



Headquarters  
New Zealand Defence Force  
Defence House  
Private Bag 39997  
Wellington Mail Centre  
Lower Hutt 5045  
New Zealand

OIA-2024-4963

28 March 2024

[REDACTED]  
[REDACTED]

Dear [REDACTED]

I refer to your email of 19 March 2024 regarding the New Zealand Defence Force (NZDF) payroll system. Your request has been considered in accordance with the Official Information Act 1982 (OIA).

Your similar request to the Ministry of Defence was transferred to the NZDF on 20 March 2024 for response in accordance with section 14(b)(ii) of the OIA as that request is more closely associated with the functions of the NZDF.

*Firstly, can you please tell me how frequently soldiers of the Defence Force are paid (i.e weekly, fortnightly, monthly etc.)?*

*Second of all, can you tell me the address from which payroll will pay their wages soldiers.*

Members of the NZDF are paid fortnightly by the NZDF, not the Ministry of Defence. The NZDF payroll team is based in Upper Hutt. The mailing address is at Defence House in Central Wellington and it is the same as the address in the above letterhead.

You have the right, under section 28(3) of the OIA, to ask an Ombudsman to review this response to your request. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Please note that responses to official information requests are proactively released where possible. This response to your request will be published shortly on the NZDF website, with your personal information removed.

Yours sincerely

**AJ WOODS**  
Air Commodore  
Chief of Staff HQNZDF