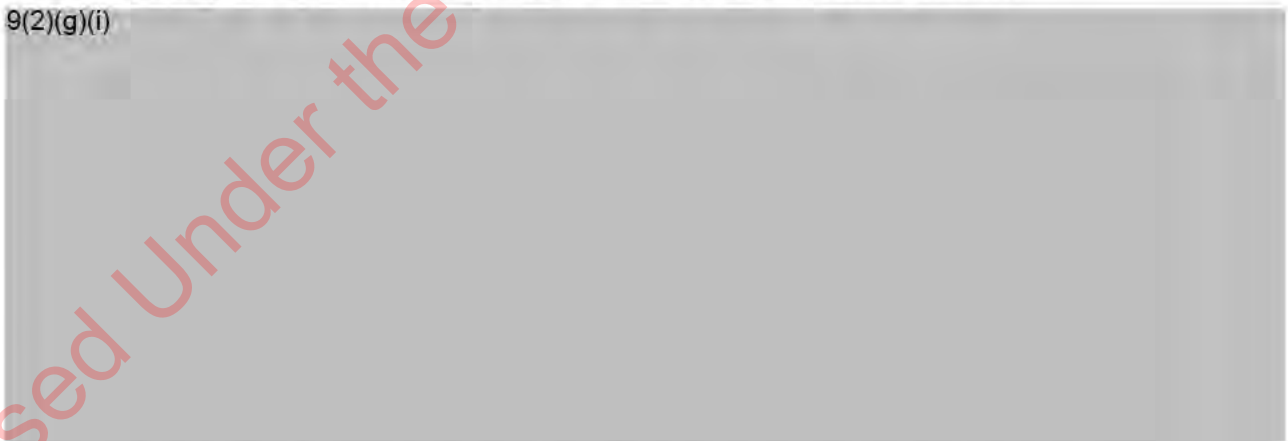
1 This note seeks your views on the retention of the title “The Honourable” for life for a number of outgoing Ministers, and to inform you about the retention of gifts by former Ministers.

Grant of the title “The Honourable” for life

2 The title “The Honourable” may be used by members of the Executive Council and a number of other office holders while in office.

3 On leaving office, Ministers are eligible to be recommended for retention of the title “The Honourable” for life. The Governor-General may approve the retention of the title under authority delegated by the Sovereign and on the advice of the Prime Minister.

4 9(2)(g)(i)



6 I note that Hon Damien O’Connor, Hon David Parker and Hon Nanaia Mahuta have previously been granted the title for life, so are not included for consideration.

7 The names of the remaining Ministers who are eligible to be recommended to retain the title are set out in paragraph 12.1 for your consideration. Rt Hon Chris Hipkins has indicated that he has no objection to your recommending all remaining Ministers from his administration for the grant of the title.

8 Subject to your decisions, I have appended a proposed advice sheet to the Governor-General, for your signature, setting out your recommendations. If you decide not to

recommend one or more of the former Ministers in paragraph 12.1 for retention of the title, a revised advice sheet will be prepared for your signature excluding those names.

Gifts retained by outgoing Ministers

- 9 On leaving office Ministers must relinquish any gifts received as a Minister if the gift's estimated value is more than NZ\$500 (the amount currently prescribed in the *Standing Orders*), unless the Prime Minister's permission is obtained to retain it.
- 10 In the case of a transition to a new administration, it has been the practice for the outgoing Prime Minister to consider requests from Ministers, and to also approve retention of his or her own gifts. As a matter of courtesy and to ensure transparency, the outgoing Prime Minister informs the incoming Prime Minister of these decisions.
- 11 I enclose a letter from Rt Hon Chris Hipkins dealing with the retention of gifts by outgoing Ministers. It is provided, in confidence, as a matter of courtesy. Only gifts received by Ministers in the course of their ministerial duties are included in the list – not gifts received in any other capacity.

Recommendations

12 I recommend that you:

- 12.1 **confirm** that you wish to recommend each of the following former Ministers for the retention of the title "The Honourable" for life:

YES / If NO, strike out name of any former Minister you do not wish to recommend

Ginny Andersen
Rachel Brooking
Marama Davidson
Kelvin Davis
Barbara Edmonds
Peeni Henare
Willie Jackson
Andrew Little
Jo Luxton
Kieran McAnulty
Willow-Jean Prime
Priyanca Radhakrishnan
Grant Robertson
Dr Deborah Russell
Carmel Sepuloni
James Shaw
Jan Tinetti
Rino Tirikatene

Dr Ayesha Verrall
Dr Duncan Webb
Dr Megan Woods

- 12.2 **sign** the attached advice sheet to the Governor-General (if you agree to recommend all of the former Ministers in paragraph 12.1 to retain the title “The Honourable” for life);
- 12.3 **note** the enclosed letter from the former Prime Minister regarding the gifts retained by former Ministers.

NOTED / DISCUSS



Nicola Purvis
Deputy Secretary of the Cabinet
(Constitutional and Honours)

Rt Hon Christopher Luxon

Prime Minister



Date: 02 / 12 / 2023

Distribution:

Cameron Burrows, Chief of Staff

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The following two pages have been removed and withheld in full under section 9(2)(f)(i)



PRIME MINISTER
TE PIRIMIA

15 NOV 2023

Christopher Luxon
Leader, National Party
Parliament Buildings
WELLINGTON

Dear Christopher

GIFTS: OUTGOING MINISTERS

As you are aware, the Cabinet Manual contains requirements about gifts received by Ministers while in office. The Cabinet Manual provides that, on giving up Ministerial office, a Minister must relinquish gifts received in New Zealand or overseas if the estimated value is NZ\$500 or more, unless the express permission of the Prime Minister to retain them is obtained.

The Secretary of the Cabinet has confirmed that, where there is a complete change of government, the outgoing Prime Minister should determine which gifts may be retained, as occurred in previous years. She has, however, suggested that I write to you, as a matter of courtesy, to let you know how I have dealt with this issue.

In accordance with that advice, I attach a list of gifts with an estimated value of NZ\$500 or more, received by my Ministers in the course of their official duties, which I have given permission for them to keep. I also include a list of the gifts that I have received as Prime Minister, which I intend to retain.

Yours sincerely

Rt Hon Chris Hipkins
Prime Minister

**LIST OF GIFTS WITH AN ESTIMATED VALUE OF OVER \$500
TO BE RETAINED BY MINISTERS**

Minister	Description
Hon Carmel Sepuloni	Two artworks by Fatu Feu'u Two flower girl dresses by MENA Two dresses from TAV Pacific
Hon Dr Megan Woods	Framed picture from the NZ Parliament Business Trust
Hon Andrew Little	Tewhatewha carved by James Rickard
Hon Peeni Henare	A pounamu sculpture gifted at Wai-Atamai A Manaia pounamu necklace from Te Rūnanga o Ngāi Tahu Tapa from Pasifika Futures
Hon Nanaia Mahuta	A Hajj Box An Al-Jazeera perfumes gift box
Hon Rino Tirikatene	A contemporary Māori taonga from the opening of He Waka Tapu's new building A traditional spear from the Cook Islands An Aboriginal Malgarr shield from the First Peoples International Business Forum
Hon James Shaw	A pounamu sculpture gifted on occasion of the first auction of the NZ Emission Trading Scheme

**LIST OF GIFTS WITH AN ESTIMATED VALUE OF OVER \$500
TO BE RETAINED BY PRIME MINISTER**

Framed photograph of HRH Princess Royal

Bicycle gifted during official visit to China



Cabinet Office

Memo

1 December 2023

To Prime Minister

From Diana Hawker, Deputy Secretary of the Cabinet

Subject **Responsibilities of the Associate Minister of Health (Hon Casey Costello)**

Background

- 1 Your approval is sought to the proposed delegations to the new Associate Minister of Health (Hon Casey Costello), as outlined in the attached draft letter of delegation from Hon Dr Shane Reti to Ms Costello.
- 2 We understand Dr Reti would like to progress this particular delegation as soon as possible.
- 3 Subject to your approval to these responsibilities, the letter of delegation can be finalised, signed by Dr Reti and sent to Ms Costello. At that point the delegation will become operational. We will then include the substance of the delegation on DPMC's website (thereby putting it in the public domain). Once all delegations to all Associate Ministers and Parliamentary Under-Secretaries have been finalised and approved, they will be included in a new *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries* for presentation to the House.

Proposed Health delegation

- 4 Hon Dr Shane Reti proposes to delegate the following responsibilities to Ms Costello:
 - 4.1 All matters within the Health portfolio relating to:
 - 4.1.1 Smokefree Environments and Regulated Products Act 1990;
 - 4.1.2 Vaping;
 - 4.1.3 Smokeless tobacco;
 - 4.1.4 Oral nicotine;
 - 4.2 Other initiatives as agreed from time to time.
- 5 We understand that your Office and the Policy Advisory Group (Ben McBride) have been consulted.

Recommendations

- 6 I recommend that you:
 - 6.1 agree to the proposed delegation to the Associate Minister of Health (Hon Casey Costello), as outlined in the attached letter;
 - 6.2 note that a summary of these responsibilities will be posted on DPMC's website, as soon as they are approved and finalised, and thereby will be publicly accessible;
 - 6.3 note that once all delegations have been approved by you, and finalised and sent to the Associate Ministers and Parliamentary Under-Secretaries, a new *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries* will be prepared for Mr Bishop (as Leader of the House) to present to the House;
 - 6.4 we will liaise with your Chief of Staff on the process for approving all other delegations to Associate Ministers and Under-Secretaries.



Diana Hawker
Deputy Secretary of the Cabinet

YES / NO / DISCUSS

Rt Hon Christopher Luxon

Prime Minister 

Date: 02 / 12 / 23

Distribution:
Cameron Burrows, PMO

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EXECUTIVE COUNCIL CHAMBERS

Memo

1 December 2023

To Prime Minister

From Nicola Purvis

Subject **State Opening of Parliament**

Purpose

- 1 This note provides background for your participation in the State Opening of Parliament and the reading of the Speech from the Throne, on Wednesday 6 December 2023.

Background

- 2 On 6 December the State Opening of Parliament will occur, this the occasion where the Governor-General delivers the Speech from the Throne, declaring the reasons for summoning Parliament.
- 3 The Speech is primarily designed as an outline of the matters that the Government wishes Parliament to consider in the course of the current term. It is, therefore, an announcement of the Government's legislative programme.
- 4 The delivery of the Speech from the Throne is one of the principal State occasions. Guests include members of the diplomatic corps, judges, senior officers of the New Zealand Defence Force, former Governors-General and Prime Ministers, other dignitaries, and guests of the Prime Minister.

The ceremony

- 5 The State Opening of Parliament will take place at Parliament beginning with the ceremonial arrival of the Governor-General and her spouse at 10.30am, where they will be welcomed by Mana Whenua and the New Zealand Defence Force.
- 6 All Members of Parliament will be called to the House by 10.30am, and will subsequently be summoned by the Black Rod to attend the Governor-General in the Legislative Council Chamber.
- 7 The New Zealand Herald of Arms has provided a briefing note on the procedural role you have during the delivery of the Speech from the Throne (Appendix 1).

- 8 Following the delivery of the Speech from the Throne, Members of Parliament will return to the House to consider further business, and is then the House adjourned to allow Members to attend a reception hosted in the Banquette Hall by the Prime Minister for guests attending the State Opening of Parliament.
- 9 The Prime Minister and Mrs Luxon will then join the Governor-General, the Speaker, and spouses in the Speakers Lounge. Following which they will be introduced to the Diplomatic Corp before entering the reception.
- 10 At the beginning of the reception, following the introduction of the official party, the Prime Minister will delivery a short speech (approximately five minutes).
- 11 The reception is expected to conclude by approximately 1.30pm.

Rehearsal of ceremony

- 12 The Office of the Clerk (which is the lead organisation for the delivery of the State Opening of Parliament), has arranged for a full-dress rehearsal of the entire ceremony with all participants from 4.00 -5.30pm on Tuesday 5 December. We have recommended that staff from your office attend this practice and subsequently brief you on your role and particular responsibilities during the ceremony.
- 13 We will also provide your office on Monday with the full run sheets for both the State Opening of Parliament ceremony and the Prime Minister's reception prepared by the Office of the Clerk and the Visits and Ceremonial Office respectively.
- 14 Please let me know if you have any questions.

Recommendation

- 15 I recommend that you **note** the information in this briefing.

Nicola Purvis
Deputy Secretary of the Cabinet (Constitutional and Honours)

Rt Hon Christopher Luxon

Prime Minister _____

Date: / / 2023

Distribution:

Cameron Burrows, Chief of Staff
Lani Nesbit, Senior Private Secretary



**STATE OPENING OF PARLIAMENT: Wednesday, 6 December 2023
at 10.30am**

Briefing note for the Prime Minister and Leader of the Opposition.

Diagram overleaf.

Procedure on leaving the House and entering the Council Chamber:-

1. The Prime Minister and Leader of the Opposition follow the Clerk, Deputy Clerk, and Clerk Assistant from the House.
2. On entering the Grand Hall, and before entering the Council Chamber, the Prime Minister and Leader of the Opposition exchange positions (i.e. the Prime Minister moves from the right to the left). [*At the entrance to the Council Chamber Black Rod and the Serjeant-at-Arms stand aside and fall-in behind the Deputy Clerk and Clerk Assistant but in front of the Prime Minister and the Leader of the Opposition.*]
3. On entering the Council Chamber the Prime Minister and the Leader of the Opposition move forward and pause (before the end of the seating at the front of the Chamber) and bow (nod of head) to the Governor-General, and move to their seats on either side of the Throne dais.

Looking at the Throne, the Prime Minister's seat is on the left and the Leader of the Opposition is on the right. (See over.)

4. The Prime Minister and Leader of the Opposition remain standing in front of their seats until all Members of Parliament are at their seats and the Governor-General says:

"Honourable Members, please be seated."

5. When all MPs are seated the two Military Orderlies close the doors to the Chamber. *No rope is used either side of the MPs.*
6. As the doors are closed the Prime Minister rises from his seat, moves in front of the Governor-General, hands the Speech to Her Excellency and resumes his seat.

As the Speech is handed to the Governor-General the Prime Minister bows (nods his head).

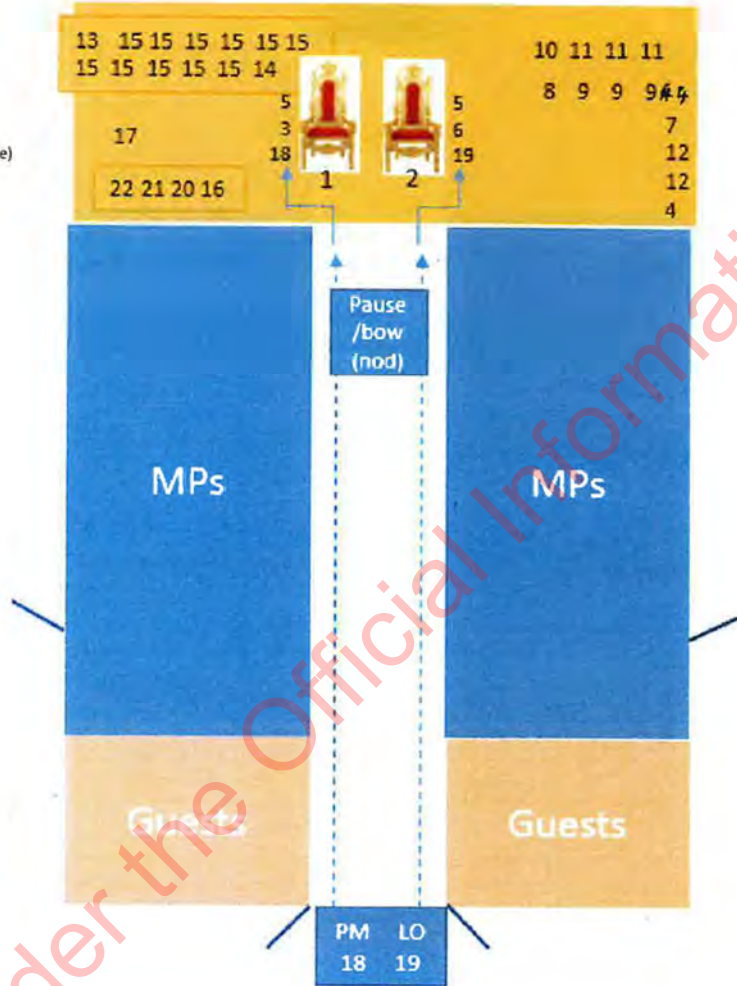
7. After the Governor-General has read the Speech she stands, moves forward and hands the text to the Speaker, before processing from the Chamber. After the Vice-Regal party, Military, Public Service Commissioner and Commissioner of Police, and Judges have departed, the Serjeant-at-Arms leads the Speaker, Prime Minister, Leader of the Opposition and MPs from the Council Chamber back to the House.

State Opening of Parliament

Inside the Council Chamber

Positions for Prime Minister and Leader of Opposition.

- 1 Her Excellency
- 2 His Excellency
- 3 Official Secretary (on dais)
- 4 Public Service Commissioner & Police Commissioner
- 5 Personal ADC
- 6 NZ Herald of Arms
- 7 Black Rod
- 8 Chief of Defence Force
- 9 Service Chief (Navy, Army and Air Force)
- 10 DPSO to CDF
- 11 Hon ADC
- 12 Vice- Regal Kaumātua & Kuia
- 13 Sherriff of Wellington High Court
- 14 Chief Justice
- 15 Judge
- 16 The Speaker
- 17 Sergeant-at-Arms
- 18 Prime Minister
- 19 Leader of the Opposition
- 20 Clerk of the House
- 21 Deputy Clerk of the House
- 22 Clerk Assistant



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EXECUTIVE COUNCIL CHAMBERS

Memo

1 December 2023

To Prime Minister

From Nicola Purvis

Subject Confirmation of the Speaker ceremony

Purpose

- 1 This note provides background for your attendance at the ceremony to confirm the next Speaker of the House, on 5 December 2023.

Background

- 2 On 5 December during the Commission Opening of Parliament, the House will elect its new Speaker and Hon Gerry Brownlee has been nominated. After the Speaker is elected, Standing Orders require the House to adjourn until the next sitting day. The Speaker-elect seeks the Governor-General's confirmation as Speaker before the House meets again.

The ceremony

- 3 The confirmation of the Speaker ceremony will take place at Government House at 1.45pm on 5 December.
- 4 Other guests will include the leaders and whips of other parties represented in the House and other parliamentary officials. The Chief Justice has been invited. Hon Brownlee will also have personal guests attending.
- 5 Please arrive at Government House at 1.25pm. You will meet with the Governor-General and Clerk of the Executive Council in Her Excellency's study, where you will be asked to sign three advice sheets to the Governor-General to:
 - 5.1 sign the letter confirming the Speaker-elect as Speaker;
 - 5.2 sign the letter confirming the rights and privileges of the House or Representatives;
 - 5.3 sign an authorisation for the Speaker to administer to members of Parliament the Oath or Affirmation of Allegiance to the King.
- 6 You will then be escorted to the Ballroom for the ceremony, which is expected to be concluded around 2.05pm. You are not required to participate in the ceremony. It is followed by refreshments for guests and will end at 2.45pm.
- 7 At the point that Hon Brownlee is confirmed as Speaker by the Governor-General, he will automatically receive the title 'Right Honourable', which he will retain for life.

8 Please let me know if you have any questions.

Recommendation

9 I recommend that you **note** the information in this briefing.

Nicola Purvis
Deputy Secretary of the Cabinet (Constitutional and Honours)

Rt Hon Christopher Luxon

Prime Minister _____

Date: / / 2023

Distribution:

Cameron Burrows, Chief of Staff
Lani Nesbit, Senior Private Secretary

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EXECUTIVE COUNCIL CHAMBERS

Memo

8 December 2023

To Prime Minister

From Nicola Purvis

Subject **Brazilian honour for New Zealand citizen**

- 1 The government of Brazil has sought permission for a New Zealand citizen, 9(2)(a) [redacted] to be conferred with a Brazilian honour.
- 2 9(2)(a) [redacted] is proposed for appointment as an Officer of the Order of the Rio Branco. 6(a), 6(b)(i), 9(2)(a) [redacted]
- 3 The *Rules Relating to the Acceptance and Wearing of Commonwealth, Foreign and International Honours by New Zealand Citizens* provide delegated authority to the Governor-General on the recommendation of the Prime Minister to approve the acceptance and wearing of any foreign honour by a New Zealand citizen. The making of such a recommendation to the Governor-General is entirely at the Prime Minister's discretion and, in the past, requests have been both approved and declined.
- 4 9(2)(g)(i) [redacted]
- 5 If you approve this request, I have attached a letter to the Governor-General for you to sign, recommending that she grant approval. We will then inform the Brazilian government (via the Ministry of Foreign Affairs and Trade) that the bestowal of this honour has the agreement of the New Zealand government.

Recommendations

- 6 I recommend that you:
- 6.1 **note** the request from the Brazilian government on the appointment of 9(2)(a) [redacted] as an Officer of the Order of the Rio Branco;
- 6.2 **agree** to recommend that the Governor-General approve the acceptance and wearing of the Brazilian honour by this New Zealander;

YES NO / DISCUSS

6.3 **sign** the attached letter to the Governor-General.



Nicola Purvis
Deputy Secretary of the Cabinet (Constitutional and Honours)

Rt Hon Christopher Luxon

Prime Minister



Date: 10 / 12 / 2023

Distribution:

Cameron Burrows, Chief of Staff

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A letter attached to this briefing has
been withheld under section 9(2)(f)(i)

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EXECUTIVE COUNCIL CHAMBERS

Memo

6 December 2023

To Prime Minister

From Nicola Purvis

Subject **Letters to former members of the Executive Council on the grant of the title "The Honourable"**

- 1 Further to your recommendation to the Governor-General to grant the title "The Honourable" to former members of the Executive Council, I now attach letters to each of the 21 former members for your signature.
- 2 We will hold these letters until we receive the Governor-General's approval. Once these letters have been sent, the grants of the title will be published in the New Zealand Gazette.

Recommendations

- 3 I recommend that you:
 - 3.1 sign the attached letters to the 21 former members of the Executive Council.

Nicola Purvis
Deputy Secretary of the Cabinet (Constitutional and Honours)

Rt Hon Christopher Luxon
Prime Minister

Date: 07 / 12 / 2023

Distribution:
Cameron Burrows



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Ginny Andersen
Parliament Buildings
WELLINGTON

Dear Ms Andersen

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Rachel Brooking
Parliament Buildings
WELLINGTON

Dear Ms Brooking

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Marama Davidson
Parliament Buildings
WELLINGTON

Dear Ms Davidson

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Kelvin Davis
Parliament Buildings
WELLINGTON

Dear Mr Davis

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Barbara Edmonds
Parliament Buildings
WELLINGTON

Dear Ms Edmonds

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Peeni Henare
Parliament Buildings
WELLINGTON

Dear Mr Henare

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Willie Jackson
Parliament Buildings
WELLINGTON

Dear Mr Jackson

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Andrew Little
Parliament Buildings
WELLINGTON

Dear Mr Little

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Jo Luxton
Parliament Buildings
WELLINGTON

Dear Ms Luxton

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Kieran McAnulty
Parliament Buildings
WELLINGTON

Dear Mr McAnulty

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Willow-Jean Prime
Parliament Buildings
WELLINGTON

Dear Ms Prime

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Priyanca Radhakrishnan
Parliament Buildings
WELLINGTON

Dear Ms Radhakrishnan

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Grant Robertson
Parliament Buildings
WELLINGTON

Dear Mr Robertson

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Dr Deborah Russell
Parliament Buildings
WELLINGTON

Dear Dr Russell

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Carmel Sepuloni
Parliament Buildings
WELLINGTON

Dear Ms Sepuloni

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable James Shaw
Parliament Buildings
WELLINGTON

Dear Mr Shaw

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Jan Tinetti
Parliament Buildings
WELLINGTON

Dear Ms Tinetti

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Rino Tirikatene
Parliament Buildings
WELLINGTON

Dear Mr Tirikatene

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Dr Ayesha Verrall
Parliament Buildings
WELLINGTON

Dear Dr Verrall

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Dr Duncan Webb
Parliament Buildings
WELLINGTON

Dear Dr Webb

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



RT HON CHRISTOPHER LUXON
PRIME MINISTER

07 DEC 2023

The Honourable Dr Megan Woods
Parliament Buildings
WELLINGTON

Dear Dr Woods

I am writing to advise you that Her Excellency the Governor-General, under delegated authority from His Majesty The King, has approved your retention of the title "The Honourable" following your resignation as a member of the Executive Council of New Zealand.

Thank you for your contribution as a member of the Executive Council.

Yours sincerely

Rt Hon Christopher Luxon
PRIME MINISTER



Cabinet Office

Memo

11 December 2023

To Prime Minister

From Diana Hawker, Deputy Secretary of the Cabinet

Subject **Responsibilities of the Associate Minister for ACC (Hon Melissa Lee)**

- 1 Your approval is sought to the proposed delegations to the new Associate Minister for ACC (Hon Melissa Lee), as outlined in the attached draft letter from Hon Matt Doocey to Ms Lee.
- 2 Hon Matt Doocey proposes to delegate the following responsibilities to Ms Lee:
 - 2.1 All matters in respect of ACC operations relating to individual client and levy payer matters, including complaints;
 - 2.2 Matters relating to ACC's work on implementing the Accident Compensation (Access Reporting and Other Matters) Amendment Act 2023;
 - 2.3 Attending events, as requested by the Minister for ACC;
 - 2.4 Other initiatives as agreed from time to time.
- 3 We understand that your Office and the Policy Advisory Group have been consulted.

Recommendations

- 4 I recommend that you:
 - 4.1 agree to the proposed delegation to the Associate Minister for ACC (Hon Melissa Lee), as outlined in the attached letter;
 - 4.2 note that a summary of these responsibilities will be posted on DPMC's website, as soon as they are approved and finalised, and thereby will be publicly accessible at that point.

Diana Hawker
Deputy Secretary of the Cabinet

YES / NO / DISCUSS

Rt Hon Christopher Luxon

Prime Minister _____

Date: / /

Distribution:
Cameron Burrows, PMO

Released Under the Official Information Act 1982

xx December 2023

DRAFT LETTER

Hon Melissa Lee
Associate Minister for ACC
Parliament Buildings

Delegated functions and responsibilities

1 Congratulations on your appointment as Associate Minister for ACC.

Role and responsibilities

2 In your capacity as Associate Minister for ACC, I delegate to you the following functions and responsibilities of the ACC portfolio:

Set out any specific delegations, if and as appropriate, for example:

- 2.1 All matters in respect of ACC operations relating to individual client and levy payer matters, including complaints;
- 2.2 matters relating to ACC's work on implementing the Accident Compensation (Access Reporting and Other Matters) Amendment Act 2023;
- 2.3 attending events, as requested by the Minister for ACC;
- 2.4 replying to Ministerial correspondence and Parliamentary Questions on issues relating to the above;
- 2.5 other initiatives as agreed from time to time by us.

3 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

4 As portfolio Minister, I have final responsibility for, and overall control of, the Accident Compensation Corporation as a Crown entity. I am also responsible for Vote ACC and for any relevant statutory functions of the Minister.

5 Where it is required for the purpose of delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister for ACC".

Policy

6 Although you will have responsibility for matters of policy in relation to the above, any significant policy decisions should be discussed with me.

Public statements

- 7 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 8 Ministerial correspondence concerning significant policy issues should be prepared by the relevant agency for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.
- 9 My office can provide assistance with media, communication strategies or speech notes, if you require.

Relations with the Department/Ministry

- 10 You may contact the ACC on all matters for which you have delegated responsibility. All such inquiries should be made via the Chief Executive.
- 11 I expect to be kept fully informed of all significant issues and the Chief Executive is, of course, free to raise any matter concerning your delegated functions with me.
- 12 You are welcome to attend regular briefing sessions with departmental officials that are held in my office, particularly on occasions where there is overlap with your delegations. You may arrange, through my office, to have your own regular briefing sessions or ad hoc meetings with departmental officials to discuss matters relating to your areas of responsibility. A designated member of my office may attend any such meeting.

Communications between us

- 13 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Department should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 14 I will also consult with you on policy issues, and on matters related to the implementation of policy initiatives within the ACC portfolio more generally.

Cabinet and Cabinet committee papers

- 15 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.
- 16 You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

- 17 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.
- 18 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

- 19 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

- 20 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 21 I look forward to working with you in the ACC portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely

Hon Matt Dooney
Minister for ACC

cc Secretary of the Cabinet
Chief Executive, ACC
Chief Executive and Secretary, The Treasury
Chief Executive, Ministry of Business, Innovation and Employment

IN CONFIDENCE



Cabinet Office

Memo

13 December 2023

To Prime Minister

From Diana Hawker, Deputy Secretary of the Cabinet

Subject **Responsibilities of the Associate Minister of Health (Pharmac)
(Hon David Seymour)**

- 1 Your approval is sought to the proposed delegations to the Associate Minister of Health (Pharmac) (Hon David Seymour), as outlined in the attached letter from Hon Dr Shane Reti to Mr Seymour.
- 2 Dr Reti proposes to delegate to Mr Seymour the following functions and responsibilities of the Health portfolio:
 - 2.1 Pharmac:
 - 2.1.1 the entity and its responsibilities;
 - 2.1.2 monitoring of Pharmac through the Ministry of Health;
 - 2.1.3 implementation of any review recommendations;
 - 2.2 Medsafe;
 - 2.3 Medicines Strategy;
 - 2.4 Any proposed amendments to the Misuse of Drugs Act 1975 in relation to pseudoephedrine;
 - 2.5 Appointments relating to:
 - 2.5.1 Pharmac;
 - 2.5.2 Pharmacy Council;
 - 2.5.3 Medicines Adverse Reactions Committee;
 - 2.5.4 Medicines Assessment Advisory Committee;
 - 2.5.5 Medicines Classification Committee;
 - 2.5.6 Medicines Review Committee;

2.5.7 Psychoactive Substances Expert Advisory Committee;

2.5.8 End of Life Choice Review Committee;

2.6 Other initiatives as agreed from time to time.

3 We understand that your Office and the Policy Advisory Group have been consulted.

Recommendations

4 I recommend that you:

4.1 agree to the proposed delegation to the Associate Minister of Health (Pharmac) (Hon David Seymour), as outlined in the attached letter;

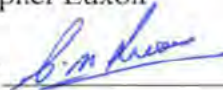
4.2 note that a summary of these responsibilities will be posted on DPMC's website, as soon as they are approved and finalised, and thereby will be publicly accessible at that point.



Diana Hawker
Deputy Secretary of the Cabinet

YES / NO / DISCUSS

Rt Hon Christopher Luxon

Prime Minister 

Date: 18 / 12 / 23

Distribution:
Cameron Burrows, PMO



Cabinet Office

Memo

13 December 2023

To Prime Minister

From Diana Hawker, Deputy Secretary of the Cabinet

Subject Delegations in the Agriculture, Immigration and Trade Portfolios

- 1 Your approval is sought to the proposed delegations in the Agriculture, Immigration and Trade portfolios.
- 2 We understand that your Office and the Policy Advisory Group have been consulted on the proposed responsibilities to be delegated.

Agriculture

- 3 Hon Todd McClay proposes to delegate the following responsibilities in the Agriculture portfolio:

Hon Nicola Grigg (Horticulture)

All matters within the Agriculture portfolio relating to:

- horticulture;
- rural women;
- other initiatives as agreed from time to time.

Hon Andrew Hoggard (Animal Welfare, Skills)

All matters within the Agriculture portfolio relating to:

- animal welfare, including legislative changes;
- skills;
- significant natural areas;
- other initiatives as agreed from time to time.

Hon Mark Patterson

All matters within the Agriculture portfolio relating to:

- rural health, including mental health;
- rural infrastructure matters relating to rural transport and communications (the Minister of Agriculture will retain responsibility for all other infrastructure areas, including water and irrigation);
- wool;
- Landcorp Farming Ltd;
- other initiatives as agreed from time to time.

Immigration

- 4 Hon Erica Stanford proposes to delegate the following responsibilities in the Immigration portfolio:

Hon Chris Penk

- 4.1 Residence appeals referred by the Immigration and Protection Tribunal for consideration of the grant of residence as exceptions to government residence instructions;
- 4.2 Requests for exceptions to government residence instructions;
- 4.3 Requests for special directions made by an individual;
- 4.4 Requests for exceptions to temporary entry class instructions;
- 4.5 Requests for visas under section 61 of the Immigration Act 2009 from people who are not entitled to apply for a visa because they are in New Zealand unlawfully;
- 4.6 Reconsideration of cases after court action;
- 4.7 Requests for children born as a result of international surrogacy arrangements;
- 4.8 Individual decisions on the deportation liability of a residence class visa holder;
- 4.9 Requests under the Parole Act 2002 for early release for the purpose of deportation;
- 4.10 Other initiatives as agreed from time to time.

Within the above responsibilities, the Minister of Immigration will retain responsibility for making decisions on whether a person constitutes a threat or risk to security (section 163 of the Immigration Act), cases involving classified information, and decisions relating to the immigration status of protected persons who may have committed certain crimes.

Hon Casey Costello

Day-to-day responsibilities for policy and engagement relating to refugees, humanitarian migrants, and settlement support (with the Minister of Immigration retaining lead responsibility), including on matters relating to:

- Refugee support services;
- Management of the refugee quota;
- Refugee Family Support Category;
- Community Organisation Refugee Sponsorship pilot and other complementary pathways for refugees;
- The Refugee Resettlement Strategy and Migrant Settlement and Integration Strategy;
- The response to Victoria Casey KC's review into the Restriction of Movement of Asylum Claimants;
- Special Ukraine Policy;
- New Zealand – Australia Refugee Resettlement Arrangement.

Trade

5 The role of the Minister of State for Trade is essentially similar to that of an Associate Minister – the Minister of State title provides a signal to the Minister’s international counterparts that she has the requisite authority to undertake her ministerial responsibilities. The Minister for Trade (Hon Todd McClay) wishes to allocate the following responsibilities to Hon Nicola Grigg in the Trade portfolio:

- 5.1 All matters relating to the Regional Comprehensive Economic Partnership Agreement (RCEP), other than Ministerial responsibility for negotiations (which will remain with Mr McClay);
- 5.2 All matters relating to Pacer Plus implementation, other than Ministerial responsibility for negotiations (which will remain with Mr McClay);
- 5.3 Other initiatives as agreed from time to time.

Recommendations

6 I recommend that you:

- 6.1 agree to the proposed delegations to the three Associate Ministers of Agriculture, as outlined in the attached letters;
- 6.2 agree to the proposed delegations to the two Associate Ministers of Immigration, as outlined in the attached letters;
- 6.3 agree to the proposed responsibilities of the Minister of State for Trade, as outlined in the attached letter;
- 6.4 note that a summary of these responsibilities will be posted on DPMC’s website, as soon as they are approved and finalised, and thereby will be publicly accessible at that point.



Diana Hawker
Deputy Secretary of the Cabinet

YES / NO / DISCUSS

Rt Hon Christopher Luxon

Prime Minister _____

Date: / /

Distribution:
Cameron Burrows, PMO

[date]

Hon Nicola Grigg
Associate Minister of Agriculture

Delegated functions and responsibilities

1 Congratulations on your appointment as Associate Minister of Agriculture.

Role and responsibilities

2 In your capacity as Associate Minister of Agriculture, I delegate to you the following functions and responsibilities of the Agriculture portfolio:

- 2.1 all matters relating to Horticulture;
- 2.2 all matters relating to Rural Women;
- 2.3 replying to Ministerial correspondence and Parliamentary Questions on issues relating to the above;
- 2.4 other initiatives as agreed from time to time by us.

Within these areas, I intend to retain direct responsibility for appointments but will make these in consultation with you.

3 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

4 As portfolio Minister, I have final responsibility for, and overall control of, the Ministry of Primary Industries and all Crown entities within the portfolio. I am also responsible for Vote Primary Industries and for any relevant statutory functions of the Minister.

5 Where it is required for the purpose of the delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister of Agriculture".

Policy

6 Although you will have responsibility for matters of policy in relation to the above, any significant policy decisions should be discussed with me.

Public statements

- 7 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 8 Ministerial correspondence concerning significant policy issues should be prepared by the Ministry for Primary Industries for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.

Relations with the Department/Ministry

- 9 You may contact the Ministry for Primary Industries on all matters for which you have delegated responsibility. All such inquiries should be made via the Chief Executive or the designated contact person.
- 10 I expect to be kept fully informed of all significant issues and the Chief Executive is, of course, free to raise any matter concerning your delegated functions with me.

Communications between us

- 11 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Department should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 12 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

Cabinet and Cabinet committee papers

- 13 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.
- 14 You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

- 15 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.
- 16 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

- 17 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

- 18 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 19 I look forward to working with you in the Agriculture portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely

Hon Todd McClay
Minister of Agriculture

cc Secretary of the Cabinet
Chief Executive, Department/Ministry of xx

[date]

Hon Andrew Hoggard
Associate Minister of Agriculture

Delegated functions and responsibilities

1 Congratulations on your appointment as Associate Minister of Agriculture.

Role and responsibilities

2 In your capacity as Associate Minister of Agriculture, I delegate to you the following functions and responsibilities of the Agriculture portfolio:

- 2.1 all matters relating to Animal Welfare, including legislation changes;
- 2.2 all matters relating to Skills;
- 2.3 all matters relating to Significant Natural Areas;
- 2.4 replying to Ministerial correspondence and Parliamentary Questions on issues relating to the above;
- 2.5 other initiatives as agreed from time to time by us.

Within these areas, I intend to retain direct responsibility for appointments but will make these in consultation with you.

3 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

4 As portfolio Minister, I have final responsibility for, and overall control of, the Ministry for Primary Industries and all Crown entities within the portfolio. I am also responsible for Vote Primary Industries and for any relevant statutory functions of the Minister.

5 Where it is required for the purpose of the delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister of Agriculture".

Policy

6 Although you will have responsibility for matters of policy in relation to the above, any significant policy decisions should be discussed with me.

Public statements

- 7 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 8 Ministerial correspondence concerning significant policy issues should be prepared by the Ministry for Primary Industries for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.

Relations with the Department/Ministry

- 9 You may contact the Ministry for Primary Industries on all matters for which you have delegated responsibility. All such inquiries should be made via the Chief Executive or the designated contact person.
- 10 I expect to be kept fully informed of all significant issues and the Chief Executive is, of course, free to raise any matter concerning your delegated functions with me.

Communications between us

- 11 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Department should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 12 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

Cabinet and Cabinet committee papers

- 13 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.
- 14 You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

- 15 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.

- 16 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

- 17 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

- 18 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 19 I look forward to working with you in the Agriculture portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely

Hon Todd McClay
Minister of Agriculture

cc Secretary of the Cabinet
Chief Executive, Department/Ministry of xx

[date]

Hon Mark Patterson
Associate Minister of Agriculture

Delegated functions and responsibilities

1 Congratulations on your appointment as Associate Minister of Agriculture.

Role and responsibilities

2 In your capacity as Associate Minister of Agriculture, I delegate to you the following functions and responsibilities of the Agriculture portfolio:

- 2.1 all matters relating to Rural Health, including Mental Health;
- 2.2 all matters relating to Rural transport and communications infrastructure-transport and communication. All other infrastructure areas including water and irrigation will be retained by me;
- 2.3 all matters relating to Wool;
- 2.4 all matters relating to Landcorp Farming Limited;
- 2.5 replying to Ministerial correspondence and Parliamentary Questions on issues relating to the above;
- 2.6 other initiatives as agreed from time to time by us.

Within these areas, I intend to retain direct responsibility for appointments but will make them in consultation with you.

3 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

4 As portfolio Minister, I have final responsibility for, and overall control of, the Ministry for Primary Industries and all Crown entities within the portfolio. I am also responsible for Vote Primary Industries for any relevant statutory functions of the Minister.

5 Where it is required for the purpose of the delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister of Agriculture".

Policy

- 6 Although you will have responsibility for matters of policy in relation to the above, any significant policy decisions should be discussed with me.

Public statements

- 7 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 8 Ministerial correspondence concerning significant policy issues should be prepared by the Ministry for Primary Industries for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.

Relations with the Department/Ministry

- 9 You may contact the Ministry for Primary Industries on all matters for which you have delegated responsibility. All such inquiries should be made via the Chief Executive or the designated contact person.
- 10 I expect to be kept fully informed of all significant issues and the Chief Executive is, of course, free to raise any matter concerning your delegated functions with me.

Communications between us

- 11 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Department should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 12 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

Cabinet and Cabinet committee papers

- 13 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.
- 14 You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

- 15 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.
- 16 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

- 17 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

- 18 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 19 I look forward to working with you in the Agriculture portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely

Hon Todd McClay
Minister of Agriculture

cc Secretary of the Cabinet
Chief Executive, Department/Ministry of xx



XX December 2023

Hon Chris Penk
Associate Minister of Immigration

Dear Chris,

Delegated functions and responsibilities

- 1 Congratulations on your appointment as Associate Minister of Immigration.

Role and responsibilities

- 2 This letter sets out your role in the Immigration portfolio, your delegated responsibilities and arrangements for working together.
- 3 Under the Immigration Act 2009 (the Act), the Minister of Immigration is required to make or have the power to make decisions on several classes of individual cases. In your capacity as Associate Minister of Immigration, I delegate to you, under section 7 of the Constitution Act 1986, the following functions and responsibilities of the Immigration portfolio in deciding individual cases:
 - 3.1 residence appeals referred by the Immigration and Protection Tribunal (IPT) for consideration of the grant of residence by you as exceptions to Government residence instructions;
 - 3.2 requests for exceptions to Government residence instructions;
 - 3.3 requests for special directions made by an individual;
 - 3.4 requests for exceptions to temporary entry class instructions;
 - 3.5 requests for visas under section 61 of the Act from people who are not entitled to apply for a visa because they are in New Zealand unlawfully;
 - 3.6 reconsideration of cases after court action;
 - 3.7 requests for children born as a result of international surrogacy arrangements;
 - 3.8 individual decisions on the deportation liability of a residence class visa holder;
 - 3.9 requests under the Parole Act 2002 for early release for the purpose of deportation;

- 3.10 requests under the Official Information Act 1982 and Privacy Act 2020 within the delegated areas of responsibility; and
- 3.11 other initiatives as agreed from time to time by us.
- 4 Notwithstanding the above, I intend to keep responsibility for:
- 4.1 making decisions on whether a person constitutes a threat or risk to security (section 163 of the Act);
 - 4.2 cases involving classified information; and
 - 4.3 decisions relating to the immigration status of protected persons who may have committed certain crimes.
- 5 I reserve the right to consider individual cases in all categories outlined above.
- 6 To avoid any conflict arising, or being perceived to arise, between your responsibilities as the Associate Minister of Immigration and your role as a Member of Parliament for Kaipara ki Mahurangi, responsibility for individual decisions in all categories above that would affect constituents in your electorate will be referred to the Delegated Decision Makers within the Ministry of Business, Innovation and Employment.
- 7 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

- 8 As the principal Minister of the Immigration portfolio, I remain ultimately responsible and accountable for the statutory functions of the Minister under the Act. While you will exercise Ministerial powers in relation to individual cases and your delegated areas of responsibility, any significant policy decisions should be discussed with me.
- 9 In this portfolio, I also remain responsible and accountable to Parliament for the Immigration portfolio. I retain responsibility for all matters relating to Immigration appropriations within Vote Labour Market and the Immigration aspects of the Ministry of Business, Innovation and Employment Statement of Intent. I will keep you fully informed of these matters as they relate to the areas of work for which you are responsible.
- 10 Where it is required for the purpose of the delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister of Immigration".

Public statements

- 11 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.

- 12 You may make statements about individual cases that are within your area of responsibility (subject, of course, to the rules relating to the privacy of individuals and the restraints on commenting on matters that are sub judice).
- 13 Ministerial correspondence concerning significant policy issues should be prepared by the Ministry of Business, Innovation and Employment for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.

Relations with the Ministry

- 14 You may contact the Ministry of Business, Innovation and Employment on all matters for which you have delegated responsibility. All such inquiries should be made via the Chief Executive or the Associate Deputy Secretary of Immigration, Catriona Robinson.
- 15 I expect to be kept fully informed of all significant issues and the Chief Executive is, of course, free to raise any matter concerning your delegated functions with me.
- 16 You may arrange to have your own regular briefing sessions or ad hoc meetings with departmental officials to discuss matters relating to your areas of responsibility. A designated member of my office may attend any such meeting.
- 17 Officials will provide further written or oral briefings on any aspect of your role.

Communications between us

- 18 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Department should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 19 Individual cases that come to you will sometimes be difficult and potentially controversial. Where such cases come to public attention they can influence the development of policy. I would, therefore, expect you to inform me of any significant or sensitive issues that come to your attention and of any apparent trends or common themes that arise from case-work.
- 20 I will also consult with you on policy issues, and on matters related to the implementation of policy initiatives within the Immigration portfolio more generally.
- 21 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

Cabinet and Cabinet committee papers

- 22 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas

of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.

- 23 You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

- 24 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.
- 25 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

- 26 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

- 27 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 28 I look forward to working with you in the Immigration portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely

Hon Erica Stanford
Minister of Immigration

cc Secretary of the Cabinet
Chief Executive, Ministry of Business, Innovation and Employment



XX December 2023

Hon Casey Costello
Associate Minister of Immigration

Dear Casey,

Delegated functions and responsibilities

1 Congratulations on your appointment as Associate Minister of Immigration.

Role and responsibilities

2 This letter sets out your role in the Immigration portfolio, your delegated responsibilities, and arrangements for working together.

Refugee policy

3 I delegate to you, under section 7 of the Constitution Act 1986, the day-to-day responsibility for policy and engagement relating to refugees, humanitarian migrants, and settlement support, with me as lead Minister retaining ultimate responsibility. These delegations include:

3.1 Refugee support services

3.2 Management of the refugee quota

3.3 Refugee Family Support Category

3.4 Community Organisation Refugee Sponsorship pilot and other complementary pathways for refugees

3.5 The Refugee Resettlement Strategy and Migrant Settlement and Integration Strategy

3.6 The response to Victoria Casey QC's review into the Restriction of Movement of Asylum Claimants.

3.7 Special Ukraine Policy

3.8 New Zealand-Australia Refugee Resettlement Arrangement.

- 4 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

- 5 As the principal Minister of the Immigration portfolio, I remain ultimately responsible and accountable for the statutory functions of the Minister under the Immigration Act 2009. While you will exercise Ministerial powers in relation to your delegated areas of responsibility, any significant policy decisions should be discussed with me.
- 6 In this portfolio, I also remain responsible and accountable to Parliament for the Immigration portfolio. I retain responsibility for all matters relating to Immigration appropriations within Vote Labour Market and the Immigration aspects of the Ministry of Business, Innovation and Employment (MBIE) Statement of Intent. I will keep you fully informed of these matters as they relate to the areas of work for which you are responsible.
- 7 Where it is required for the purpose of the delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister of Immigration".

Public statements

- 8 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements (subject, of course, to the rules relating to the privacy of individuals and the restraints on commenting on matters that are sub judice).
- 9 Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.

Relations with the Ministry

- 10 You may contact the MBIE on all matters for which you have delegated responsibility. Your primary point of contact within MBIE in relation to immigration matters will be the Deputy Secretary – Immigration and for Immigration Policy matters will be the General Manager, Employment, Skills and Immigration Policy, with communication through your Private Secretary.
- 11 I expect to be kept fully informed of all significant issues and the Chief Executive is, of course, free to raise any matter concerning your delegated functions with me.
- 12 Officials will provide further written or oral briefings on any aspect of your role.

Communications between us

- 13 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to MBIE should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the

potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.

- 14 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

Cabinet and Cabinet committee papers

- 15 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.
- 16 You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

- 17 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.
- 18 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

- 19 I will retain responsibility for any legislation relating to the portfolio.
- 20 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

- 21 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website and included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*.
- 22 The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).

23 I look forward to working with you in the Immigration portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely

Hon Erica Stanford
Minister of Immigration

cc Secretary of the Cabinet
Chief Executive, Ministry of Business, Innovation and Employment

Released Under the Official Information Act 1982

[date]

Hon Nicola Grigg
Minister of State for Trade

Delegated functions and responsibilities

Congratulations on your appointment as Minister of State for Trade.

Role and responsibilities

- 1 In your capacity as Minister of State for Trade, I delegate to you the following functions and responsibilities of the Trade portfolio:

Set out any specific delegations, if and as appropriate, for example:

- 1.1 all matters relating to the Regional Comprehensive Economic Partnership Agreement (RCEP);

- 1.1.1 I will retain responsibility for negotiation

- 1.2 all matters relating to Pacer Plus implementation;

- 1.2.1 I will retain responsibility for negotiation

- 1.3 replying to Ministerial correspondence and Parliamentary Questions on issues relating to the above;

- 1.4 other initiatives as agreed from time to time by us.

Within these areas, I intend to retain direct responsibility for appointments upon recommendation.

- 2 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

- 3 As Trade portfolio Minister, I have final responsibility for, and overall control of, the Ministry of Foreign Affairs and all Crown entities within the Trade portfolio. The Minister of Foreign Affairs is responsible for Vote Foreign Affairs.

- 4 Where it is required for the purpose of the delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister of Trade".

Policy

- 5 Although you will have responsibility for matters of policy in relation to the above, any significant policy decisions should be discussed with me.

Public statements

- 6 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 7 Ministerial correspondence concerning significant policy issues should be prepared by the Ministry of Foreign Affairs for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.

Relations with the Department/Ministry

- 8 You may contact the Ministry for Primary Industries on all matters for which you have delegated responsibility. All such inquiries should be made via the Chief Executive or the designated contact person.
- 9 I expect to be kept fully informed of all significant issues and the Chief Executive is, of course, free to raise any matter concerning your delegated functions with me.

Communications between us

- 10 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Department should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 11 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

Cabinet and Cabinet committee papers

- 12 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.
- 13 You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

- 14 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.
- 15 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

- 16 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

- 17 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 18 I look forward to working with you in the Trade portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely

Hon Todd McClay
Minister for Trade

cc Secretary of the Cabinet
Chief Executive, Department/Ministry of xx

~~IN-CONFIDENCE~~



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

Coversheet

Briefing: Government Appointments – Prime Minister portfolio

Date:	13/12/2023	Report No:	DPMC-2023/24-578
		Security Level:	[IN-CONFIDENCE]
		Priority level:	Medium

	Action sought	Deadline
Rt Hon Christopher Luxon Prime Minister	agree to review and submit organisation forms to Cabinet Office	22/12/2023

Name	Position	Telephone	1 st Contact
Clare Ward	Executive Director, Strategy, Governance and Engagement	9(2)(g)(ii)	9(2)(g)(ii) ✓
Jude Ulrich	Director, Organisation Direction and Development	9(2)(g)(ii)	9(2)(g)(ii)

Minister's Office

Status:

Signed

Withdrawn

Comment for agency

Attachments: Yes

~~IN-CONFIDENCE~~

Briefing

Government Appointments – Prime Minister portfolio

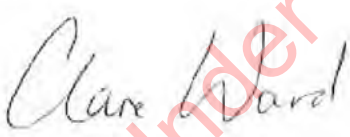
To: Rt Hon Christopher Luxon, Prime Minister		
Date	13/12/2023	Security Level IN-CONFIDENCE

Purpose

1. To enable you to submit to Cabinet Office completed organisation forms for your Prime Minister portfolio **by 22 December 2023** as set out in Cabinet Office Notice CO (23) 4.

Recommendations

2. We recommend you:
 1. **note** that organisation forms for entities relevant to your Prime Minister portfolio are required to be submitted each year, and
 2. **submit** the completed organisation form to the Cabinet Appointments and Honours Committee Secretary by **Friday, 22 December 2023**. YES / NO


Clare Ward
Executive Director, Strategy,
Governance and Engagement
13 December 2023


Rt Hon Christopher Luxon
Prime Minister
29 / 01 / 24

Background

3. As outlined in Cabinet Office Notice CO (23) 4, each year the Cabinet Office compiles for Ministers a schedule of all government appointments considered by the Cabinet Appointments and Honours Committee (APH).
4. Agencies have been asked to provide Cabinet Office with information about appointments to be considered by APH, even if no appointments are due to be made in 2024. An organisation form should be provided for any new bodies expected to be established.
5. Organisation forms must be submitted to the APH Secretary via the relevant Minister's office.
6. The Cabinet Office will use this information provided to compile a schedule for Ministers that:
 - list all bodies for which appointments are considered by APH
 - indicates the planned vacancies arising in 2024 to allow Ministers to nominate, to responsible Ministers, suitable candidates for upcoming vacancies, and
 - allows responsible Ministers to manage upcoming appointments, seek nominations, and consult their ministerial and parliamentary colleagues in advance of submitting papers to APH.
7. The information supplied will also contribute to the compilation of gender and ethnic representation stocktakes compiled by the Ministry for Women, Ministry for Ethnic Communities and the Ministry of Māori Development Te Puni Kōkiri.

Organisation forms supporting your role as the Prime Minister

8. The Department of the Prime Minister and Cabinet is responsible for the following entities, both of which are Committees of a single appointee, supporting your role as the Prime Minister:
 - a) Prime Minister's Chief Science Adviser, and
 - b) Prime Minister's Special Envoy for the Christchurch Call.
9. The completed forms for the above entities are attached with each term expiring in 2024 indicated by yellow highlighting (**Attachments A and B**).

Next steps

10. If you agree to the content in the organisation forms, these should be submitted by your office to the APH Secretary 9(2)(g)(ii) by email by **Friday, 22 December 2023**.

Attachments:	Title	Security classification
Attachment A:	Organisation form for the Prime Minister's Chief Science Adviser	IN-CONFIDENCE
Attachment B:	Organisation form for the Prime Minister's Special Envoy for the Christchurch Call	IN-CONFIDENCE

Attachment's A and B removed and withheld in full under section 9(2)(a)



Coversheet

Briefing: Distribution of NAB Assessments to Ministers

Date:	14/12/2023	Report No:	DPMC-2023/24-530
		Security Level:	_____
		Priority level:	Routine

	Action sought	Deadline
Rt Hon Christopher Luxon Prime Minister	agree to recommendations	n/a

Name	Position	Telephone	1 st Contact
Julian Grey	Acting Executive Director, National Security Group	9(2)(g)(ii)	9(2)(g)(ii) ✓
Jess Roche	Senior Policy Advisor	9(2)(g)(ii)	9(2)(g)(ii)

Departments/agencies consulted on Briefing
N/A

Minister's Office

Status:

Signed

Withdrawn

Comment for agency

Attachments: Yes

Briefing

Distribution of NAB Assessments to Ministers

To: Rt Hon Christopher Luxon
Prime Minister

Date	14/12/2023	Security Level	RESTRICTED
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Purpose

1. This briefing seeks your agreement on the distribution of National Assessment Bureau (NAB) assessments to Ministers.

Recommendations

We recommend you:

1. **agree** to a standard distribution list of Ministerial portfolios to receive NAB assessments and the Prime Minister's Weekly, at **Table A** in Attachment A. **YES / NO**
2. **agree** to a portfolio-specific distribution list of Ministers to receive relevant NAB assessments on a case-by-case basis at **Table B** at Attachment A. **YES / NO**

9(2)(g)(ii)



Julian Grey
Acting Executive Director
National Security Group

14/12/2023

Rt Hon Christopher Luxon
Prime Minister

...../...../.....

Background

1. It is customary for you, as Prime Minister, to determine which Ministers may have access to NAB assessments and the Prime Minister's Weekly. There is also a requirement to record who is granted access to NAB assessments.
2. Many of these papers are classified, and there are specific requirements to be able to receive and read this material. You have separately agreed for a specific set of Ministerial portfolios to receive highly classified national security information 6(a) [REDACTED] DPMC-2023/24-426].

Distribution lists for NAB assessments and the Prime Minister's Weekly

3. As national security issues are increasingly of greater significance to a range of Ministers, we seek your agreement that the standard distribution list for NAB assessments include Ministers that hold the portfolios listed in **Table A** in Attachment A.
4. NSG produces the Prime Minister's Weekly, 9(2)(g) [REDACTED]
5. We also recommend NAB assessments be provided to certain Ministers when the assessments are relevant to those Ministers' portfolios. We seek your agreement that the Ministers in **Table B** in Attachment A, 6(a) [REDACTED], receive NAB assessments on a case-by-case basis.
6. 9(2)(g) [REDACTED]

Next steps

7. Subject to your decisions, NAB will begin distributing relevant assessments to the authorised Ministerial portfolios.
8. There may be instances where additional Ministerial portfolios not listed in this briefing will require access to NSG papers that include NAB assessments. NSG will seek your permission to share these with additional Ministers on a case-by-case basis.
9. 9(2)(g) [REDACTED]

Attachments:	Title	Security classification
Attachment A:	Indicate which portfolios can receive NAB Assessments on a case-by-case basis	RESTRICTED

Attachment A removed and withheld in full under section 9(2)(g)

Released Under the Official Information Act 1982



EXECUTIVE COUNCIL CHAMBERS

Memo

15 December 2023

To Prime Minister

From Nicola Purvis

Subject **New Year 2024 Honours List: Oral item for Cabinet**

Purpose

- 1 You are taking an oral item to Cabinet on Monday 18 December, regarding the announcement of the upcoming New Year 2024 Honours List.
- 2 The List will be made public on Saturday 30 December. We will send embargoed copies of the List to media on the afternoon of Monday 18 December. The media can contact those on the list from Tuesday 19 December to enable them to prepare coverage.
- 3 Proposed speaking points are **attached**. 9(2)(f)(iv), 9(2)(g)(i) [Redacted]
[Redacted]
[Redacted] I also enclose a copy of the final List for your information.

Recommendation

- 4 I recommend that you **note** the content of this briefing and the attached speaking points.

NOTED / DISCUSS

Nicola Purvis
Deputy Secretary of the Cabinet (Constitutional and Honours)

Rt Hon Christopher Luxon
Prime Minister _____

Date: / / 2023

Distribution:
Cameron Burrows, Chief of Staff

Speaking points for Oral Item: NY2023 Honours list

- The New Year 2024 Honours List will be announced at 5am on Saturday 30 December. The list is strictly embargoed until then.
- There are 151 recipients on the list.
- The gender breakdown of the list is 49% women, 1% another gender and 50% men.
- Decisions about the recipients included on the New Year list were made by the previous Government prior to the 2023 General Election. 9(2)(f)(iv), 9(2)(g)(i)

I recommended the list to the King for formal approval.

- The highest honours are:

Dames (DNZM)

Sarai Bareman, for services to football governance

In 2015, she was appointed as the only female member of FIFA's Reform Committee, advocating for increased numbers of women in leadership and the prioritisation of women's football. In 2016 she was appointed as FIFA's first Chief Women's Football Officer, overseeing the delivery of the Women's World Cups, the development of the game across the 211 member countries and increasing the number of women at all levels of football. She was instrumental in hosting the 2023 FIFA Women's World Cup in New Zealand and Australia, the most attended women's sporting event in history.

Pania Tyson-Nathan, for services to Māori and business

She has been dedicated to advancing Māori economic development across various domains including community, business, and government sectors. She was a member of the Māori Economic Development Board, Ministerial Advisory Group on Trade, and is currently on the World Economic Forum's Sustainable Tourism Council, the Advisory Panel Defence Policy Review, and the Rongomaiwahine Iwi Trust. She has been Chief Executive of New Zealand Māori Tourism since 2008 and has focused on highlighting the unique opportunity that a Māori experience offers visitors domestically and internationally.

Knights (KNZM)

Scott Macfarlane, for services to health

He has transformed the treatment and improvement of children with cancer in New Zealand for the past 45 years. He was instrumental in establishing the National Child Cancer Network in 2011, who have oversight of child cancer treatment in New Zealand and reducing inequity of access to child cancer treatment and led the network until 2021. As a result of his nationally coordinated approach to child cancer, the child cancer survival rate has improved from every second child not surviving 40 years ago to the five-year survival rate in New Zealand becoming more than 80 percent, parallel to Māori and Pacific children.


Ian Mune, for services to film, television and theatre

He is an award-winning actor, writer and director for stage and screen, who has been a pioneer in these professions in New Zealand and has focused on telling the stories of New Zealanders in an authentic voice since the 1970s.

Trevor Mallard, for services as a Member of Parliament and as Speaker of the House of Representatives

He was Speaker of the House of Representatives from 2017 to 2022 and held ministerial portfolios in the fifth Labour government. He retired from politics in 2022, after 35 years as a Member of Parliament.

9(2)(f)(iv), 9(2)(g)(i)



- Investitures for the recipients on this list will be held by the Governor-General at Government House Auckland and Wellington in May 2024.



Cabinet Office

Memo

15 December 2023

To Prime Minister

From Diana Hawker, Deputy Secretary of the Cabinet

Subject **Delegations to Associate Minister of Justice (Firearms)**

1 Your approval is sought to the proposed delegations to Hon Nicole McKee in the Justice portfolio.

2 We understand that your Office has been consulted on the proposed delegations.

Firearms law reform

3 Currently, Ministerial responsibility for the Arms Act 1983 sits within the Police portfolio, held by Hon Mark Mitchell. Advice will be submitted to you separately on the proposed transfer of Ministerial responsibility for the Arms Act to the Justice portfolio, held by Hon Paul Goldsmith.

4 Subject to this further advice, and your approval to the transfer of Ministerial responsibility for the Arms Act to the Justice portfolio, Mr Goldsmith proposes to delegate responsibility for the associated policy and regulations for firearms law reform to Ms McKee.

Other delegated Justice responsibilities

5 In addition, Mr Goldsmith proposes to delegate the following Justice portfolio responsibilities to Ms McKee:

5.1 The development and passage of the following proposed Bills, and associated policy and regulations:

5.1.1 Justice Systems Stewardship Amendment Bill;

5.1.2 Statutes Amendment Bill;

5.1.3 Anti-Money Laundering and Countering Financing of Terrorism 2009, including Ministerial exemptions under section 157 of that Act;

5.1.4 Sale and Supply of Alcohol Act 2012;

-
- 5.2 Responsibility for policy relating to:
 - 5.2.1 firearms (this includes those firearms-related matters that currently fall within the Justice portfolio);
 - 5.2.2 virtual participation (AVL) in court proceedings;
 - 5.2.3 three strikes sentencing;
 - 5.3 Responsibility for policy and the administration of the Criminal Proceeds (Recovery) Act 2009 and the Proceeds of Crime Fund;
 - 5.4 Responsibility for the occupational regulation of the following matters:
 - 5.4.1 pawnbrokers and second-hand dealers;
 - 5.4.2 private investigators and security guards;
 - 5.4.3 sex workers;
 - 5.4.4 real estate agents;
 - 5.5 Appointments to, and monitoring of the following Crown entities: the Public Trust; and the Real Estate Agents Authority;
 - 5.6 Appointments to, and monitoring of, a number of specified tribunals and statutory bodies administered by the Ministry of Justice (listed in the attached letter).

Recommendations

- 6 I recommend that you:
 - 6.1 note that further advice will be submitted to you on the transfer of Ministerial responsibility for the Arms Act 1983 from the Police portfolio to the Justice portfolio;
 - 6.2 agree to the proposed delegations to the Associate Minister of Justice (Firearms), as outlined in the attached letter;

-
- 6.3 note that a summary of these delegated responsibilities will be posted on DPMC's website, as soon as they are approved and finalised, and thereby will be publicly accessible at that point.

Diana Hawker
Deputy Secretary of the Cabinet

YES / NO / DISCUSS

Rt Hon Christopher Luxon

Prime Minister _____

Date: / /

Distribution:
Cameron Burrows, PMO

Hon Paul Goldsmith

Minister for Arts, Culture and Heritage
Minister of Justice
Minister for State Owned Enterprises
Minister for Treaty of Waitangi Negotiations



Hon Nicole McKee
Associate Minister of Justice (Firearms)
Parliament Buildings
Wellington

Tēnā koe Nicole

Delegated functions and responsibilities – Associate Minister of Justice (Firearms)

- 1 Congratulations on your appointment as Associate Minister of Justice (Firearms). This letter sets out the matters I am delegating to you.

Role and responsibilities

- 2 In your capacity as Associate Minister of Justice, I intend to delegate to you the development and passage of amendments to the Arms Act 1983 to provide for greater protection of public safety and simplify regulatory requirements. As you know, ministerial responsibility for the Arms Act 1983 currently sits with Hon Mark Mitchell, as Minister of Police. I am liaising with the Prime Minister and the Minister of Police about the timely transfer of ministerial responsibility for the Arms Act to me as Minister of Justice. Once approved by the Prime Minister and transferred, you will have delegated responsibility for the associated policy and regulations for firearms law reform.
- 3 I delegate to you the following functions and responsibilities of the Justice portfolio:

The development and passage of specified Bills on the justice legislative programme, and associated policy and regulations:

- 3.1 Justice Systems Stewardship Amendment Bill
- 3.2 Statutes Amendment Bill
- 3.3 Anti-Money Laundering and Countering Financing of Terrorism 2009, including Ministerial exemptions under section 157 of that Act
- 3.4 Sale and Supply of Alcohol Act 2012

All policy relating to:

- 3.5 Firearms
- 3.6 Virtual Participation (AVL) in Court Proceedings
- 3.7 Three Strikes sentencing

All policy and administration of:

3.8 Criminal Proceeds (Recovery) Act 2009 and the Proceeds of Crime Fund

Occupational regulation policy:

- 3.9 Pawnbrokers and second-hand dealers
- 3.10 Private investigators and security guards
- 3.11 Sex workers
- 3.12 Real estate agents

Appointments to, and monitoring of, the following Crown Entities:

- 3.13 Public Trust (Autonomous Crown Entity) (Supported by the Treasury)
- 3.14 Real Estate Agents Authority (Crown Agent)

Appointments to specified Ministry of Justice administered tribunals and statutory bodies:

- 3.15 Accident Compensation Appeals
- 3.16 Additional Members of the High Court
- 3.17 Alcohol Regulatory and Licensing Authority
- 3.18 Canterbury Earthquakes Insurance Tribunal
- 3.19 Community Magistrates
- 3.20 Copyright Tribunal*
- 3.21 Coroners*
- 3.22 Criminal Justice Assistance Reimbursement Scheme
- 3.23 Customs Appeals Authority
- 3.24 Disputes Tribunal
- 3.25 Human Rights Review Tribunal
- 3.26 Immigration Advisers Complaints & Disciplinary Tribunal
- 3.27 Immigration & Protection Tribunal
- 3.28 International Centre for Settlement of Investment Disputes
- 3.29 Land Valuation Tribunal
- 3.30 Lawyers and Conveyancers Disciplinary Tribunal
- 3.31 Legal Aid Tribunal
- 3.32 Legal Complaints Review Officer
- 3.33 Motor Vehicles Disputes Tribunal*
- 3.34 Private Security Personnel Licensing Authority
- 3.35 Public Protection Order Review Panel
- 3.36 Real Estate Agents Disciplinary Tribunal
- 3.37 Secondhand Dealers and Pawnbrokers Licensing Authority
- 3.38 Social Security Appeal Authority*

- 3.39 Student Allowance Appeals Authority
- 3.40 Taxation Review Authority
- 3.41 Technical Advisers Panel
- 3.42 Tenancy Tribunal
- 3.43 The Review Authority
- 3.44 Trans-Tasman Occupations Tribunal
- 3.45 Victims' Special Claims Tribunal
- 3.46 Visiting Justices
- 3.47 Waitangi Tribunal*
- 3.48 Weathertight Homes Tribunal

*You will be consulted on these appointments by the responsible Minister.

Specific portfolio functions and responsibilities:

- 3.49 Appointments of Justices of the Peace
- 3.50 Provision of protective fiduciary services by the Public Trust.

Correspondence, Parliamentary Questions and other matters

- 3.51 Replying to Ministerial correspondence and Parliamentary Questions relating to the above;
- 3.52 Other initiatives as agreed from time to time by us.

- 4 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

- 5 As portfolio Minister, I have final responsibility for, and overall control of, the Ministry of Justice and all Crown entities within the portfolio. I am also responsible for Vote Justice and for any relevant statutory functions of the Minister.
- 6 Where it is required for the purpose of the delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister of Justice".

Policy

- 7 Although you will have responsibility for matters of policy in relation to items 3.1 – 3.7 listed above, any significant policy decisions should be discussed with me. I will have overall control of the configuration of the policy work programme for the justice portfolio.

Public statements

- 8 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 9 Ministerial correspondence concerning significant policy issues should be prepared by the Ministry of Justice for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.

Relations with the Ministry

- 10 You may contact the Ministry of Justice on all matters for which you have delegated responsibility. All such inquiries should be made via the Secretary for Justice or his designated contacts. The one exception to this is appointments to, and monitoring of, the Public Trust. You may contact the Treasury on matters relating to the Public Trust.
- 11 I expect to be kept fully informed of all significant issues and the Secretary for Justice is, of course, free to raise any matter concerning your delegated functions with me.
- 12 You are welcome to attend regular briefing sessions with Ministry officials that are held in my office on Monday mornings. You may arrange, through my office, to have your own regular briefing sessions or ad hoc meetings with Ministry officials to discuss matters relating to your areas of responsibility. A designated member of my office may attend any such meeting.

Communications between us

- 13 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Ministry should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 14 I will also consult with you on policy issues, and on matters related to the implementation of policy initiatives within the Justice portfolio more generally.
- 15 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

Cabinet and Cabinet committee papers

- 16 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.

- 17 You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

- 18 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.
- 19 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

- 20 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

- 21 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 22 I look forward to working with you in the Justice portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely

Hon Paul Goldsmith
Minister of Justice

cc Secretary of the Cabinet
Secretary for Justice, Ministry of Justice

~~IN CONFIDENCE~~

Cabinet Office

Memo

19 December 2023

To Prime Minister

From Rachel Hayward, Secretary of the Cabinet

Subject **Delegations to Associate Minister of Foreign Affairs**

- 1 Your approval is sought to the proposed delegations to Hon Todd McClay in the Foreign Affairs portfolio.
- 2 Rt Hon Winston Peters proposes to delegate the following Foreign Affairs portfolio responsibilities to Mr McClay:
- 2.1 Supporting the Minister of Foreign Affairs' leadership of key relationships in Africa, the Gulf, Latin America and North Asia;
 - 2.2 Providing strategic leadership for disarmament and arms control issues, including chairing the Public Advisory Committee on Disarmament and Arms Control (PACDAC);
 - 2.3 Deputising for the Minister of Foreign Affairs as agreed on a case-by-case basis at internationally-focused events and meetings in New Zealand or abroad;
 - 2.4 Representing the Government in domestic engagement and outreach related to the above duties as agreed from time to time;
 - 2.5 Other initiatives as agreed from time to time.

Recommendations

- 3 I recommend that you:
- 3.1 agree to the proposed delegations to the Associate Minister of Foreign Affairs, as outlined in the attached letter;
 - 3.2 note that a summary of these delegated responsibilities will be posted on DPMC's website, as soon as they are approved and finalised, and thereby will be publicly accessible at that point.

Rachel Hayward
Secretary of the Cabinet

~~IN CONFIDENCE~~

YES / NO / DISCUSS

Rt Hon Christopher Luxon

Prime Minister _____

Date: / /

Distribution:
Cameron Burrows, PMO

Released Under the Official Information Act 1982

[date]

Hon Todd McClay
Associate Minister of Foreign Affairs

Delegated functions and responsibilities

- 1 Congratulations on your appointment as Associate Minister of Foreign Affairs.

Role and responsibilities

- 2 In your capacity as Associate Minister of Foreign Affairs, I delegate to you the following functions and responsibilities of the Foreign Affairs portfolio:
 - 2.1 Supporting my strategic leadership of key relationships in Africa, the Gulf, Latin America and North Asia;
 - 2.2 Providing strategic leadership for disarmament and arms control issues, including Chairing the Public Advisory Committee on Disarmament and Arms Control (PACDAC);
 - 2.3 Deputising for me as agreed on a case-by-case basis at internationally focused events and meetings in New Zealand or abroad;
 - 2.4 Representing the Government in domestic engagement and outreach related to the above duties as agreed from time to time; and
 - 2.5 Replying to Ministerial correspondence and Parliamentary Questions on the issues relating to the above; and
 - 2.6 other initiatives as agreed from time to time by us.

- 3 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

- 4 As portfolio Minister, I have final responsibility for, and overall control of, the Ministry of Foreign Affairs and Trade and all Crown entities within the portfolio. I am also responsible for Vote Foreign Affairs and Vote Overseas Development Assistance and for any relevant statutory functions of the Minister.

- 5 Where it is required for the purpose of the delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister of Foreign Affairs".

Policy

- 6 Although you will have responsibility for matters of policy in relation to the above, any significant policy decisions should be discussed with me.

Public statements

- 7 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 8 Ministerial correspondence concerning significant policy issues should be prepared by the Ministry of Foreign Affairs and Trade for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.
- 9 My office can provide assistance with media, communication strategies or speech notes, if you require.

Relations with the Department/Ministry

- 10 You and your office may contact the Ministry of Foreign Affairs and Trade on all matters for which you have delegated responsibility. All such inquiries should be made via the Chief Executive or the responsible MFAT private secretaries in our respective offices.
- 11 I expect to be kept fully informed of all significant issues and the Chief Executive is, of course, free to raise any matter concerning your delegated functions with me.
- 12 You may arrange, through the MFAT private secretaries, to have your own regular briefing sessions or ad hoc meetings with departmental officials to discuss matters relating to your areas of responsibility. A designated member of my office may attend any such meeting.

Communications between us

- 13 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Department should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.

Cabinet and Cabinet committee papers

- 14 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.
- 15 You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

- 16 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.

- 17 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

- 18 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

- 19 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 20 I look forward to working with you in the xx portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely

Rt Hon Winston Peters
Minister of Foreign Affairs

cc Secretary of the Cabinet
Chief Executive, Ministry of Foreign Affairs and Trade

IN CONFIDENCE



Cabinet Office

Memo

19 December 2023

To Prime Minister

From Rachel Hayward, Secretary of the Cabinet

Subject **Cabinet Office Circular: 2024 Legislation Programme**

- 1 Attached is a draft Cabinet Office circular seeking bids for the 2024 Legislation Programme.
- 2 As in previous years, the circular seeks information from Ministers on the legislation they wish to progress in the coming term of Parliament and sets out requirements around the information that bids should include.
- 3 Ministers are asked to make bids in the context of a newly elected Government commencing a three-year term, considering legislation to progress immediately after the 100-day Plan, alongside legislation needed meet the Government's commitments over the next three years.
- 4 Bids are sought by 19 February 2024, to facilitate confirmation of the 2024 Legislation Programme soon after the end of the Government's first 100 days.
- 5 Subject to any comments you may have, we plan to issue the circular and associated bid template before Christmas.

Consultation

- 6 We have consulted with the Leader of the House, your office, the Policy Advisory Group, and Parliamentary Counsel Office.

Recommendation

- 6.1 I recommend that you **agree** to the publication of the Cabinet Office circular *2024 Legislation Programme: Requirements for submitting bids*.

AGREE / DISAGREE

Rachel Hayward
Secretary of the Cabinet

Rt Hon Christopher Luxon

Prime Minister _____

Date: / / 2023

Distribution:

Cameron Burrows, Chief of Staff

~~IN CONFIDENCE~~

Cabinet Office

Memo

19 December 2023

To Prime Minister

From Rachel Hayward, Secretary of the Cabinet

Subject **Delegations to Associate Ministers and Parliamentary Under-Secretaries**

- 1 Your approval is sought to an additional delegation to Hon Nicole McKee in the Justice portfolio, and to the responsibilities to be assigned to Simon Court, the Parliamentary Under-Secretary to the Minister for Infrastructure and the Minister Responsible for RMA Reform.
- 2 We understand that your Office has been consulted on the proposed delegations.

Additional Justice delegation

- 3 On 17 December 2023, you approved the proposed delegations to Ms McKee in the Justice portfolio. The Minister of Justice (Hon Paul Goldsmith) now wishes to delegate a further responsibility to Ms McKee, namely matters within the Justice portfolio relating to surrogacy and adoption.
- 4 The attached draft delegation letter consolidates the recently approved Justice delegations and the additional responsibility, which is included at paragraph 3.8.

Infrastructure responsibilities

- 5 Hon Chris Bishop proposes to assign the following Infrastructure responsibilities to Mr Court:
 - 5.1 Policy development on infrastructure funding and financing tools, including use of public private partnerships, value capture, road tolls, lease backs and other potential new tools;
 - 5.2 Commissioning policy issue papers on health and education infrastructure, with a focus on how to achieve greater efficiencies through better value for money, and better use of existing Crown assets;
 - 5.3 General assistance in the portfolio;
 - 5.4 Other initiatives as agreed from time to time.

RMA Reform responsibilities

6 Mr Bishop proposes to assign the following RMA Reform responsibilities to Mr Court:

6.1 Assisting the Minister Responsible for RMA Reform:

- 6.1.1 to design and deliver the RMA reform agenda, including through membership on the RMA Reform Ministerial Group;
- 6.1.2 on matters relating to the development of new national direction policy on infrastructure policies, objectives and standards;
- 6.1.3 on matters relating to the development of new national direction on offshore wind energy generation;

6.2 Other initiatives as agreed from time to time.

Recommendations

7 I recommend that you:

- 7.1 agree to the proposed additional delegation to the Associate Minister of Justice (Firearms), as outlined in the attached letter;
- 7.2 agree to the proposed responsibilities to be assigned to the Parliamentary Under-Secretary to the Minister for Infrastructure and Minister Responsible for RMA Reform, as outlined in the attached letters;
- 7.3 note that a summary of these delegated responsibilities will be posted on DPMC's website, as soon as they are approved and finalised, and thereby will be publicly accessible at that point.

R. Hayward
 Rachel Hayward
 Secretary of the Cabinet

YES / NO / DISCUSS

Rt Hon Christopher Luxon

Prime Minister _____

Date: / /

Distribution:
Cameron Burrows, PMO

Hon Paul Goldsmith

Minister for Arts, Culture and Heritage
Minister of Justice
Minister for State Owned Enterprises
Minister for Treaty of Waitangi Negotiations



Hon Nicole McKee
Associate Minister of Justice (Firearms)
Parliament Buildings
Wellington

Tēnā koe Nicole

Delegated functions and responsibilities – Associate Minister of Justice (Firearms)

- 1 Congratulations on your appointment as Associate Minister of Justice (Firearms). This letter sets out the matters I am delegating to you.

Role and responsibilities

- 2 In your capacity as Associate Minister of Justice, I intend to delegate to you the development and passage of amendments to the Arms Act 1983 to provide for greater protection of public safety and simplify regulatory requirements. As you know, ministerial responsibility for the Arms Act 1983 currently sits with Hon Mark Mitchell, as Minister of Police. I am liaising with the Prime Minister and the Minister of Police about the timely transfer of ministerial responsibility for the Arms Act to me as Minister of Justice. Once approved by the Prime Minister and transferred, you will have delegated responsibility for the associated policy and regulations for firearms law reform.
- 3 I delegate to you the following functions and responsibilities of the Justice portfolio:

The development and passage of specified Bills on the justice legislative programme, and associated policy and regulations:

- 3.1 Justice Systems Stewardship Amendment Bill
- 3.2 Statutes Amendment Bill
- 3.3 Anti-Money Laundering and Countering Financing of Terrorism 2009, including Ministerial exemptions under section 157 of that Act
- 3.4 Sale and Supply of Alcohol Act 2012

All policy relating to:

- 3.5 Firearms
- 3.6 Virtual Participation (AVL) in Court Proceedings
- 3.7 Three Strikes sentencing
- 3.8 Surrogacy and adoption

All policy and administration of:

- 3.9 Criminal Proceeds (Recovery) Act 2009 and the Proceeds of Crime Fund

Occupational regulation policy:

- 3.10 Pawnbrokers and second-hand dealers
3.11 Private investigators and security guards
3.12 Sex workers
3.13 Real estate agents

Appointments to, and monitoring of, the following Crown Entities:

- 3.14 Public Trust (Autonomous Crown Entity) (Supported by the Treasury)
3.15 Real Estate Agents Authority (Crown Agent)

Appointments to specified Ministry of Justice administered tribunals and statutory bodies:

- 3.16 Accident Compensation Appeals
3.17 Additional Members of the High Court
3.18 Alcohol Regulatory and Licensing Authority
3.19 Canterbury Earthquakes Insurance Tribunal
3.20 Community Magistrates
3.21 Copyright Tribunal*
3.22 Coroners*
3.23 Criminal Justice Assistance Reimbursement Scheme
3.24 Customs Appeals Authority
3.25 Disputes Tribunal
3.26 Human Rights Review Tribunal
3.27 Immigration Advisers Complaints & Disciplinary Tribunal
3.28 Immigration & Protection Tribunal
3.29 International Centre for Settlement of Investment Disputes
3.30 Land Valuation Tribunal
3.31 Lawyers and Conveyancers Disciplinary Tribunal
3.32 Legal Aid Tribunal
3.33 Legal Complaints Review Officer
3.34 Motor Vehicles Disputes Tribunal*
3.35 Private Security Personnel Licensing Authority
3.36 Public Protection Order Review Panel
3.37 Real Estate Agents Disciplinary Tribunal
3.38 Secondhand Dealers and Pawnbrokers Licensing Authority
3.39 Social Security Appeal Authority*

- 3.40 Student Allowance Appeals Authority
- 3.41 Taxation Review Authority
- 3.42 Technical Advisers Panel
- 3.43 Tenancy Tribunal
- 3.44 The Review Authority
- 3.45 Trans-Tasman Occupations Tribunal
- 3.46 Victims' Special Claims Tribunal
- 3.47 Visiting Justices
- 3.48 Waitangi Tribunal*
- 3.49 Weathertight Homes Tribunal

*You will be consulted on these appointments by the responsible Minister.

Specific portfolio functions and responsibilities:

- 3.50 Appointments of Justices of the Peace
- 3.51 Provision of protective fiduciary services by the Public Trust.

Correspondence, Parliamentary Questions and other matters

- 3.52 Replying to Ministerial correspondence and Parliamentary Questions relating to the above;
- 3.53 Other initiatives as agreed from time to time by us.

- 4 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

- 5 As portfolio Minister, I have final responsibility for, and overall control of, the Ministry of Justice and all Crown entities within the portfolio. I am also responsible for Vote Justice and for any relevant statutory functions of the Minister.
- 6 Where it is required for the purpose of the delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister of Justice".

Policy

- 7 Although you will have responsibility for matters of policy in relation to items 3.1 – 3.7 listed above, any significant policy decisions should be discussed with me. I will have overall control of the configuration of the policy work programme for the justice portfolio.

Public statements

- 8 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 9 Ministerial correspondence concerning significant policy issues should be prepared by the Ministry of Justice for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.

Relations with the Ministry

- 10 You may contact the Ministry of Justice on all matters for which you have delegated responsibility. All such inquiries should be made via the Secretary for Justice or his designated contacts. The one exception to this is appointments to, and monitoring of, the Public Trust. You may contact the Treasury on matters relating to the Public Trust.
- 11 I expect to be kept fully informed of all significant issues and the Secretary for Justice is, of course, free to raise any matter concerning your delegated functions with me.
- 12 You are welcome to attend regular briefing sessions with Ministry officials that are held in my office on Monday mornings. You may arrange, through my office, to have your own regular briefing sessions or ad hoc meetings with Ministry officials to discuss matters relating to your areas of responsibility. A designated member of my office may attend any such meeting.

Communications between us

- 13 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Ministry should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 14 I will also consult with you on policy issues, and on matters related to the implementation of policy initiatives within the Justice portfolio more generally.
- 15 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

Cabinet and Cabinet committee papers

- 16 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.

- 17 You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

- 18 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.
- 19 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

- 20 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

- 21 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 22 I look forward to working with you in the Justice portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely

Hon Paul Goldsmith
Minister of Justice

cc Secretary of the Cabinet
Secretary for Justice, Ministry of Justice

Hon Chris Bishop

Minister of Housing
Minister for Infrastructure
Minister Responsible for RMA Reform
Minister for Sport and Recreation
Leader of the House
Associate Minister of Finance



19 December 2023

Simon Court MP
Parliamentary Under-Secretary to the Minister for Infrastructure

- 1 Congratulations on your appointment as a Parliamentary Under-Secretary in relation to the Office of the Minister for Infrastructure.
- 2 Infrastructure is a key focus for this Government. New Zealand faces major challenges in the planning, funding, consenting, delivery and maintenance of infrastructure. Decades of underinvestment have accrued a large infrastructure deficit. We need to think smarter about how we invest in infrastructure and how we make better use of the infrastructure we already have.

Functions and responsibilities

- 3 As you know, Parliamentary Under-Secretaries are appointed by the Governor-General, by warrant, under section 8 of the Constitution Act 1986. Their role is to assist Ministers, and their authority derives from the Minister they are assisting. Parliamentary Under-Secretaries exercise those functions and powers assigned to them by the relevant portfolio Minister, in accordance with section 9 of the Constitution Act.
- 4 The Infrastructure portfolio is significant one, but it also cuts across many other portfolios in Government, such as Finance, Health, Education, Transport, Local Government and Regional Development. As Minister for Infrastructure, I have a strong interest in these portfolios, but many policy decisions will need to be made in conjunction with my Ministerial colleagues. You should be aware of the nature of the cross-cutting nature of the Infrastructure portfolio and discuss alignment between your work and other portfolios (including which officials are best placed to carry out policy work for which you are responsible and whether work should be completed collaboratively).
- 5 You will have also received delegations from me in my capacity for Minister Responsible for RMA reform. I expect these will complement your Infrastructure delegations well.
- 6 As the relevant Minister in relation to your Parliamentary Under-Secretary role in the Infrastructure portfolio, I set out below a description of your role in the portfolio, your specific responsibilities, and relevant working arrangements. I expect that these delegated functions will help achieve the Government's objectives to increase efficiency, provide better value for money and better prosperity for all New Zealanders

Your role and responsibilities in the Infrastructure portfolio

- 7 In accordance with section 9 of the Constitution Act, I assign the following responsibilities to you:
- 7.1 policy development on infrastructure funding and financing tools, including use of public private partnerships, value capture, road tolls, lease backs and other potential new tools;
 - 7.2 commission policy issue papers on health and education infrastructure, with a focus on how to achieve greater efficiencies through better value for money, and better use of existing Crown assets;
 - 7.3 general assistance in the portfolio; and
 - 7.4 other initiatives as agreed from time to time by us.
- 8 In carrying out these responsibilities, I expect you to promote collaboration across portfolios, in acknowledgement of the cross-cutting nature of the Infrastructure portfolio and the need for decisions on these matters to be made in conjunction with my Ministerial colleagues.
- 9 As the portfolio Minister, I will retain direct control of all matters within the Infrastructure portfolio, including matters that have been specifically assigned to you.
- 10 The above matters are subject to the conditions set out in this letter. Please also refer to the relevant provisions of the Cabinet Manual, in particular paragraphs 2.48-2.51 (relating to Parliamentary Under-Secretaries) and other general provisions in Chapter 2 relating to conduct, public duty, and personal interests.

Financial and statutory responsibilities

- 11 As portfolio Minister, I have final responsibility for, and overall control of, the Infrastructure Commission. I am also responsible for any relevant statutory functions of the Minister and have a role as a shareholding Minister for Rau Paenga Limited.

Policy

- 12 Any significant policy proposals should be discussed with me.

Public statements

- 13 I expect you to take responsibility for all general Ministerial correspondence regarding your areas of responsibility. However, Ministerial correspondence concerning significant policy issues should be prepared for my signature, where appropriate.
- 14 From time to time, I may ask you to meet with individuals and groups to make speeches or statements on my behalf. My office can provide assistance with media, communication strategies or speech notes, if you require.

Relations with the New Zealand Infrastructure Commission

- 15 You may contact the New Zealand Infrastructure Commission (the Commission) on all matters for which you have delegated responsibility. Officials from the Commission are available to assist you in achieving your responsibilities.
- 16 You may wish to discuss what support the Commission can provide to your Office, including private secretary support.
- 17 I expect to be kept fully informed of all significant issues and the Chair of the Commission is, of course, free to raise any matter concerning your allocated functions with me.
- 18 You may arrange, through my office, to have your own regular briefing sessions or ad hoc meetings with officials, including the Treasury, who support me as Minister for Infrastructure, to discuss matters relating to your areas of responsibility. A designated member of my office may attend any such meeting.
- 19 Due to the cross-cutting nature of the Infrastructure portfolio noted in paragraph 4, I expect you to ensure that the relevant officials collaborate effectively in carrying out your work.

Communications between us

- 20 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your responsibilities in the Infrastructure portfolio. All significant papers, letters and directions to the Commission should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 21 Given the cross-cutting nature of the portfolio, I also expect you to inform me if you consider that cross-government and Ministerial collaboration is needed.
- 22 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

Cabinet and Cabinet committee papers

- 23 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In relation to any Cabinet and Cabinet committee submissions relevant to your area of responsibility, the paper should be signed out jointly by you and me.

Information held by you as Parliamentary Under-Secretary

- 24 All information held by you in relation to your Parliamentary Under-Secretary responsibilities will be held by you on behalf of the Minister for Infrastructure. All Official Information Act requests in the areas of your delegated responsibility should be directed to me, as the portfolio Minister. I may seek your assistance in responding to such requests.

- 25 Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.

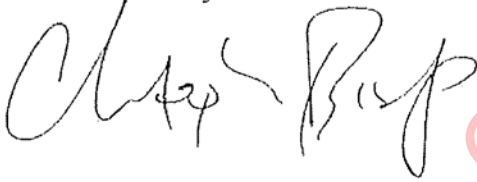
Parliamentary responsibilities

- 26 As a Parliamentary Under-Secretary, you are not subject to Standing Order 388 which guides oral questions to Ministers; you can only be asked oral questions in the House in the same way that any MP, who is not a Minister, can be questioned (Standing Order 389). However, you may answer questions on my behalf in the same way that Associate Ministers can answer (Standing Order 395(2)).

Next steps

- 27 A summary of your specific responsibilities in the Infrastructure portfolio will be included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate member).
- 28 I look forward to working with you in the Infrastructure portfolio. Please do not hesitate to discuss the contents of this letter with me at any time.

Yours sincerely



Hon Chris Bishop
Minister for Infrastructure

cc Secretary of the Cabinet
Chair of the New Zealand Infrastructure Commission

Hon Chris Bishop

Minister of Housing
Minister for Infrastructure
Minister Responsible for RMA Reform
Minister for Sport and Recreation
Leader of the House
Associate Minister of Finance



Simon Court **MP**
Parliamentary Under-Secretary to the Minister Responsible for RMA Reform
Parliament Buildings

19 December 2023

Dear Parliamentary Under-Secretary,

Congratulations on your appointment as a Parliamentary Under-Secretary in relation to the Office of the Minister Responsible for RMA Reform.

As you know, Parliamentary Under-Secretaries are appointed by the Governor-General, by warrant, under section 8 of the Constitution Act 1986. Their role is to assist Ministers, and their authority derives from the Minister they are assisting. Parliamentary Under-Secretaries exercise those functions and powers assigned to them by the relevant portfolio Minister, in accordance with section 9 of the Constitution Act.

As the relevant Minister in relation to your Parliamentary Under-Secretary role in the RMA Reform portfolio, I set out below a description of your role in the portfolio, your specific responsibilities, and relevant working arrangements.

Functions and responsibilities

In accordance with section 9 of the Constitution Act, I assign the following responsibilities to you:

RMA Reform

Assisting with an RMA reform workstream to design and deliver RMA reform agenda. This will be agreed on a case-by-case basis between us as I establish the wider RMA reform workstream. I would also like to invite you to serve on my RMA Reform Ministerial Group. I will be using this Group to test policy ideas and help me drive the RMA Reform process. Contributing through this Ministerial Group will provide you with an opportunity to provide an infrastructure lens across the decisions we make throughout the RMA Reform process.

National direction policy on infrastructure policies, objectives, and standards

Matters relating to the development of new national direction policy on infrastructure policies, objectives, and standards.

Offshore wind

Matters relating to the development of new national direction on offshore wind energy generation.

This responsibility does not include amendments to the National Policy Statement for Renewable Energy Generation 2011 which I will continue to lead on with the Minister of Energy.

Ministerial correspondence

Responsibility for responding to correspondence about matters within my portfolio that is referred to your Office.

Other initiatives

Any other initiatives as agreed from time to time by us.

As the portfolio Minister, I will retain direct control of all matters within the RMA Reform portfolio, including matters which have been specifically assigned to you.

The above matters are subject to the conditions set out in this letter. Please also refer to the relevant provisions of the Cabinet Manual, in particular paragraphs 2.48-2.51 (relating to Parliamentary Under-Secretaries) and other general provisions in Chapter 2 relating to conduct, public duty, and personal interests.

Financial and statutory responsibilities

Hon Penny Simmonds (Minister for the Environment) and myself (Minister for RMA Reform) will have final responsibility for, and overall control of, the Ministry for the Environment and all Crown entities within the portfolio. We are also responsible for Vote Environment and for all relevant statutory functions of the Minister.

Policy

Any significant policy decisions should be discussed with me.

Public Statements

I expect you to take responsibility for all general Ministerial correspondence regarding your areas of responsibility (your letters should commence with wording such as "The Minister Responsible for RMA Reform has asked me to respond to you on ...").

However, Ministerial correspondence concerning significant policy issues should be prepared by the Ministry for the Environment for my signature, where appropriate.

I will make public statements on policy issues.

My Office can provide assistance with media, communication strategies or talking points if you require.

From time to time, I may ask you to meet with individuals and groups to make speeches or statements on my behalf.

Relations with the Ministry for the Environment

You may contact the Ministry for the Environment on all matters for which you have delegated responsibility. All such inquiries should be made via the Chief Executive.

I expect to be kept fully informed of all significant issues and the Secretary for the Environment is free to raise any matter concerning your delegated responsibilities with me.

You are welcome to attend regular briefing sessions with departmental officials that are held in my office [at time/day of week]. You may arrange, through my office, to have your own regular briefing sessions or ad hoc meetings with departmental officials to discuss matters relating to your areas of responsibility. A designated member of my office may attend any such meeting.

You may wish to discuss with the Secretary for the Environment on the support that the Ministry for the Environment can provide your Office.

Communications between us

You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters, and directions to the Ministry for the Environment should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial.

I will keep you informed of my actions that relate to your areas of responsibility. I will consult you on policy issues, and any matters related to the implementation of the RMA Reform portfolio generally.

To ensure maximum co-operation and co-ordination, I propose that we meet regularly to co-ordinate our actions and to share views and ideas.

Cabinet and Cabinet committee papers

The rules on the submission of papers to Cabinet and Cabinet committees are set out in chapter five of the Cabinet Manual. In relation to any Cabinet and Cabinet committee submissions relevant to your area of responsibility, the paper should be signed out jointly by you and me.

If you are a member of a Cabinet committee, you will have access of the submissions and minutes of that committee (for example, via Cabinet). You will also receive submissions and minutes on matters relating to your delegated responsibilities that are dealt with at other Cabinet committees.

You are bound by the principle of collective responsibility detailed in section 5.31 of the Cabinet Manual, except as provided in sections 5.26 - 5.30.

Information held by you as Parliamentary Under-Secretary

All information held by you in relation to your Parliamentary Under-Secretary responsibilities will be held by you on behalf of the Minister Responsible for RMA Reform. All Official Information Act requests in the areas of your delegated responsibility should be directed to me, as the portfolio Minister. I may seek your assistance in responding to such requests.

Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.

Parliamentary Responsibilities

As a Parliamentary Under-Secretary, you are not subject to Standing Order 388 which guides oral questions to Ministers; you can only be asked oral questions in the House in the same way that any MP who is not a Minister can be questioned (Standing Order 389). However, you may answer questions on my behalf in the same way that Associate Ministers can answer (Standing Order 395(2)).

Next steps

A summary of the above delegations will be included in a *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate member).

I look forward to working with you in the RMA Reform portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely,



Hon Chris Bishop
Minister for RMA Reform

Copy to: Minister for the Environment
Secretary of the Cabinet
Secretary for the Environment



Cabinet Office

Memo

20 December 2023

To Prime Minister

From Nicola Purvis

Subject **Transfer of responsibility – Matters relating to the death of Constable Matthew Hunt**

Purpose

1 The purpose of this memorandum is to seek your agreement to a transfer of responsibility for matters relating to the death of Constable Matthew Hunt, from Hon Mitchell to Hon Costello.

Background

2 Constable Matthew Hunt was killed while on duty on 19 June 2020. On 10 December 2021, Eli Epiha was sentenced to life imprisonment with a minimum non-parole period of 27 years for Constable Hunt’s murder.

3 On 19 December 2023 Coroner Anderson notified the Secretary of Justice that a coronial inquiry into Constable Hunt’s death would not be opened on the basis that the facts of what occurred had already been established at the criminal trial. The coroner stated steps to prevent/mitigate future harm had been taken by, or would be taken, by Police.

4 9(2)(a), 9(2)(ba)(ii)

9(2)(g)(i)

Transfer of responsibility

5 9(2)(g)(i)

6

7

9(2)(g)(i)

8

9



Recommendations

10 I recommend that you:

10.1 9(2)(a), 9(2)(ba)(ii)



NOTED / DISCUSS

10.2 agree to a transfer of responsibility from Hon Mitchell to Hon Costello for Hon Mitchell's responsibilities as Minister of Police for matters relating to the death of Constable Matthew Hunt.

AGREE / DISAGREE / DISCUSS

10.3 note the attached letter setting out the terms of the transfer.

NOTED / DISCUSS

Nicola Purvis
Deputy Secretary of the Cabinet
(Constitutional and Honours)

Rt Hon Christopher Luxon
Prime Minister
Date: / / 2023

Copies to:
Cameron Burrows, Chief of Staff

Released Under the Official Information Act 1982

Appendix One

Hon Costello
Parliament Buildings
WELLINGTON

Dear Minister

Transfer of responsibility for matters relating to the death of Constable Matthew Hunt

11 9(2)(a), 9(2)(ba)(ii)

12 Accordingly, I am transferring to you under section 7 of the Constitution Act 1986 and with the Prime Minister's agreement, my responsibilities as Minister of Police for matters relating to the death of Constable Matthew Hunt.

13 As a consequence of this:

13.1 officials will report directly to you on matters connected to the death of Constable Matthew Hunt;

13.2 any information relating to these matters will be referred to you.

Yours sincerely

Hon Mark Mitchell

cc Prime Minister
Commissioner of Police
Secretary of the Cabinet



Cabinet Office

Memo

21 December 2023

To Prime Minister

From Rachel Hayward, Secretary of the Cabinet

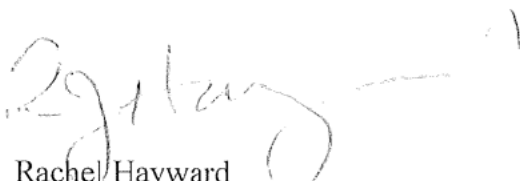
Subject **Delegations to Associate Minister for the Environment**

- 1 Your approval is sought to the proposed delegations to Hon Andrew Hoggard in the Environment portfolio.
- 2 Hon Penny Simmonds proposes to delegate the following Environment portfolio responsibilities to Mr Hoggard:
 - 2.1 All matters relating to the overall oversight of the Jobs for Nature programme, including responsibility for Jobs for Nature programme investments funded through Vote Environment;
 - 2.2 Responsibility for policy development for any amendments to the National Policy Statement for Indigenous Biodiversity 2023 relating to Significant Natural Areas, and any further policy work on biodiversity credits;
 - 2.3 Responsibility for farm-facing freshwater instruments, including:
 - 2.3.1 implementation of Freshwater Farm Plans and the development of industry assurance programme standards under Part 9A of the Resource Management Act 1991;
 - 2.3.2 policy development relating to any amendments to the Resource Management (Stock Exclusion) Regulations 2020;
 - 2.3.3 policy development relating to any amendments to the National Environmental Standards for Sources of Human Drinking Water 2007;
 - 2.3.4 policy development for new national direction on water storage;

(The Minister for the Environment and the Minister Responsible for RMA Reform as relevant will retain responsibility for the exercise of any statutory functions and powers under the Resource Management Act.)
 - 2.4 Other initiatives as agreed from time to time.
- 3 We understand that the Policy Advisory Group (John Scott) has been consulted.

Recommendations

- 4 I recommend that you:
 - 4.1 agree to the proposed delegations to the Associate Minister for the Environment, as outlined in the attached letter;
 - 4.2 note that a summary of these delegated responsibilities will be posted on DPMC's website, as soon as they are approved and finalised, and thereby will be publicly accessible at that point.



Rachel Hayward
Secretary of the Cabinet

YES / NO / DISCUSS

Rt Hon Christopher Luxon

Prime Minister _____

Date: / /

Distribution:
Cameron Burrows, PMO

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Hon Penny Simmonds

Minister for Disability Issues
Minister for the Environment
Minister for Tertiary Education and Skills
Associate Minister for Social Development and Employment



[xx December 2023]

Hon Andrew Hoggard
Associate Minister for the Environment
Parliament Buildings

Dear Minister

Delegated functions and responsibilities

Congratulations on your appointment as Associate Minister for the Environment.

Roles and responsibilities

In your capacity as Associate Minister for the Environment, I delegate to you the following functions and responsibilities of the Environment portfolio:

Jobs for Nature

All matters relating to the overall oversight of the Jobs for Nature programme, including responsibility for the Jobs for Nature Secretariat. This includes:

- liaising with other portfolio Ministers offices to share programme level updates from the cross-agency secretariat
- receiving and considering quarterly cross-agency programme reports
- overseeing the programme's evaluation workstream
- leading preparation of any programme-level reports to Cabinet in consultation with me and other Jobs for Nature portfolio Ministers in accordance with paragraph 5.42 of the Cabinet Manual.

I am also delegating responsibility for Jobs for Nature programme investments funded through Vote Environment.

I will retain overall responsibility for the development of any future approaches to investment in environmental evaluation that are emerging through evaluation and extend beyond the current work programme.

National Policy Statement for Indigenous Biodiversity 2023 (NPSIB) and biodiversity credits

Responsibility for policy development for any amendments to the NPSIB relating to Significant Natural Areas (SNAs), and further policy work biodiversity credits.

However, I will retain overall responsibility for achieving the Government's desired biodiversity outcomes across the Environment portfolio, including responsibility for policy development of any other amendments to the NPSIB. I will also retain responsibility for the formal exercise of any statutory functions and powers under the Resource Management Act 1991 (RMA) relating to the NPSIB.

Farm-facing freshwater instruments, including Freshwater Farm Plans

Responsibility for farm-facing freshwater instruments, which includes:

- the timely and effective implementation of Freshwater farm plans under Part 9A of the RMA
- the policy development of any amendments to the Resource Management (Freshwater Farm Plans) Regulations 2023, or any subsequent regulations under Part 9A of the RMA,
- development of industry assurance programme (IAP) standards under Part 9A of the RMA
- making decisions on Essential Freshwater Funding related to freshwater farm plans
- policy development of any amendments to the Resource Management (Stock Exclusion) Regulations 2020 or any other RMA regulations relating to stock exclusion
- policy development of any amendments to the National Environmental Standards for Sources of Human Drinking Water 2007
- policy development for new national direction on water storage, either as a separate national direction instrument, or as part of an existing national direction instrument (eg, the National Policy Statement for Freshwater Management).

However, myself and the Minister Responsible for RMA Reform (where relevant) will retain responsibility for the formal exercise of any statutory functions and powers under the RMA relating to these matters.

Amendments to the RMA

It is possible that some of the policy matters delegated to you could be delivered through amendments to the RMA. The Minister Responsible for RMA Reform will retain responsibility for leading amendments to the RMA.

Other initiatives

Any other initiatives as agreed from time to time by us.

As the portfolio Minister, I will retain direct control of all matters within the Environment portfolio, including matters which have been specifically assigned to you.

The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

Financial and statutory responsibilities

Hon Chris Bishop (Minister for RMA Reform) and myself (Minister for the Environment) will retain ultimate responsibility for Vote Environment, and all relevant statutory functions and powers except as expressly described in your delegated responsibilities above.

Where it is required for the purpose of the delegated functions, or whenever I am absent, you may sign documents or authorisations on my behalf. You should show clearly that you are signing on my behalf, by signing "for the Minister for the Environment".

Policy

Although you have responsibility for matters of policy in relation to the above, any significant policy decisions should be discussed with me first.

Public Statements

I expect you to take responsibility for all communications regarding your areas of delegation, including oral questions, written questions, Ministerial correspondence, press statements and public announcements.

However, any correspondence concerning significant policy issues should be discussed with me first, and if directed by me, should be prepared by the Ministry for the Environment for my signature. Any significant public announcements should be discussed with me prior to release, and in some cases, may be made by either me or the Prime Minister.

My office can provide assistance with media, communication strategies or speech notes if you require.

Relations with the Ministry for the Environment

You may contact the Ministry for the Environment on all matters for which you have delegated responsibility. All such inquiries should be made via the Secretary for the Environment, or the designated contact person.

I expect to be kept fully informed of all significant issues and the Secretary for the Environment is free to raise any matter concerning your delegated responsibilities with me.

You are welcome to attend regular briefing sessions with Ministry officials that are held in my office, as agreed. You may arrange, through my office, to have your own regular briefing sessions or ad hoc meetings with Ministry for the Environment officials to discuss matters relating to your areas of responsibility. A designated member of my office may attend any such meeting.

You may also wish to discuss with the Secretary for the Environment what support the Ministry for the Environment can provide your office.

Communications between us

All significant papers, letters, and directions to the Ministry for the Environment should be copied to me for my information. You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities.

In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.

I will also consult you on policy issues, and any relevant matters related to the implementation of relevant policy issues within the Environment portfolio more generally.

To ensure maximum co-operation and co-ordination, I propose that we meet regularly to co-ordinate our actions and to share views and ideas.

Cabinet and Cabinet committee papers

The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual.

In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.

You will have access (for example, via CabNet) to all submissions and minutes, of those Cabinet committees of which you are a member. You will also have access to those submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

Information held by you as Associate Minister

Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister responsibilities within this portfolio are deemed to be held on my behalf. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 2020.

You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

Parliamentary responsibilities

Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

Next steps

A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website and included in an *Schedule of Responsibilities Delegated to Associate Ministers and Parliamentary Under-Secretaries*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).

I look forward to working with you in the Environment portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely,

Hon Penny Simmonds
Minister for the Environment

Copy to: Prime Minister
Minister Responsible for RMA Reform
Secretary of the Cabinet
Secretary for the Environment