

Directory of Official Information

Listings D-F



MINISTRY OF
JUSTICE
Tabu o te Iure

[New Zealand Government](#)

About

This is a living document. We endeavour to update it whenever there are changes to be made.

If your department or agency's information is out of date, please email oa@justice.govt.nz with the necessary amendments. We can send you a MS Word version if you need.

Ministerial Relations and Services

Strategy, Governance & Finance

Ministry of Justice | Tāhū o te Ture

oa@justice.govt.nz

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Ministry of Defence

Entry last updated on 26 January 2022

Acts administered

The Ministry of Defence administers the Defence Act 1990.

Functions and responsibilities

The Ministry of Defence is the Government's lead civilian advisor on defence. We provide civilian advice on defence matters to enhance the security and interests of New Zealand and its people. We purchase major equipment which becomes a capability when it is used by service men and women of the New Zealand Defence Force (NZDF).

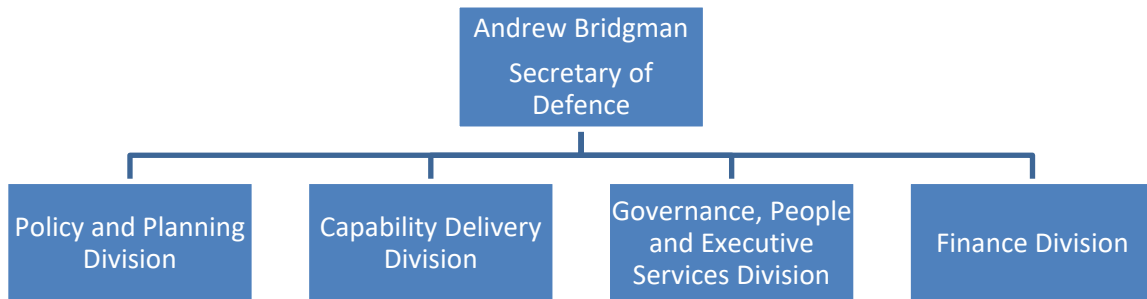
To carry out our role, the Ministry:

- provides analysis and advice on New Zealand's national security and defence interests and challenges, across both the short and long terms
- advises the Government on how our Defence Force can meet current challenges (such as potential deployments) and possible future challenges, by purchasing, upgrading and deploying capabilities
- purchases major defence equipment for use by the New Zealand Defence Force as a defence capability
- builds and maintain strong defence relationships internationally
- advises on Defence's performance and effectiveness as a system.

The Ministry works closely with the NZDF, the Ministry of Foreign Affairs and Trade, and other agencies to carry out these activities. We also build and maintain strong defence connections with other governments, including our ally Australia, so New Zealand can contribute to the security of the Asia-Pacific region, as well as understand and respond to defence and security challenges internationally.

Structure

The Ministry of Defence is made up of four divisions: Policy and Planning; Capability Delivery; Governance, People and Executive Services; and Finance.



The Ministry is organised around its civilian advice and capability delivery roles.

The Ministry has shared services arrangements with the NZDF for property, IT and communications services, and some security services.

Policy and Planning

In consultation with the NZDF, we provide advice to the Government on Defence policy matters, including:

- the strategic environment
- Defence and security policies
- military capabilities needed to meet Defence policy goals, including the cost, benefits and risks associated with proposed capability options; this includes technical analysis and advice
- the effective operation of the Defence Capability Management system
- the management of bilateral and multilateral defence relations, including NZDF deployments.

Capability Delivery

We purchase major military equipment/defence capability for the three NZDF services: the Royal New Zealand Navy, New Zealand Army and Royal New Zealand Air Force.

Governance, People and Executive Services

We undertake a range of activities to ensure the Ministry is effective and accountable as the government's civilian advisor on defence matters and is a well-run, sustainable and resilient organisation. The Division supports Ministry staff to work effectively and in strong partnership with the New Zealand Defence Force and other security sector agencies.

Finance

We provide financial services and advice, manage cash and foreign currency funds, and produce estimates and reports on financial aspects of Ministry business.

Records

General administrative records relating to the divisions' work are held.

Publications

The Ministry's work starts with developing a long-term view of the performance and fit-for-purpose of New Zealand's defence system, and an understanding of New Zealand's current and longer term defence challenges.

The Government sets its strategic direction for how it expects Defence to respond to these challenges, which the Ministry and Defence Force implement together. The Government sets out the roles and tasks it expects the Defence Force to undertake, and guides choices and priorities in making capability purchases, building international defence relationships, and assessing risk and performance.

Based on the Government's direction, Defence develops long-term plans on how these intentions translate into defence effects and materiel.

The Defence Capability Plan sets out the detailed capability requirements to deliver on these policy settings – including the people, research and development, infrastructure, processes, information technology, equipment, and logistics.

The Plan allows the Government to communicate its Defence capability priorities to the public, industry, and international partners. It does not represent a final commitment by the Government. Each investment is subject to approval of a business case that justifies the proposed investment and funding being available through the Budget process.


Contact

Ministry of Defence
34 Bowen Street
Wellington 6011

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Molesworth Street
Wellington 6144

Phone (04) 4960 999

Go to the Contact Us page to make an OIA request online: www.defence.govt.nz/contact-us/



info@defence.govt.nz

www.defence.govt.nz

New Zealand Defence Force (NZDF)

Entry last updated on 31 January 2022

Te Ope Kaatua o Aotearoa

Acts administered

Legislation administered by the New Zealand Defence Force (NZDF):

- Armed Forces Canteens Act 1948
- Armed Forces Discipline Act 1971
- Courts Martial Appeals Act 1953
- Defence Act 1990
- Military Decorations and Distinctive Badges Act 1918
- Military Manoeuvres Act 1915
- Visiting Forces Act 2004

Functions and responsibilities

The Defence Act 1990 provides for armed forces to be raised and maintained for:

- the defence of New Zealand and of any area for which New Zealand is responsible under any Act, and the protection of New Zealand's interests, whether in New Zealand or elsewhere
- the contribution of forces under collective security treaties, agreements or arrangements, and the contribution of forces to the United Nations or other organisations or states for operations in accordance with the principles of the United Nations Charter
- assistance to the civil power in time of emergency, either in New Zealand or elsewhere, and the provision of public services.

NZDF/Ministry of Defence Consultation

The Defence Act 1990 separated New Zealand's defence establishment into two components – the NZDF and the Ministry of Defence (MoD). The Secretary of Defence and the Chief of Defence Force are required to consult about any advice on major matters of defence policy to be given to the Minister of Defence, or other ministers.

The requirement to consult about implementation of the Government's defence and security objectives is met through collaborative staff arrangements within the Office of the Chief Executives.

Headquarters New Zealand Defence Force (HQ NZDF) has four principal functions:

- to contribute to the development of defence policy;
- to prescribe military policy;
- to command and manage all aspects of Defence Force activity; and,
- to manage all finance and resources allocated to and used by the Defence Force, including the procurement, replacement and repair of equipment which does not entail major changes to capability or involve major re-equipment.

Structure

The New Zealand Defence Force is under the control of the Minister of Defence, and comprises the Royal New Zealand Navy, the New Zealand Army and the Royal New Zealand Air Force, plus civilian staff, within New Zealand and overseas. The Chief of Defence Force (CDF) of Lieutenant General-equivalent rank commands the Armed Forces through the three Service Chiefs: a Rear Admiral (Navy), a Major General (Army), and an Air Vice-Marshal (Air Force)

The CDF commands joint force operations through the Commander Joint Forces New Zealand.

The CDF is the Chief Executive of the New Zealand Defence Force and is the principal military adviser to the Minister of Defence.

The CDF chairs the NZDF's Executive Committee (ExCo). The ExCo is the governance body for the strategic-level leadership of the NZDF. The twelve members of the ExCo are: Chief of Defence Force; Vice Chief of Defence Force; Chief of Navy; Chief of Army; Chief of Air Force; Commander Joint Forces New Zealand; Chief of Staff; Chief Financial Officer; Chief Joint Defence Services; Chief People Officer; Chief Defence Strategy Management, Director Defence Legal Services and Warrant Officer of the Defence Force.

HQ NZDF is comprised of but not limited to: the ExCo and their respective staff and business units; the staffs of the three Services; staff providing strategic policy and planning advice to the CDF and the ExCo; and the following branches/directorates:

- Capability Branch
- Communication and Information Systems Branch
- Defence Commercial Services
- Defence Estate and Infrastructure
- Defence Health

- Defence Intelligence
- Defence Legal Services
- Defence Logistics Command
- Defence Public Affairs
- Defence Strategy Management
- Directorate of Defence Security
- Directorate of Safety
- Strategic Commitments and Engagement Branch

Veterans' Affairs New Zealand is a unit within the NZDF and is a part of the People Capability Portfolio under the Chief People Officer. Veterans' Affairs is headed by a General Manager who is also known as the Head of Veterans' Affairs. More information is available under the listing for Veterans' Affairs New Zealand.

Headquarters Joint Forces New Zealand (HQ JFNZ) commands and controls the operational forces of the New Zealand Defence Force in support of national objectives. All deployable NZDF force elements, whether drawn from the Navy, Army, or Air Force, are under operational command of the Commander Joint Forces New Zealand (COMJFNZ). The three Service Chiefs continue to command their own Services, but their primary role is to raise, train and sustain their Services efficiently and effectively. The three Service component commanders at HQ JFNZ – the Maritime Component Commander (MCC), the Land Component Commander (LCC), and the Air Component Commander (ACC) – are responsible to COMJFNZ and their Service Chiefs for generation and sustainment of their respective Service's capabilities.

Information

The NZDF holds information relating to its functions and responsibilities that includes but is not limited to:

- Defence Orders and Instructions
- Strategic and corporate planning and policy documents
- Operational documentation
- Ministerial briefings and correspondence

Contact

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

ministerialservices@nzdf.mil.nz

www.nzdf.mil.nz

Drug Free Sport New Zealand

Entry last updated on 17 January 2022

Governing statutes

The Drug Free Sport NZ (DFSNZ) is established under the New Zealand Sports and Drug Agency Act 1994. This was replaced by the Sports Anti-Doping Act 2006, which came into force on 1 July 2007.

Functions and responsibilities

The functions and powers of Drug Free Sport NZ are described in sections 12 and 13 of the Sports Anti-Doping Act, which charges DFSNZ with the responsibility to do all that is necessary to implement and apply the World Anti-Doping Code in New Zealand. The primary tool for achieving this is the Sports Anti-Doping Rules, which are made after consultation with the Sports sector, promulgated annually by DFSNZ and adopted by National Sport Organisations (NSOs).

DFSNZ is funded by the NZ Government for the provision of:

- information and education on the anti-doping regime;
- drug testing of sports persons (including athletes who are not citizens or residents of New Zealand, if requested by other anti-doping organisations in accordance with agreements with them);
- investigations of possible anti-doping rule violations;
- taking action against athletes and other persons who commit anti-doping rule violations; and
- international anti-doping obligations and related activities.

Structure

- DFSNZ is accountable to the Minister for Sport and Recreation and the New Zealand Government, but as an independent crown entity is not responsible for the implementation of government policy
- DFSNZ is overseen by a board of up to five members who are appointed by the Governor General of New Zealand on recommendation by the Minister for Sport and Recreation.
- The Board reports to the Minister through the Chair.

- The Board appoints a Chief Executive who reports to it.
- The Chief Executive appoints staff as necessary.
- DFSNZ has a staff of 25 full-time and part-time employees plus independent contractors who work in the field collecting samples and/or educating athletes and support personnel.

Records

The categories of documents are:

- general administration records
- sport correspondence
- competitor details and files including “whereabouts” information
- Sports Anti-Doping Rules
- documents that must be presented to the Sports Tribunal, or other Tribunal, in support of allegations of anti-doping rule violations.

Documents relating to decision-making processes

Drug Free Sport New Zealand must implement relevant requirements contained in the World Anti-Doping Code and associated International Standards published by the World Anti-Doping Agency as part of the World Anti-Doping Programme.

Publications


Drug Free Sport NZ must gazette and then publish the Sports Anti-Doping Rules, which are to be updated as necessary.

Contact

PO Box 17451
Greenlane
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admin@drugfreesport.org.nz

www.drugfreesport.org.nz

Dunedin International Airport

Entry last updated on 25 February 2022

Governing statutes

Dunedin International Airport Ltd was established under the Airport Authorities Act 1966.

Functions and responsibilities

The company is authorised to exercise the powers of a local authority under the Airport Authorities Act 1966. Section 3 confers on the company the power to establish, improve, maintain, operate and manage airports and acquire land for those purposes. The Airport Authorities Act 1966 requires that the company operate Dunedin International Airport as a commercial undertaking.

The primary activity of the company is to operate Dunedin International Airport efficiently and on sound business principles for the benefit of both commercial and non-commercial aviation users in accordance with the terms of its Aerodrome Certificate. This defines standards and conditions laid down by the Civil Aviation Authority of New Zealand.

As well as the provision and management of appropriate landside facilities for the airport, the company has responsibility for the design, provision, maintenance and management of runways, taxiways, turnouts and aprons on the airport and airspace control in the immediate vicinity of the airport, in co-operation with airport users and Directors.

Structure

The Executive Leadership team consists of the Chief Executive, reporting to the Board of Directors, GM Commercial (who is the Company Secretary), GM Operations & Infrastructure and GM Business Development. The Company is owned by the Crown (50%) and Dunedin City Holdings Ltd (50%), a wholly owned subsidiary of the Dunedin City Council.

Records

Documents used by the company for the management of its business, other than Acts and regulations are:

- Dunedin Airport Exposition, consisting of the following manuals:
- Compliance Manual
- Others:
- Dunedin International Airport Ltd Business Plan

- Dunedin International Airport Ltd Quarantine Procedures
- Dunedin International Airport Ltd Health and Safety Plan
- Dunedin International Airport Ltd Terminal Evacuation Plan
- Safety Management System

Publications

The company has available the following categories of documents:

- annual and half-year reports
- master plan.

The company is involved with the following four advisory committees.

- Emergency Committee
- Airport Health and Safety Committee
- Safety & Operational Risk Committee (SORC).
- People & Remuneration Committee
- Audit, Risk, Strategy and Opportunities Committee

Contact

The Chief Executive
Dunedin International Airport Ltd
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Momona

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Dunedin

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admin@dnairport.co.nz

www.dnairport.co.nz

Earthquake Commission

Entry last updated on 27 January 2022

Governing statutes

The Earthquake Commission Act 1993 (EQC Act) and Regulations are administered by Treasury and implemented by the Earthquake Commission (EQC).

EQC was originally established under the Earthquake and War Damage Act 1944 as the Earthquake and War Damage Commission.

Functions and responsibilities

The Earthquake Commission Act 1993 provides natural disaster insurance (EQCover) for owners of residential properties in New Zealand which are covered by a contract of fire insurance. The EQC insurance covers residential buildings and associated residential land against natural disaster damage caused by:

- Earthquake, natural landslip, volcanic eruption, hydrothermal activity, or tsunami
- Storm and flood (in the case of residential land only)
- Fire resulting from any of these natural disasters.

The cover provided for residential properties is first loss replacement value. From 1 October 2022, the maximum cover increases from \$150,000 to \$300,000 (plus Goods and Services Tax (GST)) on residential dwellings.

EQCover also covers the cost to repair damaged land, or the value of the land, as set out in the EQC Act.

EQC's functions are to:

- Administer the insurance against natural disaster damage provided under the EQC Act
- Collect premiums payable for the insurance provided under the EQC Act
- Administer the Natural Disaster Fund (NDF) and, so far as is reasonably practicable, protect its value, including by the investment of money held in the NDF
- Obtain reinsurance in respect of the whole or part of the insurance provided under the EQC Act
- Facilitate research and education about matters relevant to natural disaster damage, methods of reducing or preventing natural disaster damage, and the insurance provided under the EQC Act.

Such other functions as may be conferred on it by:

- The EQC Act, or any other Act
- The Minister, by written notice to EQC after consultation with EQC.

The levy is calculated at 20 cents per \$100 of cover, up to a maximum of \$300 (plus GST) per dwelling. From 1 October 2022, the levy changes to 16 cents per \$100 cover, up to a maximum of \$480 (plus GST) and will take effect immediately for new policies, and progressively for existing policies as they are renewed.

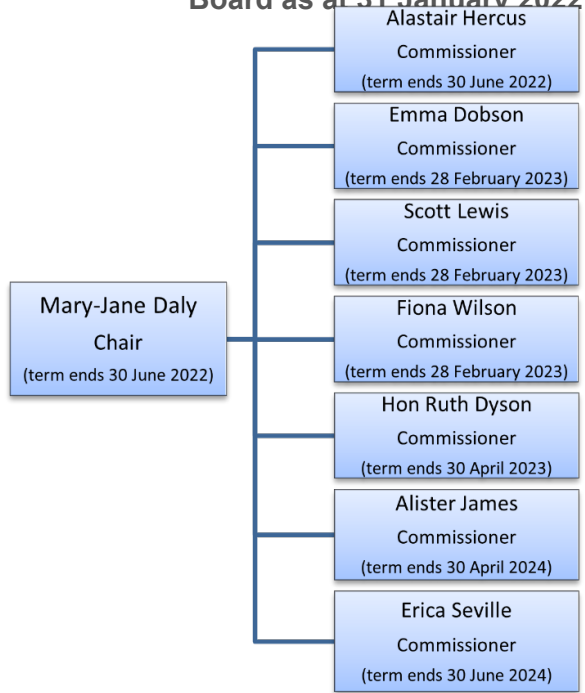
EQC is:

- A Crown Entity Agent under the Crown Entities Act 2004
- A body corporate with perpetual succession, a common seal and capital of \$1.5 billion
- Empowered to exercise all rights, powers, and privileges, and to incur the liabilities and obligations of a natural person
- Subject to the Public Finance Act 1989
- Responsible to the Minister of Finance, as defined by section 2 of the EQC Act. Since 2011, EQC has reported to the Minister Responsible for the Earthquake Commission.

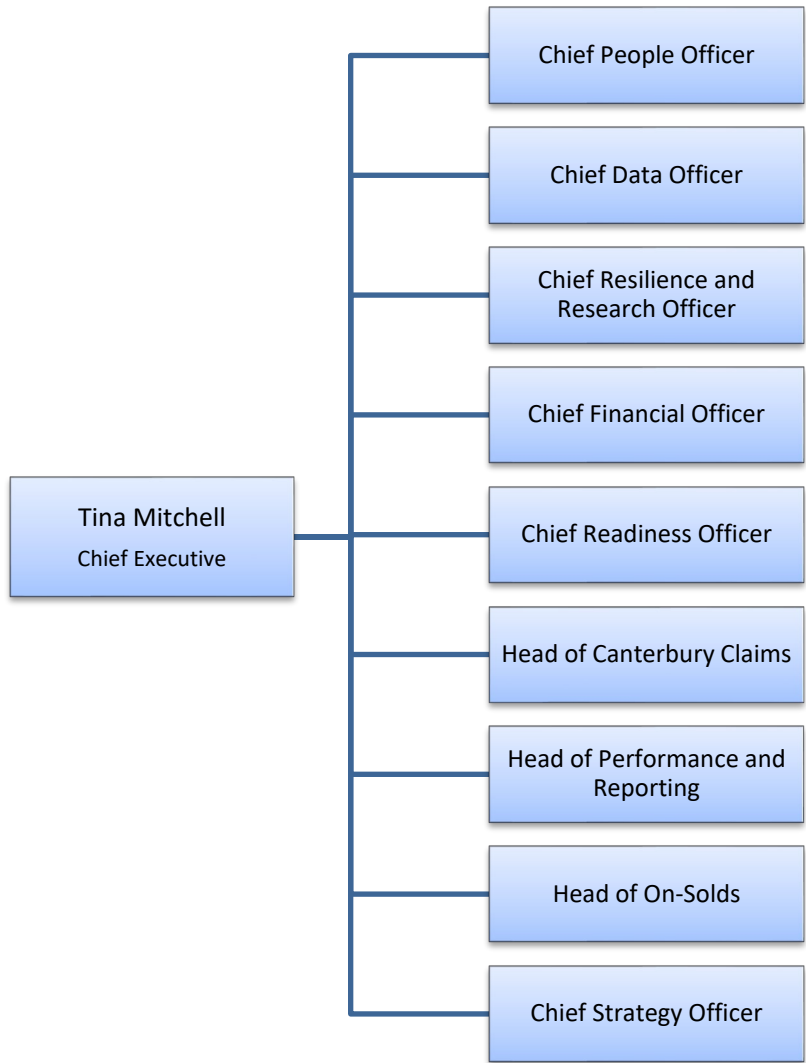
Structure

EQC has a Board of Commissioners. The Board is appointed by, and accountable to, the Minister Responsible for the Earthquake Commission. Board members are appointed for a period of up to three years.

Board as at 31 January 2022



Executive Leadership Team



This Organisation Chart is correct as at 31 January 2022.

Information

Information held by EQC can be split into two high level groupings

1. Core Corporate information
2. Common Corporate information

Core Corporate Information

This information is specific to EQC and is grouped into the following categories as defined in EQC's Records and Information Appraisal Report:

- Governance and Strategic Management
- Management of the Natural Disaster Fund, Risk Transfer and Administration of the Earthquake Commission Act Insurance Scheme
- Claims Handling and Management
- Claim Files (electronic only) contain details of claims received from individuals together with loss adjusters' reports, engineers' reports, recommendations and details of payments made. They are not available to the public but can be requested by the claimant or a person with an interest in the property.
- Capability Management
- Procedures, Guidelines, Instructions and Training
- Operational Contract Management
- Public Education and Sponsorship
- Research Management
- Policy Advice

Common Corporate Information

This refers to general information that all organisations produce while completing day to day activities:

- Policy, Procedure and Planning - manuals held by EQC that cover matters of procedures, policy, and catastrophe response planning.
- Ministerial and legal - including reporting
- Human Resources
- Financial Management information
- Contracts and Agreements

- Facilities Management
- Communications - internal and external
- Public Relations
- Relationship Management
- Event Management
- Committee and Board papers
- Reporting
- Information Management – including business information systems

Publications

Further information is publicly available at www.eqc.govt.nz as follows:

- EQC Annual Report
- EQC Statement of Intent
- EQC Statement of Performance Expectations
- Information brochures
- Guidelines for customers, insurance companies, brokers, and loss adjusters.

Contact

Earthquake Commission
Level 11, Majestic Centre
100 Willis Street
Wellington 6011

PO Box 790
Wellington 6140

Official Information Act requests can be made from our website: www.eqc.govt.nz/contact-us/official-information-act-request-form/

www.eqc.govt.nz

Eastern Institute of Technology

Entry last updated on 26 January 2022

Te Aho a Māui

Governing statutes

Eastern Institute of Technology Limited (EIT) is a Tertiary Education Institute established under the Education Act 1989 and is governed under the Education (Vocational Education and Training Reform) Amendment Act 2020 and the Crown Entities Act 2004. EIT is a wholly owned subsidiary of Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga) which itself is New Zealand Government owned, so is consolidated into the Crown financial statements and is audited by Audit New Zealand.

Functions and responsibilities

EIT's mission is to provide high quality, relevant and accessible tertiary education & training for the achievement of learners, industries and the well-being of whānau and communities.

EIT's values are to:

- Act with Integrity
- Inspire Success
- Be Committed
- Nurture Whanaungatanga

EIT's vision is to Engage, Inspire and Transform its learners, communities, and worlds.

Structure

Eastern Institutes of Technology Limited is governed by a Board which comprises of six ministerial appointed Directors. The Chief Executive's Secretary acts as Secretary to the Board.

Key Council Functions and responsibilities include:

- Appointing a chief executive in accordance with Part 7B of the State Sector Act 1988, and monitoring and evaluation his or her performance;
- Preparing and submitting a proposed investment plan (if seeking funding that requires a plan); and
- Undertaking planning in relation to the Institute's long-term strategic direction
- Endeavouring to ensure that the institution attains the highest standards of excellence in education, training and research;
- Acknowledging the principles of the Treaty of Waitangi;
- Encouraging the greatest possible participation by the communities served by the Institution so as to maximise the educational potential of all members of those communities with particular emphasis on those groups in those communities that are under-represented among the students of the Institution;
- Ensuring that the Institution does not discriminate unfairly against any person;
- Ensuring that systems are established for the co-ordination of, and accountability for, activities within the institution to ensure the responsible use of public resources; and
- Ensuring that proper standards of integrity, conduct and concern for the public interest and well-being of students are maintained.

The Chief Executive works with an Executive Leadership Team which comprises:

- Executive Director Finance
- Executive Director Human Resources
- Executive Director International
- Poutāhu, Executive Director Māori
- Executive Director Strategic Projects and Partnerships
- Executive Director Policy and Performance
- Executive Director Student & Academic Services
- Executive Director Tairāwhiti Campus & Regional Learning Centres
- Executive Dean, Faculty of Commerce & Technology
- Executive Dean, Faculty of Education, Humanities & Health Science

Documents relating to decision-making processes

- Mission, Vision Statement and Strategic Plan
- Tertiary Education Strategy
- Investment Plan
- Quality Management System (QMS).

Contact

Chief Executive
Eastern Institute of Technology
Private Bag 1201
Hawkes Bay Mail Centre
Napier 4142

Phone (06) 830 1600

info@eit.ac.nz

www.eit.ac.nz

Ministry of Education

Entry last updated on 16 May 2022

Te Tāhuhu o te Mātauranga

Functions and responsibilities

The Ministry of Education is the lead advisor to the Government on education: early childhood education, primary and secondary education, tertiary and international education. Our purpose is to shape an education system that delivers equitable and excellent outcomes.

We are also the steward of the education system, which means:

- a focus on the long-term health and performance of the education system as a whole
- providing support to enable sector leaders to raise achievement
- ensuring the system reflects and fulfils our responsibilities under te Tiriti o Waitangi.

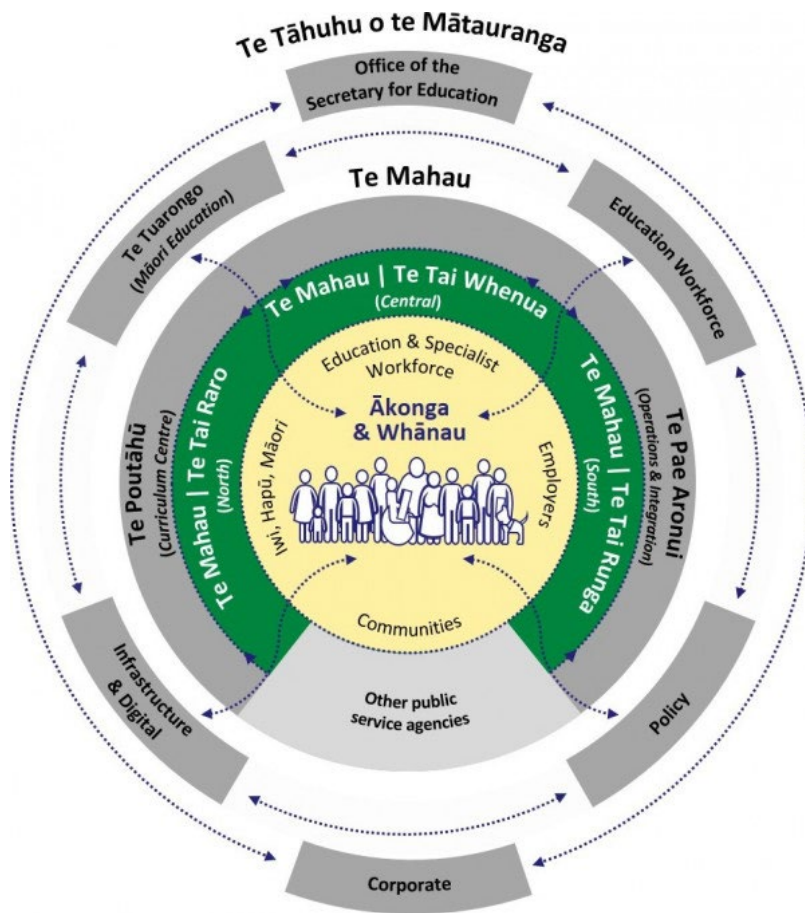
What we do

- We develop strategic policy for and deliver services to the education sector.
- We undertake education research and analysis and monitor education sector capability and viability.
- We deliver policies, programmes and services focused on improving the community's knowledge of and participation in the education system.
- We ensure education providers have the resources and support they need to deliver services to students.
- We have responsibility for all education property owned by the Crown.
- We support teachers' and principals' professional leadership, learning and teaching.
- We develop national guidelines and provide:
 - curriculum statements and achievement standards
 - resources to support teaching, learning and assessment and professional leadership

- professional development programmes, scholarships and awards.
- We administer teachers' payroll.
- We deliver policies, resources and services focused on targeted students groups' or individuals' participation in education. We deliver:
 - targeted interventions
 - specialist support services
 - funding and other resources, and
 - special education services to children and young people with special learning and developmental needs.
- We deliver policies and services focused on our leadership role in the tertiary sector.
- We represent the education sector internationally.
- We monitor three Crown entities on behalf of the Minister of Education:
 - Education New Zealand
 - New Zealand Qualifications Authority
 - Tertiary Education Commission.
- We manage the process of appointments to a number of Crown entities, statutory boards and advisory groups on behalf of the responsible Ministers.

Further information about the work of the Ministry can be found at www.education.govt.nz/our-work/our-role-and-our-people/ and at www.education.govt.nz/our-work/overall-strategies-and-policies/.

Structure



Contact

National Office physical address:

Mātauranga House
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Wellington 6011


National Office postal address:

PO Box 1666
Wellington 6140

Enquiries:

Phone 64 4 463 8000
Fax 64 4 463 8001

enquiries.national@education.govt.nz



www.education.govt.nz

Further contact details for the Ministry of Education are available at www.education.govt.nz/our-work/contact-us/.

Education Review Office

Entry last updated on 24 February 2022

Te Tari Arotake Matauranga

Functions and responsibilities

The Education Review Office | Te Tari Arotake Mātauranga (ERO) is the New Zealand government's external evaluation agency. We evaluate and report on the education and care of learners in schools, kura, kohanga reo, puna reo, and early childhood services.

Parents, teachers, early childhood education managers, school principals and trustees, and government policy makers use ERO's reports.

The Chief Executive, who is also the Chief Review Officer (CRO), assigns approximately 150 review officers to undertake reviews across the country. [The CRO's functions and powers are described in The Education and Training Act \(the Act\) 2020, Part 5, subpart 3 and Part 6, subpart 6.](#)

The Act gives the CRO the power to initiate reviews, investigate, report and publish findings on the provision of education to young New Zealanders.

Structure

ERO's structure covers the whole country and comprises:

- a corporate office with responsibilities allocated in line with outputs;
- offices throughout New Zealand for the delivery of school and early childhood education reviews, organised into three geographical regions: Northern-Te Tai Raki, Central-Te Tai Pūtahi Nui, Southern-Te Tai Tini;
- Te Uepū ā-Motu, ERO's Māori Review Services Unit;
- a specialist unit, Moana Pasefika (based in Auckland).



Records

- ERO's school and early childhood education service review reports
- National education evaluation reports

Documents relating to decision-making processes

ERO's Code of Conduct and other operational documents are available on our website:
www.ero.govt.nz.

Contact

National Office
Level 1, 101 Lambton Quay
Wellington 6011

PO Box 2799
Wellington 6140

Phone 04 499 2489

info@ero.govt.nz

www.ero.govt.nz

Electricity Authority

Entry last updated on 12 January 2022

Te Mana Hiko

Governing statutes

The Electricity Authority was established under the Electricity Industry Act 2010 (Act), following the disestablishment of the Electricity Commission. Under section 15 of the Act, the Authority's objective is to "promote competition in, reliable supply by and the efficient operation of, the electricity industry for the long-term benefit of consumers".

Functions and responsibilities

The Authority is an independent Crown entity covered by the Crown Entities Act 2004. The functions of the Authority are set out in section 16 of the Electricity Industry Act:

- (a) to maintain a register of industry participants, and to exempt individual industry participants from the obligation to be registered:
- (b) to make and administer the Electricity Industry Participation Code 2010 (Code):
- (c) to monitor compliance with the Act, regulations made under the Act, and the Code, and to exempt individual industry participants from the obligation to comply with the Code or specific provisions of the Code:
- (d) to investigate and enforce compliance with regulations made under the Act, the Code, and parts of the Act:
- (e) to undertake market-facilitation measures (such as providing education, guidelines, information, and model arrangements), and to monitor the operation and effectiveness of market facilitation measures:
- (f) to undertake industry and market monitoring, and carry out and make publicly available reviews, studies, and inquiries into any matter relating to the electricity industry:
- (g) to contract for market operation services and system operator services:
- (h) to promote to consumers the benefits of comparing and switching retailers:
- (i) to perform any other specific functions imposed on it under the Act or any other Act.

Structure

The Authority comprises a Board appointed under the Crown Entities Act and a staff of approximately 90 employees managed by the Chief Executive.

Records

The categories of documents held by the Authority include the formal record of the Authority's Board meetings and decision making and business records made supporting the Authority Board, including administrative functions.

The Authority maintains and publishes a comprehensive range of electricity sector data portal (www.emi.ea.govt.nz).

The Authority's website (www.ea.govt.nz) provides access to the data portal, consultations and information on the regulation and operation of the New Zealand electricity market for consumers, industry participants and other stakeholders.

Documents relating to decision-making processes

The Authority has a number of protocols, policies and processes in relation to its decision-making functions.

Contact

Electricity Authority
Level 7, Harbour Tower
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PO Box 10041
Wellington 6143

Phone 04 460 8860
Fax 04 460 8879

OIA@ea.govt.nz

www.ea.govt.nz

Energy Efficiency and Conservation Authority

Entry last updated on 26 January 2022

Te Tari Tiaki Pūngao

Trade names

EECA and EECA GenLess.

Governing statutes

EECA is a Crown Entity, established under the Energy Efficiency and Conservation Act 2000. It is subject to the Crown Entities Act 2004.

Functions and responsibilities

EECA works to make New Zealand a better place to live through creating a sustainable energy system that supports the prosperity and wellbeing of current and future generations.

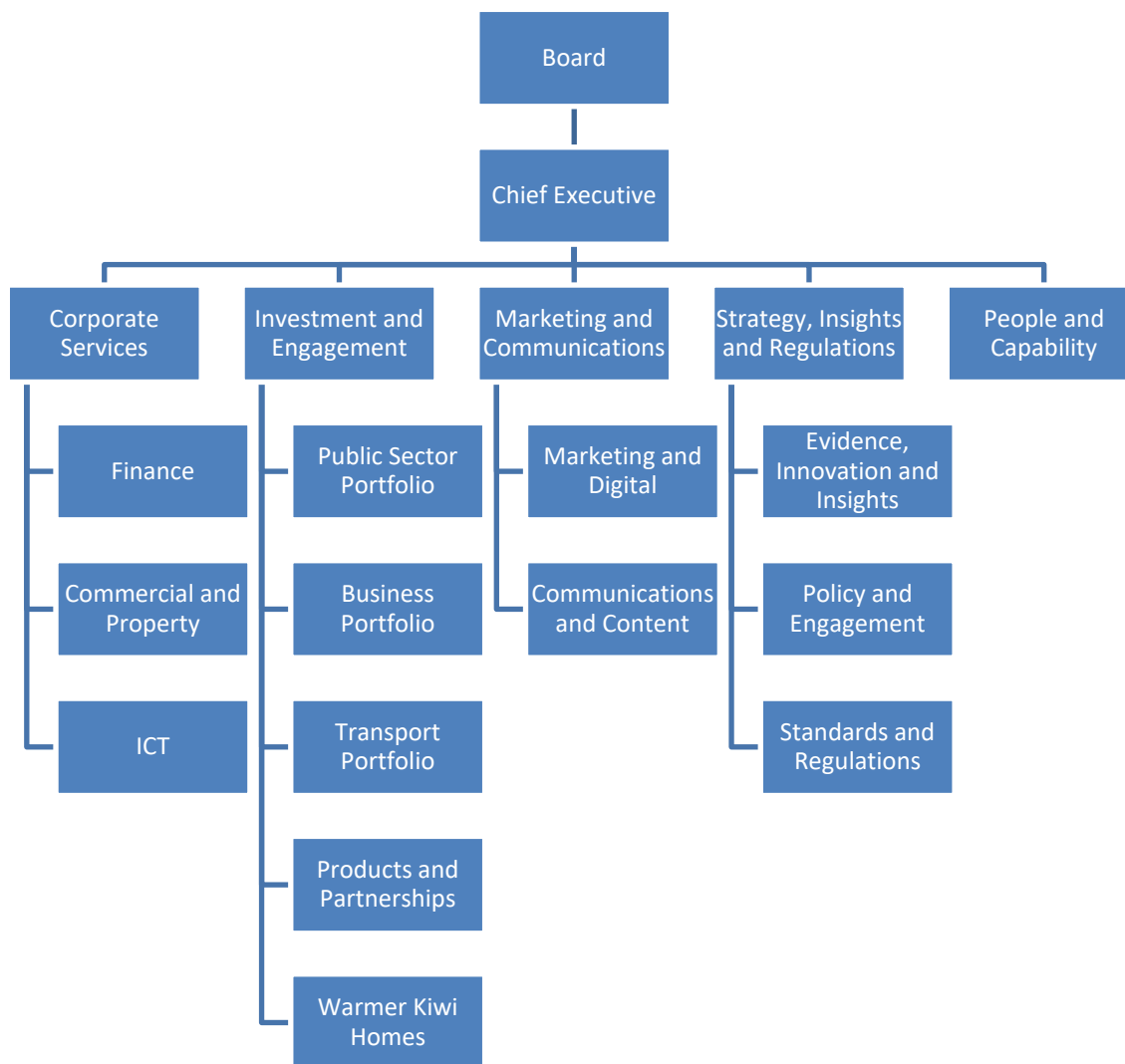
It mobilises New Zealanders to be world leaders in clean and clever energy use by working towards:

- Productive and low-emissions business
- Efficient, safe and low emissions transport
- Energy efficient homes
- Government leadership
- Engaging hearts and minds

Structure

EECA is governed by a board of 6-8 members with experience in energy, commerce, local government and the public sector. The Board is appointed by and reports to the Minister of Energy and Resources.

The Chief Executive heads the staff and is responsible for the management and administration of EECA and its projects. The Ministry of Business, Innovation and Employment (MBIE) is EECA's monitoring agency.



Records

EECA retains documentation for:

- Advice related to energy efficiency, conservation and the use of renewable energy
- The delivery and administration of its operational programmes
- The development of the New Zealand Energy Efficiency and Conservation Strategy (NZE ECS) and the New Zealand Energy Strategy.

Many of these documents are available on EECA's website at: www.eeca.govt.nz.

Documents relating to decision-making processes

- Annual/Financial Select Committee Review
- Vote Business Science & Innovation: Financial Review

- Estimates of Expenditure
- Letter of Expectations

EECA operates formal policies and guidelines in relation to the administration of its key programmes.

Publications

EECA's corporate and strategic documents include:

- Annual Report
- New Zealand Energy Efficiency and Conservation Strategy and New Zealand Energy Strategy
- Statement of Intent
- Statement of Performance Expectations (SPE)
- Information/Factsheets
- Research and Case Studies

These documents can be found on EECA's websites at: www.eeca.govt.nz and www.genless.govt.nz.

Contact


For enquires under the Official Information Act 1982, please contact EECA's main office:

EECA Wellington (Head office)
Level 8, 44 The Terrace
PO Box 388
Wellington 6140

Phone 04 470 2200 or 0800 358676
Fax 04 499 5330

info@eeca.govt.nz

www.eeca.govt.nz/about/get-in-touch/make-a-request-for-information/



EECA Auckland
Level 7, AIG Building
41 Shortland Street
Auckland 1010

Phone 0800 358676
Fax 04 374 3809

Ministry for the Environment

Entry last updated on 10 January 2022

Manatū Mō Te Taiao

Governing statutes

The Ministry for the Environment has specific functions under the:

- Environment Act 1986
- Resource Management Act 1991
- Hazardous Substances and New Organisms Act 1996
- Ozone Layer Protection Act 1996
- Climate Change Response Act 2002
- Waste Minimisation Act 2008

Acts administered

The Ministry for the Environment administers the following legislation:

- Soil Conservation and Rivers Control Act 1941
- Environment Act 1986
- Resource Management Act 1991
- Ozone Layer Protection Act 1996
- Hazardous Substances and New Organisms Act 1996
- Climate Change Response Act 2002
- Aquaculture – Reform (Repeals and Transitional Provisions) Act 2004
- Fiordland (Te Moana o Atawhenua) Marine Management Act 2005
- Waste Minimisation Act 2008.
- Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012
- Environment Canterbury (Transitional Governance Arrangements) Act 2016

- Litter Act 1979
- Environmental Reporting Act 2015

Functions and responsibilities

The functions of the Ministry for the Environment as set out in the Environment Act 1986 are:

- to advise the Minister on all aspects of environmental administration, including:
 - policies for influencing the management of natural and physical resources and ecosystems
 - significant environmental impacts of public or private sector proposals, particularly those that are not adequately covered by legislative or other environmental assessment requirements currently in force
 - ways of ensuring that effective provision is made for public participation in environmental planning and policy formulation processes in order to assist decision making, particularly at the regional and local level.
- to solicit and obtain information from any source, and to conduct and supervise research, so far as it is necessary for the formulation of advice to the Government on environmental policies.
- to provide the Government, its agencies, and other public authorities with advice on:
 - the application, operation, and effectiveness of the Acts specified in the Schedule to the Environment Act 1986 in relation to the achievement of the objectives of that Act;
 - procedures for the assessment and monitoring of environmental impacts;
 - pollution control and the co-ordination of the management of pollutants in the environment;
 - the identification and likelihood of natural hazards and the reduction of the effects of natural hazards;
 - the control of hazardous substances, including the management of the manufacture, storage, transport, and disposal of hazardous substances.
- to facilitate and encourage the resolution of conflict in relation to policies and proposals which may affect the environment.
- to provide and disseminate information and services to promote environmental policies, including environmental education and mechanisms for promoting effective public participation in environmental planning.
- generally to provide advice on matters relating the environment.

Publications

- Statement of Intent
- Annual Report
- Other publications available at www.mfe.govt.nz/publications/.

Contact

Head Office, Wellington
Environment House
23 Kate Sheppard Place
Thorndon
Wellington

PO Box 10362
Wellington 6143

General enquiries:

Freephone 0800 499 700
Phone 64 4 439 7400
Fax 64 4 439 7700

info@mfe.govt.nz

Email addresses for Ministry staff use the formula: firstname.lastname@mfe.govt.nz

Official Information Act requests:

Executive Relations
PO Box 10362
Wellington 6143

ministerials@mfe.govt.nz

www.mfe.govt.nz

Environmental Protection Authority

Entry last updated on 31 January 2022

Te Mana Rauhi Taiao

Governing statutes

The Environmental Protection Authority was established as a Crown Agent under the Environmental Protection Authority Act 2011. The environmental Acts under which the EPA has powers, duties and functions are:

- Climate Change Response Act 2002
- COVID-19 Recovery (Fast-tracking Consenting) Act 2020 [Act will be repealed 8 July 2023]
- Environmental Protection Authority Act 2011
- Exclusive Economic Zone and Continental Shelf (Environmental Impacts) Act 2012
- Hazardous Substances and New Organisms Act 1996
- Imports and Exports (Restrictions) Act 1988 and Imports and Exports (Restrictions) Prohibition Order (No. 2) 2004
- Ozone Layer Protection Act 1996
- Resource Management Act 1991.

Functions and responsibilities

The functions, as set out in the Environmental Protection Authority Act, are to:

- advise the Minister for the Environment on any matter relating to the EPA's environmental Acts
- exercise functions and duties under the environmental Acts
- provide a range of advice and services to the Minister on matters related to the EPA's functions under the environmental Acts, if and when requested, including:
 - technical advice
 - administrative assistance
 - secretarial and support services

- contribute to and cooperate with international forums and carry out international obligations under an environmental Act.
- The EPA's international work includes participating in the work of international bodies dealing with climate change, chemicals regulation, chemicals and ozone-depleting substances governed by international conventions, and the regulation of hazardous substances, hazardous waste and new organisms.

The main activities of the organisation concern the following:

Emissions Trading Scheme


- administration of the Emissions Trading Scheme (NZETS) and the maintenance, security and integrity of the New Zealand Emissions Trading Register
- monitoring compliance with the ETS, and taking enforcement action where appropriate
- contributing to New Zealand's involvement in international agreements and protocols, including providing information and reporting on New Zealand's international obligations and the trading of units.

Hazardous substances and new organisms

- assessing and deciding applications for and reassessments of hazardous substances, including pesticides, herbicides, other chemicals, explosives and fireworks
- reviewing and issuing Notices relating to the rules that apply to hazardous substances, a form of tertiary regulation
- deciding import or export permits for ozone-depleting substances, and hazardous waste controlled by international environmental agreements
- assessing and deciding applications for new organisms, including (among others) genetically modified organisms
- monitoring and enforcing compliance with hazardous substances legislation and approvals.

Exclusive Economic Zone and Continental Shelf (EEZ)

- assessing and deciding applications for marine consents and rulings in the EEZ, including decisions on dumping and discharge activities for example, for oil, gas and minerals exploration and extraction
- assessing applications for permitted activities in the EEZ

- 
- monitoring and enforcing compliance with the Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act (EEZ Act) and marine consents.

Resource Management Act and fast-track consenting

- advising the Minister on and supporting Boards of Inquiry considering proposals of national significance under the Resource Management Act
- supporting other resource management processes at a national level, including consideration of proposed water conservation orders
- assisting councils with compliance monitoring and enforcement
- providing advice and secretariat support to the expert consenting panels considering fast-track consenting applications.

Engagement

- promoting the awareness of the adverse effects of hazardous substances on the environment or people
- engaging with Māori, including providing the opportunity for mātauranga Māori to be considered in our decision making
- contributing to New Zealand's involvement in international agreements and protocols
- contributing to science and regulatory leadership.

Structure

The EPA is a Crown entity with a Board of between six and eight members appointed by the Minister for the Environment.

The Board is responsible for the governance of the organisation, including setting strategic direction and monitoring performance. It is responsible for the statutory functions set out in legislation, some of which are delegated to Board committees or the Chief Executive.

The EPA is supported and advised by two statutory committees, the Māori Advisory Committee (Ngā Kaihautū Tikanga Taiao) and the Hazardous Substances and New Organisms Committee.

The staff of the EPA support the Board in carrying out its statutory functions and are responsible for delegated decision-making in some areas. The organisation is structured into seven groups. They are:

- Compliance, Monitoring and Enforcement
- Hazardous Substances and New Organisms
- Climate, Land, and Oceans
- Engagement

- Finance and Systems
- Kaupapa Kura Taiao
- Regulatory Systems and Legal
- People and Capability

Records

The EPA is required to meet the requirements of the Public Records Act 2005. It maintains an electronic document management system for the management of corporate records. The key processes managed by this system include the:

- capture of internal corporate records
- storage of internal corporate records
- security and access to such records
- disposal of corporate records in accordance with authorised retention and disposal Schedules.

The EPA is required to meet the requirements of the Official Information Act 1982 by providing appropriate responses to all requests within a statutory timeframe. It uses the electronic document and records management system and paper records to ensure that information is easily searchable and that it retains and archives important documents.

As part of the Engagement Group, there is a dedicated Government Engagement, Official Correspondence, and Information Management team.

Decision-making processes

Information about the EPA's work, including about applications and the EPA's decisions, is available on the EPA website: www.epa.govt.nz

Publications

The EPA has an open book policy and publishes a wide range of information on its website www.epa.govt.nz. This includes information on monitoring and reporting, including on 1080 and methyl bromide. It also publishes recent responses to Official Information Act requests. The following corporate publications are published on the website:

- Annual Report
- Statement of Performance Expectations
- Statement of Intent
- Briefing to the Incoming Ministers

- Regular reports to the Ministers
- Chief Executive's expenses
- Chief Executive's key performance indicators
- Letter of Expectations from the EPA's Ministers

Contact

Environmental Protection Authority
Level 10, Grant Thornton House
215 Lambton Quay
Wellington 6011

Private Bag 63002
Wellington 6140

Phone 64 4 916 2426

ministerials@epa.govt.nz

www.epa.govt.nz

Institute of Environmental Science and Research Limited

Entry last updated on 28 January 2022

Governing statutes

The primary legislation regulating the Institute of Environmental Science and Research Limited ('ESR') is the Crown Research Institutes Act 1992. Other legislation that impacts on ESR is the Companies Act 1993, the Crown Entities Act 2004, and Part V of the Public Finance Act 1989. ESR is also subject to the Privacy Act 2020, Official Information Act 1982 and the Ombudsman Act 1975.

Functions and responsibilities

ESR's purpose is to deliver enhanced scientific and research services to the public health, food safety, security and justice systems, and the environmental sector to improve the safety of, and contribute to the economic, environmental and social well-being of people and communities in New Zealand.

ESR provides research and scientific services and knowledge transfer in partnership with key stakeholders including government, industry and Māori to:

- safeguard the health of New Zealanders through improvements in the management of biosecurity and threats to public health
- increase the effectiveness of forensic science services applied to safety, security and justice investigations and processes
- enhance protection of New Zealand's food-based economy through the management of food safety risks associated with traded goods
- improve the safety of freshwater and groundwater resources for human use and the safer use of biowastes.

Scope of Operation

Among the Crown research institutes (CRIs), ESR is unique in having the sole focus of protecting and improving the health and wellbeing of communities. Combining and applying expertise from our health, forensic, food, water and radiation sciences allows communities to thrive and prosper.

ESR is the lead CRI in:

- forensic science services

- harm prevention from drugs and alcohol
- surveillance of human pathogens and zoonotic diseases
- domestic and export food safety science
- impacts of the environment on human health, including groundwater, freshwater and drinking-water quality and safe biowaste use
- integrated social and biophysical research to support decision-making in the environmental, public health and justice sectors
- radiation safety services and regulatory support.

Records

Each business group is responsible for where and how its scientific research work is published, but in most cases, papers are published internationally or in New Zealand in appropriate research journals. Where services or research are provided for a client, enquiries for information will be directed to that client.

Contact

Kenepuru Science Centre (including the Corporate Office)
34 Kenepuru Drive
Porirua 5022

PO Box 50 348
Porirua 5240

General enquiries:

Phone (04) 914 0700
Fax (04) 914 0770

enquiries@esr.cri.nz

Email addresses for ESR staff use the formula: firstname.lastname@esr.cri.nz

Official Information Act requests:

OIA&PrivacyRequests@esr.cri.nz

www.esr.cri.nz

Ministry for Ethnic Communities

Entry last updated on 23 February 2022

Te Tari Mātāwaka

The Ministry for Ethnic Communities is the government's chief advisor on ethnic communities, ethnic diversity and the inclusion of ethnic communities in wider society.

To deliver on its purpose, the Ministry:

- Advises on the impact of government policies on ethnic communities and identifies opportunities for change.
- Ensures the responsiveness of the public sector to the needs of ethnic communities.
- Understands from ethnic communities what they need to thrive and communicate this to government.
- Empowers ethnic communities to achieve their aspirations

The Ministry came into being on 1 July 2021 and was previously part of Department of Internal Affairs (DIA). The organisation is a departmental agency and DIA provides corporate services such as Human Resource, Information Technology and facilities management.

The Ministry works with communities, other Government agencies and a range of organisations to help increase social cohesion and ensure Aotearoa is a place where everyone feels welcome, valued and empowered to be themselves. We also provide services and support directly to our communities.

Our Communities

Aotearoa New Zealand's ethnic communities includes new and temporary migrants, former refugees, asylum-seekers, long-term settlers and those born in New Zealand who identify as African, Asian, Continental European, Latin-American and Middle-Eastern.

Ethnic communities make a significant contribution to our economic and social fabric. Based on the 2018 Census, ethnic communities make up 20 per cent of the New Zealand population (almost a million people) and is growing. They are a diverse group, representing more than 200 ethnicities and speak more than 170 languages.

Our Priorities

Our current priorities which was developed following engagement with Ethnic Communities prior to the establishment of the Ministry are:

- Promoting the value of diversity and improving the inclusion of ethnic communities in wider society.
- Ensuring government services are provided equitably and in ways that are accessible for ethnic communities.
- Improving economic outcomes for ethnic communities, including addressing barriers to employment.
- Connecting and empowering ethnic community groups.

Resources

We have a wide range of information, guides, and publications available for and about ethnic communities at www.ethniccommunities.govt.nz/resources-2/. If you can't find what you're looking for, you can contact us at info@ethniccommunities.govt.nz.

Records

For the 2020/21 financial year, the Ministry for Ethnic Communities' annual report will be included in Department of Internal Affairs as the Office of Ethnic Communities. It is anticipated the Ministry will produce its own Annual Report from 2021/22 onwards.

Structure, functions and responsibilities

Ministerial portfolios

The Ministry reports to one Ministerial portfolio – Diversity, Inclusion and Ethnic Communities.

Branches, business groups and functions

The Ministry employs more than 50 staff, mostly located in Wellington (National Office) as well as Auckland and Christchurch. This enables effective delivery of its services directly to the community. The Ministry also has advisors in some regions including Hamilton, Dunedin and Napier.

The Ministry is led by an Executive Leadership team, comprising the Chief Executive, the Deputy Chief Executive, Community and Partnerships, Deputy Chief Executive, Corporate Services and the Deputy Chief Executive, Policy and Analytics. Below is an overview of the Ministry's business groups.

Community and Partnerships

The Community and Partnerships team are responsible for connecting and engaging with ethnic communities, building effective partnerships, delivering key services to communities such as Ethnic Communities Development Fund, Nominations and Ethnic Communities Graduate Programme. They also lead work to connect government agencies to ethnic communities.

Corporate Services

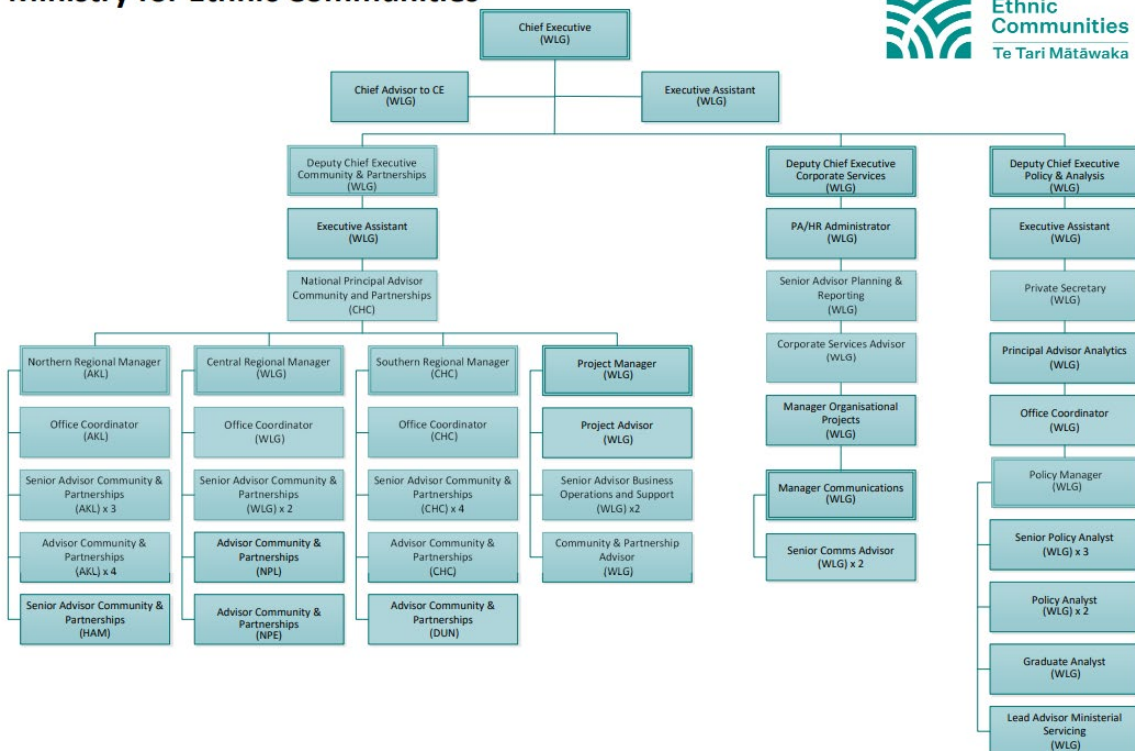
The Corporate Services team are responsible for all the Ministry’s corporate functions including communications, security, training and development, human resources, health, safety and wellbeing, governance, reporting, property, finance and procurement.

Policy and Analytics

The Policy and Analytics team works across government to ensure that the views of, and outcomes for ethnic communities are considered early in the policy development process. The analytics function includes building the evidence base to inform policy, data insights, and monitoring of outcomes. The policy and analytics team are also responsible for the Ministry’s Ministerial services functions.

For the most current information about the structure of the Ministry, please refer to the MEC organisational chart below.

Ministry for Ethnic Communities



Our Services to our communities

Below are the services the Ministry provides to our mandated communities

The Ethnic Communities Development Fund

The Ethnic Communities Development Fund has \$4.2 million a year available for projects that support ethnic communities to grow their skills, celebrate their culture and take part in society. The fund is also available for initiatives that support ethnic communities as they deal with the challenges of COVID-19.

Information about the fund, including its priorities, the types of projects it supports, how to apply and where to go for help with your application, is available [here](#).

Nominations Service

The Government wants public sector boards to represent the diversity and demographic make-up of New Zealand. This includes ethnicity, gender, age and geographic location.

We maintain a database of qualified people from within our ethnic communities. Where appropriate we recommend these people for [Public sector boards and committees](#).

Ethnic Communities COVID-19 Vaccine Uptake Fund

In partnership with the Ministry of Health we have set-up a new fund to support Ethnic Community vaccination against COVID-19.

It provides funding for activities that directly support vaccination uptake by Ethnic Communities. This helps remove barriers to vaccination and makes it easier for our communities to keep people safe.

Ethnic Communities Graduate Programme

The Graduate Programme provides a meaningful first employment opportunity in the public service for skilled graduates from ethnic communities. It directly addresses the low representation of ethnically diverse employees and the barriers they face to access employment in the public sector.

Multilingual Information Network

The Multilingual Information Network is a system of Information Facilitators who partner with the Ministry for Ethnic Communities to help share important government information to New Zealand's ethnic communities.

The Ethnic Communities Digital Inclusion Fund

The Ethnic Communities Digital Inclusion Fund (ECDIF) which was established in 2021 is a contestable fund which aims to contribute to increased confidence for ethnic communities to use digital technologies, so that they can more fully participate in the wider Aotearoa New Zealand society.

\$200,000 in ECDIF funding is available for the 2021/22 financial year. Information on the [ECDIF is available on our website](#).

Documents relating to decision-making processes

In general, papers relating to policy and policy development are proactively published on the Ministry's website.

Contact

Official Information

In general, papers relating to policy and policy development are proactively release published on the Ministry's website.

To assist us, and to ensure you receive the correct information, your request should be clear and as specific as possible. We need to have a good idea of the information you would like us to look for. Try to be as specific as you can about the subject matter, dates and types of documents you are looking for. We will contact you for clarification, if necessary.

If you would like to make a request to us, it helps if you could put it in writing.

Ministry for Ethnic Communities
PO Box 805
Wellington 6140

Phone 0800 656 656

info@ethniccommunities.govt.nz


If your request is by phone or in person, we will either confirm in writing or, if we are unsure about what information you need, ask you to put your request in writing. For more information about making Official Information Act requests please visit [Official Information Act request](#).

Privacy

For more information about making Privacy Act requests please visit [Privacy Policy | Ministry for Ethnic Communities](#).

Complaints

For more information about how to make a complaint to the Ministry, please take a look at our [Complaints Procedure](#). To make a complaint, please send your complaint in writing to:



Complaints
Ministry for Ethnic Communities
2 Hunter Street
Wellington 6011

complaints@ethniccommunities.govt.nz

External Reporting Board

Entry last updated on 28 January 2022

Governing statutes

The External Reporting Board (XRB) is an independent Crown Entity, with continued existence under section 11 of the Financial Reporting Act 2013, and subject to the Crown Entities Act 2004.

Functions and responsibilities

The functions of the XRB are prescribed by section 12 of the Financial Reporting Act 2013. The XRB creates standards to give New Zealanders confidence and trust in the external reporting of entities in the corporate business, public and not-for-profit sectors.

This comprises:

- Developing and implementing strategies for the issue of standards in order to provide a framework for the Board's overall direction in the setting of standards (including developing and implementing tiers of financial reporting and assurance)
- Preparing and issuing financial reporting standards
- Preparing and issuing auditing and assurance standards, including the professional and ethical standards that will govern the professional conduct of auditors
- Preparing and issuing climate standards
- Preparing and issuing non-binding guidance that relates to non-financial/ESG reporting
- Preparing and issuing authoritative notices for the purposes of
 - the definition of generally accepted accounting practice; or
 - the definition of climate-related disclosure framework:
- Liaising with national and international organisations that exercise functions that correspond with, or are similar to, those conferred on the XRB.

Structure

The External Reporting Board consists of:

- The External Reporting Board - Board (XRB Board), and two committees of that Board:
 - The New Zealand Accounting Standards Board (NZASB); and
 - The New Zealand Auditing and Assurance Standards Board (NZAuASB)
- The XRB Staff Team (Staff)

The XRB Board is responsible for general governance of the organisation, overall financial reporting strategy, standards strategy, and oversight of the standard setting boards. The Board comprises up to 9 members appointed by the Governor General on the recommendation of the responsible Minister (the Minister of Commerce and Consumer Affairs). XRB Board members are all part-time.

The XRB has delegated some of its standards setting powers to the two committees mentioned above as follows:

- The New Zealand Accounting Standards Board (NZASB) is responsible for developing and issuing financial reporting standards. This comprises up to 10 suitably qualified and experienced persons with a diversity of perspective. The members of the NZASB are appointed by the XRB and are all part-time.
- The New Zealand Auditing and Assurance Standards Board (NZAuASB) is responsible for developing and issuing auditing and assurance standards. This comprises up to 10 suitably qualified and experienced persons with a diversity of perspective. The members of the NZAuASB are appointed by the XRB and are all part-time.

All Board meetings are open to the public, with prior registration required. All Board meeting dates, times and agendas are available at www.xrb.govt.nz/board-meetings.

Information about attendance at meetings is also located on our website.

Records

The XRB retains extensive documentation for:

- The development and administration of the external reporting strategy as well as financial reporting, climate and auditing and assurance standards;
- Board meeting agenda papers and proceedings; and
- Online communications and presentations to stakeholders.

All this material is available on our website.

The XRB also maintains financial records, human resources records and planning documents, including our Statement of Intent and our annual Statement of Performance Expectations. Our Annual Report is available on our website.

Documents relating to decision-making processes

Each Board is presented with a set of Agenda papers a week prior to each Board meeting.

The majority of papers and agendas are available to the public unless sections of the meeting have been deemed by the Chair as market sensitive or confidential for privacy reasons.

Publications

The XRB produces a monthly online E Newsletter which provides a summary of XRB news and information. Additional 'E Alerts' are produced by the financial reporting, and audit and assurance subject areas which provide time critical, need to know information relevant to each topic on an as-needed basis. Any member of the public can subscribe to these newsletters via our website at www.xrb.govt.nz/sign-up. Past editions are available on the website

XRB position papers and consultation documents are also available on our website and we encourage feedback in relation to these publications.

Contact

Level 7, 50 Manners Street
Wellington 6011

PO Box 11250
Manners Street Central
Wellington 6142

Phone 64 4 550 2030

enquiries@xrb.govt.nz

www.xrb.govt.nz

Office of Film and Literature Classification

Entry last updated on 24 February 2022

Te Mana Whakaatu

Governing statutes

The Office of Film and Literature Classification (the Classification Office) is an independent Crown entity established under the Films, Videos, and Publications Classification Act 1993 (the Classification Act). The statutory powers and functions of the Office are also established under the Classification Act.

The Classification Act is administered by the Department of Internal Affairs. The Classification Office is funded by appropriation under Vote Internal Affairs. The Office is accountable to the Minister of Internal Affairs through a Memorandum of Understanding.

The classification of publications is governed by the following legislation:

- Films, Videos, and Publications Classification Act 1993
- Films, Videos, and Publications Classification Regulations 1994
- Films, Videos, and Publications Classification (Fees) Regulations 1994
- Films, Videos, and Publications Classification Commercial Video on-Demand Levy Regulations 2021.

Functions and responsibilities

The Classification Office is responsible for the classification of publications that may need to be restricted or banned. The Classification Act empowers the Classification Office to classify any written, recorded or stored information. This includes films, videos, DVDs, magazines, books, electronic games, computer files and images of all kinds. The Act does not cover broadcasting or live performances. The Classification Office also carries out research and informs the public about the classification system.

Structure

The Chief and Deputy Chief Censors of Film and Literature are appointed by the Governor-General by Order in Council made on the recommendation of the Minister of Internal Affairs

acting with the concurrence of the Minister of Women's Affairs and the Minister of Justice. The Chief Censor is Chief Executive.

The Chief Censor and Deputy Chief Censor form the Board of the Classification Office.

The Chief Censor is responsible for the overall administration of the Classification Office, and for the allocation of spheres of responsibility and delegation of powers within the Office.

The Communications Manager is responsible for the Information Unit, including its research, information resources (including websites), and complaints.

The Corporate Services Manager is responsible for human resources, administrative and technical support, library services, IT, and finance. The Corporate Services Manager is also the Chief Financial Officer.

Senior Classification Advisors each supervise a team of Classification Advisors.

The Chief Censor, Deputy Chief Censor, Classification Unit Manager, Communications Manager and Corporate Services Manager form the Office's Management team.

Records

The Chief Censor has a statutory obligation to maintain an electronic register of classification decisions. This register holds the classification of each publication examined by the Classification Office or the Film and Literature Board of Review. The register is available to the public online through the New Zealand Register of Classification Decisions database, which can be accessed through the Office's website. The Office must also supply a paper or electronic copy of all or part of the register if requested by a member of the public.

In accordance with Part 10 of the Classification Act, the classification decisions of past censorship bodies (the Chief Censor of Films, the Video Recordings Authority and the Indecent Publications Tribunal) form part of the register of classification decisions held by the Classification Office.

Documents relating to decision-making processes

The Classification Office's Practice Manual sets out all the relevant sections of the Classification Act and the New Zealand Bill of Rights Act 1990, as well as setting out the process which must be followed in the classification of publications.

Publications

The Classification Office produces brochures explaining its work and how the public can participate in the classification process. These are available upon request.

The Classification Office produces research reports on subjects related to the classification system. These are available on the Office's website.

Contact

The Office of Film and Literature Classification
Level 1, 88 The Terrace
Wellington 6011

PO Box 1999
Wellington 6140

Phone (04) 471 6770 or 0508 236 767

info@classificationoffice.govt.nz

www.classificationoffice.govt.nz

twitter.com/NZOFLC

New Zealand Film Commission

Entry last updated on 11 January 2022

Te Tumu Whakaata Taonga

Governing statutes

The Commission is established under the New Zealand Film Commission Act 1978.

Functions and responsibilities

The NZFC has the statutory responsibility "to encourage and participate and assist in the making, promotion, distribution and exhibition of films".

The NZFC invests in original and culturally significant films, encourages talented New Zealand filmmakers through developing career pathways and facilitating connections offshore, and works to increase the number of people seeing New Zealand films here and overseas. It supports the growth of economic activity and helps ensure New Zealand has sustainable screen sector businesses operating within an internationally competitive screen sector. The NZFC also helps negotiate co-production treaties and certifies co-productions and New Zealand films for tax purposes.

Structure

The Commission is appointed by the Minister of Culture and Heritage and comprises a Chair and seven other Board members. We have five board meetings each year. Day-to-day activities are carried out by a staff of 60 from offices in Wellington and in Auckland.

Records

The main classes of records held include:

- applications for financial assistance for development, production, distribution and promotion of New Zealand films
- contracts in respect of investments made by the Commission
- contracts in respect of sales of a New Zealand film represented by the Commission.
- the New Zealand Screen Production Grant (NZSPG)
- International screen attraction enquiries.

Contact

The Chief Executive
New Zealand Film Commission
Po Box 11546
Manners Street
Wellington 6142

Level 3, 119 Ghuznee Street
Wellington 6011

Freephone 0800 659 754
Phone (04) 382 7691

info@nzfilm.co.nz

www.nzfilm.co.nz

Fiordland Marine Guardians

Entry last updated on 31 January 2022

Governing statutes

Fiordland (Te Moana o Atawhenua) Marine Management Act 2005.

Functions and responsibilities

Pursuant to Section 13:

(a) to advise and make recommendations to management agencies and Ministers who exercise functions under the enactments listed in Schedule 13, to achieve the purpose of this Act, including, but not limited to –

(i) advice and recommendations on the effectiveness of the management measures in the Fiordland (Te Moana o Atawhenua) Marine Area;

(ii) advice and recommendations on activities occurring outside of the Fiordland (Te Moana o Atawhenua) Marine Area if those activities impact, or are likely to impact, on the Fiordland (Te Moana o Atawhenua) Marine Area;

(iii) advice and recommendations on likely threats to the Fiordland (Te Moana o Atawhenua) Marine Area;

(b) to facilitate and promote the integrated management of the Fiordland (Te Moana o Atawhenua) Marine Area;

(c) to obtain, share, and monitor information about the state of the Fiordland (Te Moana o Atawhenua) Marine Area;

(d) to assist management agencies to –

(i) prepare and disseminate information about the Fiordland (Te Moana o Atawhenua) Marine Area, including educational information;

(ii) monitor the state of the marine environment and biological diversity in the Fiordland (Te Moana o Atawhenua) Marine Area;

(iii) plan for the enforcement of, and compliance with, the management of the Fiordland (Te Moana o Atawhenua) Marine Area;

(e) to conduct any reviews instituted under section 25 that they –

(i) are invited by the Minister for the Environment to conduct; and

(ii) agree to conduct:

(f) to perform any other functions given to them under this or any other Act.

Advice and recommendations under subsection (1)(a) may be given on the Guardians' own initiative or at the request of –

- (a) a management agency; or
- (b) the Minister for the Environment; or
- (c) the Minister for Biosecurity; or
- (d) the Minister of Fisheries; or
- (e) the Minister of Conservation.

Structure

- not more than eight members and not less than five members
- appointed by Minister for the Environment
- must include one member who has been nominated by Te Runanga o Ngai Tahu
- members are appointed for a maximum of four years
- members may be reappointed
- at least five members must be ordinarily resident in Otago or Southland
- Chairperson is elected by members.

Publications

- Annual Report
- management agencies publish information materials – pamphlets, booklets, etc. – in collaboration with the Fiordland Marine Guardians.

Documents relating to decision-making processes

- Fiordland (Te Moana o Atawhenua) Marine Management Act 2005
- Protocol Between The Fiordland Marine Guardians And The Management Agencies

Future Changes

- Membership may change as an individual member's tenure of appointment expires.

- The Minister must initiate a review to determine the effectiveness of the Fiordland (Te Moana o Atawhenua) Marine Area five years after the commencement of the Act.

Contact

PO Box 213
Te Anau 9640

info@fmq.org.nz

www.fmq.org.nz

Fire and Emergency New Zealand

Entry last updated on 31 January 2022

Whakaratonga Iwi

Governing statutes

Fire and Emergency New Zealand was established under the Fire and Emergency New Zealand Act 2017. It is a Crown agent under the Crown Entities Act 2004 which means it is required to give effect to government policy relating to its functions and objectives, if so directed.

Functions and responsibilities

Fire and Emergency New Zealand (Fire and Emergency NZ) is an emergency management and compliance agency.

The functions of the previous New Zealand Fire Service and the National Rural Fire Authority are now integrated into Fire and Emergency New Zealand. Fire and Emergency NZ's remit does not just relate to fire response. The responsibilities are set out within the Fire and Emergency New Zealand Act 2017 and include:

- Promotion of fire safety.
- Providing fire prevention, response and suppression services.
- Stabilising and rendering safe incidents involving hazardous substances.
- Rescuing persons who are trapped as a result of transport and other accidents.
- Providing urban search and rescue services.
- Undertaking a range of additional functions should Fire and Emergency New Zealand have the capacity and capability to do so.

Structure

Fire and Emergency New Zealand is classified as a Crown agent under the Crown Entities Act 2004. This means that it is required to give effect to government policy relating to its functions and objectives, if so directed.

The Board has between 5 and 6 members appointed by the Minister of Internal Affairs. The Board is responsible for the governance of the organisation, including setting strategic direction and monitoring performance. It is also responsible for the statutory functions set out in the legislation. Functions are delegated to the Chief Executive and Deputy Chief Executive, Service Delivery who holds the rank of National Commander.

The organisation is structured in to five branches, each of which is led by a Deputy Chief Executive. They are:

- Service Delivery
- People
- Organisation Strategy and Capability Development
- Finance and Business Operations
- Office of the Chief Executive

Fire and Emergency has five regions across the country - Te Hiku, Ngā Tai ki te Puku, Te Ūpoko, Te Ihu and Te Kei.

Operational work is undertaken through both employees and volunteers. Operational personnel operate from brigades, stations, and Region and District offices which are based across New Zealand.

Documents relating to decision-making processes

Fire and Emergency New Zealand documents which relate to decision making processes include Annual Reports, Statement of Intent and performance reports. These are available at www.fireandemergency.nz

Records

Fire and Emergency New Zealand maintain an electronic document management system for the management of corporate records. The key processes managed by this system include the:

- Capture of internal corporate records
- Storage of internal corporate records
- Security and access to such records

- Disposal of corporate records in accordance with authorised Retention and Disposal schemes.

Publications

Fire and Emergency New Zealand has published the following on its website:
www.fireandemergency.nz

- Annual Report
- Statement of Performance Expectations
- Statement of Intent
- 10 Year Plan
- National Strategy
- Some information about past operational responses, where those responses were of significant public interest.
- Information on its positive workplace culture programme – www.positiveworkplace.fireandemergency.nz
- Educational materials in relation to fire prevention and responses for a range of audiences.

Contact

Fire and Emergency New Zealand
Level 12, 80 The Terrace
Wellington 6011

PO Box 2133
Wellington 6140

Phone 64 4 496 3600
Fax 64 4 496 3700

officialinformationrequests@fireandemergency.nz

www.fireandemergency.nz

Fish & Game New Zealand

Entry last updated on 23 February 2022

Governing statutes

- Wildlife Act 1953
- Conservation Act 1987
- Fish and Game Council Elections Regulations 1990
- New Zealand Game Bird Habitat Stamp Regulations 1993

Functions and responsibilities

The New Zealand Fish and Game Council is required to "... represent nationally the interests of anglers and hunters and provide co-ordination of the management, maintenance, and enhancement of sports fish and game".

Its functions include:

- development of national policy (which becomes binding on regional Fish and Game Councils)
- coordination of the management, maintenance and enhancement of sports fish and game by regional councils
- provision of advice to the Minister of Conservation on issues relating to sports fish and game
- development of research programmes promoting the management of sports fish and game
- oversight of the electoral system for Fish and Game Councils
- recommendation to the government of angling and hunting licence fees
- audit of Fish and Game Council activities
- advocacy in appropriate statutory planning processes.
- regional Fish and Game Councils are required to "... manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters".
- their particular functions include:

- assessing and monitoring sports fish and game populations, the success rate and degree of satisfaction of anglers and hunters, and the condition and trend of ecosystems as fish and game habitat
- maintaining and improving anglers' and hunters' access
- recommending to the Minister angling and hunting season conditions, bag limits
- maintaining and enhancing sports fish and game habitat
- promoting ethical standards of behaviour by anglers and hunters
- keeping anglers and hunters informed on matters affecting their interests
- representing angler and hunter interests in statutory planning processes
- preparing statutory annual operational work plans.

Structure

Fish & Game New Zealand comprises the New Zealand Fish and Game Council (New Zealand Council) and 12 regional Fish and Game Councils. They were established by statute in 1990 and replaced the former Acclimatisation Societies.

All 12 members regional councils are comprised of voluntary anglers and hunters elected every three years by fellow anglers and hunters, in accordance with statutory election procedures. The New Zealand Council consists of one member appointed by each of the regional Fish and Game Councils. Each Council elects its own chairperson.

All Councils employ their own staff, are fully funded from licence fees, and thus discharge their statutory functions without any funding or other operational assistance from central government.

All Councils report annually to the Minister of Conservation and are audited by the Office of the Controller and Auditor-General in accordance with the requirements of the Public Finance Act.

Records

- minutes, agendas and supporting papers
- national policy documents
- freshwater angling and game-bird hunting licence-sale data
- annual reports
- specific files relating to the management and advocacy of sports fish and game, the habitat on which they depend and the interests of anglers and hunters
- reports on the monitoring of sports fish and game populations and their habitat

- reports on harvest surveys and surveys of anglers and hunters
- reports on research carried out
- sports fish and game management plans and annual operational work plans
- submissions made on legislation, government policy and as part of the statutory planning process.
- a number of booklets and pamphlets directed at increasing participation and success in recreational angling and hunting and providing information on where to hunt and fish.
- manuals
- brand standard manual.

Contact

OIA requests for national issues are directed to the NZ Fish & Game Council.

NZ Fish & Game Council
Chief Executive
Level 2, Dominion Building
78 Victoria Street
Wellington 6011

PO Box 25055
Wellington 6140

Phone 04 499-4767

nzcouncil@fishandgame.org.nz

www.fishandgame.org.nz

OIA requests for regional matters are directed to the regional councils. They are separate legal entities from the NZ Fish & Game Council with their own OIA obligations.

Email: northland@fishandgame.org.nz

Email: aucklandwaikato@fishandgame.org.nz

Email: eastern@fishandgame.org.nz

Email: hawkesbay@fishandgame.org.nz

Email: taranaki@fishandgame.org.nz

Email: wellington@fishandgame.org.nz



Email: nelsonmarlborough@fishandgame.org.nz

Email: northcanterbury@fishandgame.org.nz

Email: westcoast@fishandgame.org.nz

Email: csi@fishandgame.org.nz

Email: otago@fishandgame.org.nz

Email: southland@fishandgame.org.nz

Ministry of Foreign Affairs and Trade

Entry last updated on 2 February 2022

Manatū Aorere Manatū Aorere




Functions and responsibilities

The Ministry of Foreign Affairs and Trade acts in the world to build a safer, more prosperous and more sustainable future for New Zealanders. We engage with other countries and in regional, international and multilateral bodies to influence outcomes that align with Aotearoa New Zealand's values and protect enduring national interests in:

- a rules-based international system that supports Aotearoa New Zealand's priorities
- a security environment that keeps New Zealanders and Aotearoa New Zealand activities safe
- international conditions and connections that enable New Zealanders to prosper
- global action on sustainability issues that matter to Aotearoa New Zealand.

Aotearoa New Zealand's diplomacy protects and advances these interests.

The Ministry of Foreign Affairs and Trade is the Government's principal agent for pursuing Aotearoa New Zealand's interests and representing our country internationally. We build connections with and influence other countries to advance Aotearoa New Zealand's interests, project our values and secure outcomes that matter to our country. We pursue the Government's international priorities and provide advice to the Government on the implications for Aotearoa New Zealand of what is happening in the world.



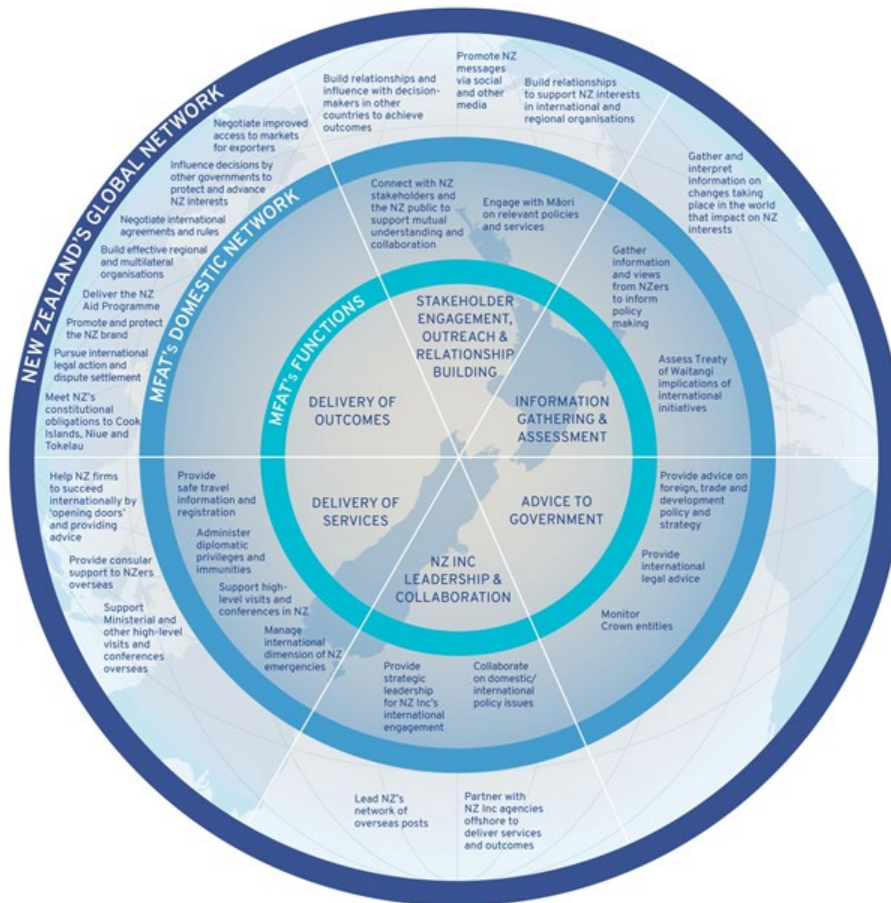
We lead the New Zealand Government diplomatic network. This network is a unique national asset, safeguarded by international law, able to speak with an authoritative voice, and with heads of mission and posts formally charged with representing the state.

We are the Government's specialist foreign, trade and development policy adviser, international legal adviser and negotiator. We are responsible for delivering Aotearoa New Zealand's international development cooperation; for providing consular services to New Zealanders overseas; and for coordinating offshore emergency responses.

The Ministry of Foreign Affairs and Trade contributes to New Zealanders' wellbeing by delivering on our four value propositions:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges
- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future

What the Ministry of Foreign Affairs and Trade does in New Zealand and around the world to deliver value to New Zealanders.



Acts administered

[Legislation we administer | New Zealand Ministry of Foreign Affairs and Trade \(mfat.govt.nz\)](https://www.mfat.govt.nz).

Foreign affairs

- Commonwealth Countries Act 1977
- Consular Privileges and Immunities Act 1971
- Diplomatic Privileges and Immunities Act 1968
- Foreign Affairs Act 1988

Trade

- Comprehensive and Progressive Agreement for Trans-Pacific Partnership Amendment Act 2018

Peace, rights and security

- Anti-Personnel Mines Prohibition Act 1998
- Brokering (Weapons and Related Items) Controls Act 2018
- Chemical Weapons (Prohibition) Act 1996
- Cluster Munitions Prohibitions Act 2009
- Geneva Conventions Act 1958
- International Crimes and International Criminal Court Act 2000 (jointly administered with the Ministry of Justice)
- Mercenary Activities (Prohibition) Act 2004
- New Zealand Nuclear Free Zone, Disarmament and Arms Control Act 1987
- Nuclear-Test-Ban Act 1999
- Terrorism Suppression Act 2002 (jointly administered with Ministry of Justice)
- United Nations Act 1946

Antarctica

- Antarctica Act 1960
- Antarctica (Environmental Protection) Act 1994
- Antarctic Marine Living Resources Act 1981
- New Zealand Antarctic Institute Act 1996

Law of the Sea

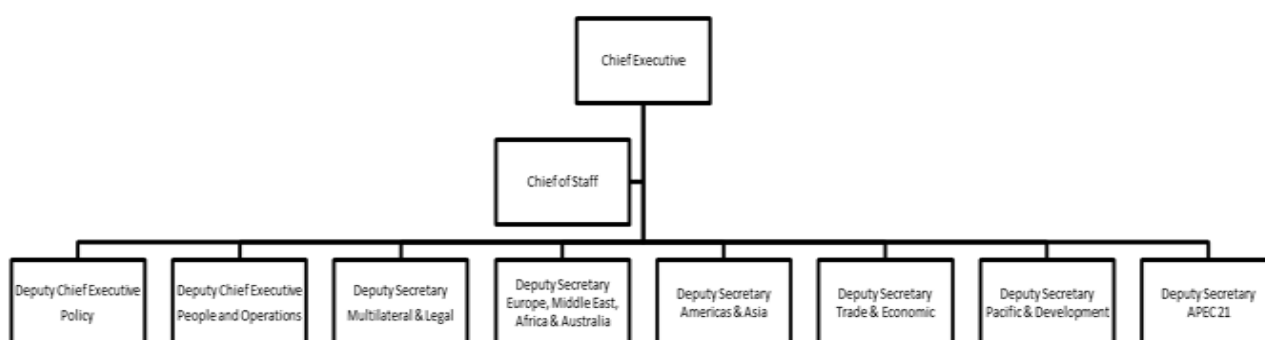
- Continental Shelf Act 1964
- Territorial Sea, Contiguous Zone, and Exclusive Economic Zone Act 1977
- United Nations Convention on the Law of the Sea Act 1996

Realm of New Zealand and the Pacific

- Cook Islands Act 1915
- Cook Islands Constitution Act 1964
- Kermadec Islands Act 1887
- Niue Act 1966

- Niue Constitution Act 1974
- Pitcairn Trials Act 2002
- Tokelau Act 1948
- Tokelau (Territorial Sea and Exclusive Economic Zone) Act 1977
- Western Samoa Act 1961

Structure



The Ministry's senior leadership team is led by Chief Executive, Chris Seed. For more information on the senior leadership team visit our website at [Our people | New Zealand Ministry of Foreign Affairs and Trade \(mfat.govt.nz\)](#).

As at June 2021, our international network is made up of 60 overseas posts accredited to 119 countries and international organisations, and 70 Honorary Consuls.

For more information about our overseas representation, including contact details, visit our website at [Embassies | New Zealand Ministry of Foreign Affairs and Trade \(mfat.govt.nz\)](#).

Ministers

The Ministry supports the following Ministers in their portfolios:

- Minister of Foreign Affairs - Hon Nanaia Mahuta
- Minister for Trade and Export Growth – Hon Damien O'Connor
- Associate Minister of Foreign Affairs – Hon Aupito William Sio
- Minister of State for Trade and Export Growth – Hon Phil Twyford
- Minister for Disarmament and Arms Control – Hon Phil Twyford
- Minister of Climate Change – Hon James Shaw

- Parliamentary Under-Secretary to the Minister for Trade and Export Growth (Māori Trade) – Rino Tirikatene

Information about our work

A wide range of information about our [strategic direction](#), and our work on [trade, aid and development](#), the [environment](#), [peace, rights and security](#), and our [bilateral relationships](#) is available on the Ministry's website.

The Ministry also regularly publishes a wide range of our [Ministers' Cabinet papers and minutes](#), and a selection of our [OIA responses](#). [Ministry statements and speeches](#) are also published regularly on our website.

Records

The Ministry holds records related to its functions and manages these in line with the Records Act 2005.

Ministry declassification programme

The Ministry has an extensive and long-standing declassification programme for its historic files records (25 years or older). Details of recent releases by the Ministry are available here: [Media and resources | New Zealand Ministry of Foreign Affairs and Trade \(mfat.govt.nz\)](#).

Publications

The Ministry's latest Strategic Intentions document is available on its website at [Our strategic direction | New Zealand Ministry of Foreign Affairs and Trade \(mfat.govt.nz\)](#).


Copies of the Ministry's latest Annual Report is available on its website at [MFAT annual reports | New Zealand Ministry of Foreign Affairs and Trade](#).

Copies of Briefings the Ministry has prepared to Incoming Ministers are available on its website at [Briefings to Incoming Ministers | New Zealand Ministry of Foreign Affairs and Trade \(mfat.govt.nz\)](#).

Contact

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195 Lambton Quay
Wellington 6011

Private Bag 18901
Wellington 6160



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www.safetravel.govt.nz

Ministry of Justice
Tāhū o te Ture

justice.govt.nz

contactus@justice.govt.nz

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0800 268 787

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New Zealand Government