

# Hon Grant Robertson

MP for Wellington Central

Minister of Finance

Minister for Sport and Recreation

Associate Minister for Arts, Culture and Heritage



20 DEC 2017

Andrew Riddell  
fyi-request-6876-29773a00@requests.fyi.org.nz

Dear Andrew Riddell

Thank you for your Official Information Act request, received on 25 November 2017.  
You requested:

*I am interested in the respective roles and responsibilities of your Associate Ministers of Finance.*

*Please provide all correspondence (in whatever form) setting out the respective roles and responsibilities of each of your Associate Ministers of Finance.*

Please find enclosed the following documents:

Item	Date	Document Description	Decision
1.	6 December 2017	Letter to Hon Dr David Clark	Release in full
2.	6 December 2017	Letter to Hon David Parker	Release in full
3.	6 December 2017	Letter to Hon Shane Jones	Release in full
4.	6 December 2017	Letter to Hon James Shaw	Release in full

You may also be interested in the summaries of responsibilities delegated to Associate Ministers on the Cabinet Office website:

<https://www.dpmc.govt.nz/our-business-units/cabinet-office/ministers-and-their-portfolios/delegations>

This reply addresses the information you requested. You have the right to ask the Ombudsman to investigate and review my decision.

Yours sincerely

A handwritten signature in black ink, appearing to be 'GR', written over a white background.

Hon Grant Robertson  
Minister of Finance

# OIA 20170423

## Information being Released

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# Hon Grant Robertson

MP for Wellington Central

Minister of Finance

Minister for Sport and Recreation

Associate Minister for Arts, Culture and Heritage



- 6 DEC 2017

Hon Dr David Clark  
Associate Minister of Finance

## Delegated functions and responsibilities

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

### *Role and responsibilities*

- 2 In your capacity as Associate Minister of Finance, I delegate to you the following functions and responsibilities of the Finance portfolio:
  - 2.1 in relation to appropriations in Vote Finance for which I am the appropriation Minister, you will have the responsibilities of the Minister of Finance in relation to proposals I make;
  - 2.2 assistance with work relating to Budgets and fiscal management;
  - 2.3 assistance with work on expenditure control, with a particular focus on social sector portfolios;
  - 2.4 all responsibilities, functions and powers of the Minister of Finance under the Overseas Investment Act 2005 to:
    - 2.4.1 grant, decline, and impose conditions on, applications for consent (including making decisions regarding offers that the Crown buy "special land");
    - 2.4.2 revoke consents and vary conditions of consent; and
    - 2.4.3 grant, decline, and impose conditions on, individual exemptions under the Act;<sup>1</sup>
  - 2.5 day-to-day responsibilities, functions and powers as a shareholder in Crown Research Institutes – this delegation is described more fully below;

<sup>1</sup> In terms of exemptions granted under section 20, you may grant individual exemptions under section 20(a) but not class exemptions under section 20(b). I also delegate the functions and powers to give notices under regulation 39 of the Overseas Investment Regulations 2005 of the exercise of your powers.

- 2.6 all responsibilities, functions and powers of the Minister of Finance in relation to community trusts under the Community Trusts Act 1999, and responsibility for policy relating to community trusts and the Community Trusts Act 1999;
  - 2.7 replying to Ministerial correspondence and Parliamentary Questions on issues relating to the above; and
  - 2.8 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.

*Responsibilities as shareholding Minister in Crown Research Institutes*

- 4 I delegate to you my day-to-day responsibilities, functions and powers as a shareholder in Crown Research Institutes (CRIs). The CRIs are:
- 4.1 AgResearch Limited;
  - 4.2 Institute of Environmental Science and Research Limited;
  - 4.3 Institute of Geological and Nuclear Sciences Limited;
  - 4.4 Landcare Research New Zealand Limited;
  - 4.5 National Institute of Water and Atmospheric Research Limited;
  - 4.6 New Zealand Forest Research Institute Limited; and
  - 4.7 The New Zealand Institute for Plant and Food Research Limited.
- 5 The day-to-day shareholder responsibilities, functions and powers in relation to a CRI are the following matters:
- 5.1 sending a letter of expectations to the CRI, and considering the CRI's business plan;
  - 5.2 providing comments to the CRI on its draft statement of corporate intent (SCI);
  - 5.3 requesting the CRI to amend its SCI;
  - 5.4 presenting the CRI's planning and reporting documents to the House, as required by the relevant legislation;
  - 5.5 requesting information from the CRI;
  - 5.6 attending an annual meeting of shareholders, or appointing a proxy or representative to attend the meeting on behalf of the Minister of Finance;

- 5.7 permitting interested directors to vote on a matter;
- 5.8 approving a change to the CRI's name;
- 5.9 receiving notices of intention from the CRI under sections 96 of the Crown Entities Act and section 13 of the Crown Research Institutes Act 1992 (which relate to the CRI acquiring subsidiaries or other interests); and
- 5.10 other day-to-day matters, such as receiving briefings from the CRI and replying to Ministerial correspondence about the CRI.
- 6 On those matters I expect you to work with the Minister of Research, Science and Innovation, who is the other shareholding Minister of the CRIs.
- 7 I will retain other responsibilities, functions and powers in relation to the CRIs, including: appointing directors; setting directors' remuneration; accepting an SCI; directing amendments to an SCI; approving major transactions; agreeing amendments to a CRI's constitution; requiring a CRI to pay a dividend to the Crown; and approving a CRI issuing new shares. I welcome your assistance on any of those matters.
- 8 If there is any doubt as to whether or not something is a day-to-day matter that has been delegated to you, then please discuss it with me.

*Policy*

- 9 Although you will have responsibility for policy relating to community trusts and the Community Trusts Act 1999, any significant policy decisions should be first discussed with me.

*Public statements*

- 10 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 11 Ministerial correspondence concerning significant policy issues should be prepared by the Treasury 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 Treasury and other departments*

- 12 You may work with the Treasury (or, in relation to community trusts, the Department of Internal Affairs, or, in relation overseas investment, Land Information New Zealand) on all matters for which you have delegated responsibility.
- 13 I expect to be kept fully informed of all significant issues and the Secretary to the Treasury (or, in relation to community trusts, the Chief Executive of the Department of Internal Affairs, or, in relation overseas investment, the Chief Executive of Land

Information New Zealand) is, of course, free to raise any matter concerning your delegated functions with me.

- 14 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.

*Communications between us*

- 15 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 Treasury or another relevant 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.
- 16 I will also consult with you on policy issues, and on matters related to the implementation of policy initiatives within the Finance portfolio more generally.

*Cabinet and Cabinet committee papers*

- 17 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.
- 18 You will receive hard copies of papers, and will have access via CabNet to all submissions and minutes, of those Cabinet committees of which you are a member. You will also receive direct from the Cabinet Office hard-copies of the submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

*Information held by you as Associate Minister*

- 19 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister of Finance responsibilities are deemed to be held on behalf of the Minister of Finance. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 1993.
- 20 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

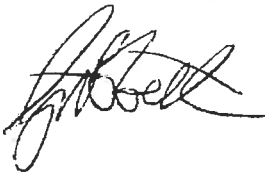
*Parliamentary responsibilities*

- 21 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*

- 22 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*. 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 Finance portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely



Hon Grant Robertson  
Minister of Finance

- cc Secretary of the Cabinet  
Secretary to the Treasury  
Chief Executive of Land Information New Zealand  
Chief Executive of Ministry for Business, Innovation and Employment  
Chief Executive of Department of Internal Affairs

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT

# Hon Grant Robertson

MP for Wellington Central

Minister of Finance

Minister for Sport and Recreation

Associate Minister for Arts, Culture and Heritage



Hon David Parker  
Associate Minister of Finance

- 6 DEC 2017

## Delegated functions and responsibilities

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

### *Role and responsibilities*

- 2 In your capacity as Associate Minister of Finance, I delegate to you the following functions and responsibilities of the Finance portfolio:
  - 2.1 assistance with policy work relating to monetary policy and review of the Reserve Bank Act 1989 – Hon Shane Jones, Associate Minister of Finance, is also assisting, and I expect the three of us to work together on these matters;
  - 2.2 assistance with the Tax Working Group – Hon Shane Jones, Associate Minister of Finance, is also assisting, and I expect the three of us to work together on these matters;
  - 2.3 the responsibilities, functions and powers of the Minister of Finance under the Overseas Investment Act 2005, other than deciding applications for consent or exemptions under the Act, and policy work on overseas investment – this delegation is described more fully below;
  - 2.4 day-to-day responsibilities, functions and powers as a shareholder in certain Crown-owned companies – this delegation is described more fully below;
  - 2.5 day-to-day responsibilities, functions and powers of the Minister of Finance relating to Public Trust – this delegation is described more fully below;
  - 2.6 replying to Ministerial correspondence and Parliamentary Questions on issues relating to the above;
  - 2.7 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.

### *Overseas Investment Act*

- 4 I delegate to you the functions and powers of the Minister of Finance under the following sections of the Overseas Investment Act 2005:



- 4.1 section 20(b), which relates to making class exemptions from the farm land offer criterion;
  - 4.2 section 23, which relates to specifying information to be contained in applications for consent;
  - 4.3 section 30, which relates to designating the regulator;
  - 4.4 section 32 (and section 24(2)), which relates to making delegations to the regulator;
  - 4.5 section 34, which relates to directing the regulator by a Ministerial directive letter;
  - 4.6 section 36, which relates to approving the regulator issuing guidelines; and
  - 4.7 section 61, which relates to recommending that regulations be made.
- 5 I also delegate to you responsibility for overseas investment policy.
- 6 Hon Dr David Clark, Associate Minister of Finance, will be delegated the functions and powers of the Minister of Finance under the Act to:
- 6.1 grant, decline, and impose conditions on, applications for consent (including making decisions regarding offers that the Crown buy "special land");
  - 6.2 revoke consents and vary conditions of consent; and
  - 6.3 grant, decline, and impose conditions on, individual exemptions under the Act (including individual exemptions under section 20(a)).
- 7 I also delegate to you all functions and powers of the Minister of Finance under the Act that are not delegated to Hon Dr David Clark. However, you may both give notices under regulation 39 of the Overseas Investment Regulations 2005 of the exercise of your powers.

*Responsibilities as shareholding Minister in certain State-Owned Enterprises*

- 8 I delegate to you my day-to-day responsibilities, functions and powers as a shareholder in the following Crown-owned companies:

State-owned Enterprises (SOEs)	Airways Corporation of New Zealand Limited Animal Control Products Limited AsureQuality Limited Electricity Corporation of New Zealand Limited Kordia Group Limited Landcorp Farming Limited
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	<p>Meteorological Service of New Zealand Limited</p> <p>New Zealand Post Limited</p> <p>Quotable Value Limited</p> <p>Solid Energy New Zealand Limited</p> <p>Transpower New Zealand Limited</p>
<p>Companies listed in Schedule 4A of the Public Finance Act 1989</p>	<p>Crown Asset Management Limited</p> <p>Education Payroll Limited</p> <p>Health Benefits Limited</p> <p>Predator Free 2050 Limited</p> <p>Research and Education Advanced Network New Zealand Limited</p> <p>The Network for Learning Limited</p>

- 9 The day-to-day shareholder responsibilities, functions and powers in relation to a company are the following matters:
- 9.1 sending a letter of expectations to the company, and considering the company's strategic issues letter and business plan;
  - 9.2 providing comments to the company on its draft statement of corporate intent (SCI), statement of intent (SOI) or statement of performance expectations (SPE), as applicable;
  - 9.3 requesting the company to amend its SCI, SOI or SPE, or to produce a new SOI, as applicable;
  - 9.4 presenting the company's planning and reporting documents to the House, as required by the relevant legislation;
  - 9.5 requesting information from the company;
  - 9.6 attending an annual meeting of shareholders, or appointing a proxy or representative to attend the meeting on behalf of the Minister of Finance;
  - 9.7 permitting interested directors to vote on a matter;
  - 9.8 approving a change to the company's name;
  - 9.9 receiving notices of intention from the company under sections 96 and 100 of the Crown Entities Act (which relate to the company acquiring subsidiaries or other interests), where applicable; and

- 9.10 other day-to-day matters, such as receiving briefings from the company and replying to Ministerial correspondence about the company.
- 10 On those matters I expect you to work with the other shareholding Minister of the company.
- 11 I will retain other responsibilities, functions and powers in relation to those companies, including: appointing directors; setting directors' remuneration; accepting an SCI, SOI or SPE; directing amendments to an SCI, SOI or SPE; approving major transactions; agreeing amendments to a company's constitution; requiring a company to pay a dividend or net surplus to the Crown; approving a company issuing new shares; and, where applicable, giving a financial approval under section 160(1)(b) of the Crown Entities Act. I welcome your assistance on any of those matters.
- 12 If there is any doubt as to whether or not something is a day-to-day matter that has been delegated to you, then please discuss it with me.

**Public Trust**

- 13 I delegate to you the Minister of Finance's day-to-day responsibilities, functions and powers in relation to Public Trust, including under the Public Trust Act 2001 and the Crown Entities Act 2004 (which should be exercised along with the Minister of Justice, as required by the relevant legislation).
- 14 The day-to-day responsibilities, functions and powers in relation to Public Trust are the following matters:
- 14.1 sending a letter of expectations to Public Trust;
  - 14.2 providing comments to Public Trust on its draft statement of intent (SOI) and statement of performance expectations (SPE);
  - 14.3 requesting Public Trust to amend its SOI or SPE, or to produce a new SOI;
  - 14.4 agreeing to other functions or other business that Public Trust can undertake under section 8 of the Public Trust Act;
  - 14.5 agreeing to the Minister of Justice and Public Trust entering into agreements under section 44 of the Public Finance Act;
  - 14.6 giving directions to Public Trust under the Crown Entities Act;
  - 14.7 requesting information from Public Trust;
  - 14.8 permitting interested board members to vote on a matter;
  - 14.9 receiving notices of intention from Public Trust under sections 96 and 100 of the Crown Entities Act (which relate to Public Trust acquiring subsidiaries or other interests); and

14.10 other day-to-day matters, such as receiving briefings from Public Trust and replying to Ministerial correspondence about Public Trust

- 15 I will retain other responsibilities functions and powers in relation to Public Trust, including: appointing board members; accepting an SOI or SPE; directing amendments to Public Trust's SOI or SPE; providing Crown funding or advancing money to Public Trust under sections 42 or 52 of the Public Trust Act; requiring Public Trust to pay a profit or surplus funds to the Crown; consenting to Public Trust borrowing or renewing a loan; making determinations about amounts of reserves under section 167 of the Public Trust Act; and giving a financial approval to Public Trust under section 160(1)(b) of the Crown Entities Act. I welcome your assistance on any of those matters.
- 16 I also welcome your assistance on policy work regarding Public Trust and the Public Trust Act 2001.
- 17 If there is any doubt as to whether or not something is a day-to-day matter that has been delegated to you, then please discuss it with me.

*Policy*

- 18 Although you will have responsibility for policy regarding overseas investment and can assist with policy regarding Public Trust, any significant policy decisions should be first discussed with me.

*Public statements*

- 19 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 20 Ministerial correspondence concerning significant policy issues should be prepared by the Treasury 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 Treasury and other departments*

- 21 You may work with the Treasury (or, in relation to a company or Public Trust, another relevant department) on all matters for which you have delegated responsibility.
- 22 I expect to be kept fully informed of all significant issues and the Secretary to the Treasury (or, in relation to a company or Public Trust, the relevant chief executive of another relevant department) is, of course, free to raise any matter concerning your delegated functions with me.
- 23 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.

*Communications between us*

- 24 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 Treasury or another relevant 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.
- 25 I will also consult with you on policy issues, and on matters related to the implementation of policy initiatives within the Finance portfolio more generally.

*Cabinet and Cabinet committee papers*

- 26 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.
- 27 You will receive hard copies of papers, and will have access via CabNet to all submissions and minutes, of those Cabinet committees of which you are a member. You will also receive direct from the Cabinet Office hard-copies of the submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

*Information held by you as Associate Minister*

- 28 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister of Finance responsibilities are deemed to be held on behalf of the Minister of Finance. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 1993.
- 29 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

*Parliamentary responsibilities*

- 30 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*

- 31 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*. 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).
- 32 I look forward to working with you in the Finance portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely



Hon Grant Robertson  
Minister of Finance

- cc Secretary of the Cabinet  
Secretary to the Treasury  
Commissioner of Inland Revenue  
Chief Executive of Land Information New Zealand  
Secretary for Justice  
Secretary for Education  
Director-General of Health  
Director-General of the Department of Conservation

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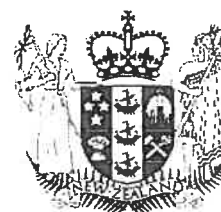
# Hon Grant Robertson

MP for Wellington Central

Minister of Finance

Minister for Sport and Recreation

Associate Minister for Arts, Culture and Heritage



- 6 DEC 2017

Hon Shane Jones  
Associate Minister of Finance

## Delegated functions and responsibilities

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

### *Role and responsibilities*

- 2 In your capacity as Associate Minister of Finance, I delegate to you the following functions and responsibilities of the Finance portfolio:
  - 2.1 assistance with all matters relating to infrastructure funding;
  - 2.2 assistance with policy work relating to monetary policy and review of the Reserve Bank Act 1989 – Hon David Parker, Associate Minister of Finance, is also assisting, and I expect the three of us to work together on these matters;
  - 2.3 assistance with the Tax Working Group – Hon David Parker, Associate Minister of Finance, is also assisting, and I expect the three of us to work together on these matters;
  - 2.4 assistance with any decisions coming to me as Governor of the Asian Development Bank and the Asian Infrastructure Investment Bank in relation to the Pacific Islands;
  - 2.5 replying to Ministerial correspondence and Parliamentary Questions on 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 I am responsible for Vote Finance and also for all relevant statutory functions of the Minister. You have no delegated responsibility in this area.

*Policy*

- 5 I expect us to work together on policy matters, and that you will seek my agreement for any significant policy decisions.

*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 Treasury 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 Treasury*

- 8 You may work with the Treasury on all matters for which you have delegated responsibility.
- 9 I expect to be kept fully informed of all significant issues and the Secretary to the Treasury is, of course, free to raise any matter concerning your delegated functions with me.
- 10 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*

- 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 Treasury 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 I will also consult with you on policy issues relevant to your delegations.

*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 receive hard copies of papers, and will have access via CabNet to all submissions and minutes, of those Cabinet committees of which you are a member. You will also receive direct from the Cabinet Office hard-copies of the 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 of Finance responsibilities are deemed to be held on behalf of the Minister of Finance. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 1993.
- 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*. 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 Finance portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely



Hon Grant Robertson  
Minister of Finance

- cc Secretary of the Cabinet  
Secretary to the Treasury  
Commissioner of Inland Revenue  
Secretary of Foreign Affairs and Trade

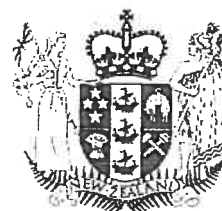
# Hon Grant Robertson

MP for Wellington Central

Minister of Finance

Minister for Sport and Recreation

Associate Minister for Arts, Culture and Heritage



- 6 DEC 2017

Hon James Shaw  
Associate Minister of Finance

## Delegated functions and responsibilities

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

### *Role and responsibilities*

- 2 In your capacity as Associate Minister of Finance, I delegate to you the following functions and responsibilities of the Finance portfolio:
  - 2.1 assistance with policy work and all related issues on the Green Investment Fund and, once the Fund is established, oversight of the Fund;
  - 2.2 assistance with policy work relating to the development of sustainable development indicators;
  - 2.3 replying to Ministerial correspondence and Parliamentary Questions on issues relating to the above; and
  - 2.4 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 I am responsible for Vote Finance and also for all relevant statutory functions of the Minister. You have no delegated responsibility in this area.

### *Policy*

- 5 I expect us to work together on policy matters, and that you will seek my agreement for any significant policy decisions.

### *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 Treasury 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 Treasury*

- 8 You may work with the Treasury on all matters for which you have delegated responsibility.
- 9 I expect to be kept fully informed of all significant issues and the Secretary to the Treasury is, of course, free to raise any matter concerning your delegated functions with me.
- 10 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*

- 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 Treasury 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 I will also consult with you on policy issues relevant to your delegations.

*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 receive hard copies of papers, and will have access via CabNet to all submissions and minutes, of those Cabinet committees of which you are a member. You will also receive direct from the Cabinet Office hard-copies of the 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 of Finance responsibilities are deemed to be held on behalf of the Minister of Finance. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 1993.

- 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*. 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 Finance portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely



Hon Grant Robertson  
Minister of Finance

cc Secretary of the Cabinet  
Secretary to the Treasury

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