

# Directory of Official Information

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MINISTRY OF  
JUSTICE  
*Tabu o te Iure*

[New Zealand Government](#)

# About

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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If your department or agency's information is out of date, please email [oa@justice.govt.nz](mailto:oa@justice.govt.nz) with the necessary amendments.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](mailto:oa@justice.govt.nz)

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# Ministry of Justice

## Tāhū o Te Ture

### Acts administered

The Ministry administers a range of statutes solely or jointly with other agencies.

- Abolition of the Death Penalty Act 1989
- Administration Act 1969
- Admiralty Act 1973
- Adoption Act 1955
- Adoption (Intercountry) Act 1997
- Adult Adoption Information Act 1985
- Age of Majority Act 1970
- Animals Law Reform Act 1989
- Anti-money Laundering and Countering Financing of Terrorism Act 2009
- Arbitration Act 1996
- Arbitration (International Investment Disputes) Act 1979
- Aviation Crimes Act 1972
- Bail Act 2000
- Broadcasting Act 1989<sup>1</sup>
- Canterbury Earthquake Insurance Tribunal Act 2019
- Care of Children Act 2004
- Charitable Trusts Act 1957
- Citizens Initiated Referenda Act 1993
- Civil Union Act 2004

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<sup>1</sup> Administered jointly with the Ministry for Culture and Heritage and Te Puni Kōkiri.

- Constitution Act 1986
- Contraception, Sterilisation, and Abortion Act 1977
- Contract and Commercial Law Act 2017<sup>2</sup>
- Contributory Negligence Act 1947
- Coroners Act 2006
- Costs in Criminal Cases Act 1967
- Courts (Remote Participation) Act 2010
- Courts Security Act 1999
- Crimes Act 1961
- Crimes (Internally Protected Persons, United Nations and Associated Personnel, and Hostages) Act 1980
- Crimes of Torture Act 1989
- Criminal Case Review Commission Act 2019
- Criminal Disclosure Act 2008
- Criminal Investigations (Bodily Samples) Act 1995
- Criminal Procedure Act 2011
- Criminal Procedure (Mentally Impaired Persons) Act 2003
- Criminal Proceeds (Recovery) Act 2009
- Criminal Records (Clean Slate) Act 2004
- Criminal Records (Expungement of Convictions for Historical Homosexual Offences) Act 2018
- Crown Organisations (Criminal Liability) Act 2002
- Crown Proceedings Act 1950
- Deaths by Accidents Compensation Act 1952
- Declaratory Judgments Act 1908
- Deeds Registration Act 1908
- Defamation Act 1992

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<sup>2</sup> Administered jointly with the Ministry of Business, Innovation and Employment.

- Department of Justice (Restructuring) Act 1995
- Disputes Tribunal Act 1988
- District Court Act 2016
- Domestic Actions Act 1975
- Domicile Act 1976
- Electoral Act 1993
- Electronic Courts and Tribunals Act 2016
- Evidence Act 2006
- Extradition Act 1999
- Family Court Act 1980
- Family Dispute Resolution Act 2013
- Family Proceedings Act 1980
- Family Protection Act 1955
- Family Violence Act 2018
- Fencing Act 1978
- Films, Videos, and Publications Classification Act 1993
- Financial Transactions Reporting Act 1996
- Flags, Emblems and Names Protection Act 1981<sup>3</sup>
- Habeas Corpus Act 2001
- Harassment Act 1997
- Harmful Digital Communications Act 2015
- Hawke's Bay Regional Planning Committee Act 2015
- Hotel Association of New Zealand Act 1969
- Human Assisted Reproductive Technology Act 2004
- Human Rights Act 1993
- Imperial Laws Application Act 1988

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<sup>3</sup> Administered jointly with the Ministry for Culture and Heritage.

- Imprisonment for Debt Limitation Act 1908
- Independent Police Conduct Authority Act 1988
- Inferior Courts Procedure Act 1909
- Innkeepers Act 1962
- Interest on Money Claims Act 2016
- International Crimes and International Criminal Court Act 2000<sup>4</sup>
- International War Crimes Tribunals Act 1995
- Interpretation Act 1999
- Joint Family Homes Act 1964
- Judicial Conduct Commissioner and Judicial Conduct Panel Act 2004
- Judicial Review Procedure Act 2016
- Juries Act 1981
- Justices of the Peace Act 1957
- Land Transfer Act 1952<sup>5</sup>
- Land Transfer (Hawke's Bay) Act 1931
- Land Valuation Proceedings Act 1948
- Law Commission Act 1985
- Law Reform Act 1936
- Law Reform Act 1944
- Law Reform (Testamentary Promises) Act 1949
- Lawyers and Conveyancers Act 2006
- Legal Services Act 2011
- Legislation Act 2012<sup>6</sup>

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<sup>4</sup> Administered jointly with the Ministry of Foreign Affairs and Trade.

<sup>5</sup> Administered jointly with Land Information New Zealand. This Act is due to be repealed by the Land Transfer Act 2017.

<sup>6</sup> Administered jointly with the Parliamentary Counsel Office.

- Limitation Act 1950
- Limitation Act 2010
- Maritime Crimes Act 1999
- Marriage Act 1955
- Mining Tenures Registration Act 1962
- Misuse of Drugs Act 1975<sup>7</sup>
- Mutual Assistance in Criminal Matters Act 1992
- New Zealand Bill of Rights Act 1990
- New Zealand Council of Law Reporting Act 1938
- Newspapers and Printers Act Repeal Act 1995
- Oaths and Declarations Act 1957
- Occupiers' Liability Act 1962
- Official Information Act 1982
- Ombudsmen Act 1975
- Parole Act 2002<sup>8</sup>
- Perpetuities Act 1964
- Political Disabilities Removal Act 1960
- Prisoners' and Victims' Claims Act 2005
- Privacy Act 1993
- Private International Law (Choice of Law in Tort) Act 2017
- Private Security Personnel and Private Investigators Act 2010<sup>9</sup>
- Prohibition of Gang Insignia in Government Premises Act 2013
- Property (Relationships) Act 1976
- Property Law Act 2007

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<sup>7</sup> Administered jointly with the Ministry of Health.

<sup>8</sup> Administered jointly with the Department of Corrections.

<sup>9</sup> Sections 100 and 101 are administered by the Department of Internal Affairs.



- Prostitution Reform Act 2003
- Protection of Personal and Property Rights Act 1988
- Public Trust Act 2001
- Real Estate Agents Act 2008
- Reciprocal Enforcement of Judgments Act 1934
- Referenda (Postal Voting) Act 2000
- Returning Offenders (Management and Information) Act 2015
- Royal Succession Act 2013
- Sale and Supply of Alcohol Act 2012
- Search and Surveillance Act 2012
- Secondhand Dealers and Pawnbrokers Act 2004
- Secret Commissions Act 1910
- Senior Courts Act 2016
- Sentencing Act 2002<sup>10</sup>
- Serious Fraud Office Act 1990
- Simultaneous Deaths Act 1958
- Status of Children Act 1969
- Statutory Land Charges Registration Act 1928
- Succession (Homicide) Act 2007
- Summary Offences Act 1981
- Summary Proceedings Act 1957
- Terrorism Suppression Act 2002<sup>11</sup>
- Trans-Tasman Proceedings Act 2010
- Treaty of Waitangi (State Enterprises) Act 1988
- Trespass Act 1980

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<sup>10</sup> Administered jointly with the Department of Corrections.

<sup>11</sup> Administered jointly with the Ministry of Foreign Affairs and Trade.

- Trusts Act 2019
- Trustee Companies Act 1967
- Unit Titles Act 2010<sup>12</sup>
- Victims' Orders Against Violent Offenders Act 2014
- Victims' Rights Act 2002
- Wills Act 1837 (UK)
- Wills Act 2007

## Functions and responsibilities

The Ministry is responsible for these main functions:

- Providing the administrative and other services necessary to:
  - support the delivery of New Zealand's courts and tribunals,
  - support independent judicial decision-making,
  - oversee the collection of infringements, court fines and reparations,
  - serve court documents, and
  - enforce civil judgments and orders.
- Responding to requests for criminal records (also known as criminal conviction history checks).
- Administering the legal aid system. Under the Legal Services Act 2011, the Legal Services Commissioner is an employee of the Ministry who has a number of functions that must be carried out independently of the Ministry, including granting legal aid; determining legal aid repayments; assigning legal aid providers or services; and allocating legal aid cases to salaried lawyers, overseeing their conduct and managing their performance.
- Operating the Public Defence Service, which provides independent legal advice and representation to defendants who have legal aid in criminal cases.
- Providing administrative support to Te Arawhiti – the Office of Māori Crown Relations, a departmental agency established on 1 January 2019. Te Arawhiti negotiates the settlement of historic Treaty of Waitangi claims on behalf of the Minister for Treaty of

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<sup>12</sup> Administered jointly with Land Information New Zealand and the Ministry of Business, Innovation and Employment.

Waitangi Negotiations, administers the Marine and Coastal Area (Takutai Moana) Act 2011, works to maintain the durability of settlements by ensuring Treaty settlement obligations are honoured, and supports the Minister for Māori Crown Relations to explore the opportunities that exist in the post-Treaty settlement environment for Māori and the Crown and to ensure the Crown understands and meets its Treaty obligations.

- Providing policy advice to Ministers that contributes to the development of government policy and the reform and development of legislation. Support and advice are also provided to several select committees, including the Justice Committee.
- Advising Ministers on applications for the exercise of the Royal prerogative of mercy, claims for compensation for wrongful conviction and imprisonment, and the consistency of proposed legislation with the New Zealand Bill of Rights Act 1990 (although the Crown Law Office reviews legislation developed by the Ministry of Justice).
- Leadership of the justice sector: the Ministry leads the justice sector and coordinates processes that ensure a collaborative, outcome-focused approach. This includes undertaking research and evaluation, providing advice in relation to sector outcomes, linking cross-sector strategies that contribute to those outcomes, and strengthening sector knowledge and information flows.
- Supporting the Minister of Justice, Minister for Courts, and the Attorney-General, along with Associate Ministers and the Parliamentary Under-Secretary to the Minister of Justice (Domestic and Sexual Violence Issues).
- Administering funding for justice services and programmes and administering funding for community law centres, which provide free legal services and law-related education.

Some services funded through Vote Justice are delivered by Crown entities and other service providers. The Ministry works with these Crown entities and organisations to:

- identify and manage risks and keep the Minister of Justice informed of these risks
- support, and participate in, effective planning processes, assessing financial and non-financial performance against key indicators
- help ensure intended results can be delivered
- improve the coordination of entities and agencies within the justice sector
- support good governance through assistance with board appointment processes
- advise on the merits of significant business cases or budget initiatives.

## Structure

The Ministry has more than 3,000 employees working at more than 100 sites throughout New Zealand. It is organised into the following groups:

- Office of the Chief Executive (including the Office of Legal Counsel, the Public Defence Service and the Judicial Office for the Higher Courts)
- Sector
- Policy
- Operations and Service Delivery
- Corporate and Digital Services
- Strategy, Governance and Finance

The Ministry is led by a Strategic Leadership Team comprising the Secretary for Justice and Chief Executive, Chief Operating Officer and four Deputy Secretaries.

The Strategic Leadership Team sets the Ministry's strategic direction and is responsible for its performance and the development and maintenance of its capability.

### **Office of the Chief Executive**

The Secretary for Justice is the Chief Executive of the Ministry of Justice and has overall responsibility for all aspects of the organisation.

The Ministry's Office of Legal Counsel is led by the Chief Legal Counsel, who reports to the Secretary for Justice. The Office of Legal Counsel provides legal advice across the Ministry and to Ministers. Its responsibilities include providing advice on applications for the exercise of the Royal prerogative of mercy, claims for compensation for wrongful conviction and imprisonment and the consistency of proposed legislation with the New Zealand Bill of Rights Act 1990 (although the Crown Law Office reviews legislation developed by the Ministry of Justice). The Office of Legal Counsel also supports Ministers responsible for appointing District Court Judges, Coroners and Justices of the Peace, and for making appointments to a large number of tribunals, Crown entities and other statutory roles and bodies (note that the Solicitor-General administers the process by which the Attorney-General makes appointments to the Senior Courts).

The Director of the Public Defence Service reports to the Chief Legal Counsel. The Public Defence Service is New Zealand's largest criminal law practice. It provides independent advice and representation to defendants who have legal aid in criminal cases. It also oversees the duty lawyer services in the courts where it operates.

The Director of the Judicial Office for the Higher Courts also reports to the Chief Executive. The Judicial Office for the Higher Courts provides support for the Chief Justice, the heads of bench and the judiciary for higher courts. It also provides administrative and registry support for the Supreme Court.

### **Sector**

The Deputy Secretary Sector leads the Sector Group. It provides advice on justice sector strategy and investments, sector forecasting and modelling, evaluation of initiatives and other research services. It also monitors seven Crown entities:

- Criminal Case Review Commission
- Electoral Commission
- Human Rights Commission
- Independent Police Conduct Authority
- Law Commission
- Privacy Commissioner
- Real Estate Agents Authority

### **Policy**

The Deputy Secretary Policy leads the Policy Group, which is responsible for the development of justice-related policy and legislation. The group provides advice to Ministers on criminal justice issues relating to domestic and international criminal law, family and sexual violence, sentencing and parole, and youth justice. It also provides advice on civil justice issues relating to constitutional law, human rights, access to justice, family law and commercial, property and regulatory law.

### **Operations and Service Delivery**

The Chief Operating Officer leads the Operations and Service Delivery Group and is responsible for the delivery of courts and related services to support the Senior Courts, the District Court, and specialist courts, tribunals and authorities; the collection of fines and reparation; the administration of legal aid; and procuring and managing a wide portfolio of community services that are provided by third party providers. The group is divided into four business units:

- Commissioning and Service Improvement leads the development, evaluation, and ongoing improvement of services, standards, policies, and practices across the Ministry's Operations and Service Delivery function. Its work includes commissioning, procuring, managing and developing justice services that support people using or accessing the justice system (e.g., Family Dispute Resolution, restorative justice, domestic violence services, victim support and community law centres).
- Courts and Tribunals Regional Service Delivery is responsible for the administration, case management and support services for the District Court, specialist courts and tribunals across New Zealand. The District Court has civil and criminal jurisdictions and two specialist divisions, the Family Court and the Youth Court. Specialist courts and tribunals include the Māori Land Court, Māori Appellate Court, Employment Court, Environment Court, Coronial Services, Waitangi Tribunal, Disputes Tribunal, Tenancy Tribunal, Weathertight Homes Tribunal, Canterbury Earthquake Insurance Tribunal, and a wide range of other committees, tribunals and authorities that are judicial or quasi-judicial.
- Senior Courts is responsible for the administration, case management and services that support the Court of Appeal, High Court sole registries in Auckland, Wellington

and Christchurch, and combined High and District Court registries in Whangārei, Hamilton, Tauranga, Rotorua, Gisborne, Napier, New Plymouth, Whanganui, Palmerston North, Nelson, Blenheim, Timaru, Greymouth, Dunedin and Invercargill.

- National Service Delivery's responsibilities include: administering legal aid for those who can't afford a lawyer; collecting court ordered fines and reparation, providing transcription and audio storage services for courts and tribunals; providing support for judicial libraries; and providing a centralised customer call and processing service. The Group is also responsible for the Criminal Records Unit, which processes requests for criminal records (also known as criminal conviction history checks).

### **Corporate and Digital Services**

The Deputy Secretary Corporate and Digital Services leads the Corporate and Digital Services Group, which is responsible for enabling and supporting many functions of and the delivery of services by the wider Ministry. Its responsibilities include information and communication technology, information management, commercial property, human resources, health and safety, privacy and security (including court security). The Deputy Secretary is also the Chief Information Officer.

### **Strategy, Governance and Finance**

The Deputy Secretary Strategy, Governance and Finance leads the Strategy, Governance and Finance Group which sets the Ministry's overall strategy, direction and execution of the delivery of services. It provides several Ministry-wide services including finance, risk and assurance, enterprise-level planning, reporting and accountability, correspondence, and communications and web services. The Deputy Secretary is also line manager for the Director of the Office of the Chief Executive.

## **Records**

The Ministry holds:

- Records and information relating to its functions and responsibilities, including the services it delivers to the public and the advice it provides to Ministers. Records include briefings and advice to Ministers, and internal information and records relating to the development and delivery of services and the operation of the Ministry itself.
- Separate or collated administrative information and statistics taken primarily from case management systems to enable the Ministry to efficiently budget, plan, and administer the court system.
- Case-level information that is combined with Police, Corrections, and other government agency data to support policy formation, statistics, and research.
- Statistics (counts, averages, trends, etc) and performance measures (to assess achievement against operating targets, etc) about court processes and case outcomes.
- The Ministry also maintains custodianship of legacy file sets from the Department of Justice, the Department for Courts and the old Ministry of Justice, all of which are

being managed through to final disposition under the Public Records Act 2005. Many of these have been transferred to, and are now available from, Archives New Zealand.

**NOTE:** The records of courts and tribunals are not subject to the Official Information Act 1982 or the Privacy Act 1993. Access to these is dealt with by separate legislation and court rules.

## Documents relating to decision-making processes

- Recruitment Policy
- Official Information Act Policy
- Privacy and Personal Information Policy
- Procurement Policy
- Contractors and Consultants Policy
- Information management policies
- Legal Aid Services – Grants handbook (August 2019)
- High Cost Case Management (HCC) – Policy and procedure (legal aid)
- Granting aid for Waitangi Tribunal matters – operational policy (June 2016)
- Information relating to the approval of legal aid providers and the quality assurance framework for legal aid providers
- Family Legal Advice Service – Operational Policy for providing early legal advice for disputes under the Care of Children Act 2004 (2014)
- Family Dispute Resolution – Operating Guidelines (2018)
- Family Court practice notes, including for Lawyer for Child, counsel-led mediation, Family Court counsellors and specialist report writers
- Restorative justice – best practice framework (2017), Restorative justice standards for family violence cases (2018) and Restorative justice standards for sexual offending cases (2013)
- Information relating to the operation of the duty lawyer scheme, including the selection of duty lawyers and operational policy for duty lawyers
- Information on training and accreditation of restorative justice providers (through Resolution Institute)
- Information relating to the nomination and appointment of Justices of the Peace – Justice of the Peace Best Practice Manual (2016)
- Information on applying for compensation for wrongful conviction and imprisonment

- [Information on applying for the Royal prerogative of mercy](#)
- [Charging Guidelines for Official Information Act 1982 Requests](#)
- [Public Sector Guidelines to the Bill of Rights Act 1990](#)

## Contact

Justice Centre  
Level 3, 19 Aitken Street  
Wellington 6011

National Office  
Ministry of Justice  
SX10088  
Wellington

Phone 04 918 8800

[contactus@justice.govt.nz](mailto:contactus@justice.govt.nz)

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

More contact details can be found at: [www.justice.govt.nz/contact-us/](http://www.justice.govt.nz/contact-us/)

### Official Information Act requests

Ministerial Relations and Services  
Ministry of Justice  
SX10088  
Wellington

Phone 04 918 8800

[OIA@justice.govt.nz](mailto:OIA@justice.govt.nz)

Before making a request, please read our official information page: [www.justice.govt.nz/about/official-information-act-requests/](http://www.justice.govt.nz/about/official-information-act-requests/)

**NOTE:** Court or tribunal records cannot be requested under the Official Information Act 1982. This is because the judiciary is independent of the Executive branch of government and the courts and tribunals (in their judicial functions) are not subject to the Act. To access court documents, you must apply directly to the court (or appropriate tribunal registry). If you are not sure whether the information you are seeking is official information, email your enquiry to [OIA@justice.govt.nz](mailto:OIA@justice.govt.nz) – the Ministry can help you re-direct your request if necessary.



# Kāinga Ora – Homes and Communities

*Entry last updated on 8 February 2022*

## Governing statutes

Kāinga Ora – Homes and Communities is a Crown agency and was established on 1 October 2019 by the Kāinga Ora - Homes and Communities Act 2019. When Kāinga Ora was established, its predecessor, Housing New Zealand Corporation, was disestablished.

The Crown Entities Act 2004 (CE Act) provides a consistent framework for the establishment, governance and operation of Crown entities:

- Kāinga Ora has a governing Board, which is responsible for the functions and performance of Kāinga Ora. This includes the collective and individual duties of the Board and members.
- The CE Act contains the accountability relationships between entities, board members, responsible Ministers and the House of Representatives.
- As a Crown Agency, Kāinga Ora must give effect to Government policy directions, prepare a Statement of Intent, prepare a statement of performance expectations and prepare and publish an annual report. The CE Act also restricts how it may borrow, invest, and establish subsidiaries.

## Kāinga Ora - Homes and Communities Act 2019

The Kāinga Ora - Homes and Communities Act 2019 (Kāinga Ora Act) sets out Kāinga Ora objectives, functions and the operating principles Kāinga Ora must comply with. Kāinga Ora functions fall into three categories – housing, urban development, and other functions conferred under statute. The Kāinga Ora Act imposes collective duties on the Board that are additional to the collective duties that all Crown entity boards have. These include duties to uphold the Treaty of Waitangi and its principles when carrying out its urban development functions, and to act consistently with the operating principles set out in the Kāinga Ora Act (for example that housing supply meets needs and public housing solutions contribute positively to well-being).

The Kāinga Ora Act also requires Ministers to issue a Government Policy Statement on Housing and Urban Development (GPS-HUD), and this was released in September 2021. The GPS-HUD sets out the expectations for how Kāinga Ora manages its functions and operations and the Kāinga Ora board must give effect to it.

## Governing statutes

The purpose of the Urban Development Act 2020 (UDA) is to facilitate urban development that contributes to sustainable, inclusive and thriving communities. The UDA established a process to progress a new type of urban development project – called a specified development project (SDP) - that Kāinga Ora may deliver, partner on or enable. As well as providing Kāinga Ora with land acquisition powers for urban development projects, the UDA also provides Kāinga Ora with specific powers when undertaking SDPs, including infrastructure, funding and planning and consenting powers to help streamline the development process. The UDA also provides more detail on the obligations of Kāinga Ora to Māori in urban development.

The Housing Act 1955 provides Kāinga Ora with specific powers in relation to land. It allows the Governor-General to take land for housing purposes under the Public Works Act 1981, for the Minister of Lands to set apart any Crown land as state housing land, and for Kāinga Ora to purchase land, dwellings or buildings for state housing purposes. The Housing Agency Account was established to monitor Crown-owned land managed by Kāinga Ora on behalf of the Crown. The Housing Act was amended in 2016 to give Ministers greater powers in respect of the management and disposal of Crown land held for state housing purposes.

The Residential Tenancies Act 1986 governs all residential tenancies in New Zealand, including all state house tenancies. It defines the rights and obligations of landlords (including Kāinga Ora) and tenants, established the Tenancy Tribunal to hear disputes between landlords and tenants, and established a fund to hold all tenants' bonds. The Ministry of Business, Innovation and Employment administers the Act.

Kāinga Ora is also subject to other relevant New Zealand legislation, including the State Sector Act 1988, Public Finance Act 1989 (applies in part only), Official Information Act 1982, Privacy Act 1993, Bill of Rights Act 1990, Resource Management Act 1991, Building Act 2004, Property Law Act 1952, Public Works Act 1981, and Employment Relations Act 2000.

Several treaty settlement Acts place particular obligations on Kāinga Ora when it is seeking to divest surplus state housing. For example, the Waikato Raupatu Claims Settlement Act 1995; Port Nicholson Block (Taranaki Whānui ki Te Upoko o Te Ika) Claims Settlement Act 2009 and more recently the Ngāti Porou Claims Settlement Act 2012 are significant examples of Treaty settlement legislation that Kāinga Ora must consider before it may dispose of surplus housing assets.

## Functions and responsibilities

Kāinga Ora provides high quality housing options for all New Zealanders.

Kāinga Ora is the main provider of social housing in New Zealand. It provides social housing to people in the greatest need, for the duration of their need. Those in the highest need are determined by the Social Allocation System administered by the Ministry of Social Development (MSD).

## Housing

- Provides rental housing, principally for those who need it most
- Provides appropriate accommodation, including housing, for community organisations
- Provides people with home-related financial assistance and makes loans, or provides other financial assistance, to local authorities and other entities for housing purposes
- Gives people (including people on low or modest incomes who wish to own their own homes) help and advice on matters relating to housing or services related to housing
- Provides housing or services related to housing

## Urban Development

- Initiates, facilitates, or undertakes urban development, including development of public and community housing, affordable housing, homes for first-home buyers, and market housing
- Develops and renews urban environments
- Develops related commercial industrial, community, or other amenities, infrastructure, facilities, services, or works
- Provides a leadership or co-ordination role in relation to urban development by supporting innovation, capability and scale, and leading and promoting good urban design
- Understands, supports and enables the aspirations of Māori and other communities in relation to urban development.

## Structure

The Kāinga Ora–Homes and Communities Act 2019 established the Crown Entity and the Responsible Minister appoints members, no less than eight and no more than ten, to the Board. The Minister in appointing members must ensure that members have a collective knowledge and experience of:

- (a) New Zealand’s housing and urban development system, including public housing and community housing, urban planning and design, infrastructure, construction, and regeneration; and
- (b) perspectives of Māori; and
- (c) the Treaty of Waitangi (Te Tiriti o Waitangi) and its principles and Te Ture Whenua Maori Act 1993; and
- (d) perspectives of public housing tenants; and
- (e) perspectives of developers; and

- (f) perspectives of local government; and
- (g) business generally; and
- (h) public sector governance and government processes.

The Board is responsible for governing the organisation and exercising the agency's statutory powers and functions. The Board remains responsible for decisions relating to Kāinga Ora operations that are made under its authority. Together with the Minister, the Board sets the strategic direction, makes sure the objectives are achieved, and manages any risks to the Crown.

## Role of the Ministers

The primary relationship between the Government and Kāinga Ora is between Ministers and the Kāinga Ora Board.

Responsible Ministers are jointly responsible for:

- conveying the Government's expectations to Kāinga Ora
- overseeing the Statement of Intent and agreeing the use of any operating surplus
- appointing and dismissing members of the Kāinga Ora Board and monitoring its performance
- monitoring the financial performance of Kāinga Ora.

## Role of Ministry of Housing and Urban Development and the Treasury

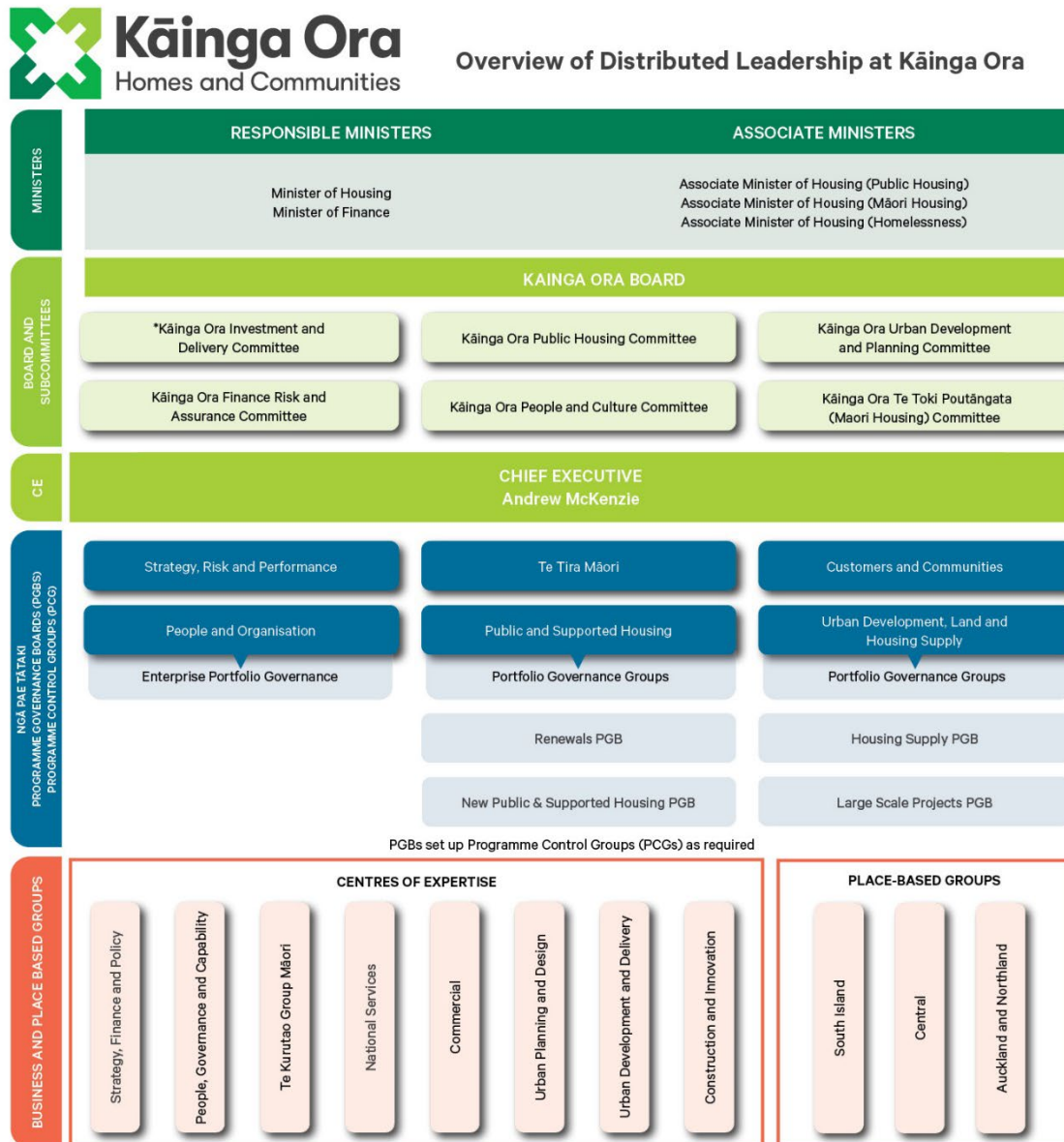
The Ministry of Housing and Urban Development (MHUD) has the lead role as the responsible Minister's agent in monitoring the Crown's ownership and service delivery interests in Kāinga Ora, including all matters related to its financial, service delivery, and operational performance. This monitoring includes ensuring that the Kāinga Ora strategic direction is aligned with the interests of government and fits within the statutory framework; monitoring against the accountability and performance reporting framework and managing the performance cycle; and providing assurance on the capability of Kāinga Ora and advice on the quality of the Board's systems for managing risk. The Treasury supports MHUD in its monitoring role by providing secondary advice in relation to compliance with the Public Finance Act and that the entity operates in a financially responsible manner.

MHUD has the lead role for providing housing policy advice, specifically the policy Kāinga Ora is required to implement, including evaluating and advising on how well Kāinga Ora delivers on its policy objectives.

## Role of the Kāinga Ora Board

The Kāinga Ora Board is responsible for the overall governance of Kāinga Ora and for managing it according to its legal mandate. The Board provides leadership and sets the strategic direction. It also selects, appoints, and monitors the performance of the Chief Executive.

## Current structure



## Publications

Kāinga Ora produces a number of corporate, tenant, research (including property related statistics) and development publications are available at: [kaingaora.govt.nz/publications/](https://kaingaora.govt.nz/publications/)

## Contact

Kāinga Ora – Homes and Communities  
National Office  
PO Box 2628  
Wellington 6140

The Kāinga Ora Customer Services Centre provides on-the-spot responses for all enquiries 8am to 6pm Monday to Friday and 24/7 for urgent calls.

Phone 0800 801 601

Enquiries: [enquiries1@kaingaora.govt.nz](mailto:enquiries1@kaingaora.govt.nz)  
Media line: [mediaenquiries@kaingaora.govt.nz](mailto:mediaenquiries@kaingaora.govt.nz)  
OIA requests: [oiarequests@kaingaora.govt.nz](mailto:oiarequests@kaingaora.govt.nz)

[www.kaingaora.govt.nz](https://www.kaingaora.govt.nz)

# New Zealand Kiwifruit Board

*Entry last updated on 12 January 2022*

## Governing statutes

Established by the Kiwifruit Export Regulations 1999.

## Functions and responsibilities

Authorise export of kiwifruit other than for Australia and determine collaborative marketing applications.

Monitors and enforces the Kiwifruit Export Regulations 1999.

## Structure

Board of six members. Three elected by kiwifruit growers, and the Chair and two independent members appointed by the Minister. Employs three staff: a Chief Executive, Executive Assistant and a Senior Legal Counsel.

## Records

Board papers, collaborative marketing export applications and approvals. Complaint decisions and collaborative marketing results. Monitoring and enforcement activity.

## Document relating to decision-making processes

- Zespri Group Limited's Export Authorisation
- Collaborative Marketing Guidelines
- Kiwifruit Export Information Disclosure Handbook
- Compliance Schedule for the Information Disclosure requirements under the Kiwifruit Export Regulations 1999
- Exemptions from the Information Disclosure Regime under Regulation 21 of the Kiwifruit Export Regulations 1999
- Previous complaint and investigation decisions

## Publications

- Annual Report
- Statement of Intent
- Collaborative Marketing Results under Regulation 15 of the Kiwifruit Export Regulations 1999.

## Contact

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PO Box 4683  
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# Kordia Group Limited

## Governing statute

Kordia Group Ltd (Kordia) was established under the State-Owned Enterprises Act 1986 and is not responsible for the administration of any Acts of Parliament.

## Functions and responsibilities

Kordia Group Ltd has three principal subsidiaries: Kordia Ltd (Kordia New Zealand) and in Australia, Kordia Pty Ltd and Kordia Solutions Pty Ltd.

The companies of the Kordia Group provide communications technology solutions to customers in the television, radio, maritime, telecommunications and enterprise IT industries across Australia, New Zealand, the Asia–Pacific region, and beyond.

## Kordia group delivers

### Business Connectivity

As New Zealand's largest telecommunications provider that's focused solely on business, Kordia helps New Zealand businesses of all shapes and sizes to stay connected. Key services the company provides include:

- Internet
- Voice
- Cloud PBX
- WAN & SD-WAN
- Cyber Security

Kordia operates its own nationwide telecommunications network and has access to all the major data centres and interconnect with all major UFB and access network providers, as well as its own radio access network operating in licensed spectrum. In addition, Kordia has a DWDM network capable of delivering 100Gbps services. Kordia Ltd offers both retail services to NZ businesses as well as wholesale services to a number of New Zealand and international telecommunications companies.

## Cyber Security

In 2015, Kordia acquired Wellington-based cyber security consultancy, Aura Information Security. Aura provides a range of specialist computer and network security consulting services to corporate and government customers throughout the country, as well as in Australia. As a part of the transaction, Kordia also became an exclusive agent for RedShield, a leading web-shielding service, in New Zealand and Australia. Aura operates as a separate division within Kordia New Zealand.

Aura compliments Kordia's existing suite of security products which includes managed firewall, unified security management, web filtering, IPS and virtual security engineer services. Kordia also has its own national Security Operations Centre (SoC) in Auckland which provides 24/7 threat monitoring for its customers.

## Telecommunications Solutions

Kordia is a trusted provider for a number of market-leading telecommunications companies. Kordia's engineers work across all access technologies, with particular expertise in wireless.

Kordia's key capabilities in telecommunication solutions include:

- Design, build and management of mobile telecommunication networks
- Spectrum and coverage planning including 3G, 4G, Wi-Fi, WiMAX
- Specialised coverage solutions
- Cellular network rollout
- In-Building Coverage (IBC) solutions
- Microwave point to point networks
- IP engineering
- Network security

## Specialised Solutions

In New Zealand, Kordia operates a national IP-based telecommunications network which enables the delivery of converged services. Kordia has also partnered with Thinxtra on the nationwide deployment of a SIGFOX network, and Spark on the rollout of their LoRA network, both of which are designed to enable businesses to maximise on the Internet of Things. Kordia also recently launched its own IoT web store called Kordiathings.io, which is designed to help simplify the proof of concept process for businesses and individuals that are interested in embarking on their own IoT journey.

In Australia, Kordia experts design and implement VoIP phone systems and secure wireless access systems, including small cells.

## **Maritime Solutions**

Kordia owns and operates the networks that monitors more than a quarter of the world's oceans. In New Zealand, Kordia Limited operates the Maritime Operations Centre (MOC) providing continuous monitoring of internationally designated call and reply distress frequencies in both the HF and VHF bands for SOLAS (Safety Of Life At Sea) responsibilities. Kordia also operates Australia's Maritime Communications Network on behalf the Australian Maritime Safety Authority and the Bureau of Meteorology.

The company has experience in the supply, integration, maintenance and management of wireless-based telecommunications and broadcasting networks in Australia and overseas. These include media broadcast systems, microwave networks, maritime communications, emergency services communications, cellular, MMDS and trunked mobile radio.

## **Broadcast Solutions**

Providing end-to-end solutions, Kordia designs, builds, maintains and operates major radio and TV networks in Australia and New Zealand. It also provides engineering and consulting services to a range of other broadcasters and government agencies throughout the Asia-Pacific region and beyond.

Key solutions include:

- The design, build, maintenance and operation of radio and television networks
- Spectrum management and coverage planning
- Design of towers, masts, poles and high reliability remote area electricity supply systems
- Satellite communications
- Electromagnetic emission (EME) prediction analysis, measurement and safety certification
- DTT design and implementation.

## **Media Solutions**

Kordia has specialist skills in content services including video linking for major sports events or special broadcasts throughout Asia-Pacific. With a complete portfolio of linking equipment—utilising microwave radio, fibre and satellite, analogue, data and both Standard Definition and High Definition digital links — Kordia can provide a linking solution from the most remote location in just a few hours.

In 2019, Kordia officially opened the Kordia Media Hub located at the Avalon Television Studios in Wellington. This state-of-the-art facility not only services Parliament TV, it is also part of a wider initiative to provide services further up the value chain for both new and existing customers. In addition, Kordia's expert Media team also provides a range of additional services to customers including live-streaming of events (AGMs, product launches, cultural events and festivals) and Kordia Pop-Up TV (Freeview channel 200) – a new service that lets customers stand up their own temporary television channel.

## In Australia

Kordia Solutions Pty Ltd (Kordia Australia) is a well-respected infrastructure services company serving the communications industry. It delivers infrastructure services solutions to major telecommunications companies, IT vendors, systems integrators and Australian enterprises. Services include managed solutions for mobile phone networks, wireless and fixed private networks, desktop support, in-building coverage and automatic teller machines.

More info at: [www.kordia.com.au](http://www.kordia.com.au)

## Structure

### **Kordia Group Ltd**

Kordia has a Group Chief Executive Officer with responsibility across NZ and Australia, with an executive team comprising direct reports from both countries.

Records

### **Kordia Limited**

Financial and accounting records, and records relating to the company's Network Services and Sales divisions' activities are maintained in the Head Office in Auckland, while records relating to the Kordia Solutions business activities are held at the office at 108–125 Willis Street, Wellington.

## **Kordia Pty Limited**

Kordia Pty's records are located at its Head Office at 5 Rider Boulevard, Rhodes, NSW 2138, and at its main operation centre at Braddon, ACT 23.

## **Kordia Solutions Pty Limited**

Kordia Solutions Pty Limited's records are primarily located at its Head Office 5 Rider Boulevard, Rhodes, NSW 2138. Kordia Solutions Pty Limited also has bases at Queensland, Victoria, South Australia and Western Australia.

## **Contact**

Kordia Group Ltd Group General Counsel  
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Auckland 1010

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# Lakes District Health Board

Entry last updated on 18 January 2022

## Acts administered

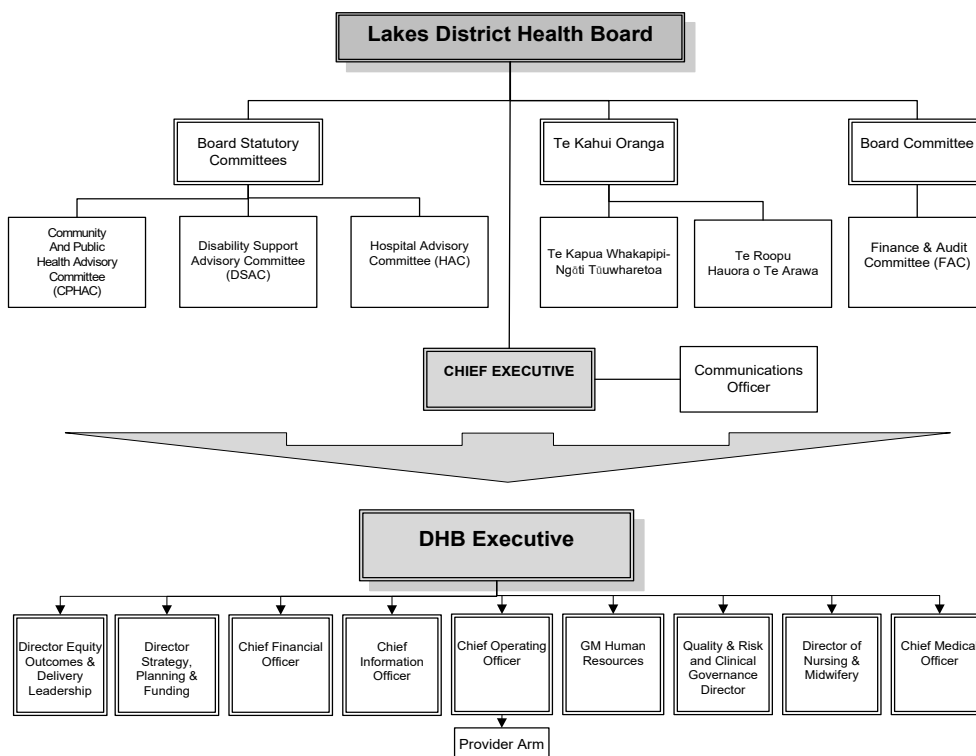
The Lakes District Health Board is one of 20 District Health Boards established on 1 January 2001 under the provisions of the New Zealand Public Health and Disability Act 2000 (NZPHD Act).

## Functions and responsibilities

Lakes DHB is the funder, planner and a key provider of health and disability services for the population of Lakes (approximately 105,000 people) which covers the area of Tūrangi/ Taupō/ Mangakino/Rotorua.

- Lakes DHB's vision is: Healthy Communities Mauriora!
- Lakes DHB has hospitals in Rotorua and Taupō.
- Lakes DHB's objectives and functions are outlined in sections 22 and 23 of the NZPHD Act.

## Structure



## Governance

Lakes District Health Board is committed to best practice governance, and has established processes whereby providers and users of services, and the community, have input to major decisions taken by the Board. The Board, within the framework of the NZPHD Act 2000, supports the Government's commitment to iwi/Māori under the Treaty of Waitangi and has developed appropriate structures/processes and relationships to ensure iwi/Māori participation in decision-making. The Board, particularly through its relationship with its two Primary Health Organisations and through its leadership of the Statutory Committees, has demonstrated its active involvement in a wide range of health related activity and its capability and commitment to work collaboratively with other sectors.

## Board role

The role of the Board is to set policy, determine strategy and objectives and review progress towards organisational goals. The Chief Executive has delegated responsibility for the operational management of the organisation.

## Board Committees

Under the NZPHD Act 2000, the Lakes District Health Board is required to have three statutory committees, and these have been established.

### Hospital Advisory Committee (HAC)

This committee provides a strategic overview and monitoring for secondary healthcare delivery across the Lakes District Health Board region. The three main areas of focus for this committee, which are related to secondary health care delivery are:

- Quality and risk management
- Strategic development
- Hospital performance (finance and contracts).

The Hospital Advisory Committee works closely with the three other Lakes District Health Board Committees to ensure consistency of strategic direction, implementation, and service delivery across the district, and to avoid duplication of process.

### Disability Support Advisory Committee (DSAC)

The Disability Support Advisory Committee comprises Board members, iwi, community representatives and people with disabilities. Terms of Reference have been developed and align closely with the NZ Public Health and Disability Act 2000. The Terms of Reference include provision for members to consider issues and facilitate inter-sectoral initiatives/actions for people with disabilities. Support Net reports to the committee.

## Community and Public Health Advisory Committee (CPHAC)

This committee advises the Lakes DHB on health improvement strategic development that will deliver improved health outcomes for the Lakes population. It oversees the development of the organisation's health improvement strategies in line with government priorities and the identified needs of the community and monitors identified outcomes and milestones to ensure effective results are achieved.

## Iwi relationships

Te Kāhui Oranga is a combined leadership group of Lakes DHB and iwi governance representatives from Te Arawa and Ngāti Tuwharetoa (the two iwi in the district). Te Kāhui Oranga aims to provide leadership, direction and advice to Lakes DHB, Board committees, the Chief Executive and management on all strategic matters affecting the health of Māori.

Te Kāhui Oranga ensures participation at a governance level by agreeing the principles that underpin decision making processes that impact on the health and disability services for Māori within the Lakes DHB district. Te Kāhui Oranga is also the vehicle for ensuring effective consultation, and participation of whānau, hapu and iwi (Te Arawa and Ngāti Tūwharetoa).

Te Roopu Hauora o Te Arawa and the office of Tā Tumu Te Heuheu, Te Kapua Whakapīpī participate in Lakes DHB governance activity, in particular the Lakes DHB Board and committees, and provide advice and direction on specific programmes/projects, as required.

## Māori input to decision making

The Board believes Māori aspirations to define, co-design and provide their own priorities for health must be supported and that Māori must be encouraged and supported to develop the capacity for delivery of services to their communities.

Mandated iwi representatives from both Te Arawa and Tūwharetoa are participating on the Board and in the board committees, and the Lakes DHB Māori Health team provides support to these representatives on the role and functions of the committees.

## DHB planning and funding

Lakes DHB's key strategic direction is "Achieve Equity in Maori Health". In assessing the likely future demand for health and disability services, Lakes DHB uses the best information available to take account of population trends and patterns, epidemiology and socio-economic status of its population. Information is collected from a range of sources and in particular the Lakes District Health Needs Assessment. The information gained informs purchasing intentions and funding commitments. A major consideration is government policy (including; funding strategies and preferred directions).



Service analysis includes how Lakes DHB services are funded within the region by both the DHB and Ministry of Health; how current services are funded under the existing funding constraints; the service pricing framework and what the cost drivers are for these services, and how services are distributed within the Lakes region. The Board examines updated data sources indicating likely demand for health care in the future, current health and disability status of its populations, service costs, government funding and whether or not there are costs to the consumer. Assessment is made of funding resources currently allocated and funding resources anticipated.

In addition, demand/capacity issues and Lakes environmental factors (economic, social, technical, and geographic) that influence the availability of health professionals are considered, along with the effectiveness of current services/programmes and in particular appropriateness of service delivery to Maori.

## **Hospital and Secondary Specialist Services (HSSS)**

The Hospital and Secondary Specialist Services provides hospital and community-based secondary health care services to the people of the region. Lakes DHB has hospitals at Taupō and Rotorua and provides a wide range of secondary and support services to the Lakes population.

There are nine services managed by the Chief Operating Officer:

- Mental Health and Addictions Services
- Surgical and Elective Services
- Medicine Services
- Woman, Child and Family Services
- Taupō Hospital
- Clinical Support Services
- Emergency and Medical Management
- Facilities Services
- Te Aka Matua Service

## **Records**

There are five broad categories of records and files maintained by the Lakes DHB.

- Medical records (patient information)
- Personnel records (staff information)
- Administrative records (general)

- Governance records (Board minutes and papers)
- Provider contract files (contracts, correspondence and reports).

## Documents relating to decision-making processes

Principal manuals and documents held by Lakes DHB include but are not limited to:

- Clinical policies
- Human Resources policies
- Annual Plans
- Strategic Plans
- Statements of Intent
- Annual Reports
- Crown Funding Agreements
- Service agreements with providers
- Minutes of meetings (including Board, Board Committees and Clinical Board)
- Miscellaneous memoranda issued by staff holding positions of responsibility
- Financial instructions
- Industrial awards and agreements and health service determinations.

Lakes DHB maintains filing systems for all relevant material.

## Contact

Lakes District Health Board  
Corner Arawa St and Pukeroa Rd  
Rotorua 3010

Private Bag 3023  
Rotorua Mail Centre  
Rotorua 3046

Phone (07) 349 7822  
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[ceoffice@lakesdhb.govt.nz](mailto:ceoffice@lakesdhb.govt.nz)

# Landcare Research New Zealand Limited

*Entry last updated on 27 January 2022*

## Manaaki Whenua

### Governing statute

Established by the Crown Research Institutes Act 1992.

### Functions and responsibilities

Manaaki Whenua – Landcare Research (Landcare Research New Zealand Ltd) is a Crown Research Institute conducting science and research focused on environmental issues, opportunities and solutions.

Our ambition is ‘Kia mauriora te whenua me tōna taiao (Make the life-force and vitality of the land strong)’.

Through partnering with users we aim to create value for Aotearoa New Zealand.

We are committed to upholding the principles of Te Tiriti o Waitangi – partnership, participation and active protection of Māori interests, especially in the natural environment.

We focus on four areas of research impact: restoring biodiversity and beating invasive species; enhancing land, water and ecosystems; acting against climate change; and achieving a positive relationship between people and their environment. We also hold and curate a range of collections, databases and information systems that are taonga (significant national assets).

We are committed to science and research that are innovative, fit for purpose, well designed, conducted by the right team, and have positive impact for society and the environment.

We work with our partners in iwi, government, businesses, community groups, and the global research community, developing research priorities and programmes together, and working with them to achieve benefit for Aotearoa New Zealand.

We collaborate nationally and globally to create the right teams for our work. Global citation of our research puts us in the top 12% of research institutes worldwide. Although half of our research recruits originate overseas, we are working to increase the domestic talent flow, especially of Māori and Pasifika researchers and future leaders.

As befits an organisation that researches and advises on sustainability, we have a policy and targets founded on 12 relevant UN Sustainable Development Goals. Our climate action also includes our own carbon zero status and the work of our subsidiary, Toitū Envirocare, which engages over 500 organisations in emissions management and mitigation.

## Structure

The Board is led by the Chairperson, supported by a Deputy Chairperson and five board members. The Company is headed by a Chief Executive and supported by a leadership team of general managers and the chief scientist.

We have seven research portfolios focused on:

- Managing land and water
- Characterising land resources
- Biota
- Wildlife management and conservation ecology
- Plant biosecurity and biodiversity
- Climate change adaptation and mitigation
- Society, culture and policy.

We have about 450 staff in seven locations, the largest being at Lincoln, which is also home to our corporate office. We have large offices in Auckland, Palmerston North and Hamilton, plus smaller offices in Wellington, Dunedin and Alexandra. At all of our sites we co-locate with universities and/or key partners (MPI, DOC etc).

## Records

We hold business records and records relating to our science and research in accordance with our obligations under the Public Records Act.

## Documents relating to decision-making processes

We do not have any external decision-making powers. Documents we hold internally pertain to our own business decisions and employees or potential employees and not to external decisions affecting individuals. Documents that relate to our internal decision-making processes are our Statement of Corporate Intent, Annual Report, Strategic and Business Plans and numerous policies, codes of practice and operating procedures.

## Contact

National Office  
54 Gerald St  
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Lincoln 7640

Phone 64 3 321 9999  
Fax 64 3 321 9998

[ويا@landcareresearch.co.nz](mailto:ويا@landcareresearch.co.nz)

[www.landcareresearch.co.nz](http://www.landcareresearch.co.nz)

# Landcorp Farming Limited (Pāmu)

*Entry last updated on 10 January 2022*

## Governing statutes

Landcorp Farming Ltd is a State-Owned Enterprise under the State-Owned Enterprises Act 1986. It is also a company registered under the Companies Act 1993. Pāmu is the brand name for Landcorp Farming Limited.

## Functions and responsibilities

The business functions of Landcorp is the sustainable management of a profitable farming business and its continued development and growth, with the key elements being:

- the efficient and integrated management of properties and livestock to maximise profits
- an aggressive conversion strategy to more evenly spread gross revenue with the objective of obtaining about 50 percent of revenue from dairying and deer products
- the continued development and improvement of the sheep and beef operations
- the continued development and improvement in quality of animals and management practices to meet market demands
- the effective marketing of livestock and livestock products in New Zealand and overseas, to enhance the company's profitability, at the same time minimising risk
- leveraging Landcorp's critical mass (size, asset base) to maximise profit opportunities
- carrying out forestry as an adjunct to its core farming business
- leveraging the company's core competencies by entering into long-term leasing of land for dairy and sheep and beef farming
- optimising the company's genetic capability by marketing its genetically superior sheep, beef and deer
- to permit wind farming on its properties as an adjunct to its core farming business and where appropriate, for the purpose of supplying primarily its own energy needs, to develop, operate and own small scale wind turbines on its properties, whether or not in joint venture/partnership with third parties.

The sale of land that has been identified as having a higher value for uses other than farming taking into account the provisions of Landcorp's agreement with the Crown relating to land protected from sale and the Government's policies for sensitive land.

## Landcorp Farming Ltd

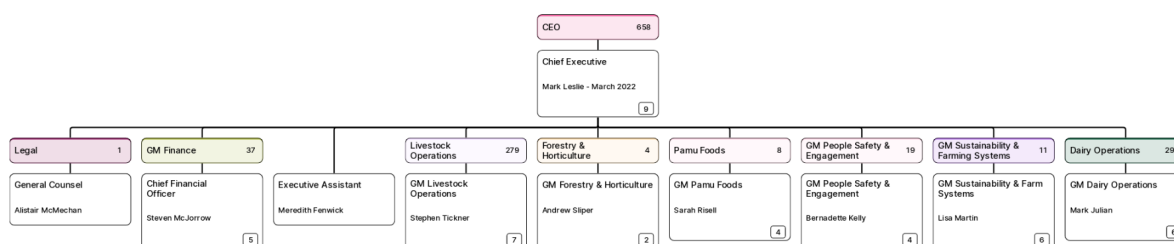
The Farming and parent company farms 1.6 million stock units on 108 properties totalling 370,738 hectares, including the 180,486 hectares lease of New Zealand’s largest farm, Molesworth Station.

Landcorp’s activities are: pastoral livestock farming of cattle, sheep, dairy cattle and deer; development of marketing and livestock genetics and systems; and the development of land for more productive and profitable agriculture.

It has four subsidiary companies, Landcorp Developments Ltd and Landcorp Pastoral Ltd, which are developing and leasing former forestry land in the central North Island; Landcorp Holdings Ltd which is holding land protected from sale; and Landcorp Estates Ltd, which develops and sells land suitable for higher value use than farming.

## Structure

The management structure of Landcorp Farming Ltd is set out below:



## Records

There is a file for each farm and general files for product development, research, marketing, finance, legal, information services and general company and support activities.

Landcorp Developments Ltd, Landcorp Pastoral Ltd and Landcorp Estates Ltd hold files for each of their development projects respectively.

## Publications

Annual and half-yearly reports and an annual Statement of Corporate Intent. Brochures covering different livestock types. Landcorp company profile.

## Documents relating to decision-making processes

The manuals held consist of operational policies and guidelines, “Work-Safe” policies covering the Health and Safety in Employment Act, financial policies and a chart of accounts.

## Contact

Company Secretary  
Landcorp Farming Ltd  
15 Allen Street

PO Box 5349  
Wellington

Phone (04) 381 4050  
Fax (04) 384 1194

[enquiries@landcorp.co.nz](mailto:enquiries@landcorp.co.nz)

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



# Law Commission

*Entry last updated on 10 January 2022*

## Te Aka Matua o te Ture

### Governing statutes

The Law Commission was established by the Law Commission Act 1985 as an independent advisory body to promote the systematic review, reform and development of the law in New Zealand. It is an independent Crown entity under the Crown Entities Act 2004.

### Functions and responsibilities

The principal functions of the Commission are:

- to take and keep under review in a systematic way the law of New Zealand
- to make recommendations for the reform and development of the law of New Zealand
- to advise on the review of any aspect of the law of New Zealand conducted by any government department or organisation and on proposals made as a result of the review
- to advise the Minister of Justice and the Minister Responsible for the Law Commission on ways in which the law of New Zealand can be made as understandable and accessible as is practicable.

In making its recommendations, the Commission must take into account te ao Māori (the Māori dimension) and give consideration to the multicultural character of New Zealand society. It must also have regard to the desirability of simplifying the expression and content of the law, as far as that is practicable.

The Commission submits annually to the Minister Responsible for the Law Commission a work programme for the reform and development of the law. The Minister may refer work to the Commission and may require the Commission to give priority to a particular item of work. The Commission may also take on work at its own initiative.

The Law Commission's processes are essentially public. It consults widely on the development of its work programme and in the course of each law reform project. It gathers submissions both by individual and (through its publications) by general invitation. Subject to the Privacy Act 1993, the Commission may mention submissions in its reports. Copies of submissions will normally be made available on request, subject to the Official Information Act 1982.

At the conclusion of a project, the Commission normally publishes a report with recommendations.

## Structure

The Law Commission consists of between three and six members, one of whom is the President. Commissioners are appointed by the Governor-General on the recommendation of the Minister Responsible for the Law Commission. Appointment is for a term of up to three to five years, which is subject to renewal. Members may hold office on either a full-time or a part-time basis.

The President of the Commission is its Chief Executive. The President may appoint a Deputy President from among the other members.

The Commission employs 20 to 30 staff, including legal and policy advisers, corporate support and library staff.

The Law Commission's structure takes account of its collegial nature but allows each project for the reform and development of the law to be assigned to one or more Commissioners for research, consultation and the development of policy options, which are then considered and approved by the Commission as a whole.

## Publications

The Law Commission has four series of publications:

- reports (NZLC R1 onwards), containing the Commission's recommendations for the reform and development of the law of New Zealand, and its annual reports, which are presented to the Minister Responsible for the Law Commission, tabled in the House of Representatives under section 16 of the Law Commission Act 1985, and published as Parliamentary Papers
- issues papers (NZLC IP1 onwards), which have replaced the previous preliminary papers series (NZLC PP1 onwards). These typically take the form of discussion papers for public consultation and contain extensive review of and proposals for the reform and development of the law under consideration
- miscellaneous papers (NZLC MP1 onwards), which include a range of less formal consultation papers and reference papers
- study papers (NZLC SP1 onwards), which include publications of advice given to other government departments on specific matters and studies on subjects of a general nature.

Publications are available for free online and a full list of publications can be found on our website at [www.lawcom.govt.nz](http://www.lawcom.govt.nz)

## Contact

General enquiries should be made to:

Te Aka Matua o te Ture | Law Commission  
PO Box 2590  
DX SP 23534

Level 9, 70 The Terrace  
Wellington 6011

Phone (04) 473 3453

[com@lawcom.govt.nz](mailto:com@lawcom.govt.nz)

Enquiries in relation to particular projects may be addressed to the relevant researcher or commissioner.

Enquiries about publications and subscriptions may be emailed to [com@lawcom.govt.nz](mailto:com@lawcom.govt.nz).

# Lincoln University

## Te Whare Wānaka O Aoraki

### Governing statutes

Established under the Lincoln University Act 1961 and the Education Act 1989.

### Functions and responsibilities

Lincoln University is Aotearoa New Zealand's specialist land-based university. The University's qualifications range from certificate level through to PhD, with its teaching and research covering all activity associated with the land-based sectors to meet the needs of not only Aotearoa New Zealand but also the world. Lincoln University operates as a university under the Education Act 1989.

### Structure

The governing body is the Lincoln University Council. The Chancellor is a member of Council and presides over Council meetings. The Pro-Chancellor is the deputy for the Chancellor on Council. The Chief Executive Officer is the Vice-Chancellor. The Academic Board advises Council on academic matters, in particular on programme development, and exercises Council's delegation on other academic matters.

The University is divided into three academic faculties and one division:

- Agribusiness and Commerce
- Agriculture and Life Sciences
- Environment, Society and Design

The University Studies and English Language Division offers students who have narrowly missed out on gaining a tertiary entrance qualification the opportunity to study at Lincoln; and teaching English language to students who need to improve their English language and/or study skills.

In addition to various research centres aligned to the faculties, the University hosts two stand-alone research centres:

- The Bio-Protection Research Centre, one of the national Centres of Research Excellence
- The Agribusiness and Economics Research Unit.

Lincoln has also initiated a suite of research Centres of Excellence, intersecting Agriculture, Food, Conservation, Environment, Tourism, Recreation and Mātauranga Māori:

- Sustainable Tourism for Regions Landscapes and Communities
- Designing Future Productive Landscapes
- Food for Future Consumers
- The University has the following major service and corporate units:
- Vice-Chancellor's Office
- Māori and Pasifika Engagement
- Finance
- Human Resources
- Information Technology Services
- Library, Teaching and Learning
- Research Management Office
- Lincoln University Farms
- Customer Engagement & Insights
- Facilities Management
- Campus Development Group
- Student Administration
- Campus Life – Accommodation, Sports and Recreation Centre, Childcare, and Catering and Events.

## Records

Lincoln University maintains:

- academic records, relating to student admission, academic performance and programme completion
- records of research activities and technology transfer
- financial records relating to transactions conducted by the University
- human resources records, relating to its staff
- minutes of meetings of Council and Committees.

## Publications

Lincoln University publishes:

- the University Calendar (annual)
- Lincoln University Prospectus (annual)
- brochures relating to programmes, accommodation, scholarships, etc (annual)
- Investment Plan (annual/biannual)
- Strategic Plan (annual review and five yearly update)
- Annual Report (annual)
- Landforms alumni magazine (annual)

## Documents relating to decision-making processes

The University Calendar includes statutes and regulations for all courses of study.

The University has relevant policies and procedures.

There are also rules and guidance relating to postgraduate study, library use, computing network use, computer systems use, examinations, and conduct on campus.

## Contact

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[info@lincoln.ac.nz](mailto:info@lincoln.ac.nz)

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## Official Information requests

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# New Zealand Lotteries Commission (Lotto NZ)

*Entry last updated on 4 March 2022*

## Governing statute

The New Zealand Lotteries Commission (Lotto NZ) operates as a Crown Entity under the Gambling Act 2003. It administers the Lotto Rules 2000, the Keno Rules 1994, the Instant Kiwi (Instant Game) Rules 1992, Digital Instant Game Rules 2017 and the Bullseye Game Rules 2009.

## Functions and responsibilities

The functions of Lotto NZ, as defined by section 238 of the Gambling Act 2003, are:

- to promote, organise and conduct New Zealand lotteries for the purpose of generating profits for distribution by the New Zealand Lottery Grants Board, or for a community purpose for which a special purpose lottery is promoted.
- to maximise profits so generated, subject to ensuring that the risk of problem gambling and underage gambling is minimised
- to make rules regulating the conduct and operation of New Zealand lotteries
- to advise the Minister on matters relating to New Zealand lotteries.

Lotto NZ is required by the Crown Entities Act 2004 to submit its annual accounts to Audit New Zealand and to make an annual report to the Minister of Internal Affairs. A copy of the Lotto NZ's annual report and accounts, together with a copy of the report of Audit New Zealand on the accounts, must be tabled in Parliament. Lotto NZ is also required to prepare a Statement of Intent every three years.

## Structure

Lotto NZ's Board has six members. Board members are appointed by the Minister of Internal Affairs under section 240 of the Gambling Act 2003 and section 28 of the Crown Entities Act 2004, for terms not exceeding three years.

Lotto NZ's Board members act as the board of directors for the commercial operations, which trade as Lotto NZ. Lotto NZ is responsible for policy setting and strategic direction. Day-to-day business operations of Lotto NZ are the responsibility of the Chief Executive and other members of the senior management team.



The senior management team reporting to the Chief Executive are the Chief Financial Officer, Chief Customer Officer, Chief Marketing Officer, Chief Innovation and Technology Officer, Chief Transformation Officer and General Manager People and Culture. As at 30 June 2021, the Commission employed 174 staff. Lotto NZ's head office is in Auckland.

## Records

Lotto NZ holds corporate files connected with the running of the organisation. Files are also held on retailers who sell Lotto NZ products.

## Documents relating to decision-making processes

### Retailer Agreements

Lotto NZ products are sold by retailers, each of whom has a commercial agreement with Lotto NZ. As at 30 June 2021, there were approximately 1,400 retailers.

### Retailer Operations Manual

Retailers selling Lotto NZ products are subject to policies, procedures and requirements specified in individual retailer agreements and a Retailer Operations Manual.

The Retailer Operations Manual also serves as a guide for responsible service delivery by our retail network. It reflects Lotto NZ's functions as outlined in the Gambling Act, including maximising our profits, subject to ensuring the risks of problem gambling and underage gambling are minimised.

### Rules

Pursuant to section 243 of the Gambling Act 2003, Lotto NZ makes rules, approved by the Minister of Internal Affairs, governing the operation of any type of New Zealand lotteries.

Rules in force as at 30 June 2018 govern the following lottery games:

- Lotto (including Lotto Strike and Powerball) – the Lotto Rules 2000
- Keno – the Keno Rules 1994
- Instant Kiwi In-store games – the Instant Kiwi (Instant Game) Rules 1992
- Instant Kiwi Online games — Digital Instant Game Rules 2017
- Bullseye – the Bullseye Rules 2009

Copies of these rules are available from [MyLotto.co.nz](http://MyLotto.co.nz).

## **Policy and Procedure Manual**

The Lotto NZ Policy and Procedure Manual records and describes Lotto NZ's employment policies and practices under which its staff are employed.

## **Health and Safety Manual**

The Health and Safety Manual records describe the procedures used to ensure the on-going health and safety of employees and visitors to Lotto NZ premises in line with the latest legislation.

## **Publications**

Publications available to the public are as follows:

- Annual and half-yearly reports
- Statement of Intent
- Statement of Performance Expectations
- Chief Executive expenses disclosure
- Game Rules
- Gambling Act 2003: Provisions relating to Instant Kiwi
- Instant Kiwi In-store and Online game withdrawal policies
- Jackpot policies for Powerball, Strike and Bullseye
- Draw results for Lotto, Lotto Strike, Lotto Powerball, Keno, Keno Multiplier and Bullseye
- Game odds
- 'How to Play Responsibly' brochure
- Lotto NZ Player Care Charter
- Privacy Policy

## Contact

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[www.mylotto.co.nz](http://www.mylotto.co.nz)

# New Zealand Lottery Grants Board

## Te Puna Tahua

### Governing statutes

The New Zealand Lottery Grants Board, governed by the Gambling Act 2003, distributes the profits of New Zealand Lotteries Commission for community purposes that contribute to the building of strong sustainable communities.

### Functions and responsibilities

The Board determines the proportions in which profits of New Zealand Lotteries are allocated to the three statutory bodies it contributes to (Creative New Zealand, New Zealand Film Commission, and Sport and Recreation New Zealand), its own lottery distribution committees and the Minister responsible for the New Zealand Lottery Grants Board.

### Structure

Membership of the Lottery Grants Board consists of the Minister Responsible for the New Zealand Lottery Grants Board (currently the Minister of Internal Affairs), who is Presiding Member, a representative each of the Prime Minister and the Leader of the Opposition, and three community members appointed by the Governor-General. Lottery distribution committees consist of up to five members appointed by the Minister of Internal Affairs for up to three years. Funding decisions are made by these committees, which comprise individuals from the community with specialist skills and knowledge. The committees determine funding priorities in line with the Board's general policy and directions. The Service Delivery and Operations Branch of the Department of Internal Affairs provide grant administration and secretariat services to the Lottery Grants Board.

There are 20 lottery distribution committees and a Minister's Discretionary Fund. Each provides funding for different purposes:

#### Lottery Community

Makes grants for projects that encourage or enable community self-reliance, capacity building and stability, or opportunities for social, civil or cultural participation, and reducing or removing barriers to such participation.

There is one Lottery National Community Committee and 11 Lottery Regional Community Committees. Lottery National Community Committee has two sub-committees:

### **Individuals with Disabilities Committee**

Makes grants to people with mobility and communications-related disabilities for the purchase and adaptation of vehicles, scooters and other mobility and communication equipment.

### **Lottery Environment and Heritage**

Provides grants for projects that promote, protect and conserve New Zealand's natural, physical and cultural heritage.

### **Lottery Marae Heritage and Facilities**

Funds capital works costs for the conservation, restoration and development of marae facilities, particularly wharenui, wharekai and wharepaku facilities.

### **Lottery Health Research**

Funds research that promotes the health of New Zealanders.

### **Lottery Outdoor Safety**

Funds outdoor and water safety projects, including search-and-rescue activities, undertaken by groups that have outdoor or water safety as their core business.

### **Lottery Community Facilities Fund**

This fund makes grants for building projects to construct and improve community facilities.

### **Lottery Significant Projects Fund**

This fund provides grants for projects with a total project cost of at least \$3 million. Projects must offer significant benefits at regional and/or national level.

### **Lottery Community Sector Research**

Funds research by the community, for the community and with the community.

### **Minister's Discretionary Fund**

The Minister Responsible for the New Zealand Lottery Grants Board (currently the Minister of Internal Affairs) may make grants to applications that fall within the general definition of community purposes, but are outside the scope of the distribution committees.

## **Records**

The main classes of records relate to membership, policy, agendas and minutes, and finance. Individual files are kept of each customer's application details.

## Documents relating to decision-making processes

The Gambling Act 2003

Committee purpose and funding priorities, <http://www.communitymatters.govt.nz/Funding-and-grants---Lottery-grants>

## Contact

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