

**From:** [Film and Lit Board of Review](#)  
**To:** 9(2)(a)  
**Subject:** FW: Invoice July  
**Date:** Monday, 8 August 2022 12:24:21 PM  
**Attachments:** [FOLBOR invoice appeal and next hearing.pdf](#)

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Morning 9(2)(a)

I can see 9(2)(a) out of office on so just a quick question – sorry to bother you.

What exactly do I do with this invoice/ timesheet from 9(2)(a)

9(2)(a)

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**From:** 9(2)(a)

**Sent:** Saturday, 6 August 2022 3:24 PM

**To:** Film and Lit Board of Review 9(2)(a)

**Cc:** 9(2)(a)

**Subject:** Invoice July

Kia ora, 9(2)(a)

I have 5 hours of time recorded for June, dealing with prep for the next hearing, and dealing with the 9(2)(h)

I therefore attach my timesheet recording one half day.

Have a good weekend,

9(2)(a)

Released under the Official Information Act 1982

**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** Fwd: Remittance Advice  
**Date:** Tuesday, 31 May 2022 7:30:16 PM  
**Attachments:** 9(2)(a) [Claim Form - FLBoR - 19 May 2022.xlsm](#)

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Kia ora 9(2)(a)

I received a payment today from DIA (see attached), I am assuming this is for the FLBOR meeting so thank you for processing my invoice so quickly.

The amount did not include my tax fees. Could you please follow up and let me know if I need to provide any further information.

I have reattached my expense forms and receipts for your reference, noting also that the .jpg image of the tax receipts has been renamed with the correct date.

Thank you.

Ngā mihi

9(2)(a)

**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Cc:** 9(2)(a)  
**Subject:** Invoice October  
**Date:** Wednesday, 2 November 2022 9:40:28 AM  
**Attachments:** [FOLBOR invoice October.pdf](#)

---

Kia ora, 9(2)(a)

I have 8 hours of time recorded for October dealing with prep for the next hearings and assistance with recruitment.

I therefore attach my timesheet.

Have a good weekend,

9(2)(a)

Released under the Official Information Act 1982

**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Cc:** 9(2)(a)  
**Subject:** Invoice September  
**Date:** Friday, 7 October 2022 12:41:38 PM  
**Attachments:** [FOLBOR invoice appeal and hearings.pdf](#)

---

Kia ora, 9(2)(a)

I have 16 hours of time recorded for September dealing with prep and attendance for the 2 September hearings, and dealing with 9(2)(h)

I therefore attach my timesheet.

Have a good weekend,

9(2)(a)

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**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** RE: 3 transcript review- Claim forms  
**Date:** Saturday, 19 February 2022 4:28:47 PM  
**Attachments:** [3Txt Messages^J FLBoR^J 2.4.2022.xlsm](#)  
[image001.png](#)

---

Kia ora 9(2)(a)

Attached is claim for the '3 Txts' meeting of FLBoR on 2/4/2022

Taking into account reading time prior to the day of the Zoom meeting and adding up duration of the meeting I have simply claimed for 1 day [which is equivalent to the total time].

I hope as with the Dec. claim I can claim for post meeting reading and finishing off.

Nga mihi

9(2)(a)

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**From:** Film and Lit Board of Review 9(2)(a)

**Sent:** Thursday, 10 February 2022 4:53 PM

**To:** 9(2)(a)

**Subject:** 3 transcript review- Claim forms

Kia ora koutou

Please the attached claim form for your time and expenses for the last review. Could you please complete this and email this back to me so your payment can be processed.

Ngā mihi nui

9(2)(a) (she/her) | Personal Assistant to 9(2)(a)

Ministerial Services | Information and Knowledge Services

**Te Tari Taiwhenua | The Department of Internal Affairs**

9(2)(a) | PO Box 805, Wellington 6140, New Zealand

[dia.govt.nz](#) | [Facebook](#) | [LinkedIn](#)

Logo-test



**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#); 9(2)(a)  
**Subject:** RE: 3 transcript review- Claim forms  
**Date:** Thursday, 10 February 2022 7:14:54 PM  
**Attachments:** [image001.png](#)

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Kia ora, koutou

Conscious that you may wish to wait before filing your claim because I am yet to write the draft and for us to land on a final outcome. If you'd like to file the hearing claim in the meantime, and then file a further claim for any future steps, I'm assuming that will be ok 9(2)(a). Otherwise, this decision, and the prior one will be my priority once I get back from the 9(2)(h). I am currently at (at the end of next week).

Kia pai te marie,

9(2)(a)

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**From:** Film and Lit Board of Review 9(2)(a)  
**Sent:** Thursday, 10 February 2022 4:53 PM  
**To:** 9(2)(a)

**Subject:** 3 transcript review- Claim forms

Kia ora koutou

Please the attached claim form for your time and expenses for the last review. Could you please complete this and email this back to me so your payment can be processed.

Ngā mihi nui

9(2)(a) ([she/her](#)) | Personal Assistant to 9(2)(a)

Ministerial Services | Information and Knowledge Services

**Te Tari Taiwhenua | The Department of Internal Affairs**

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**Te Tari Taiwhenua**  
**Internal Affairs**

Released under the Official Information Act 1982

**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** Re: 3 transcript review- Claim forms  
**Date:** Saturday, 2 April 2022 4:44:44 PM  
**Attachments:** 9(2)(a) [Committee Trust Expense Claim Form - 3x Transcripts \(February and March 2022\).xlsx](#)

---

Kia ora 9(2)(a)

Please find attached my completed claims form for the 3xTranscripts decision.

Thanks for all your assistance and best wishes for your new role with 9(2)(a)

Ngā mihi  
9(2)(a)

On Mon, Feb 14, 2022 at 11:39 AM Film and Lit Board of Review  
9(2)(a) wrote:

Kia ora koutou

No issues with that, on my end!

Thanks

9(2)(a)

**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Cc:** 9(2)(a)  
**Subject:** RE: Application for reduced fees  
**Date:** Thursday, 4 August 2022 1:50:10 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)

---

Thanks 9(2)(a)

The criteria for the waiver of fees to the Board of Review are different than those of the OFLC in classification of publications.

You have helpfully set out for 9(2)(a) the criteria for a waiver of fees to the Board of Review.

In order to grant a reduced fee, the Secretary must be satisfied that a person or organisation that has no commercial, occupational, professional, or other interest in the publication, other than:

- (a) an interest no greater than the public generally; or
- (b) an interest as owner of the publications; or
- (c) an interest arising from the fact that -
  - (i) in the case of an organisation, the objects or aims of the organisation give that organisation a special concern regarding the censorship of publications; or
  - (ii) in the case of a person, the person is a member of such an organisation.

In terms of the above (a) and (b) clearly do not apply to 9(2)(a) who have a substantially greater interest than the public generally and are not the owner (presumably) of the publications.

Therefore we must determine under ( C) whether the objects or aims of 9(2)(a) give that organisation a special concern regarding the censorship of publications which relates to their interest in this case. I believe this to be true – so I am happy to grant an application for reduced fee.

Kind Regards

9(2)(a)

Director Digital Safety  
New Zealand Department of Internal Affairs/Te Tari Taiwhenua  
Phone 9(2)(a)  
Email: 9(2)(a)

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**From:** Film and Lit Board of Review 9(2)(a)  
**Sent:** Monday, 1 August 2022 10:27 am  
**To:** 9(2)(a)  
9(2)(a) Film and Lit Board of Review  
<9(2)(a)>

**Subject:** RE: Application for reduced fees

Kia ora 9(2)(a), me again.

The OFLC has advised that they do not charge any fees from 9(2)(a) so I am asking whether it's appropriate to waive this request of a reduced fee also?

Thanks,

9(2)(a)

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**From:** Film and Lit Board of Review <9(2)(a)>  
**Sent:** Monday, 1 August 2022 9:59 AM  
**To:** 9(2)(a)



**Cc:** 9(2)(a)

**Subject:** Application for reduced fees

Mōrena 9(2)(a)

Hope you had a lovely weekend.

Attached is 9(2)(a) completed app form for two images to be reviewed by the Film and Literature Board of Review.

As mentioned below, she is also seeking a reduced fee for her application.

Could you let me know if there anything further that you need from me or 9(2)(a) in this instance? I have taken over secretariat support for the Board so everything is quite new.

Many thanks,

9(2)(a)

| *Senior Business Advisor*

**Te Tari o te Hautū | Office of the Deputy Chief Executive**

**Te Haumi | Enterprise Partnerships Branch**

**Te Tari Taiwhenua | The Department of Internal Affairs**

Email: 9(2)(a)

Wellington 6011

PO Box 805, Wellington 6144, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)

DIA Logo - Black



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**From:** 9(2)(a)

**Sent:** Monday, 1 August 2022 9:48 AM

**To:** Film and Lit Board of Review 9(2)(a)

**Subject:** RE: [EXTERNAL] RE: review of decision by Classification Office

Hello 9(2)(a)

Yes, this is correct.

9(2)(a)

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**From:** Film and Lit Board of Review <9(2)(a)>

**Sent:** Monday, 1 August 2022 9:41 AM

**To:** 9(2)(a)

**Subject:** RE: [EXTERNAL] RE: review of decision by Classification Office

Mōrena,

Thank you for your completed form, and advice that you wish to seek a reduced fee for your application.

In order to grant a reduced fee, the Secretary must be satisfied that a person or organisation that has no commercial, occupational, professional, or other interest in the publication, other than:

- (a) an interest no greater than the public generally; or
- (b) an interest as owner of the publications; or
- (c) an interest arising from the fact that -
  - (i) in the case of an organisation, the objects or aims of the organisation give that organisation a special concern regarding the censorship of publications; or
  - (ii) in the case of a person, the person is a member of such an organisation.

Can you please advise that this is correct?

Once I get your reply, your application form will be sent to the Secretary to determine whether your application has been approved for reduced fee.

Thanks,

9(2)(a)

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**From:** 9(2)(a)

**Sent:** Sunday, 31 July 2022 2:36 PM

**To:** Film and Lit Board of Review 9(2)(a)

**Subject:** RE: [EXTERNAL] RE: review of decision by Classification Office

Hello

I have attached the application form.

Could you please advise that the fee will be reduced. Also, if payment is to be made by internet banking please provide bank details.

Kind regards

9(2)(a)

**From:** 9(2)(a)  
**Cc:** 9(2)(a) 9(2)(a)  
**Subject:** RE: 9(2)(h) Invoice No. 153820 for DIA  
**Date:** Thursday, 28 July 2022 6:35:55 AM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image007.png](#)

Kia ora ano, koutou

Thanks for sending this through, 9(2)(a). It does seem ok given the narrations, but I am surprised that with that amount, 9(2)(h)

Ngā mihi

9(2)(a)



9(2)(a)

**From:** 9(2)(a)

**Sent:** Wednesday, 27 July 2022 3:39 pm

**To:** 9(2)(a)

**Subject:** FW: 9(2)(h)

Kia ora anō 9(2)(a)

The Department has received an invoice from 9(2)(h)

Before we authorise payment, I would like to check if you have any concerns with the services provided and the time billed 9(2)(h). For reference, I have attached correspondences between the Board and 9(2)(h). Both parties have agreed not to proceed, and we note 9(2)(h).

Thanks.

Ngā mihi

9(2)(a) | Lead Advisor

Strategy and Business Support – Ministerial Support and Secretariat Services

Te Haumi | Enterprise Partnerships

Te Tari Taiwhenua | The Department of Internal Affairs

[www.dia.govt.nz](http://www.dia.govt.nz)

9(2)(a)

**From:** 9(2)(a)

**Sent:** Tuesday, 26 July 2022 9:29 AM

**To:** 9(2)(a)

**Cc:** Film and Lit Board of Review 9(2)(a)

**Subject:** 9(2)(h)

Tēnā koe

Please find attached invoice for payment against 9(2)(a)

**Nāku noa, nā**

9(2)(a) ([she/her](#)) Whakahaere | Team Administrator

Te Urungi | Organisational Strategy and Performance

**Te Tari Taiwhenua | The Department of Internal Affairs**

9(2)(a)

| PO Box 805, Wellington 6140, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)

Logo-test



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**From:** 9(2)(a)  
**Subject:** RE: Expenses claim for live-stream video  
**Date:** Thursday, 9 June 2022 3:03:11 PM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)

You don't often get email from 9(2)(a) [Learn why this is important](#)

Hi 9(2)(a)

I consider that I should be paid:

- 9(2)(g)(ii)
- 

Ngā mihi

9(2)(a)

**From:** 9(2)(a)

**Sent:** Thursday, 9 June 2022 2:22 pm

**To:** 9(2)(a)

**Subject:** RE: Expenses claim for live-stream video

Kia ora 9(2)(a)

I hope you are keeping well despite this week's inclement weather.

In processing your claim, I had looked up the policy with regards to remuneration for Board members. I have found the following guidance:

9(2)(g)(ii)

Please let me know what you think. Thanks.

Ngā mihi

9(2)(a) | Lead Advisor

Strategy and Business Support – Ministerial Services and Secretariat Support

Te Tari Taiwhenua | The Department of Internal Affairs

[www.dia.govt.nz](http://www.dia.govt.nz)

9(2)(a)



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**From:** Film and Lit Board of Review <9(2)(a)>

**Sent:** Thursday, 2 June 2022 2:30 am

**To:** 9(2)(a)

9(2)(a); Film and Lit Board of Review

9(2)(a)

**Subject:** RE: Expenses claim for live-stream video

Thanks 9(2)(a) my manager 9(2)(a) will be in touch about processing this for payment.

Na

9(2)(a)

**| Advisor Strategy and Business Support (Seconded)**

**Ministerial and Secretariat Services | IKS**

**The Department of Internal Affairs Te Tari Taiwhenua**

Mobile: 9(2)(a)

Wellington, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)

**In the Office = ✓ Working from home = WFH**

MON	TUE	WED	THU	FRI
✓	✓	✓	WFH	WFH

?	?
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**From:** 9(2)(a)

**Sent:** Friday, 27 May 2022 1:14 PM

**To:** Film and Lit Board of Review 9(2)(a)

**Subject:** Expenses claim for live-stream video

Hi 9(2)(a),

After the meeting on 19 May chaired by 9(2)(a) it was decided that I would write up the decision. I have now done that, obtained feedback from the other members, and revised and finalised the decision. 9(2)(a) I may have sent it to you by now.

Thus, 9(2)(g)(ii)

9(2)(a) This involved a huge amount of my time, in fact **22 hours**.

I am having difficult filling out the claim form, especially as it will involve two different rates. I ask therefore that you fill out the form for me and send it to me for signature.

Many thanks.

Ngā mihi

9(2)(a)

9(2)(a)

9(2)(a)

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**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** RE: Expenses Claim Form  
**Date:** Monday, 28 November 2022 4:55:02 PM  
**Attachments:** [FLBoR claim 28.11.2022\(1685\).xlsm](#)  
[FLBOR claim 28.11.2022.png](#)

---

Many thanks 9(2)(a)

Attached is:

- .1. Claim form filled in
- .2. Copy of expenses related to the claim

As this is my last communication as a board member may I say how I have appreciated your support for the board and for me. Thank you.

Every blessing for a happy peace-ful Christmas

9(2)(a)

Sent from [Mail](#) for Windows

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**From:** [Film and Lit Board of Review](#)  
**Sent:** Monday, 28 November 2022 1:58 pm  
**To:** 9(2)(a)  
**Subject:** RE: Expenses Claim Form

Kia ora 9(2)(a)

Please see attached. Let me know if you need anything else.

9(2)(a)

9(2)(a) | *Senior Business Advisor*  
**Te Tari o te Hautū** | *Office of the Deputy Chief Executive*  
**Te Haumi** | *Enterprise Partnerships Branch*

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**From:** 9(2)(a)  
**Sent:** Monday, 28 November 2022 1:52 PM  
**To:** Film and Lit Board of Review 9(2)(a)  
**Subject:** Expenses Claim Form

Kia Ora

Would you kindly send me a claim form for the FLBoR, for expenses etc.

Nga mihi

9(2)(a)

Sent from [Mail](#) for Windows

Released under the Official Information Act 1982

**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** RE: Expenses Claim Form  
**Date:** Sunday, 18 December 2022 9:28:05 AM

---

Kia Ora 9(2)(a) and Christmas greetings,

Cleaning up office stuff and I note DIA are yet to pay me for the last FLBoR case I was part of. It would be great to get that before Christmas if at all possible.

Nga mihi

9(2)(a)

Sent from [Mail](#) for Windows

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**From:** [Film and Lit Board of Review](#)

**Sent:** Monday, 28 November 2022 5:02 pm

**To:** 9(2)(a)

**Subject:** RE: Expenses Claim Form

Kia ora Tom,

Thank you and leave it with me to send to our accounts team for processing.

It was lovely to meet you and I hope you have a relaxing Christmas break with your family.

9(2)(a)

9(2)(a) | *Senior Business Advisor*

**Te Tari o te Hautū** | *Office of the Deputy Chief Executive*

**Te Haumi** | *Enterprise Partnerships Branch*

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**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** RE: FLBOR Claim form 9(2)(a)  
**Date:** Tuesday, 5 April 2022 1:06:53 PM  
**Attachments:** [image001.png](#)  
[509750.pdf](#)  
[506448.pdf](#)

Hi 9(2)(a)

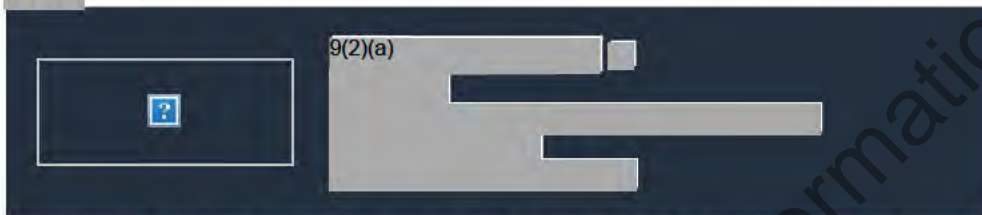
Thanks for your email. I attached a reissued 9(2)(a) which has had the duplicate tax charges removed.

I also enclose the firm's account in respect of 9(2)(a) attendances in February and March this year. I will leave it to you to create purchase order numbers at your end and process the invoices for payment in due course.

Please don't hesitate to contact me if you have any queries or need any further information.

Regards

9(2)(a)



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[www.buddlefindlay.com](http://www.buddlefindlay.com)

**From:** Film and Lit Board of Review <9(2)(a)>

**Sent:** 1 April 2022 14:27

**To:** 9(2)(a)

**Subject:** RE: FLBOR Claim form 9(2)(a)

Kia ora 9(2)(a)

Thank you for your email!

Resending a new invoice with correct figures poses no issues on our end as far as I am aware as I have not created the purchase order yet.

In terms of the purchase order code that accounts payable have said need to be on the invoices, I think there are two ways that we can go about this. Either the invoice can be sent directly to this inbox, then I can create the PO and receipt this all in one and pass the invoice onto accounts payable on your behalf or if I am notified of the amount prior to the invoice being created I can then create the PO so that I can give you the PO code and accounts payable will accept the invoice.

Apologies, it is a bit of niggly system but do let me know if you have any questions or need further clarification!

Thanks

9(2)(a)

**From:** 9(2)(a)

**Sent:** Thursday, 31 March 2022 12:32 pm

**To:** Film and Lit Board of Review 9(2)(a)

**Subject:** RE: FLBOR Claim form 9(2)(a)

Hi 9(2)(a)

I'm just finalising an invoice on behalf of 9(2)(a) for her attendances on Board matters in February and March. As a result it has come to light I have accidentally billed the Film Board twice in respect of tax charges. These expenses were originally billed in on 31 May 2021 9(2)(a) payment for which was received on 4 June 2021.

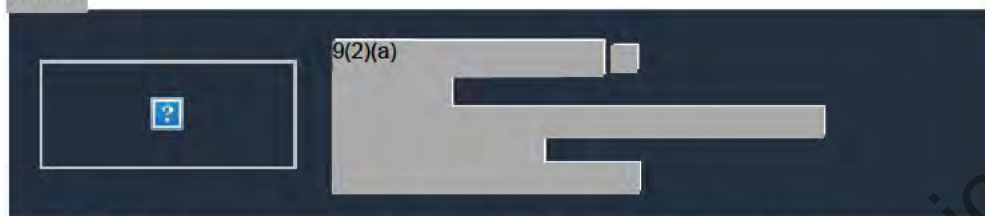
I have then erroneously included the tax charges again on our 22 December 2021<sup>9(2)(a)</sup> which is the invoice that was part of the email chain below. As we have not yet received payment for this invoice, our accounts team tell me the most efficient thing to do (at<sup>9(2)(a)</sup> end) is to reverse this invoice and reissue it to you without the disbursement charge. Would this course of action present any issues at your end?

On a related note, I note the request in the email communications below from your accounts team regarding a purchase order number being required on invoices. Do you have a reference that I should put on the invoice I am currently preparing? I can also put this reference on the amended December invoice if required.

Feel free to call me to discuss.

Regards

<sup>9(2)(a)</sup>



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[www.buddlefindlay.com](http://www.buddlefindlay.com)

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**From:** Film and Lit Board of Review<sup>9(2)(a)</sup>

**Sent:** 12 January 2022 13:38

**To:**<sup>9(2)(a)</sup>

**Subject:** RE: FLBOR Claim form<sup>9(2)(a)</sup>

Kia ora<sup>9(2)(a)</sup>

Apologies, I am just working with the accounts payable team now and I will let you know if I require anything further from you to process this.

Ngā mihi

<sup>9(2)(a)</sup>

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**From:**<sup>9(2)(a)</sup>

**Sent:** Tuesday, 11 January 2022 4:40 PM

**To:** Film and Lit Board of Review<sup>9(2)(a)</sup>

**Subject:** FW: FLBOR Claim form<sup>9(2)(a)</sup> ]

Dear Supplier

Unfortunately we cannot accept your invoice. It either does not meet all the requirements of the GST Act, or our requirements for processing it through our system.

We cannot accept any invoices that do not contain a valid Department of Internal Affairs (DIA) purchase order number. If you do not have a purchase order number, please liaise with your DIA contact to obtain one.

Please check for the following requirements, and amend or create a new invoice and resubmit to us for payment.

INVOICES MUST HAVE:

- A DIA purchase order number i.e. DIAxxxPUR or O21\_xxxxx
- To be addressed to : Department of Internal Affairs

To be a tax invoice, the GST Act requires that documents exceeding \$1,000 must contain:

- the words 'tax invoice'
- the name and GST registration number of the supplier
- the name and address of the recipient of the supply (this should be DIA, not one of the

business units, e.g.

National Library

- the date of issue
- a description of the goods and services supplied
- the quantity or volume of the goods and services being supplied
- the amount of the tax and the pre-tax consideration or the tax-inclusive amount with a statement that it includes GST.

The current invoice will now be deleted from our system and we await your new submission.

Please email to

9(2)(a)

Thank you for your cooperation in the matter.

9(2)(a)

**The Department of Internal Affairs | Te Tari Taiwhenua**

9(2)(a) | PO Box 805, Wellington 6140, New Zealand | [www.dia.govt.nz](http://www.dia.govt.nz)

**From:** Film and Lit Board of Review

**Sent:** Tuesday, 11 January 2022 10:04 AM

**To:** 9(2)(a)

**Subject:** FW: FLBOR Claim form [9(2)(a)]

Mōrena

Please see the attached invoice for 9(2)(a) attendance of the FLBOR review.

Thanks

9(2)(a)

**From:** 9(2)(a)

**Sent:** Thursday, 23 December 2021 2:04 PM

**To:** Film and Lit Board of Review <9(2)(a)>

**Subject:** FW: FLBOR Claim form [9(2)(a)]

You don't often get email from 9(2)(a) [Learn why this is important](#)

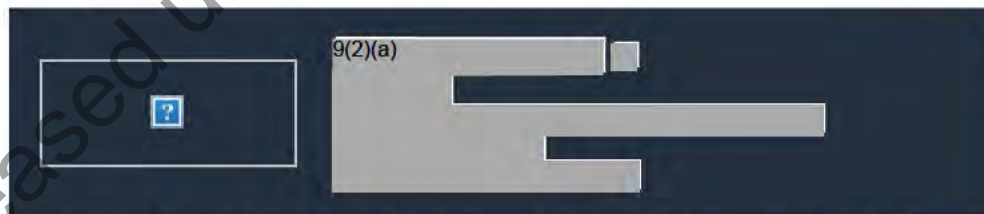
Dear 9(2)(a)

Please find attached the firm's account in respect of 9(2)(a) attendances in December.

Let me know if you need anything else in relation to this account.

Regards

9(2)(a)



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**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** Re: FLBOR Claim form  
**Date:** Wednesday, 8 December 2021 9:07:53 PM  
**Attachments:** [image001.png](#)  
9(2)(a) - [Committee Trust Expense Claim Form - 2 December 2021.xlsm](#)

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Kia ora 9(2)(a)

Thanks for arranging last week's meeting.  
Attached is my expense form and receipts for the taxis to and from the airport

Ngā mihi  
9(2)(a)

On Mon, Dec 6, 2021 at 4:40 PM Film and Lit Board of Review  
9(2)(a) > wrote:

Kia ora koutou

Once you have finalised any further work you may have to do on the current review, please use the attached claim form for reimbursement for your travel expenses and time.

I am in the process of creating a submission schedule for the next review and I will be in touch with 9(2)(a) before confirming the date of this.

Ngā mihi nui

9(2)(a) ([she/her](#)) | Personal Assistant

Ministerial Services | Information and Knowledge Services

**Te Tari Taiwhenua | The Department of Internal Affairs**

9(2)(a) | PO Box 805, Wellington 6140, New Zealand  
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**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** Re: FLBOR Upcoming meeting- 3x Transcripts  
**Date:** Saturday, 5 February 2022 2:23:12 PM  
**Attachments:** [image001.png](#)

---

Dear 9(2)(a)  
thank you for your assistance yesterday. I enjoyed my first meeting.

Can you please remind me of the process for claiming payment, and whether I charge for this as a full day? (in line with other members?)

The week of 7th March I am available 9-11th.

9(2)(a)

**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Cc:** 9(2)(a)  
**Subject:** RE: FYI: Film and Literature Board of Review (FLBoR) - Purchase orders for 9(2)(h)  
**Date:** Monday, 16 May 2022 3:45:03 PM  
**Attachments:** [image001.png](#)

---

Thank you 9(2)(a)  
9(2)(h) came through on Friday and has been approved – the second isn't appearing in the queue at this point but I will keep an eye out

Thanks

9(2)(a)

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**From:** Film and Lit Board of Review <9(2)(a)>

**Sent:** Monday, 16 May 2022 3:13 pm

**To:** 9(2)(a)

**Subject:** FYI: Film and Literature Board of Review (FLBoR) - Purchase orders for a 9(2)(h)

Kia ora 9(2)(a)

As the budget holder for the FLBoR 9(2)(a) please note that I have created a couple of Purchase orders (PO), which will require your approval (if you haven't already).

You will be alerted via Rehutai:

- 9(2)(h)
- 

Thank you

Na

9(2)(a)

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**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** RE: May claim form  
**Date:** Thursday, 2 June 2022 6:15:51 AM  
**Attachments:** [image002.png](#)

---

Thanks 9(2)(a)

Ngā mihi

9(2)(a)

9(2)(a)



---

**From:** Film and Lit Board of Review 9(2)(a)

**Sent:** Thursday, 2 June 2022 1:10 am

**To:** 9(2)(a)

**Subject:** RE: May claim form

Thanks 9(2)(a) I have sent to accounts payable for processing.

Na

9(2)(a)

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Internal Affairs



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**From:** 9(2)(a)

**Sent:** Monday, 30 May 2022 8:02 PM

**To:** Film and Lit Board of Review 9(2)(a) >

**Subject:** May claim form

Kia ora 9(2)(a)

Please find **attached** my claim form for the review on 19 May 2022.

Ngā mihi

9(2)(a)

9(2)(a)

[Redacted signature block]

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**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** RE: New PO for Crown Law  
**Date:** Friday, 6 May 2022 8:44:03 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)

I think it is 9(2)(a) for FLBR

**From:** Film and Lit Board of Review

**Sent:** Friday, 6 May 2022 8:31 AM

**To:** 9(2)(a)

Film and Lit Board of Review

9(2)(a)

**Subject:** RE: New PO for 9(2)(h)

Thanks 9(2)(a) for your emails.

I will cancel the other PO and create a new one with cost centre 9(2)(a). I am assuming the cost centre owner is 9(2)(a) for FLBR?

Na

9(2)(a)

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**From:** 9(2)(a)

**Sent:** Thursday, 5 May 2022 2:14 PM

**To:** Film and Lit Board of Review <9(2)(a)>

**Cc:** 9(2)(a)

**Subject:** Re: New PO for 9(2)(h)

Hi again 9(2)(a) - apologies I read your email a bit quickly. The cost centre for FLBR is actually 9(2)(a) I think the gym might be the current business owner for this

Cheers

9(2)(a)

Get [Outlook for iOS](#)

**From:** 9(2)(a)

**Sent:** Thursday, May 5, 2022 2:00:45 PM

**To:** Film and Lit Board of Review <9(2)(a)>

**Subject:** RE: New PO for 9(2)(h)

Hey 9(2)(a)

Yes 9(2)(a) is the SBS cost centre – this should be delegated to 9(2)(a) now and ongoing, but may be with me at the moment if the system is not synched.

Cheers

9(2)(a)



**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** RE: Orbit World Travel Itinerary - 9(2)(a) - Departing 13/09/2022 07:05 - Booking 9(2)(a)  
**Date:** Tuesday, 6 September 2022 11:04:07 AM  
**Attachments:** 9(2)(a)  
 9(2)(a)

Hi 9(2)(a)  
 Please see attached herewith the breakdown with the fees paid and travel related expenses paid for the claims paid so far as per the system as at now. (in the spreadsheet named - 9(2)(a) ). Also attached herewith relevant invoice copies and copies of receipts for these costs. You can forward these details with the attachments to 9(2)(a). Let us know if you come across any questions re: this or if these are not the details 9(2)(a) is up to.

Thanks  
 9(2)(a) / Accounts Payable Officer  
 9(2)(a)

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**From:** Film and Lit Board of Review 9(2)(a)  
**Sent:** Friday, 26 August 2022 9:48 AM  
**To:** 9(2)(a)  
**Subject:** FW: Orbit World Travel Itinerary - 9(2)(a) - Departing 13/09/2022 07:05 - 9(2)(a)

Kia ora 9(2)(a)  
 I have no documentation of these claim forms (highlighted below) that I can send back to the requestor.  
 Do you have them on file by any chance?

Thanks,  
 9(2)(a)

**From:** 9(2)(a)  
**Sent:** Thursday, 25 August 2022 2:03 PM  
**To:** Film and Lit Board of Review 9(2)(a)  
**Subject:** RE: Orbit World Travel Itinerary - 9(2)(a) - Departing 13/09/2022 07:05 - 9(2)(a)

Kia Ora 9(2)(a)  
 I have discovered that the remittance notices that DIA send to me lack detail, ie the remittance documents give the full amount paid and the withholding tax amount deducted. But what isn't shown is the breakdown of what is the fee paid and what are travel-related expenses. I have tried to locate my claim forms on my computer but can't, and so ask if you would kindly request the breakdown of the amounts so IRD can see what has been paid as a fee, and what is the travel related expenses. In my case that includes mileage to and 9(2)(a)

parking at the airport, and taxi from 9(2)(a) [redacted]

The invoices reference numbers are 9(2)(a) [redacted]

[redacted]  
Gratefully yours

9(2)(a) [redacted]

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**From:** [Film and Lit Board of Review](#)  
**To:** 9(2)(a)  
**Cc:** [Film and Lit Board of Review](#)  
**Subject:** RE: Payslips for year ended 31/03/2022  
**Date:** Wednesday, 25 May 2022 4:41:36 PM  
**Attachments:** [RE 3 transcript review- Claim forms.msg](#)  
[image001.png](#)

Please see the attached for 9(2)(a)

9(2)(a)

9(2)(a) | Advisor Strategy and Business Support (Seconded)

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**From:** 9(2)(a)

**Sent:** Wednesday, 25 May 2022 6:01 AM

**To:** Film and Lit Board of Review 9(2)(a)

**Subject:** RE: Payslips for year ended 31/03/2022.

Hi 9(2)(a)

I couldn't find any invoices/ committee members claims for below Board member's name from Accounts Payable end, can you please check with our HR team if he has been paid through HR payroll and if so they should be able to help you with below matter.

Thanks

9(2)(a) / Accounts Payable Officer

9(2)(a)

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**From:** Film and Lit Board of Review 9(2)(a)

**Sent:** Tuesday, 24 May 2022 1:20 PM

**To:** 9(2)(a)

**Subject:** FW: Payslips for year ended 31/03/2022

Kia ora team

I've forgotten if this is an accounts payable or accounts receivable query:

Are you able to produce remittances for the follow person or confirmation of what we have paid them to date as a Board member? It is for :

- 9(2)(a)
- For the period- year end to 31 March 2022.

Na

9(2)(a)

9(2)(a) | Advisor Strategy and Business Support (Seconded)

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**From:** 9(2)(a)

**Sent:** Monday, 23 May 2022 3:38 PM

**To:** Film and Lit Board of Review <9(2)(a)>

**Subject:** Payslips for year ended 31/03/2022

Kia Ora 9(2)(a)

I am not sure I have copies of all the payslips for that twelve month period. Last year 9(2)(a) got the financial team to send copies which I was grateful for. I would much appreciate it if you would ask them for copies from 1 April 2021 to 31 March 2022. I think there are 3.

Nga mihi

9(2)(a)

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**From:** 9(2)(a)  
**To:** [Film and Lit Board of Review](#)  
**Subject:** Re: Tues 13 September  
**Date:** Monday, 19 September 2022 8:46:13 PM  
**Attachments:** [image002.png](#)  
[FLBoR claim form 2022 - 9\(2\)\(a\) - September 2022.xlsm](#)

---

Kia ora 9(2)(a)

Thank you for organising last week's FLBoR meeting and nice to meet you in person.

Attached is a copy of my claim form and a copy of my taxi receipt.

Ngā mihi

9(2)(a)