

Functions of New Zealand (FONZ) Thesaurus v 2.30

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Thesaurus change process

The SONZ and FONZ thesauri were created for use with the NZGLS metadata standard. As at version 2.1 of the NZGLS standard, metadata records on the government portal must have at least one term from SONZ, and one term from FONZ.

Candidate terms for addition to the thesauri will be regularly reviewed by the Thesaurus maintenance agency, and new versions of the thesauri released as warranted.

Ways in which terms may become thesauri candidates are:

- through usage in searches by portal users, subsequently detected by web log analysis
- through other feedback channels, including this email address: <mailto:thesaurus@e-government.govt.nz>

Key:

DEF	Definition
SN	Scope Note
UF	Used For
USE	Use
BT	Broader Term
NT	Narrower Term
RT	Related Term

Note: Terms in italics are non-preferred terms. They always have a 'Use' reference. The 'Use' reference is the term you should select for NZGLS metadata.

Administering government

- Corporate management (Internal)
 - Administration (Internal)
 - Financial management (Internal)
 - Human resource management (Internal)
 - Information management (Internal)
 - Risk management (Internal)

- Ensuring accountability
 - Accountability reporting
 - Delegating
 - Developing government sector procedures
 - External auditing
 - Setting accountability requirements

- Implementing Treaty of Waitangi

- Managing public finances
 - Centralised purchasing
 - Managing public assets
 - Managing public debt
 - Managing public liabilities
 - Managing the budget cycle
 - Purchasing services for the public
 - Revenue gathering

- Providing secretariat

- Running commercial enterprises

- Structuring government
 - Appointing to senior or statutory positions
 - Establishing judiciary
 - Establishing representative bodies
 - Establishing the Head of State
 - External setting of remuneration
 - Forming the government
 - Nationalising
 - Privatising
 - Restructuring government sector

Assisting

- Subsidising businesses
- Subsidising communities
- Subsidising individual and family income
 - Providing income support
 - Subsidising social services
 - Subsidising welfare loans

Authorising

- Accrediting
- Authenticating documents
- Granting consents
- Registering

Defending

- Conducting military operations
 - Fighting
 - Patrolling
 - Peacekeeping
 - Providing military logistic support
- Developing international military relations
- Intelligence gathering
- Maintaining military readiness

Enabling

Educating

- Assessing student achievement
- Determining qualifications framework
- Developing courses
- Developing curriculum
- Developing educational resources
- Funding individual study
- Moderating student assessment system
- Teaching

Facilitating business development

- Attracting businesses
- Funding business development
- Negotiating trade conditions
- Promoting trade
- Providing business advice

Facilitating community development

- Funding community groups
- Providing advice to community groups
- Providing services to community groups

Optimising employment

- Creating jobs
- Facilitating job placements
- Providing career guidance

Promoting participation in society

- Encouraging participation in the community
- Providing personal advice

Enriching

- Holding official ceremonies
- Honouring individuals
- Promoting participation in cultural and leisure activities
- Providing amenities for cultural and leisure activities
- Providing funding for cultural and leisure activities

Informing

Analysing information

Collecting information

Building informative collections

Gathering data

Searching out existing information

Maintaining information

Providing access to information

Answering information requests

Creating finding aids

Making information available

Providing policy briefings

Publicising

Publishing

Researching

Policy making

Consulting on policy

Creating draft policy

Evaluating policy

Exploring policy options

Finalising policy

Planning for policy implementation

Protecting

Border control

Controlling immigration

Excluding unwanted organisms

Conserving the environment

Enhancing ecosystems

Maintaining ecosystems

Protecting individual species

Controlling unwanted organisms

Containing non-human pests and diseases

Exterminating non-human pests and diseases

Immunising animals

Ensuring personal health

Medical testing and diagnosing

Providing chronic care

Providing palliative care

Treating medical conditions

Ensuring public safety

Censoring

Mitigating hazards

Preventing crime

Providing emergency services

Granting citizenship

Managing consumption of resources

Allocating resource

Establishing available resource

Protecting business

Protecting heritage

Providing protective care for the vulnerable

Adopting

Providing residential care

Supporting community care

Providing public health services

Disposing of animal remains

Disposing of human remains

Disposing of waste

Immunising people

Promoting good health

Reducing health risks to people

Screening for disease

Providing records of personal identity

Supplying identity documents

Supplying travel documents

Providing infrastructure

Building

Decommissioning infrastructure

Establishing infrastructure systems

Establishing monetary control mechanisms

Identifying locations

Maintaining infrastructure systems

Implementing monetary policy

Issuing currency

Maintaining buildings and amenities

Maintaining networks

Managing foreign exchange

Overseeing the financial system

Representing

Interest group advocacy

Maintaining electoral process

Determining electoral boundaries

Determining the electoral system

Holding elections

Holding referenda

Representing constituents

Advocating for constituents

Communicating with constituents

Representing New Zealand internationally

International representation

Providing diplomatic services

Recognising diplomatic credentials

Rulemaking

- Developing delegated legislation
 - Bringing delegated legislation into force
 - Drafting delegated legislation
- Developing service delivery procedures
- Legislating in Parliament
 - Drafting parliamentary legislation
 - Passing parliamentary legislation
 - Promulgating laws
- Reviewing rules

Upholding the rules

- Enforcing legal sanctions and remedies
 - Applying monetary sanctions
 - Deporting
 - Enforcing custodial punishment
 - Enforcing legally required actions
 - Extraditing
 - Granting parole
- Ensuring compliance
 - Conducting legal hearings
 - Detaining
 - Determining legal sanctions and remedies
 - Resolving disputes
- Interpreting the law
 - Developing case law
 - Developing legal opinions
- Monitoring compliance
 - Inspecting
 - Investigating incidents

Accessioning

USE: [Creating finding aids](#)
[Maintaining information](#)

Accountability reporting

BT: [Ensuring accountability](#)

DEF: Reporting outside the organisation as required by established accountability mechanisms, including reporting on obligations under the Treaty of Waitangi

SN: EXAMPLES: Reporting to Parliament (e.g. Departmental Annual Reports tabled in Parliament, Select Committee reports to Parliament), Cabinet, Ministers, Mayors and Councillors of local bodies

Accounting

USE: [Ensuring accountability](#)
[Financial management \(Internal\)](#)
[Managing public finances](#)

Accrediting

UF: Approving courses
Certifying practitioners
Certifying services
Credentiailling
Recognising competencies

BT: [Authorising](#)

DEF: The procedure by which an authoritative body gives formal recognition that a service or person is competent to carry out specific tasks to a specific standard; approval of a course which meets a specific standard. Includes refusing to grant accreditation

SN: EXAMPLES: Accrediting a laboratory, a qualification or a course, accrediting agents engaged on specific tasks for government departments, e.g. Land Information New Zealand agents, accrediting a course. EXCLUDES: recognition of standards, see 'Rulemaking', excludes individuals gaining qualifications, see 'Enabling, Educating, Assessing student achievement' or taking an appeal against refusal to grant accreditation, see 'Upholding the rules, Ensuring compliance, Conducting legal hearings' Excludes revoking accreditation (which may be after taking some form of legal action) see 'Upholding the Rules, Ensuring compliance, Conducting legal hearings'

Acquiring land for public works

USE: [Establishing infrastructure systems](#)

Acquisitions

USE: [Centralised purchasing](#)
[Financial management \(Internal\)](#)

Administering consents

USE: [Granting consents](#)

Administering government

NT: [Corporate management \(Internal\)](#)
[Ensuring accountability](#)
[Implementing Treaty of Waitangi](#)
[Managing public finances](#)
[Providing secretariat](#)
[Running commercial enterprises](#)
[Structuring government](#)

DEF: Ensuring that the government has the capacity to manage the country, and carrying out the administrative processes associated with managing the country

Administration (Internal)

UF: Facilities management
Property management

BT: [Corporate management \(Internal\)](#)

DEF: Managing agency property and facilities and developing and applying administrative procedures and guidelines applying only within the organisation and the normal range of administrative tasks associated with running an organisation

Administrative support of other government agencies

USE: [Providing secretariat](#)

Adopting

BT: [Providing protective care for the vulnerable](#)

DEF: Arranging and approving adoptions

Advertising

USE: [Publicising](#)

Advising

USE: [Answering information requests](#)
[Providing advice to community groups](#)
[Providing business advice](#)
[Providing personal advice](#)
[Providing policy briefings](#)

Advising ministers

USE: [Providing policy briefings](#)

Advocating for constituents

UF: Advocating for ratepayers

BT: [Representing constituents](#)

Advocating for interest groups

USE: [Interest group advocacy](#)

Advocating for ratepayers

USE: [Advocating for constituents](#)

Allocating budget

USE: [Managing the budget cycle](#)

Allocating resource

UF: Rationing
Tendering
Zoning

BT: [Managing consumption of resources](#)

DEF: Managing access to a resource through processes such as tendering, direct sale, waiting list management or some other means

SN: Tendering fishing quota, establishing and managing health waiting lists, establishing school zones and applying them to pupil selection, applying mechanisms for shared use of inter-agency inventories

Amalgamating government agencies

USE: [Restructuring government sector](#)

Analysing information

UF: Charting
Converting data
Interpreting data
Mapping
Quantitative analysis

BT: [Informing](#)

DEF: Interpreting data/information and converting it into usable content

SN: INCLUDES: Creating reports, maps, charts, graphs, diagrams and statistical tables

Answering information requests

UF: Advising
Answering Mayorals
Answering Ministerials
Answering Prime Ministerials
Answering queries from the public
Responding to official information requests

BT: [Providing access to information](#)

DEF: Providing information in response to specific requests

SN: EXAMPLES: providing information about electoral matters, providing visitor and public information services, providing adoption information, providing general legal advice (for legal opinions see 'Upholding the rules, Interpreting the law, Developing legal opinions'). Use for answering Official Information Act requests, ministerials, mayorals, and Questions in the House

Answering Mayorals

USE: [Answering information requests](#)

Answering Ministerials

USE: [Answering information requests](#)

Answering Prime Ministerials

USE: [Answering information requests](#)

Answering queries from the public

USE: [Answering information requests](#)

Applying monetary sanctions

UF: Fining

BT: [Enforcing legal sanctions and remedies](#)

DEF: Collecting fines or legal costs

SN: EXAMPLES: Collecting fines and court directed costs, collecting reparation and infringement payments

Appointing Chief Executives

USE: [Appointing to senior or statutory positions](#)

Appointing judges to the bench

USE: [Appointing to senior or statutory positions](#)

Appointing to senior or statutory positions

UF: Appointing Chief Executives
Appointing judges to the bench
Recruiting

BT: [Structuring government](#)

DEF: Appointing to senior positions in an organisation, or to positions on statutory boards, by an external agent such as a Minister of the Crown or State Services Commissioner

SN: EXAMPLES: Appointments to the New Zealand Conservation Authority by the Minister of Conservation, appointing judges

Appropriations

USE: [Managing the budget cycle](#)

Approving courses

USE: [Accrediting](#)

Approving policy

USE: [Finalising policy](#)

Arbitrating

USE: [Resolving disputes](#)

Archiving

USE: [Building informative collections](#)
[Maintaining information](#)

Arresting

USE: [Detaining](#)

Assenting to legislation

USE: [Promulgating laws](#)

Assessing competency

USE: [Assessing student achievement](#)

Assessing student achievement

UF: Assessing competency
Examining student skills
Testing student skills

BT: [Educating](#)

Asset sales

USE: [Managing public assets](#)

Assisting

NT: [Subsidising businesses](#)
[Subsidising communities](#)
[Subsidising individual and family income](#)

DEF: Providing direct or indirect financial assistance in circumstances of adversity, to individuals, families, communities, business, industries or nations

Attracting businesses

UF: Attracting industry
Regional development

BT: [Facilitating business development](#)

DEF: Promoting New Zealand, and individual regions, as good places to set up business, and providing incentives to business

SN: 'Developing the economy' in local government terms, although this has a different meaning at central government level.

Attracting industry

USE: [Attracting businesses](#)

Auditing

USE: [Ensuring accountability](#)
[Managing public finances](#)
[Risk management \(Internal\)](#)

Authenticating documents

UF: Certifying documents
Notarising

BT: [Authorising](#)

DEF: Legal certification by authorised officers that documents are a true and correct record or have been signed by a specific person

SN: EXAMPLE: The work of Justices of the Peace in witnessing signatures

Authorising

NT: [Accrediting](#)
[Authenticating documents](#)
[Granting consents](#)
[Registering](#)

DEF: (1) Officially recording information and (2) Giving official permission to carry out activities

Banning

USE: [Censoring](#)
[Enforcing legally required actions](#)

Border control

BT: [Protecting](#)
NT: [Controlling immigration](#)
[Excluding unwanted organisms](#)
DEF: Controlling the passage of people, organisms, primary products and manufactured goods into the country
RT: [Monitoring compliance](#)

Borrowing by the Crown

USE: [Managing public debt](#)

Bringing delegated legislation into force

UF: Gazetting delegated legislation
BT: [Developing delegated legislation](#)
DEF: Carrying out the actions needed to adopt rules which have the force of law but which do not go through Parliament
SN: INCLUDES: passing, issuing or notifying statutory instruments: regulations, Orders in Council (signed by Governor-General), Codes of Practice, Building Code, local government District Plans, local government by-laws, Special Orders in Council (at local government level), and mandated standards. Includes gazetting or formal publication but not generally making copies available for information, see 'Informing, Providing access to information, Publishing'

Budget vote allocation

USE: [Managing the budget cycle](#)

Building

UF: Constructing public works
BT: [Providing infrastructure](#)
DEF: Constructing public works, public buildings, public amenities and state or council housing
SN: INCLUDES: building hospitals and schools, constructing roads, constructing civic and community buildings, constructing parks, constructing playgrounds, constructing huts and tracks, building swimming pools, building libraries, building housing, building dams and power stations. NOTE: developing the energy network itself goes in 'Providing infrastructure, Establishing infrastructure systems', while maintaining the system is dealt with under 'Providing infrastructure, Maintaining infrastructure systems, Maintaining networks'

Building informative collections

UF: Archiving
BT: [Collecting information](#)
DEF: Systematically gathering available resources to make a focused collection of objects or information
RT: [Protecting heritage](#)
SN: EXAMPLES: Making collections of written material, visual and audio material, cultural objects, artworks, animal plant and mineral specimens, historical material, artefacts

Burying animal remains

USE: [Disposing of animal remains](#)

Burying human remains

USE: [Disposing of human remains](#)

Career counselling

USE: [Providing career guidance](#)

Career planning

USE: [Providing career guidance](#)

Carrying out surveys

USE: [Gathering data](#)

Cataloguing

USE: [Creating finding aids](#)

Censoring

UF: Banning
Classifying
Expurgating

BT: [Ensuring public safety](#)

Centralised purchasing

UF: Acquisitions
Collective tendering
E-procurement
Procurement
Tendering

BT: [Managing public finances](#)

DEF: Collective or externally controlled selection and contracting for goods and services

SN: EXAMPLES: e-procurement, centralised purchasing by government agencies, the work of the acquisitions group in Ministry of Defence, pharmaceuticals purchasing, purchasing through 'government stores board' if it were to be re-created. EXCLUDES: Commercial activities some local bodies and government agencies undertake in competition with the private sector, see - 'Administering government, Running commercial enterprises'

Certifying documents

USE: [Authenticating documents](#)

Certifying practitioners

USE: [Accrediting](#)

Certifying services

USE: [Accrediting](#)

Charting

USE: [Analysing information](#)

Classifying

USE: [Censoring](#)
[Creating finding aids](#)
[Information management \(Internal\)](#)

Coaching

USE: [Teaching](#)

Collecting data

USE: [Gathering data](#)

Collecting information

UF: Gathering information

BT: [Informing](#)

NT: [Building informative collections](#)

[Gathering data](#)

[Searching out existing information](#)

DEF: Actively seeking out data or requiring people to provide information which will be used for government purposes, including the purpose of providing public access

Collecting revenue

USE: [Revenue gathering](#)

Collective tendering

USE: [Centralised purchasing](#)

Committing under Mental Health Act

USE: [Supporting community care](#)

Communicating with constituents

UF: Communicating with ratepayers

BT: [Representing constituents](#)

SN: EXCLUDES Ministerials, see 'Informing, Providing access to information, Answering information requests'

Communicating with ratepayers

USE: [Communicating with constituents](#)

Community policing

USE: [Preventing crime](#)

Compensating for lost earnings

USE: [Providing income support](#)

Compulsory purchase

USE: [Establishing infrastructure systems](#)

Conducting Court hearings

USE: [Conducting legal hearings](#)

Conducting legal hearings

UF: Conducting Court hearings
Empanelling a jury
Hearing disputes
Holding a trial
Preparing court cases
Summoning

BT: [Ensuring compliance](#)

DEF: The process of preparing for and conducting a hearing, dispute or court case

SN: INCLUDES: Summoning, empanelling a jury, preparing cases, conducting a case, holding a trial, hearing appeals, hearing disputes, hearing claims. Includes hearings by the Waitangi Tribunal, Maori Land Court, Maori Appellate Court, and the Family Court. Includes both criminal and civil proceedings

Conducting military operations

UF: Mobilising armed forces

BT: [Defending](#)

NT: [Fighting](#)

[Patrolling](#)

[Peacekeeping](#)

[Providing military logistic support](#)

DEF: Planning, deploying, sustaining and carrying out military operations

SN: INCLUDES: low level conventional operations, combined operations

Conserving heritage

USE: [Protecting heritage](#)

Conserving the environment

UF: Preserving the environment
Protecting the environment

BT: [Protecting](#)

NT: [Enhancing ecosystems](#)

[Maintaining ecosystems](#)

[Protecting individual species](#)

DEF: Protection of landscape, natural waterways, marine habitats and their associated indigenous species to prevent exploitation, destruction or neglect and to ensure their continued enjoyment by present and future New Zealanders

RT: [Containing non-human pests and diseases](#)

[Exterminating non-human pests and diseases](#)

SN: EXCLUDES: Developing district and regional plans - see 'Rulemaking, Developing delegated legislation'. For control of pests and diseases see 'Protecting, Border control, Excluding unwanted organisms' or, if pests and diseases have already entered the country and become established see 'Protecting, Controlling unwanted organisms'. For control of trade in endangered species (inwards and outwards) see 'Upholding the rules, Monitoring compliance'. See also 'Upholding the rules' for applying due process to suspected smuggling of animals and plants.

Constructing public works

USE: [Building](#)

Consulting on policy

UF: Making submissions on policy
Seeking secondary opinions on financial implications of policy
BT: [Policy making](#)
DEF: Seeking input from interested parties. Collating, analysing and presenting responses
SN: INCLUDES: Inter-departmental consultation, sector consultation, public consultation

Containing non-human pests and diseases

UF: Controlling non-human pests and diseases
Issuing animal movement orders
Quarantining
Restricting movement of infected stock
BT: [Controlling unwanted organisms](#)
DEF: Carrying out activities to limit the spread of pests and diseases
RT: [Conserving the environment](#)
[Enhancing ecosystems](#)
[Maintaining ecosystems](#)
[Protecting individual species](#)
SN: EXAMPLES: Restricting movement of stock, monitoring levels of pests, quarantining, running regular pest control maintenance programmes

Contracting out

USE: [Financial management \(Internal\)](#)
[Purchasing services for the public](#)

Controlling immigration

UF: Granting permanent residence
Issuing entry visas
Processing applications for entry to New Zealand
BT: [Border control](#)

Controlling non-human pests and diseases

USE: [Containing non-human pests and diseases](#)

Controlling predators

USE: [Enhancing ecosystems](#)
[Exterminating non-human pests and diseases](#)

Controlling unwanted organisms

- UF: Pest control
- BT: [Protecting](#)
- NT: [Containing non-human pests and diseases](#)
[Exterminating non-human pests and diseases](#)
[Immunising animals](#)
- DEF: Limiting the spread and minimising the impact of established pests and diseases in New Zealand affecting indigenous species, the environment or primary production. NOTE: 'Biosecurity' is the protection of New Zealand's economy, environment and people's health from pests and diseases. It includes trying to prevent new pests and diseases arriving, and eradicating or controlling those already present
- RT: [Excluding unwanted organisms](#)
[Reducing health risks to people](#)

Converting data

- USE: [Analysing information](#)

Corporate management (Internal)

- BT: [Administering government](#)
- NT: [Administration \(Internal\)](#)
[Financial management \(Internal\)](#)
[Human resource management \(Internal\)](#)
[Information management \(Internal\)](#)
[Risk management \(Internal\)](#)
- DEF: Managing the organisation's own corporate body
- SN: EXCLUDES: Appointing Chief Executives, judges, commissioners and setting their remuneration see - 'Administering government, Appointing to senior or statutory positions' and 'Administering government, External setting of remuneration'. Excludes operational procedures and guidelines - see 'Rulemaking'

Counselling

- USE: [Providing personal advice](#)

Creating draft policy

- BT: [Policy making](#)
- DEF: Analysing possible options and developing potential policy
- SN: INCLUDES: government green papers, Cabinet Papers, Cabinet minutes, Cabinet briefs
EXCLUDES: carrying out information analysis and research, see 'Informing'

Creating finding aids

- UF: Accessioning
Cataloguing
Classifying
Creating metadata
Indexing
- BT: [Providing access to information](#)
- DEF: Describing objects or information in a systematic way, and creating systems to search for and retrieve that information

Creating jobs

- BT: [Optimising employment](#)

Creating metadata

USE: [Creating finding aids](#)

Credentialling

USE: [Accrediting](#)
[Registering](#)

Cremating

USE: [Disposing of human remains](#)

Decommissioning infrastructure

UF: Disabling infrastructure
Disestablishing infrastructure
Mothballing infrastructure
BT: [Providing infrastructure](#)
DEF: Removing infrastructure systems, structures or equipment from active use, either by demolition or by standing down from service
SN: EXCLUDES: privatising, see 'Administering government, Structuring government, Privatising'

Defending

NT: [Conducting military operations](#)
[Developing international military relations](#)
[Intelligence gathering](#)
[Maintaining military readiness](#)
DEF: Securing New Zealand against threat of force, protecting the security of strategic and national assets, meeting alliance commitments and contributing to global security

Delegating

BT: [Ensuring accountability](#)
DEF: Creating and maintaining formal delegation systems between elected bodies and government agencies
SN: EXAMPLES: Cabinet delegations to Ministers, Ministerial delegations to Chief Executives, Chief Executive delegations to Senior Managers, delegations created by legislation, e.g. Commerce Commission delegated powers to set prices

Delivering civil defence

USE: [Providing emergency services](#)

Delivering courses

USE: [Teaching](#)

Deporting

UF: Serving a removal order
BT: [Enforcing legal sanctions and remedies](#)
DEF: Removing a non-citizen from New Zealand
SN: EXAMPLES: removing illegal migrants or residents who have served criminal sentences

Detaining

- UF: Arresting
Distraining
Granting bail
Impounding
Remanding in custody
Seizing goods
- BT: [Ensuring compliance](#)
- DEF: Temporary detention of people or property as part of an investigation, including during a hearing
- SN: INCLUDES: arresting, granting bail, detaining before or during a trial, seizing or impounding equipment or goods temporarily e.g. impounding stock, arresting illegal fishers

Detecting

- USE: [Investigating incidents](#)

Determining electoral boundaries

- BT: [Maintaining electoral process](#)
- SN: EXAMPLE: The work of the Representation Commission

Determining legal sanctions and remedies

- UF: Pardoning
- BT: [Ensuring compliance](#)
- DEF: Deciding an appropriate form of remedial action, eg punishment, reparation or sanction
- SN: EXAMPLES: Sentencing, awarding, ordering, imposing fines, issuing notices (eg by building inspectors), suspension of licence, determining international sanctions. May also be an outcome of inspecting, without there having been a hearing

Determining qualifications framework

- UF: Establishing a qualification
- BT: [Educating](#)
- DEF: Determining which qualifications should become part of the national system, identifying prerequisite requirements for specific qualifications, and agreeing to them
- SN: EXAMPLES: Skill New Zealand apprenticeship qualification schemes, Conservation Ranger qualifications EXCLUDES: Accrediting providers of teaching/training or accrediting courses - see 'Authorising, Accrediting'

Determining the electoral system

- BT: [Maintaining electoral process](#)
- DEF: Setting up the electoral system and carrying out changes to the system to implement agreed policy and legislative change

Developing case law

- UF: Establishing legal precedents
- BT: [Interpreting the law](#)
- DEF: Using previous judgments as precedents in court cases or as a basis for possible changes in the law
- SN: EXAMPLE: Establishing precedents

Developing course material

- USE: [Developing educational resources](#)

Developing courses

BT: [Educating](#)

SN: EXCLUDES: accrediting courses - see 'Authorising, Accrediting'

Developing curriculum

BT: [Educating](#)

SN: Excludes funding education

Developing delegated legislation

BT: [Rulemaking](#)

NT: [Bringing delegated legislation into force](#)

[Drafting delegated legislation](#)

DEF: Developing the rules outside of Parliament that have the force of law

Developing educational resources

UF: Developing course material
Developing learning material
Developing learning resources
Developing teaching materials

BT: [Educating](#)

Developing government sector procedures

BT: [Ensuring accountability](#)

DEF: Creating administrative procedures which apply across government agencies

SN: EXAMPLES: Cabinet Manual, Treasury Instructions, State Services Commission guidelines, cross agency purchasing guidelines. NOTE: These procedures are administrative, not operational

Developing international military relations

UF: Making defence treaties

BT: [Defending](#)

DEF: Negotiating and agreeing mutual defence arrangements with other countries

SN: EXAMPLES: Australia New Zealand United States alliance (ANZUS), or participating in South Pacific defence treaties, Five Power Defence Arrangements (FPDA) Canberra Pact
EXCLUDES: International trade treaties, see 'Enabling, Facilitating business development, Negotiating trade conditions'

Developing learning material

USE: [Developing educational resources](#)

Developing learning resources

USE: [Developing educational resources](#)

Developing legal opinions

BT: [Interpreting the law](#)

DEF: Creating formal statements on how the law may apply to a given situation

SN: EXAMPLES: Providing Crown Law opinions, creating case notes, clarifying copyright law
EXCLUDES: giving general (non-specific) legal advice to the public - see 'Informing, Providing access to information, Answering information requests' and 'Informing, Providing access to information, Publicising'

Developing mandated standards

USE: [Drafting delegated legislation](#)

Developing service delivery procedures

BT: [Rulemaking](#)

DEF: Creating guidelines on how to implement service delivery, to ensure that government agencies act within the boundaries of legislation, delegated legislation, Treaty of Waitangi obligations and agreed policy.

SN: EXAMPLES: Developing immigration manual, Health Board rules on waiting list management, school rules, and the approved 'style' of delivery. EXCLUDES: administrative guidelines used only within an organisation, see 'Administering government, Corporate management [internal], Administration [internal]' or administrative guidelines used throughout the government sector - see 'Administering government, Ensuring accountability, Developing government sector procedures', excludes developing strategic plans, see 'Policy making, Planning for policy implementation'

Developing teaching materials

USE: [Developing educational resources](#)

Disabling infrastructure

USE: [Decommissioning infrastructure](#)

Disaster recovery planning

USE: [Mitigating hazards](#)
[Risk management \(Internal\)](#)

Disciplinary suspension

USE: [Enforcing legally required actions](#)

Disestablishing infrastructure

USE: [Decommissioning infrastructure](#)

Disinterring animal remains

USE: [Disposing of animal remains](#)

Disinterring human remains

USE: [Disposing of human remains](#)

Disposing of animal remains

UF: Burying animal remains
Disinterring animal remains
Interring animal remains

BT: [Providing public health services](#)

DEF: Burial, cremation or otherwise disposing of dead animals

Disposing of assets

USE: [Managing public assets](#)

Disposing of human remains

- UF: Burying human remains
Cremating
Disinterring human remains
Interring human remains
- BT: [Providing public health services](#)
- DEF: Burial or cremation of people after death

Disposing of waste

- UF: Recycling
Treating waste
- BT: [Providing public health services](#)
- DEF: Collecting, treating and getting rid of waste and effluent
- SN: EXAMPLES: Rubbish collection, waste disposal, managing stormwater runoff and treating sewage, hazardous waste disposal, operating landfills, recycling waste

Distraining

- USE: [Detaining](#)

Distributing information

- USE: [Providing access to information](#)

Drafting delegated legislation

- UF: Developing mandated standards
Drafting Orders in Council
Drafting statutory instruments
Writing bylaws
- BT: [Developing delegated legislation](#)
- DEF: Drafting rules which have the force of law but which do not go through Parliament
- SN: INCLUDES: Drafting regulations, Orders in Council, Codes of Practice, Building Code, local government District Plans, local government by-laws. EXCLUDES: Informing people about legislation - see 'Informing, Providing access to information, Answering information requests'. Excludes developing case law - see 'Upholding the rules, Interpreting the law, Developing case law'

Drafting instructions for legislation

- USE: [Drafting parliamentary legislation](#)

Drafting Orders in Council

- USE: [Drafting delegated legislation](#)

Drafting parliamentary legislation

- UF: Drafting instructions for legislation
Select committee hearings
Writing legislation
- BT: [Legislating in Parliament](#)
- DEF: Drafting instructions for and drafting bills to go through Parliament, including Private Members Bills and Local Bills

Drafting statutory instruments

USE: [Drafting delegated legislation](#)

E-procurement

USE: [Centralised purchasing](#)
[Financial management \(Internal\)](#)
[Purchasing services for the public](#)

Educating

UF: Training

BT: [Enabling](#)

NT: [Assessing student achievement](#)
[Determining qualifications framework](#)
[Developing courses](#)
[Developing curriculum](#)
[Developing educational resources](#)
[Funding individual study](#)
[Moderating student assessment system](#)
[Teaching](#)

DEF: Facilitating the development of, and providing, education and training

SN: EXCLUDES: determining the need for new qualifications - see 'Policy making'; Excludes disciplining pupils - see 'Upholding the rules'; applying enrolment schemes - see 'Protecting, Managing consumption of resources'; Accrediting providers - see 'Authorising, Accrediting', excludes monitoring examination sites and procedures and National Education Guidelines (NEGS) or National Administration Guidelines (NAGS) - see 'Upholding the rules, monitoring compliance'

Emergency management

USE: [Providing emergency services](#)

Eminent domain

USE: [Establishing infrastructure systems](#)

Empanelling a jury

USE: [Conducting legal hearings](#)

Enabling

NT: [Educating](#)
[Facilitating business development](#)
[Facilitating community development](#)
[Optimising employment](#)
[Promoting participation in society](#)

DEF: Providing or promoting opportunities to enhance the capability of individuals/families, communities, businesses/industries

Enacting legislation

USE: [Promulgating laws](#)

Encouraging participation in the community

BT: [Promoting participation in society](#)

DEF: Ensuring opportunities for people to participate fully in their social environment

Encouraging safe health practices

USE: [Promoting good health](#)

[Reducing health risks to people](#)

Enforcing custodial punishment

UF: Imprisoning

BT: [Enforcing legal sanctions and remedies](#)

DEF: Monitoring and overseeing conditions that are custodial or have the potential to be custodial if conditions are not met

SN: EXAMPLES: Supervising prisoners, periodic detention, probationers, parolees, home detainees, diversion, suspended sentences

Enforcing legal sanctions and remedies

UF: Making reparation

Punishing

Supervising punishment

BT: [Upholding the rules](#)

NT: [Applying monetary sanctions](#)

[Deporting](#)

[Enforcing custodial punishment](#)

[Enforcing legally required actions](#)

[Extraditing](#)

[Granting parole](#)

DEF: Ensuring that decided outcomes are carried out

Enforcing legally required actions

UF: Banning

Disciplinary suspension

Expulsion

Impounding

BT: [Enforcing legal sanctions and remedies](#)

DEF: Directing the carrying out of remedial or punitive actions which do not involve monetary sanctions or custodial punishments

SN: EXAMPLES: Selling guns, splitting a company, sharing custody of children, divesting shares, the work of the bailiff, supervising de-registration or de-accreditation, gazetting, enforcing protection orders, upholding international sanctions, seizing or impounding equipment or goods as a forfeit. Preventing travel out of New Zealand, e.g. by children who are the subject of custody agreements

Enhancing ecosystems

- UF: Controlling predators
Establishing reserves
Improving habitat
Redistributing species
Revegetation
- BT: [Conserving the environment](#)
- DEF: Carrying out activities to modify a habitat to a better state
- RT: [Containing non-human pests and diseases](#)
[Exterminating non-human pests and diseases](#)
- SN: EXAMPLES: Protecting offshore islands, establishing 'mainland islands'

Enlisting in armed forces

- USE: [Human resource management \(Internal\)](#)

Enriching

- NT: [Holding official ceremonies](#)
[Honouring individuals](#)
[Promoting participation in cultural and leisure activities](#)
[Providing amenities for cultural and leisure activities](#)
[Providing funding for cultural and leisure activities](#)
- DEF: Developing and enhancing the capability of individuals, families and communities to participate in cultural, recreational and sporting activities.

Enrolling

- USE: [Registering](#)

Ensuring accountability

- UF: Accounting
Auditing
- BT: [Administering government](#)
- NT: [Accountability reporting](#)
[Delegating](#)
[Developing government sector procedures](#)
[External auditing](#)
[Setting accountability requirements](#)
- DEF: Setting up the requirements within which government bodies must act and monitoring their performance

Ensuring compliance

- BT: [Upholding the rules](#)
- NT: [Conducting legal hearings](#)
[Detaining](#)
[Determining legal sanctions and remedies](#)
[Resolving disputes](#)
- DEF: Applying due process of the law and determining outcomes

Ensuring personal health

BT: [Protecting](#)

NT: [Medical testing and diagnosing](#)

[Providing chronic care](#)

[Providing palliative care](#)

[Treating medical conditions](#)

DEF: Providing health services to individuals and families

SN: EXCLUDES: Public health, see 'Protecting, Providing public health services'. Excludes purchasing or funding, see 'Administering government'. Excludes registering people or pharmaceuticals, see 'Authorising, registering' Excludes subsidising cost of services or pharmaceuticals, see 'Assisting'

Ensuring public health

USE: [Providing public health services](#)

Ensuring public safety

BT: [Protecting](#)

NT: [Censoring](#)

[Mitigating hazards](#)

[Preventing crime](#)

[Providing emergency services](#)

DEF: Protecting the public from loss and injury

SN: EXAMPLES: Aid to the civil power by military forces and others

Eradicating non-human pests and diseases

USE: [Exterminating non-human pests and diseases](#)

Establishing a qualification

USE: [Determining qualifications framework](#)

Establishing available resource

BT: [Managing consumption of resources](#)

DEF: Identifying the amount of a resource available for sharing out

SN: Establishing fishing quota, allocating finite funding to identified health services, e.g. so many hip operations, identifying inter-agency resource inventories, Identifying strategic resources such as coal reserves, petroleum reserves etc

Establishing courts

USE: [Establishing judiciary](#)

Establishing infrastructure systems

UF: Acquiring land for public works

Compulsory purchase

Eminent domain

BT: [Providing infrastructure](#)

DEF: Designing, implementing and extending the coverage of systems and equipment in order to deliver infrastructure services

SN: INCLUDES: Setting up or reconfiguring national grid. Developing waste water system, developing public transport systems, water supply system or energy supply networks. Developing communications networks, street lighting and parking, developing harbours and airports, air traffic control systems, developing the roading network

Establishing judiciary

UF: Establishing courts

BT: [Structuring government](#)

DEF: Establishing the jurisdictional powers and hierarchy of the Courts and the status of the judiciary, as prescribed by convention and statute

Establishing legal precedents

USE: [Developing case law](#)

Establishing monetary control mechanisms

BT: [Providing infrastructure](#)

DEF: Designing and extending the coverage of systems and instruments to implement monetary policy

Establishing new government agencies

USE: [Restructuring government sector](#)

Establishing representative bodies

BT: [Structuring government](#)

DEF: Setting in place and providing for the continuing existence of Parliament, and of territorial authorities

SN: EXAMPLE: Parliament, Mayors and Councillors

Establishing reserves

USE: [Enhancing ecosystems](#)

[Maintaining ecosystems](#)

Establishing the Head of State

BT: [Structuring government](#)

DEF: Setting in place and providing for continuity of the Head of State and their representatives

SN: EXAMPLES: Transferring the functions of the monarch on their death, recommending Governor General

Evaluating policy

BT: [Policy making](#)

DEF: Evaluating the effectiveness of policy implementation either by the implementing agency or an external agency

SN: May well lead to the start of a fresh round of policy development

Examining student skills

USE: [Assessing student achievement](#)

Excluding unwanted organisms

- BT: [Border control](#)
- DEF: Preventing introduction of pests and diseases affecting people, primary production, indigenous species or the environment
- RT: [Controlling unwanted organisms](#)
[Monitoring compliance](#)
[Reducing health risks to people](#)
- SN: INCLUDES: Preventing introduction of foot and mouth disease, or damaging plants, including introduction through imports of meat, meat products and by-products, and animal products and by-products

Exploring policy options

- BT: [Policy making](#)
- DEF: Identifying the need for policy and recommending possible directions for government to consider
- SN: May include consideration of the work of Royal Commissions or Committees of Enquiry such as the Tax Review 2001 - they make recommendations but don't set policy. Cabinet and Select Committees have responsibility for policy initiatives in government - officials provide input from the bottom up.

Expulsion

- USE: [Enforcing legally required actions](#)

Expurgating

- USE: [Censoring](#)

Exterminating non-human pests and diseases

- UF: Controlling predators
Eradicating non-human pests and diseases
Pest destruction
- BT: [Controlling unwanted organisms](#)
- DEF: Destroying unwanted organisms, including pests and disease vectors in a confined area, or from New Zealand
- RT: [Conserving the environment](#)
[Enhancing ecosystems](#)
[Maintaining ecosystems](#)
[Protecting individual species](#)

External auditing

- BT: [Ensuring accountability](#)
- DEF: Finance and performance auditing of government agencies by external auditors
- SN: INCLUDES: Audit New Zealand audits, or contracted auditors acting for government, Te Puni Kokiri audits of government departmental responsiveness to Maori, enquiries into an agency's performance. EXCLUDES: Inspecting for compliance, eg by the Education Review Office - see 'Upholding the rules, Inspecting'

External setting of remuneration

- UF: Setting higher salaries
- BT: [Structuring government](#)
- DEF: Reviewing, recommending and setting the remuneration of senior or statutory positions from outside the agency that has those positions
- SN: EXAMPLE: Entities and mechanisms for conducting hearings and reviews

Extraditing

BT: [Enforcing legal sanctions and remedies](#)

DEF: Removing a person from New Zealand to stand trial or serve a sentence in another national jurisdiction. Removing a person from another jurisdiction to stand trial or serve a sentence in New Zealand

SN: EXAMPLES: Extraditing illegal migrants or residents who have served sentences

Facilitating business development

UF: Facilitating industry

BT: [Enabling](#)

NT: [Attracting businesses](#)
[Funding business development](#)
[Negotiating trade conditions](#)
[Promoting trade](#)
[Providing business advice](#)

DEF: Carrying out activities which will attract business, promoting types of industry, funding or subsidising business research and development and providing a favourable business climate

Facilitating community development

BT: [Enabling](#)

NT: [Funding community groups](#)
[Providing advice to community groups](#)
[Providing services to community groups](#)

DEF: Increasing community self sufficiency by providing funding or services for local initiatives

Facilitating industry

USE: [Facilitating business development](#)

Facilitating job placements

BT: [Optimising employment](#)

SN: Sometimes this is done by central and local government, as well as privately

Facilities management

USE: [Administration \(Internal\)](#)
[Providing amenities for cultural and leisure activities](#)

Fighting

BT: [Conducting military operations](#)

SN: EXAMPLE: Conducting low level conventional operations

Finalising policy

UF: Approving policy

BT: [Policy making](#)

DEF: Determining the shape of final policy and approving it

SN: INCLUDES: finalising and approving (seeking approval for) Cabinet policy

Financial management (Internal)

- UF: Accounting
Acquisitions
Contracting out
E-procurement
Outsourcing
Procurement
Tendering
- BT: [Corporate management \(Internal\)](#)
- DEF: Running the financial internal control systems of an agency, including processing revenue and expenditure, maintaining a general ledger, and internal budgeting
- SN: INCLUDES: Corporate internal purchasing of goods and services for use within the organisation concerned, managing accounts payable and accounts receivable, running the usual accounting needs of the organisation. EXCLUDES: participating in the government budget cycle, centralised purchasing or purchasing services to deliver outputs, for which use 'Managing the budget cycle', 'Centralised purchasing' and 'Purchasing services for the public' respectively

Fining

- USE: [Applying monetary sanctions](#)

Forming the government

- BT: [Structuring government](#)
- DEF: Determining which political party or parties have the confidence of Parliament. Appointment of Prime Minister and ministers by Governor General
- SN: EXAMPLE: Establishing a coalition government

Funding business development

- UF: Funding industrial development
- BT: [Facilitating business development](#)
- DEF: Providing seed money, guaranteeing startup or expansion loans from banks, providing venture capital, funding research and development

Funding community groups

- UF: Guaranteeing loans to community groups
- BT: [Facilitating community development](#)
- DEF: Providing grants, loans or loan guarantees to recognized community groups to fund local projects
- SN: INCLUDES: projects which promote/increase community self sufficiency, building community capability. Includes provision of grants, loans and loan guarantees

Funding individual study

- BT: [Educating](#)
- DEF: Providing grants, scholarships or loans to assist individuals to undertake a recognised course of study
- SN: INCLUDES: Student loans, study grants, scholarships, eg Pacific Island scholarships, Winston Churchill memorial fellowship. Study can be in New Zealand or overseas

Funding industrial development

- USE: [Funding business development](#)

Gathering data

- UF: Carrying out surveys
Collecting data
Measuring
- BT: [Collecting information](#)
- DEF: Collecting facts (especially quantitative facts) together for later analysis and use
- SN: EXAMPLES: collecting statistics such as the census of population, interviewing and administering questionnaires, questioning people, measuring or surveying physical formations or flora and fauna

Gathering information

- USE: [Collecting information](#)

Gazetting delegated legislation

- USE: [Bringing delegated legislation into force](#)

Government spending

- USE: [Managing the budget cycle](#)

Granting bail

- USE: [Detaining](#)

Granting citizenship

- BT: [Protecting](#)
- DEF: Conferring citizenship by grant on people who qualify by criteria other than birth or descent. Includes taking the oath of allegiance by non-commonwealth citizens

Granting commercial concessions

- USE: [Granting consents](#)

Granting consents

- UF: Administering consents
Granting commercial concessions
Issuing permits
- BT: [Authorising](#)
- DEF: Granting consents and issuing permits to undertake specific activities with very defined boundaries - where the amount of activity is limited and/or the place of activity is defined. Usually to do with construction according to the building code or use of the environment under the Resource Management Act. Includes refusing to grant consent
- SN: EXAMPLES: Issuing resource consents, issuing building consents. Issuing mining consent, water rights usage, discharge of waste water permits. Also includes the process of hearing submissions related to a specific application for consent. EXCLUDES: Hearings related to the development of District or Regional Plans, see 'Rulemaking, Developing delegated legislation' or taking an appeal against refusal to grant a permit, see 'Upholding the rules, Ensuring compliance, Conducting legal hearings'

Granting parole

- BT: [Enforcing legal sanctions and remedies](#)
- SN: This is not the same as supervising parole

Granting permanent residence
USE: [Controlling immigration](#)

Guaranteeing business loans
USE: [Subsidising businesses](#)

Guaranteeing loans to community groups
USE: [Funding community groups](#)

Guaranteeing welfare loans
USE: [Subsidising welfare loans](#)

Hearing disputes
USE: [Conducting legal hearings](#)

Holding a trial
USE: [Conducting legal hearings](#)

Holding elections

UF: Overseeing voting in elections
BT: [Maintaining electoral process](#)
SN: INCLUDES: by-elections, central government elections, local government elections, school board elections and health board elections, the work of the Electoral Commission

Holding official ceremonies

UF: Running events
BT: [Enriching](#)
DEF: Arranging and running ceremonial, cultural or civic events in which central or local government plays a prominent part and which celebrate or commemorate aspects of New Zealand life and culture
SN: EXAMPLES: State ceremonies, the opening of Parliament, cultural ceremonies, investiture ceremonies, wreath laying, civic functions, citizenship ceremonies

Holding referenda

UF: Overseeing voting in referenda
BT: [Maintaining electoral process](#)
SN: EXAMPLE: Mixed Member Proportional (MMP) referendum

Honouring individuals

BT: [Enriching](#)
DEF: Providing government recognition of individuals who have made contributions to New Zealand as a whole or to their own communities
SN: EXAMPLE: The New Zealand Honours List, creating and maintaining memorials and statues, awarding medals, creating plaques for war graves

Human resource management (Internal)

- UF: Enlisting in armed forces
Paying allowances
Paying salaries
Paying staff
Paying wages
Personnel management (Internal)
Recruiting
Seconding staff
Setting staff salaries
- BT: [Corporate management \(Internal\)](#)
- DEF: Recruiting staff, setting remuneration levels, conditions of employment, training and development, and managing performance of all staff below Chief Executive level
- SN: INCLUDES: Secondments, staff exchanges, establishing pay levels and allowances, including military in-service allowances and grants, payroll. EXCLUDES: Setting salaries of senior or statutory appointment, although payroll will usually include them

Identifying locations

- BT: [Providing infrastructure](#)
- DEF: Establishing and implementing common systems for naming or numbering physical features. Unique and non-unique identifiers for physical features
- SN: EXAMPLES: Establishing street and place names, the Global Positioning System.

Immunising animals

- UF: Inoculating animals
Vaccinating animals
- BT: [Controlling unwanted organisms](#)
- SN: EXCLUDES: controlling human diseases - see 'Protecting, Providing personal health services' and 'Protecting, Providing public health'

Immunising people

- UF: Inoculating people
Vaccinating people
- BT: [Providing public health services](#)

Implementing monetary policy

- BT: [Maintaining infrastructure systems](#)
- DEF: Taking action to affect monetary and other financial conditions
- SN: EXAMPLES: setting the official cash rate, inflation control, delivering price stability, setting inflation policy targets

Implementing Treaty of Waitangi

- BT: [Administering government](#)
- DEF: Carrying out measures which implement the provisions of the Treaty of Waitangi
- SN: For setting accountability requirements under the Treaty of Waitangi, see 'Administering Government, Ensuring accountability, Setting accountability requirements'. For reporting under the Treaty of Waitangi, see 'Administering government, Ensuring accountability, Accountability reporting'

Impounding

- USE: [Detaining](#)
[Enforcing legally required actions](#)

Imprisoning

USE: [Enforcing custodial punishment](#)

Improving habitat

USE: [Enhancing ecosystems](#)

Indexing

USE: [Creating finding aids](#)

Information management (Internal)

UF: Classifying

Knowledge management

Record keeping

BT: [Corporate management \(Internal\)](#)

DEF: Developing and operating systems, practices and technologies to manage information content produced by an organisation or used by an organisation in the course of its administration

SN: EXAMPLES: Records management, Information technology - IT

Informing

NT: [Analysing information](#)

[Collecting information](#)

[Maintaining information](#)

[Providing access to information](#)

[Researching](#)

DEF: Discovering, collecting, processing, analysing, maintaining and disseminating information.

Innoculating animals

USE: [Immunising animals](#)

Innoculating people

USE: [Immunising people](#)

Inspecting

BT: [Monitoring compliance](#)

DEF: Programmed inspecting, in both the public and private sectors, to determine whether rules are being obeyed and standards are being met. Includes inspecting activities, procedures or equipment and associated documentation.

SN: EXAMPLES: Occupational Safety and Health scheduled inspections, Fire Service inspections, checking political parties' returns for compliance, checking weighing machines used for trade, monitoring product safety, inspections of produce for export, customs inspections to monitor the restricted entry and exit of goods, animals and plants, protected species, contraband (including prohibited substances) and indecent publications.

EXCLUDES: auditing government agency administration and work of Audit New Zealand, see 'Administering government, Ensuring accountability, External auditing'. Excludes skills testing, see 'Enabling, Educating, Assessing student achievement'

Instructing

USE: [Teaching](#)

Insuring

USE: [Risk management \(Internal\)](#)

Intelligence gathering

UF: Spying
Surveillance

BT: [Defending](#)

DEF: Collecting and analysing information on potential and actual threats to national security, including for economic and resource security

SN: EXAMPLE: Identifying risks to national security

Interest group advocacy

UF: Advocating for interest groups

BT: [Representing](#)

DEF: Identifying the needs of a particular interest group and acting on their behalf

SN: EXAMPLE: The advocacy activities of agencies whose function is to represent the interests of specific groups such as: Te Puni Kokiri, Ministry of Women's Affairs, Ministry of Youth Affairs, Commissioner for Children.

International representation

BT: [Representing New Zealand internationally](#)

DEF: Representing New Zealand in international negotiations and at meetings of international organisations

SN: INCLUDES: Government ministers or officials representing New Zealand at international conferences, United Nations, international commissions, includes representatives with particular areas of expertise eg conservation, agriculture. EXCLUDES: negotiating treaties, see 'Defending, Making military alliances' and 'Enabling, Facilitating business development, Negotiating trade conditions'

Interpreting data

USE: [Analysing information](#)

Interpreting the law

BT: [Upholding the rules](#)

NT: [Developing case law](#)

[Developing legal opinions](#)

DEF: Saying how the law may apply in particular circumstances

Interring animal remains

USE: [Disposing of animal remains](#)

Interring human remains

USE: [Disposing of human remains](#)

Investigating accidents

USE: [Investigating incidents](#)

Investigating breaches

USE: [Investigating incidents](#)

Investigating incidents

- UF: Detecting
Investigating accidents
Investigating breaches
- BT: [Monitoring compliance](#)
- DEF: Reactive, probing the circumstances around a particular incident to discover whether a breach of the rules has been committed
- RT: [Mitigating hazards](#)
- SN: INCLUDES: detective work, Occupational Safety and Health investigating an industrial accident, air accident investigations, Ombudsman's investigations, investigations by the Police Complaints Authority, instigating the Ministry of Agriculture and Forestry 'Traceback' system in response to an incident or scare.

Investing

- USE: [Managing public assets](#)

Issuing animal movement orders

- USE: [Containing non-human pests and diseases](#)

Issuing currency

- UF: Minting
Printing money
- BT: [Maintaining infrastructure systems](#)

Issuing emergency travel documents

- USE: [Supplying travel documents](#)

Issuing entry visas

- USE: [Controlling immigration](#)

Issuing passports

- USE: [Supplying travel documents](#)

Issuing permits

- USE: [Granting consents](#)

Knowledge management

- USE: [Information management \(Internal\)](#)

Law reform

- USE: [Reviewing rules](#)

Lawmaking

- USE: [Rulemaking](#)

Legislating in Parliament

BT: [Rulemaking](#)

NT: [Drafting parliamentary legislation](#)

[Passing parliamentary legislation](#)

[Promulgating laws](#)

DEF: The process of drafting and passing legislation through Parliament

Levying

USE: [Revenue gathering](#)

Licensing

USE: [Registering](#)

Maintaining buildings and amenities

UF: Repairing buildings and amenities

BT: [Maintaining infrastructure systems](#)

DEF: Carrying out repairs, painting, updating building services

Maintaining ecosystems

UF: Establishing reserves

Maintaining habitat

BT: [Conserving the environment](#)

DEF: Carrying out activities necessary to protect habitat from further deterioration

RT: [Containing non-human pests and diseases](#)

[Exterminating non-human pests and diseases](#)

[Providing emergency services](#)

SN: EXAMPLES: Excluding weeds, maintaining water levels, cleaning up environmental contamination such as oil spills

Maintaining electoral process

BT: [Representing](#)

NT: [Determining electoral boundaries](#)

[Determining the electoral system](#)

[Holding elections](#)

[Holding referenda](#)

DEF: Providing the framework to enable voters to vote

Maintaining habitat

USE: [Maintaining ecosystems](#)

Maintaining information

UF: Accessioning

Archiving

Processing information

Storing information

BT: [Informing](#)

DEF: Storing and managing collected information to retain accuracy, confidentiality, authenticity and usefulness and to prevent degradation

SN: EXCLUDES: Describing it to help others find it, see 'Informing, Providing access to information, Creating finding aids'

Maintaining infrastructure systems

BT: [Providing infrastructure](#)

NT: [Implementing monetary policy](#)

[Issuing currency](#)

[Maintaining buildings and amenities](#)

[Maintaining networks](#)

[Managing foreign exchange](#)

[Overseeing the financial system](#)

DEF: Operating established infrastructure systems, operating and maintaining physical structures and equipment, and/or increasing their capacity, improving their quality, or monitoring their operation

Maintaining military readiness

BT: [Defending](#)

DEF: Developing and maintaining military capability to ensure the armed forces are prepared to conduct operations from an agreed state of readiness and at specific levels of conflict

SN: EXAMPLES: Holding or running military exercises, providing and maintaining weaponry, maintaining states of readiness such as Operational Level of Capability (OLOC)

EXCLUDES: Training, see 'Enabling, Educating'

Maintaining networks

BT: [Maintaining infrastructure systems](#)

DEF: Monitoring and operating existing networks to ensure they continue to work effectively

SN: EXAMPLES: Investigating radio frequency interference

Making defence treaties

USE: [Developing international military relations](#)

Making information available

BT: [Providing access to information](#)

DEF: Ensuring information available for public inspection or use without distributing it

SN: INCLUDES: making electoral rolls available, providing read-only access to Statistics New Zealand databases, providing access to a database through a website.

Making reparation

USE: [Enforcing legal sanctions and remedies](#)

Making speeches

USE: [Publicising](#)

Making submissions on legislation

USE: [Passing parliamentary legislation](#)

[Reviewing rules](#)

Making submissions on policy

USE: [Consulting on policy](#)

Making the environment safe

USE: [Reducing health risks to people](#)

Managing consumption of resources

BT: [Protecting](#)

NT: [Allocating resource](#)
[Establishing available resource](#)

DEF: Limiting and/or sharing out the use of resources

SN: EXAMPLES: Sharing out use of radio frequencies, water, fisheries, minerals, imposing bag limits, sharing out water rights, allocating election broadcasting time and funds to political parties

Managing foreign exchange

BT: [Maintaining infrastructure systems](#)

DEF: Dealing in foreign exchange, fixing exchange rates

Managing public assets

UF: Asset sales
Disposing of assets
Investing
Selling assets

BT: [Managing public finances](#)

DEF: Managing assets and managing and investing cash, funds and unclaimed monies in New Zealand and overseas

RT: [Privatising](#)

SN: EXAMPLE: Managing cash, funds, investing; managing unclaimed monies, disposing of Crown assets e.g. land sales, managing public surpluses, managing the Land Acquisition Fund. Applies both to New Zealand and overseas assets EXCLUDES: selling a government business, see - 'Administering government, Structuring government, Privatising'

Managing public debt

UF: Borrowing by the Crown

BT: [Managing public finances](#)

DEF: Borrowing money to finance government activities, and managing repayment of those loans

SN: INCLUDES: borrowing, including the work of the Reserve Bank acting as agent for Debt Management Office of Treasury

Managing public finances

UF: Accounting
Auditing

BT: [Administering government](#)

NT: [Centralised purchasing](#)
[Managing public assets](#)
[Managing public debt](#)
[Managing public liabilities](#)
[Managing the budget cycle](#)
[Purchasing services for the public](#)
[Revenue gathering](#)

DEF: Managing the processes by which government raises, manages and disburses funds, manages debts and assets and purchases services across government

Managing public liabilities

BT: [Managing public finances](#)

DEF: Identifying possible financial risks to government and putting strategies in place to manage those risks

RT: [Risk management \(Internal\)](#)

SN: EXAMPLES: Managing Accident Corporation claims, managing the earthquake insurance scheme, dealing with claims against the Crown and claims under the Treaty of Waitangi

Managing the budget cycle

UF: Allocating budget
Appropriations
Budget vote allocation
Government spending
Preparing budget estimates
Preparing economic and fiscal updates
Public expenditure

BT: [Managing public finances](#)

DEF: Centralised process of estimating and allocating budgets, to which each agency contributes, and which is controlled by central agencies

SN: EXAMPLES: carrying out budget/vote/appropriation rounds, providing Treasury secondary opinions, the Estimates process EXCLUDES: performing a service, managing the machinery of government

Mandating

USE: [Rulemaking](#)

Mapping

USE: [Analysing information](#)

Marketing

USE: [Publicising](#)

Measuring

USE: [Gathering data](#)

Mediating

USE: [Resolving disputes](#)

Medical testing and diagnosing

UF: Providing pathology services

BT: [Ensuring personal health](#)

DEF: Checking individuals for the suspected presence of biological conditions such as pregnancy, disease or other causes of ill-health or injury, and identifying causative organisms, conditions etc

SN: EXCLUDES: Mass screening of populations for illnesses or conditions, see 'Protecting, Providing public health services, screening'

Mentoring

USE: [Teaching](#)

Minimizing harm

USE: [Mitigating hazards](#)

Minimizing natural disasters

USE: [Mitigating hazards](#)

Minting

USE: [Issuing currency](#)

Mitigating hazards

UF: Disaster recovery planning

Minimizing harm

Minimizing natural disasters

BT: [Ensuring public safety](#)

DEF: Preventing or reducing the potential impact of accidents, incidents and emergencies

RT: [Investigating incidents](#)

SN: EXAMPLES: upgrading stop banks for flood protection, ensuring land use is appropriate, running breathalyser campaigns, improving road safety, New Zealand Defence Force upgrading work on the Desert Road, installing smoke detectors, avalanche control, planning for emergency use of conservation huts

Mobilising armed forces

USE: [Conducting military operations](#)

Moderating student assessment system

BT: [Educating](#)

DEF: Moderating within a school, moderating across schools, and checking the appropriate level of assessment

Monitoring compliance

BT: [Upholding the rules](#)

NT: [Inspecting](#)

[Investigating incidents](#)

DEF: Checking to see whether rules have been complied with and investigating possible breaches

RT: [Border control](#)

[Excluding unwanted organisms](#)

Mothballing infrastructure

USE: [Decommissioning infrastructure](#)

Nationalising

BT: [Structuring government](#)

DEF: Converting from private to government ownership

RT: [Privatising](#)

SN: EXAMPLES: Buying back railways or electricity generation companies

Negotiating trade conditions

BT: [Facilitating business development](#)

SN: INCLUDES: Negotiating international trade treaties

Notarising

USE: [Authenticating documents](#)

Nursing

USE: [Treating medical conditions](#)

Operating breeding programmes for endangered species

USE: [Protecting individual species](#)

Optimising employment

BT: [Enabling](#)

NT: [Creating jobs](#)

[Facilitating job placements](#)

[Providing career guidance](#)

DEF: Ensuring the labour market operates to meet New Zealand's employment needs

Outsourcing

USE: [Financial management \(Internal\)](#)

[Purchasing services for the public](#)

Overseeing the financial system

BT: [Maintaining infrastructure systems](#)

DEF: Supervising operations of banks to maintain a sound financial system, and providing central banking services to other banks

SN: EXCLUDES: Setting up a government bank providing services to the public in competition with other banks, see 'Administering government, Corporate management, Running commercial enterprises'

Overseeing voting in elections

USE: [Holding elections](#)

Overseeing voting in referenda

USE: [Holding referenda](#)

Pardoning

USE: [Determining legal sanctions and remedies](#)

Passing parliamentary legislation

UF: Making submissions on legislation

BT: [Legislating in Parliament](#)

DEF: Introducing bills, debating bills in the House, reviewing bills in Select Committees through to the final reading and final vote stages. Includes getting a bill into the Legislative Programme

SN: INCLUDES: working with Bills, Supplementary Order papers which contain alterations to legislation, legislating to ratify international treaties and conventions. EXCLUDES: Order Papers not dealing with legislation, see 'Administering government'

Patrolling

BT: [Conducting military operations](#)

SN: EXAMPLE: Maritime patrolling of the exclusive economic zone to make sure other nations do not access resources illegally

Paying allowances

USE: [Human resource management \(Internal\)](#)

Paying medical treatment costs

USE: [Subsidising social services](#)

Paying salaries

USE: [Human resource management \(Internal\)](#)

Paying staff

USE: [Human resource management \(Internal\)](#)

Paying wages

USE: [Human resource management \(Internal\)](#)

Paying welfare benefits

USE: [Providing income support](#)

Peacekeeping

BT: [Conducting military operations](#)

SN: EXAMPLES: Monitoring elections overseas, peacekeeping duties in East Timor

Performing surgery

USE: [Treating medical conditions](#)

Personnel management (Internal)

USE: [Human resource management \(Internal\)](#)

Pest control

USE: [Controlling unwanted organisms](#)

Pest destruction

USE: [Exterminating non-human pests and diseases](#)

Planning for policy implementation

UF: Strategic planning

BT: [Policy making](#)

DEF: Preparing strategies and planning how to put policy into practice

SN: EXAMPLE: Developing conservation management strategies and plans, workforce planning to ensure that there are sufficient skilled people to run business and government, infrastructure planning EXCLUDES: carrying out the plans, for which use other functions as appropriate. Excludes developing procedures, see 'Rulemaking, Developing service delivery procedures'

Policing

USE: [Preventing crime](#)

Policy making

NT: [Consulting on policy](#)

[Creating draft policy](#)

[Evaluating policy](#)

[Exploring policy options](#)

[Finalising policy](#)

[Planning for policy implementation](#)

DEF: Creating or reviewing strategies and directions for the future, that apply OUTSIDE the creating organisation(s)

SN: INCLUDES: Includes policy making at Cabinet level, developing policy at all levels within an organisation. EXCLUDES: Restructuring, even between agencies - see 'Administering government, Structuring government, Restructuring government sector', excludes monitoring the implementation of policy, excludes 'how to' guidelines, see 'Rulemaking, Developing service delivery procedures' or 'Administering Government, Ensuring accountability, Developing government sector procedures'

Preparing budget estimates

USE: [Managing the budget cycle](#)

Preparing court cases

USE: [Conducting legal hearings](#)

Preparing economic and fiscal updates

USE: [Managing the budget cycle](#)

Prescribing

USE: [Treating medical conditions](#)

Preserving heritage

USE: [Protecting heritage](#)

Preserving the environment

USE: [Conserving the environment](#)

Preventing crime

UF: Community policing
Policing

BT: [Ensuring public safety](#)

DEF: Carrying out activities which protect people and their property from harm by other people

SN: EXAMPLES: Community policing, local patrolling, teen policing, providing and monitoring security cameras, neighbourhood watch. EXCLUDES educating the public about crime, see 'Informing, publicising' for campaigns and/or 'Enabling, Educating, Teaching'

Preventing self harm

USE: [Promoting good health](#)

Printing money

USE: [Issuing currency](#)

Privatising

BT: [Structuring government](#)

DEF: Selling a functioning organisation, or part of an organisation, usually as a going concern

RT: [Managing public assets](#)
[Nationalising](#)

SN: EXAMPLE: Selling Terralink EXCLUDES: Buying and selling property

Processing applications for entry to New Zealand

USE: [Controlling immigration](#)

Processing information

USE: [Maintaining information](#)

Procurement

USE: [Centralised purchasing](#)
[Financial management \(Internal\)](#)
[Purchasing services for the public](#)

Promoting good health

UF: Encouraging safe health practices
Preventing self harm
Promoting mental health
Promoting physical health

BT: [Providing public health services](#)

DEF: Undertaking sector-based programmes to improve the health of people by altering behaviour

SN: EXAMPLES: Running the DARE programme, the Push Play programme, running youth suicide prevention programmes, running smoking cessation programmes

Promoting mental health

USE: [Promoting good health](#)

Promoting participation in cultural and leisure activities

- UF: Promoting participation in recreational and sporting activities
Running events
- BT: [Enriching](#)
- DEF: Promoting the benefits of taking part in or attending cultural, recreational and sporting activities. This may be carried out by advertising or by running events
- SN: EXAMPLES: Wellington City Council promoting recreational activities for women, running Summer City Programmes

Promoting participation in recreational and sporting activities

- USE: [Promoting participation in cultural and leisure activities](#)

Promoting participation in society

- UF: Rehabilitating
- BT: [Enabling](#)
- NT: [Encouraging participation in the community](#)
[Providing personal advice](#)
- DEF: Promoting positive and integrated social development of people into family, peer, school, work and community environments.
- SN: EXAMPLES: Migrant and refugee support programmes, interpreting for migrants, building self-esteem programmes (elderly, youth, disadvantaged)

Promoting physical health

- USE: [Promoting good health](#)

Promoting tourism

- USE: [Promoting trade](#)

Promoting trade

- UF: Promoting tourism
- BT: [Facilitating business development](#)
- DEF: Promoting trade in goods and services both internationally and within New Zealand, supporting exporters, carrying out generic marketing of New Zealand as a tourist destination to benefit the industry as a whole, promoting tourism and promoting education for foreign students
- SN: INCLUDES: Holding Trade Fairs, making tourism promotions

Promulgating laws

- UF: Assenting to legislation
Enacting legislation
- BT: [Legislating in Parliament](#)
- DEF: Signing of passed legislation into law by the monarch or their representative, the Governor General

Property management

- USE: [Administration \(Internal\)](#)

Protecting

- NT: [Border control](#)
[Conserving the environment](#)
[Controlling unwanted organisms](#)
[Ensuring personal health](#)
[Ensuring public safety](#)
[Granting citizenship](#)
[Managing consumption of resources](#)
[Protecting business](#)
[Protecting heritage](#)
[Providing protective care for the vulnerable](#)
[Providing public health services](#)
[Providing records of personal identity](#)
- DEF: Protecting people, communities, businesses and the environment from harm, minimising adverse impacts on them now and in the future and restoring them

Protecting business

- UF: Protecting industry
- BT: [Protecting](#)
- DEF: Protecting business from overseas competition
- RT: [Subsidising businesses](#)
- SN: NOTE: It is illegal to protect business at a local or regional level from other businesses operating in New Zealand (Commerce Act)

Protecting heritage

- UF: Conserving heritage
Preserving heritage
- BT: [Protecting](#)
- DEF: Acting to ensure the safety of historic and cultural resources and minimise their loss or deterioration
- RT: [Building informative collections](#)
- SN: EXAMPLES: Preserving library and museum items including military museum items, archives, historic buildings and archaeological sites, the preservation work of the War Graves division of Internal Affairs

Protecting individual species

- UF: Operating breeding programmes for endangered species
Redistributing species
- BT: [Conserving the environment](#)
- DEF: Carrying out activities to protect indigenous, native and game species
- RT: [Containing non-human pests and diseases](#)
[Exterminating non-human pests and diseases](#)

Protecting industry

- USE: [Protecting business](#)

Protecting the environment

- USE: [Conserving the environment](#)

Providing access to information

UF: Distributing information

BT: [Informing](#)

NT: [Answering information requests](#)

[Creating finding aids](#)

[Making information available](#)

[Providing policy briefings](#)

[Publicising](#)

[Publishing](#)

DEF: Selecting and preparing information for distribution, using it to answer queries, making it available, or distributing it

Providing accident compensation

USE: [Providing income support](#)

Providing accommodation

USE: [Subsidising social services](#)

Providing accommodation supplements

USE: [Subsidising social services](#)

Providing advice to community groups

UF: Advising

Providing budgeting advice

Providing legal advice

BT: [Facilitating community development](#)

DEF: Providing information and suggestions or recommendations to community groups on how to undertake an activity or reach a decision

Providing aid to the civil power

USE: [Providing emergency services](#)

Providing amenities for cultural and leisure activities

UF: Facilities management

Providing amenities for recreational and sporting activities

BT: [Enriching](#)

DEF: Operating and maintaining amenities or facilities for cultural, recreational and sporting activities

SN: EXAMPLE: Running booking systems for eg huts and tracks, maintaining and operating botanic gardens, visitor programmes, maintaining and running sports fields, playgrounds, swimming pools, running libraries, roadside plantings and other beautification programmes. EXCLUDES: constructing, building or physical maintenance of infrastructure - see 'Providing infrastructure, Building' and 'Providing infrastructure, Maintaining infrastructure systems'

Providing amenities for recreational and sporting activities

USE: [Providing amenities for cultural and leisure activities](#)

Providing budgeting advice

USE: [Providing advice to community groups](#)
[Providing business advice](#)
[Providing personal advice](#)

Providing business advice

UF: Advising
Providing budgeting advice
Providing legal advice
BT: [Facilitating business development](#)
DEF: Providing information and suggestions or recommendations to businesses on how to undertake an activity or reach a decision

Providing career guidance

UF: Career counselling
Career planning
BT: [Optimising employment](#)

Providing chronic care

BT: [Ensuring personal health](#)
DEF: Providing care that is typically longer term and is intended to maintain or support individuals with chronic conditions or disabilities

Providing civil defence

USE: [Providing emergency services](#)

Providing clinical services

USE: [Treating medical conditions](#)

Providing diplomatic services

BT: [Representing New Zealand internationally](#)
DEF: Providing an official New Zealand presence in other countries

Providing emergency accommodation

USE: [Subsidising social services](#)

Providing emergency services

UF: Delivering civil defence
Emergency management
Providing aid to the civil power
Providing civil defence
BT: [Ensuring public safety](#)
DEF: Voluntary, civil and military agencies providing swift response to imminent and actual accidents, incidents and emergencies to minimize harm
RT: [Maintaining ecosystems](#)
SN: EXAMPLES: Providing ambulances, fire services, search and rescue, civil defence. Also includes declaring a state of civil emergency, providing cyclone relief in the Pacific Islands and in New Zealand, the military providing an Accident Fire Service in Waiouru. Covers both emergency service readiness and the delivery of services

Providing funding for cultural and leisure activities

- UF: Providing funding for recreational and sporting activities
Sponsoring
- BT: [Enriching](#)
- DEF: Giving money to people or organisations to provide, participate in or attend cultural, recreational or sporting activities
- SN: EXAMPLES: Sponsoring festivals or sporting events. Providing grants to artists and athletes, to the symphony orchestra, or the ballet. Some of the grants made by the Lottery Grants Board. Katherine Mansfield scholarship. EXCLUDES: purchasing services - see 'Administering government, Centralised purchasing' and 'Administering government, Purchasing services'

Providing funding for recreational and sporting activities

- USE: [Providing funding for cultural and leisure activities](#)

Providing housing

- USE: [Subsidising social services](#)

Providing income support

- UF: Compensating for lost earnings
Paying welfare benefits
Providing accident compensation
Providing personal income compensation
Providing social security entitlements
Supplementing individual and family incomes
- BT: [Subsidising individual and family income](#)
- DEF: For those who qualify for assistance, paying welfare benefits and supplementary allowances and compensating for lost earnings
- SN: EXAMPLES: Providing unemployment benefits, caregiver allowances (for caring for children, the sick and disabled), widow/widower benefits, retirement benefits, emergency benefits, including those for the self employed

Providing infrastructure

- NT: [Building](#)
[Decommissioning infrastructure](#)
[Establishing infrastructure systems](#)
[Establishing monetary control mechanisms](#)
[Identifying locations](#)
[Maintaining infrastructure systems](#)
- DEF: Ensuring the underlying foundation exists to enable the country to operate.
- SN: EXCLUDES: funding, see 'Administering government, Managing public finances, Managing budget cycle ', excludes providing open spaces, see 'Enriching, providing amenities for cultural and leisure activities', excludes flood control/preventative works, see 'Protecting, Ensuring public safety, Mitigating hazards'

Providing legal advice

- USE: [Providing advice to community groups](#)
[Providing business advice](#)
[Providing personal advice](#)

Providing military logistic support

- BT: [Conducting military operations](#)

Providing palliative care

BT: [Ensuring personal health](#)

DEF: Providing non-curative but supportive medical care for people with terminal or life-threatening illnesses

Providing pathology services

USE: [Medical testing and diagnosing](#)

Providing personal advice

UF: Advising
Counselling
Providing budgeting advice
Providing legal advice

BT: [Promoting participation in society](#)

DEF: Providing information and suggestions or recommendations to individuals on how to undertake an activity or reach a decision

Providing personal income compensation

USE: [Providing income support](#)

Providing policy briefings

UF: Advising
Advising ministers

BT: [Providing access to information](#)

DEF: Briefing ministers, elected representatives, Mayors and councillors and officials on existing policy

SN: EXCLUDES: providing advice to the public or to other agencies (use 'Answering information requests')

Providing protective care for the vulnerable

BT: [Protecting](#)

NT: [Adopting](#)

[Providing residential care](#)

[Supporting community care](#)

DEF: Making arrangements for and delivering safe care for people who are not fully able to care for themselves

Providing public health services

UF: Ensuring public health

BT: [Protecting](#)

NT: [Disposing of animal remains](#)

[Disposing of human remains](#)

[Disposing of waste](#)

[Immunising people](#)

[Promoting good health](#)

[Reducing health risks to people](#)

[Screening for disease](#)

DEF: Protecting and improving community health, where the focus is on a sector of the community rather than the individual. The activity is usually initiated by the health service provider, not individuals. The object is to prevent illness or intervene to minimise illness

SN: EXAMPLES: Restoring contaminated sites, providing immunisation programmes, running screening programmes, controlling pests and diseases that are hazardous to humans, managing substances and new organisms that are hazardous to humans, invoking emergency powers under the Health Act, immunising, reducing smoking, collecting rubbish

Providing records of personal identity

BT: [Protecting](#)

NT: [Supplying identity documents](#)

[Supplying travel documents](#)

DEF: Supplying and authenticating documents relating to the identity of New Zealand citizens or residents

Providing residential care

BT: [Providing protective care for the vulnerable](#)

DEF: Running accommodation and providing supervised care for people who are unable fully to care for themselves

Providing secretariat

UF: Administrative support of other government agencies

BT: [Administering government](#)

DEF: Providing administrative support to other government organisations, committees and elected bodies

SN: INCLUDES: Recording proceedings, running meetings of elected bodies. Servicing carried out by Lottery Grants division of Internal Affairs, providing secretariat of Representation Commission and Overseas Investment Commission, services provided to visiting dignitaries
EXCLUDES: providing administrative or secretariat services to non-government organisations, community groups etc - see 'Enabling, Facilitating community development, Providing services to community groups'

Providing services to community groups

BT: [Facilitating community development](#)

DEF: Supporting local community initiatives by providing facilities, amenities, administrative support - support of all kinds except funding.

SN: EXAMPLES: Providing facilities at a 'peppercorn rental', providing administration support to community groups, supporting local community initiatives such as Project Crimson and the Karori Wildlife Sanctuary

Providing social security entitlements

USE: [Providing income support](#)

Public expenditure

USE: [Managing the budget cycle](#)

Public sector assurance

USE: [Risk management \(Internal\)](#)

Publicising

UF: Advertising

Making speeches

Marketing

BT: [Providing access to information](#)

DEF: Actively promoting or advertising government activity, bringing it to public notice

SN: EXAMPLES: Creating publicity or information campaigns, issuing press releases, advertising, giving speeches (at conferences etc)

Publishing

BT: [Providing access to information](#)

DEF: Issuing information to the public in paper or electronic formats

Punishing

USE: [Enforcing legal sanctions and remedies](#)

Purchasing services for the public

UF: Contracting out

E-procurement

Outsourcing

Procurement

Tendering

BT: [Managing public finances](#)

DEF: Individual agencies purchasing services from providers to deliver outputs to the public

Quantitative analysis

USE: [Analysing information](#)

Quarantining

USE: [Containing non-human pests and diseases](#)

Rating property

USE: [Revenue gathering](#)

Rationalising government structures

USE: [Restructuring government sector](#)

Rationing

USE: [Allocating resource](#)

Realigning government structures

USE: [Restructuring government sector](#)

Recognising competencies

USE: [Accrediting](#)

Recognising diplomatic credentials

BT: [Representing New Zealand internationally](#)

DEF: Formally recognising diplomatic representatives from other countries

SN: Need not be in New Zealand, but have been assigned coverage by their country (e.g. could be in Australia)

Record keeping

USE: [Information management \(Internal\)](#)

Recruiting

USE: [Appointing to senior or statutory positions](#)

[Human resource management \(Internal\)](#)

Recycling

USE: [Disposing of waste](#)

Redistributing species

USE: [Enhancing ecosystems](#)

[Protecting individual species](#)

Reducing health risks to people

UF: Encouraging safe health practices

Making the environment safe

BT: [Providing public health services](#)

DEF: Undertaking programmes to maintain and improve the safety of people's living and working environments

RT: [Controlling unwanted organisms](#)

[Excluding unwanted organisms](#)

SN: EXAMPLES: Fluoridation, treating water supply, ensuring child safety, occupational safety, industrial safety, transport safety, cleaning up contamination, running clean air programmes, preventing contamination of water supply, eradicating or limiting organisms that spread diseases to people, cleaning up or containing toxic chemical spills

Referring patients

USE: [Treating medical conditions](#)

Regional development

USE: [Attracting businesses](#)

Registering

- UF: Credentialling
 Enrolling
 Licensing
 Warranting
- BT: [Authorising](#)
- DEF: (1) Making an official record of information about a person or thing, and (2) giving official permission to an individual or organisation to undertake an activity, usually after demonstrating fitness or competence. Includes refusing to register or license
- SN: EXAMPLES: Registering a birth or death, registering a patent, trademark or plant variety, registering a motor vehicle, registering political parties and party logos, enrolling voters, licensing marriage, licensing premises [eg a casino] licensing gaming machines, pharmaceuticals, registering a bank, registering securities, registering bird-banding operators, licensing breeders of native birds, registering honorary rangers. EXCLUDES: Taking an appeal against refusal to grant a permit, see 'Upholding the rules, Ensuring compliance, Conducting legal hearings'. NOTE: Licensing and registering have been combined to overcome problems arising from two separate meanings of the word 'registering', one of which is interchangeable with licensing. Definition 2 implies the right to undertake the activity on an ongoing basis.

Regulating

- USE: [Rulemaking](#)

Rehabilitating

- USE: [Promoting participation in society](#)
 [Treating medical conditions](#)

Remanding in custody

- USE: [Detaining](#)

Repairing buildings and amenities

- USE: [Maintaining buildings and amenities](#)

Representing

- NT: [Interest group advocacy](#)
 [Maintaining electoral process](#)
 [Representing constituents](#)
 [Representing New Zealand internationally](#)
- DEF: Providing the democratic process for electing citizens to public office. Providing a mechanism to represent New Zealand officially overseas. Providing a means of representing the interests of specific groups in the community.
- SN: EXCLUDES: enrolling voters or registering political parties, see 'Authorising, Registering', excludes allocating election broadcasting time and funds to political parties, see 'Protecting, Managing consumption of resources'

Representing constituents

- UF: Representing ratepayers
- BT: [Representing](#)
- NT: [Advocating for constituents](#)
 [Communicating with constituents](#)
- DEF: Identifying what the people you are elected to represent want and acting on their behalf

Representing New Zealand internationally

BT: [Representing](#)

NT: [International representation](#)
[Providing diplomatic services](#)
[Recognising diplomatic credentials](#)

DEF: Conducting the government's business with foreign countries and their governments, and with international organisations overseas. Maintaining New Zealand's international relations.

Representing ratepayers

USE: [Representing constituents](#)

Researching

BT: [Informing](#)

DEF: Detailed study of a subject especially in order to discover new information or reach a new understanding

SN: Government carries out research, funds others to do research and does research in partnership with others EXCLUDES: applying research - this is dealt with under the appropriate functions

Resolving disputes

UF: Arbitrating
Mediating
Settling claims

BT: [Ensuring compliance](#)

DEF: Making or recommending decisions about disputes, court cases or claims between parties (one of whom could be the Crown)

SN: INCLUDES: Waitangi Tribunal recommendations, criminal court cases, civil court cases, Family court conference decisions, judicial decision making

Responding to official information requests

USE: [Answering information requests](#)

Restricting movement of infected stock

USE: [Containing non-human pests and diseases](#)

Restructuring government sector

UF: Amalgamating government agencies
Establishing new government agencies
Rationalising government structures
Realigning government structures
Setting up new government agencies

BT: [Structuring government](#)

DEF: Moving government functions between existing or to new government agencies, sharing functions under new arrangements, and setting up new government organisations to carry out specific identified functions.

SN: Local Government Commission restructuring local government

Revegetation

USE: [Enhancing ecosystems](#)

Revenue gathering

- UF: Collecting revenue
Levying
Rating property
Seignuring
Taxing
- BT: [Managing public finances](#)
- DEF: Gathering income for government by means of taxes, rates, and profit returns
- SN: EXAMPLES: Collecting income tax, goods and services tax, fringe benefit tax, local body rates, consumption taxes such as tobacco and alcohol taxes, seignuring (Reserve Bank) and imposing import tariffs. EXCLUDES: charges for services (recovery costs), eg the cost of sitting for a driver's licence

Reviewing legislation

- USE: [Reviewing rules](#)

Reviewing rules

- UF: Law reform
Making submissions on legislation
Reviewing legislation
- BT: [Rulemaking](#)
- DEF: Assessing the need for, and consulting on, existing or intended legislation or non-legislative rules
- SN: INCLUDES: The Law Commission reviewing legislation, departmental reviewing of legislation administered by them, Select Committee reviewing of specific legislation. May include an element of consultation as to whether or not there is a need to change the law or non-legislative rules.

Risk management (Internal)

- UF: Auditing
Disaster recovery planning
Insuring
Public sector assurance
- BT: [Corporate management \(Internal\)](#)
- DEF: Identifying possible financial and other risks within an agency and putting strategies in place to manage those risks, including insuring, internal auditing, and developing risk management strategies
- RT: [Managing public liabilities](#)
- SN: INCLUDES: insurance arrangements, business continuity arrangements, organisational liability management, monitoring contract performance

Rulemaking

- UF: Lawmaking
Mandating
Regulating
- NT: [Developing delegated legislation](#)
[Developing service delivery procedures](#)
[Legislating in Parliament](#)
[Reviewing rules](#)
- DEF: Reviewing and consulting on existing or intended legislation. Drafting, passing and promulgating legislation. Developing the rules mandated by legislation and agreed policy.
- SN: See also: 'Upholding the rules'

Running commercial enterprises

BT: [Administering government](#)

DEF: Provision and sale of goods and services by government, usually for profit, in activities that could be undertaken by the private sector

SN: EXAMPLES: running Solid Energy, council owned quarries, some Crown Owned Companies, some Local Authority Trading Enterprises where they are not infrastructure. Commercial activities some local councils and government agencies undertake in competition with the private sector e.g. managing a forest, selling education services to foreign students

Running events

USE: [Holding official ceremonies](#)

[Promoting participation in cultural and leisure activities](#)

Screening for disease

BT: [Providing public health services](#)

DEF: Examining individuals in targeted sectors of the human population to detect the incidence of illnesses or of conditions that threaten human health

SN: EXAMPLES: Screening for melanoma, cervical cancer, breast cancer, prostate cancer, tuberculosis

Searching out existing information

BT: [Collecting information](#)

DEF: Identifying information which has previously been collected, analysed and reported on and which will provide a background to a new piece of work

SN: EXAMPLE: literature reviews carried out to obtain background information

Seconding staff

USE: [Human resource management \(Internal\)](#)

Seeking secondary opinions on financial implications of policy

USE: [Consulting on policy](#)

Seignearing

USE: [Revenue gathering](#)

Seizing goods

USE: [Detaining](#)

Select committee hearings

USE: [Drafting parliamentary legislation](#)

Selling assets

USE: [Managing public assets](#)

Serving a removal order

USE: [Deporting](#)

Setting accountability requirements

BT: [Ensuring accountability](#)

DEF: Establishing reporting processes to meet requirements of legislation or government policy

SN: Examples: Establishing purchase agreements, establishing appropriate reporting formats to meet requirements as defined under acts such as the Public Finance Act and the State Sector Act, Local Government Act, agency creating acts, establishing requirements to meet Treaty of Waitangi obligations

Setting higher salaries

USE: [External setting of remuneration](#)

Setting staff salaries

USE: [Human resource management \(Internal\)](#)

Setting up new government agencies

USE: [Restructuring government sector](#)

Settling claims

USE: [Resolving disputes](#)

Sponsoring

USE: [Providing funding for cultural and leisure activities](#)

Spying

USE: [Intelligence gathering](#)

Storing information

USE: [Maintaining information](#)

Strategic planning

USE: [Planning for policy implementation](#)

Structuring government

BT: [Administering government](#)

NT: [Appointing to senior or statutory positions](#)

[Establishing judiciary](#)

[Establishing representative bodies](#)

[Establishing the Head of State](#)

[External setting of remuneration](#)

[Forming the government](#)

[Nationalising](#)

[Privatising](#)

[Restructuring government sector](#)

DEF: Determining the overall structure of government agencies and bodies, reviewing and changing the structure, allocating functions to agencies. Includes the Executive, the Judiciary, the legislature and Parliament

Subsidising businesses

- UF: Guaranteeing business loans
 Subsidising industry
- BT: [Assisting](#)
- DEF: Helping businesses to maintain financial viability when adverse circumstances apply
- RT: [Protecting business](#)
- SN: INCLUDES: Providing subsidies for existing business, eg rating rebates, reducing taxes, subsidising labour etc writing off loans, assisting some failing businesses

Subsidising communities

- BT: [Assisting](#)
- DEF: Directly or indirectly subsidising disadvantaged communities or nations
- SN: INCLUDES: providing financial assistance to other countries in times of adversity. May include assisting non-profit organisations working in communities

Subsidising housing

- USE: [Subsidising social services](#)

Subsidising individual and family income

- BT: [Assisting](#)
- NT: [Providing income support](#)
 [Subsidising social services](#)
 [Subsidising welfare loans](#)
- DEF: Providing supplementary income or subsidised services to people to bring them up to a minimum standard of living

Subsidising industry

- USE: [Subsidising businesses](#)

Subsidising social services

- UF: Paying medical treatment costs
 Providing accommodation
 Providing accommodation supplements
 Providing emergency accommodation
 Providing housing
 Subsidising housing
- BT: [Subsidising individual and family income](#)
- DEF: Providing personal or family support services at reduced or no cost for those who qualify for assistance
- SN: INCLUDES: Subsidising health services, providing accommodation supplements, providing subsidised housing, subsidising support services for children and young people with disabilities, subsidising transport for people with disabilities, providing Legal Aid EXCLUDES: building accommodation and maintaining it, see 'Providing infrastructure, Building' and 'Providing infrastructure, Maintaining infrastructure systems, maintaining buildings'

Subsidising welfare loans

- UF: Guaranteeing welfare loans
BT: [Subsidising individual and family income](#)
DEF: Either providing or guaranteeing loans to cover personal or family costs to people who don't meet commercial lending criteria, and/or providing loans at subsidised or deferred interest rates
SN: EXAMPLES: housing loans, 'sweat equity', loans for school uniforms, emergency loans eg funeral loans EXCLUDES: Student loans - see 'Enabling, Educating, Funding individual study'

Summoning

- USE: [Conducting legal hearings](#)

Supervising punishment

- USE: [Enforcing legal sanctions and remedies](#)

Supplementing individual and family incomes

- USE: [Providing income support](#)

Supplying identity documents

- BT: [Providing records of personal identity](#)
DEF: Supplying documents that are evidence of personal existence or status
SN: EXAMPLES: Supplying birth certificates, death certificates, marriage certificates.
EXCLUDES: Registering births, marriages and deaths, see 'Authorising, Registering'

Supplying travel documents

- UF: Issuing emergency travel documents
Issuing passports
BT: [Providing records of personal identity](#)
DEF: Supplying documents to enable New Zealand citizens or residents to travel overseas
SN: EXAMPLES: Issuing passports and emergency travel documents

Supporting community care

- UF: Committing under Mental Health Act
BT: [Providing protective care for the vulnerable](#)
DEF: Organising care arrangements for children and adults at risk of harm
SN: EXAMPLES: Removing at risk children from the home and finding them a care placement, fostering, committal of someone under the Mental Health Act, respite care for caregivers.
EXCLUDES: Taking out protection orders, see 'Upholding the rules', excludes funding other organisations to provide care, see 'Administering government, Managing public finances, Purchasing services for the public'

Surveillance

- USE: [Intelligence gathering](#)

Taxing

- USE: [Revenue gathering](#)

Teaching

- UF: Coaching
Delivering courses
Instructing
Mentoring
- BT: [Educating](#)
- DEF: Delivering any kind of training or teaching, including formal and informal instruction
- SN: EXAMPLES: Training students, training teachers, training principals in management, on-line participation in learning. Delivering youth training, skill enhancement programmes, English for migrants

Tendering

- USE: [Allocating resource](#)
[Centralised purchasing](#)
[Financial management \(Internal\)](#)
[Purchasing services for the public](#)

Testing student skills

- USE: [Assessing student achievement](#)

Training

- USE: [Educating](#)

Treating medical conditions

- UF: Nursing
Performing surgery
Prescribing
Providing clinical services
Referring patients
Rehabilitating
- BT: [Ensuring personal health](#)
- DEF: Intervening to improve personal physical or mental function after disease or injury, or to treat biological conditions
- SN: INCLUDES: Prescribing pharmaceuticals, nursing, providing dental care, providing medical care, maternity services etc, surgery, paediatrics, treating acute mental illness, treating drug overdoses etc. EXCLUDES: Palliative care, see 'Protecting, Ensuring personal health, Providing palliative care'

Treating waste

- USE: [Disposing of waste](#)

Upholding the rules

- NT: [Enforcing legal sanctions and remedies](#)
[Ensuring compliance](#)
[Interpreting the law](#)
[Monitoring compliance](#)
- DEF: Maintaining the framework under which society operates by promoting compliance with and enforcing the rules and providing a mechanism for disputes resolution

Vaccinating animals

- USE: [Immunising animals](#)

Vaccinating people

USE: [Immunising people](#)

Warranting

USE: [Registering](#)

Writing bylaws

USE: [Drafting delegated legislation](#)

Writing legislation

USE: [Drafting parliamentary legislation](#)

Zoning

USE: [Allocating resource](#)