



22 December 2025

Tēnā koe

### **Official Information Act request**

Thank you for your email of 11 November 2025, requesting information on Ministry of Social Development (the Ministry) Cost Codes and landlord-referred issues.

I have considered your request under the Official Information Act 1982 (the Act). Please find my decision on each part of your request set out separately below.

Your request was a follow up to the Ministry's response to your last request, and you advised: *I have a follow up request for the location mapping tables used by MSD to try to interpret the Cost Centre Codes and Project Codes contained in the "WEKA data" sheet of the released spreadsheet. Specifically:*

- 1. The list of building addresses and site identifiers linked to each Cost Centre Code and Project Code appearing in the dataset, and the name of the building owner / landlord associated with each site.*

The list of Ministry building addresses and Ministry site activity codes can be found in **Appendix 1 Copy of Ministry of Social Development Site Codes**. This contains a list of the physical addresses of all Ministry used offices and their location. This document is used internally to transfer the Site Code into Physical Location. Site Specific Activity codes were introduced into the Ministry for Repairs and Maintenance in the 2025/26 Financial Year.

The name of the landlord/building owner is refused in full under section 9(2)(a) of the Act to protect the privacy of natural persons. The need to protect the privacy of these individuals outweighs any public interest in this information.

Note that mapping project codes to sites is not possible as project codes are used for capital works only and do not always directly correlate to a specific site. The Ministry is also not able to map sites to cost centre codes as there can be different cost centre codes applied to a site based on the work or asset required.

- 2. Any cross-references or look-up tables used internally in property, finance, corporate services, or facilities management to translate these codes into physical location*

As mentioned in my response to Question 1, a project code is specific to a particular work activity, not generic to a site and a cost centre code can be applied to any project. Both project and cost centre codes are assigned at the point of expenditure, based on the expenditure type. Cross reference tables for project codes to site codes do not exist as explained in my response to Question 1.

Appendix 1 provides a cross-reference table for site code to physical location.

3. *The log(s), tracker(s), ticket records, helpdesk cases, or equivalent used to record landlord-referred leaks, for the same FY19 to FY26 period*

Where the Ministry is not responsible for the asset, we still record and refer issues to the landlord for resolution.

Please find attached **Appendix 2 Landlord Logit Leak Report 2018-2025**, which shows all Repairs and Maintenance jobs logged with a description including 'leak'. We are unable to identify if the leak was raised by the landlord or by Ministry staff, so this part of your request is refused under section 18(e) of the Act as this document does not exist or, despite reasonable efforts to locate it, cannot be found.

4. *For each record: date, site, issue description, resolution status, and whether the landlord accepted or disputed responsibility*

The Ministry's current fault logging system does not provide a specific field or setting to record instances where a landlord disputes a job. Any such details must be documented within the free-flow text field, as referenced in column D (Description) of Appendix 2 of the Landlord Logit Leak Report (2018-2025).

5. *I would also like any internal guidance defining when an issue is designated Ministry-asset vs landlord-responsibility*

Most of the buildings the Ministry uses are leased premises. Only five are Ministry owned, where the Ministry is the landlord.

The information requested is held in individual lease agreements. Each lease is unique and negotiated individually. Responsibilities for repairs vary depending on the lease agreement.

The Ministry uses two lease templates – Public Sector Standard Lease (PSSL), and Auckland District Law Society (ADLS) which is now managed by The Law Association of New Zealand. You can find more information about lease agreements for mandated agencies here: [www.gpg.govt.nz/about-us/templates-and-resources/](http://www.gpg.govt.nz/about-us/templates-and-resources/).

6. *For any site that appears more than once in the leak-related dataset, I would like any H&S risk register entries, property condition reports, internal hazard notifications, or mould / water damage assessments referring to repeated water ingress or leak issues*

Please find attached **Appendix 3: Mould Management Programme**, which provides a summary of the Ministry's response to mould issues at our sites. Please note that the full tracker document is withheld under two sections of the Act:

- section 9(2)(a) of the Act to protect the privacy of natural persons. The need to protect the privacy of these individuals outweighs any public interest in this information.
- section 9(2)(ba)(i) of the Act as it is subject to an obligation of confidence, and if released, could prejudice the supply of similar information in the future. The greater public interest is in ensuring that such information can continue to be supplied.

Further documents to address this part of your request are held at each site as registers are site specific. This part of your request is refused as it is very broad, and substantial manual collation would be required to locate and prepare all documents within scope of your request. As such, I refuse your request under section 18(f) of the Act. The greater public interest is in the effective and efficient administration of the public service.

I have considered whether the Ministry would be able to respond to your request given extra time, or the ability to charge for the information requested. I have concluded that, in either case, the Ministry's ability to undertake its work would still be prejudiced.

*7. Also, any insurance claims, remediation project briefs, or capital works scoping documents arising from repeated leak incidents.*

Regarding the Ministry's five sites that we own (Mangere, Nelson, Te Kuiti, Timaru and Whakatane), Whakatane is the only site to have had a repeat leak – see rows 1571 and 1632 in Appendix 2. There was no insurance claim for this fix.

To provide you with the information to answer this question about Ministry rented sites, we would need to divert personnel from their core duties and allocate extra time to complete this task. The diversion of these resources would impair the Ministry's ability to continue standard operations and would be an inefficient use of the Ministry's resources. As such, your request is refused under section 18(f) of the Act, as it requires substantial collation. The greater public interest is in the effective and efficient administration of the public service.

I have considered whether the Ministry would be able to respond to your requests given extra time, or the ability to charge for the information requested. I have concluded that, in either case, the Ministry's ability to undertake its work would still be prejudiced.

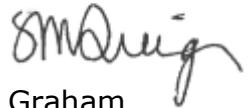
I will be publishing this decision letter, with your personal details deleted, on the Ministry's website in due course.

If you wish to discuss this response with us, please feel free to contact [OIA\\_Requests@msd.govt.nz](mailto:OIA_Requests@msd.govt.nz).

If you are not satisfied with my decision on your request, you have the right to seek an investigation and review by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or 0800 802 602.

Ngā mihi nui

pp.



Anna Graham

**General Manager**

**Ministerial and Executive Services**