

## Your Background Details

For the Panel to make the best use of the information, it would be appreciated if you could provide the following details of your business.

Name of business

Business type  
(e.g. Food manufacturer)

Address

Phone number  ( )  Email address

Number of employees  
(Please tick approximate level)  1  2  5  10  20  50  100  200  500  1000+

Company turnover  
(Please tick approximate level)  \$20k  \$30k  \$50k  \$100k  \$500k  \$1m  \$5m  \$50m

OR Advisor/Director  
covering a number of  
business operations

Would you be happy to be contacted by a Panel member to discuss your response to the discussion paper?

Yes  No

## About The Discussion Questions

We need you to tell us what you see as your key compliance cost concerns, no matter what the size, sector or region of your business. We have provided a number of question starters to assist you. Although we encourage you to answer all the questions, this is your contribution, so just provide the information that you believe to be important. Your response needs to be forwarded to us by **11 April 2001**.

Wherever possible, please respond via the format provided on the Panel's website: [www.businesscompliance.govt.nz](http://www.businesscompliance.govt.nz)  
You can also fax your response to us at **(04) 473 8949** or send it to us in the reply paid envelope provided at:

**Ministerial Panel on Business Compliance Costs**  
**22 The Terrace**  
**PO Box 1473**  
**WELLINGTON**

## What Are Compliance Costs?

- Compliance costs are the administrative and paperwork costs that businesses incur when meeting an obligation imposed by regulation. They include administrative burdens and all other associated compliance costs, such as equipment purchases, retooling, and recurrent production costs.
- They also include the costs associated with identifying and understanding the regulatory requirement and may include costs of buying in specialist services (such as legal, accounting, computer systems, research) or employing new staff to satisfy regulatory obligations; training staff and monitoring compliance.
- Compliance costs are distinct from the direct costs of any government requirement, such as the amount of tax payable.

Please note that while the Panel will not be focussing on tax regulation, we will be happy to pass your concerns and solutions in this area on to the Government.

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**The first three questions listed below are about your major compliance cost concerns. These questions should be answered in the spaces provided on the page opposite. Could you please ensure that you identify clearly which legislation or regulation you are commenting on in each of your answers to questions one to three. Feel free to use additional pages if you wish. Please remember to put the name of your business on each page. Questions 4, 5 and 6 are of a more general nature.**

## **1 Your key compliance cost concerns**

**Please identify your main business compliance cost concerns and describe why you think the costs of complying with the legislation or regulations are excessive and/or unnecessary.**

You can identify as few or as many acts/regulations as you wish. A list of some of the main statutes that affect businesses appear on the back of this questionnaire. Possible reasons for excessive compliance costs may include:

- overly complex regulatory requirements
- regulation which is too specific or not specific enough
- conflict or duplication between acts/regulations
- how the legislation is administered rather than the legislation itself.

## **2 Impact of compliance costs on your business**

**Assess the impact of your identified compliance costs on your business and business decisions. Wherever possible, provide an estimate of the time and level of costs associated with your key compliance cost concerns.**

When considering the more immediate specific impacts on your business we would also like your comments on the wider impacts that such compliance costs may have on you business. For example:

- do they affect your competitiveness, or your ability to innovate?
- deter you from expanding your business or starting a new business?
- deter compliance?
- if you are a small business, do you think you have special problems? What are they?

## **3 Practical actions to reduce the compliance costs you have identified**

**Business is best placed to propose effective and practical solutions to remedying compliance cost issues. Please give us your views on practical, workable solutions that relate to your compliance cost concerns.**

Name of your business:

# Feedback

The information sought is for the use of the Panel during its compliance costs review. The Business Compliance Cost Panel is bound by the Official Information Act. We will endeavour, however, not to use your information in any way that identifies you if you have provided the information on a confidential basis. Please advise if you wish your response or any part of your response to be treated as confidential and indicate this on the information you supply. Please indicate in the following box whether your response contains confidential information.

Yes  No

### 1 Your key compliance cost concerns

Office use only

Lined area for writing key compliance cost concerns.

Vertical box for office use only.

Please tear off and send back

### 2 Impact of compliance costs on your business (including time plus cost estimates)

Office use only

Lined area for writing impact of compliance costs on your business.

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Please tear off and send back

### 3 Practical actions to reduce the compliance costs you have identified

Office use only

Lined area for writing practical actions to reduce compliance costs.

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Please tear off and send back

- If you require additional sheets, photocopy the feedback sheet provided.
- Have you completed the business name panel on the top of this page?



# How you can contribute

## Ways you can contribute

You can contribute to the work of the Panel in two ways:

- by responding to this questionnaire either electronically or in writing by **11 April 2001**; and/or
- by attending one of 11 regional meetings to discuss your concerns directly with Panel members.

## Using our website – [www.businesscompliance.govt.nz](http://www.businesscompliance.govt.nz)

Our website:

- provides information on the Panel's programme
- provides details of the regional meetings (including times and venues of the meetings)
- provides you with the opportunity to register your interest in attending meetings
- lets you read the discussion paper
- allows you to provide an electronic response to the questionnaire.

## Attending a regional meeting

If you wish to attend a regional meeting you can let the Panel know which regional meeting you wish to attend by:

- Emailing [tracy.witham@med.govt.nz](mailto:tracy.witham@med.govt.nz)
- Phoning Tracy Witham on (04) 474 2679
- Faxing Tracy Witham at (04) 473 8949
- Completing the registration page on our website [www.businesscompliance.govt.nz](http://www.businesscompliance.govt.nz)

You will need to supply us with your contact details to enable us to register you for the meeting of your choice.

## Regional Meeting Programme

Region	Date/Time	Venue	Register By
Whangarei	Wednesday 7 March 5.45pm – 7.45pm	Cafler Suite, Forum North Rust Avenue, Whangarei	Friday 2 March
Palmerston North	Thursday 8 March 5.00pm – 7.00pm	Regency Room, Regent Theatre Broadway, Palmerston North	Friday 2 March
Napier	Friday 9 March 11.30am – 1.30pm	Council Chambers, 2nd Floor Civic Building Hastings Street, Napier	Friday 2 March
Dunedin	Monday 12 March 5.45pm – 8.00pm	Fullwood Room, Dunedin Centre Harrop Street, Dunedin	Monday 5 March
Christchurch	Tuesday 13 March 5.30 – 7.30pm	South Pacific Tyres, 35 Treffers Road Christchurch	Wednesday 7 March
New Plymouth	Tuesday 20 March 5.00pm – 7.30pm	Plymouth International Hotel Cnr Courtenay & Leach Streets, New Plymouth	Tuesday 13 March
Nelson	Wednesday 21 March 5.45pm – 7.45pm	Nelson City Council Chambers Trafalgar Street, Nelson	Tuesday 13 March
Auckland (Greenlane)	Monday 26 March 5.30pm – 7.45pm	Auckland Conference Centre 27- 33 Ohinerau Street, Remuera	Monday 19 March
Hamilton	Tuesday 27 March 5.45pm – 7.45pm	Hamilton City Reception Lounge Garden Place, Hamilton	Monday 19 March
Wellington	Thursday 29 March 5.45pm – 7.45pm	Level 4 Deloittes Lounge Westpac Trust Stadium, Wellington	Wednesday 21 March
Auckland (Albany)	Monday 2 April 5.45pm – 7.45pm	Albany Executive Inn 16 Corinthian Drive, Albany	Monday 26 March

Accident Insurance Act 1998	Fisheries Act 1996	Meat Act 1981
Agricultural Related Acts	Food Act 1981	New Zealand Bill of Rights Act 1990
Animal Products Act 1999	Forests Act 1949	Parental Leave and Employment Protection Act 1987
Building Act 1991	Gas Act 1992	Patents Act 1953
Commerce Act 1986	Goods and Services Tax Act 1985	Privacy Act 1993
Companies Act 1955 and 1993	Hazardous Substances and New Organisms Act 1996	Resource Management Act 1991
Consumer Guarantees Act 1993	Health Act 1956	Sale of Goods Act 1908
Contracts Enforcement Act 1956	Health and Safety in Employment Act 1992	Sale of Liquor Act 1989
Copyright Act 1994	Holidays Act 1981	Shop Trading Hours Repeal Act 1990
Crimes Act 1961	Human Rights Act 1993	Standards Act 1988
Customs & Excise Act 1996	Immigration Act 1987	Statistics Act 1975
Designs Act 1953	Income Tax Act 1994	Survey Act 1986
Electricity Act 1992	Insolvency Act 1967	Trade Marks Act 1953
Employment Relations Act 2000	Institute of Chartered Accountants of New Zealand Act 1996	Transport Act 1962
Fair Trading Act 1986	Land Transfer Act 1952	
Financial Reporting Act 1993	Local Government Act 1974	
Financial Transactions Reporting Act 1996		