

# Directory of Official Information

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If your department or agency's information is out of date, please email [oa@justice.govt.nz](mailto:oa@justice.govt.nz) with the necessary amendments.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

*Entry last updated on 28 January 2022*

## Legislation

The New Zealand Security Intelligence Service (NZSIS) operates under the Intelligence and Security Act 2017.

Our work is also guided by Ministerial Policy Statements, which set out principles that the NZSIS must have regard to when planning and carrying out activities. The Intelligence and Security Act 2017 requires that the Minister responsible for the intelligence and security agencies issue Ministerial Policy Statements in relation to the lawful activities of the agencies.

## Functions and responsibilities

The NZSIS is a public service agency with an objective to contribute to the protection of New Zealand's national security, the international relations and well-being of New Zealand, and the economic well-being of New Zealand.

The NZSIS undertakes designated functions relevant to New Zealand's security. These include:

- Collecting, analysing, and reporting on intelligence relevant to New Zealand's security;
- Providing protective security services including advice about personnel security, information security, physical security and national security risks; and
- Co-operating with the Government Communications Security Bureau, New Zealand Defence Force and New Zealand Police to facilitate their functions and co-operating with other agencies to respond to an imminent threat to life or safety.

In exercising its functions, the NZSIS acts in accordance with the law and human rights obligations, independently and impartially, and in a manner that facilitates democratic oversight.

## Oversight

The Intelligence and Security Committee (ISC) is the parliamentary oversight mechanism for the intelligence agencies, and examines issues of efficacy and efficiency, budgetary matters and policy settings. The ISC is made up of the Prime Minister, two members of Parliament

nominated by the Prime Minister, the Leader of the Opposition, and one member of Parliament nominated by the Leader of the Opposition.

The NZSIS is also subject to scrutiny by the Inspector-General of Intelligence and Security (IGIS), a statutory office appointed to provide oversight of the activities of the GCSB and NZSIS.

The IGIS's role is to assist the Minister Responsible for the GCSB and the Minister in Charge of the NZSIS to ensure the agencies act lawfully and with propriety, and to provide an independent determination of complaints about their conduct. The IGIS conducts inquiries into matters of concern and also reviews the agencies' compliance procedures and systems.

## Structure

The NZSIS head office is located in Pipitea House, Pipitea Street, Wellington. The NZSIS is led by the Director-General of Security. The Director-General is supported by an internal Senior Leadership Team.

The NZSIS hosts the Combined Threat Assessment Group (CTAG), an interagency group responsible for assessing the terrorism threats to New Zealand and New Zealand's interests.

Apart from the name of the Director-General of Security, it is an offence under section 227 of the Intelligence and Security Act 2017 to publish the fact that any person is a member of the NZSIS or is connected in any way with a member of the NZSIS.

## Records

Documents held by the NZSIS fall within the following general categories:

### Intelligence Records

These contain intelligence relevant to security. Intelligence records include intelligence reports, methods of collection and information about groups, organisations and individuals of security interest.

### Security Clearance Vetting Records

This category comprises information collected while undertaking security clearance vetting inquiries and includes information obtained from the vetting candidate, their referees, and other sources.

### Administrative, Organisational and Operational Records

Most records not covered within the intelligence or security clearance vetting categories fall into this general category. These records include administrative matters, such as ministerial briefings, internal structure, finance, personnel matters, equipment and travel as well as operational procedures and policy.

### Correspondence

This category contains correspondence with government departments and other organisations on security matters. It also contains correspondence with members of the public in relation to vetting matters, requests for access to official and personal information, and complaints.

## **Documents relating to decision-making processes**

The NZSIS uses the 'Protective Security Requirements' in respect of security clearance vetting and protective security matters. There are also other classified internal policy documents that are used in the conduct of NZSIS's work.

## **Contact**

New Zealand Security Intelligence Service (NZSIS)

PO Box 900  
Wellington 6140

Free Phone 0800 SIS 224 (0800 747 224)

[oi.privacy@nzs.govt.nz](mailto:oi.privacy@nzs.govt.nz) (Official Information Act and Privacy Act requests)

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

# Serious Fraud Office

*Entry last updated on 26 January 2022*

## Te Tari Hara Taware

### Governing statutes

The Serious Fraud Office was established under the Serious Fraud Office Act 1990 and is a government department under the State Sector Act 1988.

### Acts administered

The Serious Fraud Office Act 1990

### Functions and responsibilities

The Serious Fraud Office was established as a specialist law enforcement agency whose purpose is to detect, investigate and prosecute New Zealand's most serious and complex financial crimes. The work of the SFO contributes to the justice outcome of safer communities where there is reduced crime, and the economic outcome of increased confidence and participation in New Zealand's financial markets.

The Serious Fraud Office administers Vote: Serious Fraud and the Minister responsible for the Serious Fraud Office is responsible for the financial performance.

It is important constitutional principle in New Zealand that decisions by law enforcement agencies on the investigation and prosecution of individuals should not be subject to political control or direction. Therefore, all the SFO's operational decisions are made without ministerial direction. Section 30 of the Act provides that "in any matter relating to any decision to investigate any suspected case of serious or complex fraud, or to take proceedings relating to any such case or any offence against this Act, the Director shall not be responsible to the [responsible Minister], but shall act independently".

The complexity of financial crimes, and the sheer volume of documentary evidence associated with investigations, creates an enormous challenge for a law enforcement agency. For this reason, the SFO has particular statutory powers to compel the production of documents and to require witnesses or suspects to answer any question put to them. These powers, although coercive, are an essential tool in uncovering evidence of fraud but also ensure that any witness is relieved of any liability for otherwise unlawful disclosure of evidence. For this reason, by far the most frequent use of coercive powers is at the request of an otherwise willing witness.



## Structure

The Serious Fraud Office is based in Auckland. The Director, General Counsel and four General Managers form the senior management team. Central to the work of the Serious Fraud Office is the concept of teamwork in the investigation and prosecution of serious and/or complex fraud. Inter-disciplinary teams of forensic accountants, investigators and lawyers are assigned to cases with each member of the team bringing their special expertise to the enquiry.



## Records

The following records are held by the Serious Fraud Office:

- operational files in respect of investigations – these include complaints, correspondence, investigation reports and decisions, witness statements, exhibits, briefs of evidence and other documents;
- administration files – correspondence and records concerning the day to day running and financial affairs of the Serious Fraud Office;
- personnel files of staff members;
- general files used as reference material by the professional staff; and
- indexes of records.

## Documents relating to decision-making processes

The Serious Fraud Office has internal guidelines and procedures for aspects of its office administration (which encompasses personal and financial matters), investigations and prosecutions.

The Director follows the Prosecution Guidelines (as established by the Solicitor-General) when determining whether to commence a prosecution and in the general conduct of all prosecutions.

## Contact

Serious Fraud Office  
Level 8, HSBC Tower  
188 Quay Street  
Auckland 1010

PO Box 7124  
Victoria Street  
Auckland 1141

Phone 09 303 0121 or 0800 109 800  
Fax 09 303 0142

[sfo@sfo.govt.nz](mailto:sfo@sfo.govt.nz)

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

# Ministry of Social Development

*Entry last updated on 5 January 2022*

## Te Manatū Whakahiato Ora

### Functions and responsibilities

The role of the Ministry of Social Development (MSD) is to promote social development for all New Zealanders. We centre everything we do on helping people, whānau, families and communities, and we work to contribute positively to the wellbeing of people today and into the future.

MSD helps New Zealanders by fulfilling a broad range of responsibilities and functions, including:

- providing employment, income support and superannuation services
- allocating funding to community service providers
- providing student allowances and loans
- providing public housing assessment and services
- being the primary provider of social policy and advice to Government
- monitoring three Crown entities and providing advice to the responsible Minister
- ensuring the legislation MSD administers is effective and fit-for-purpose
- working with other agencies and the wider social sector to support Government priorities and improve the wellbeing of all New Zealanders.

For more information on how our Ministry helps people help themselves and be successful in their lives, please see the following link: [www.msd.govt.nz/what-we-can-do/index.html](http://www.msd.govt.nz/what-we-can-do/index.html).

### Acts administered or relevant Acts

Primary legislation MSD manages and administers are:

- Social Security Act 2018
- New Zealand Superannuation and Retirement Income Act 2001 (Part 1 and Schedule 1)
- Social Welfare (Reciprocity Agreements, and New Zealand Artificial Limb Service) Act 1990

- Student Allowances Regulations 1998 and Part 25 of the Education Act 1989
- Social Workers Registration Act 2003
- Vulnerable Children Act 2014 (Part 2 only)
- Children’s Commissioner Act 2003
- New Zealand Sign Language Act 2006
- Disabled Persons Community Welfare Act 1975 (except Part 2A)
- Employment Services and Income Support Integrated Administration Act 1998
- Family Benefits (Home Ownership) Act 1964
- Department of Child, Youth and Family Services Act 1999
- Department of Social Welfare Act 1971

## Structure

MSD senior leadership team is led by Chief Executive, Debbie Power. Refer to the following link for information about the leadership team: [msd.govt.nz/about-msd-and-our-work/about-msd/leadership-team/index.html](https://msd.govt.nz/about-msd-and-our-work/about-msd/leadership-team/index.html)

MSD head office is in Wellington. We are one of New Zealand’s larger government departments employing people in over 200 locations around the country to provide our diverse range of services in the best possible way. Refer to the following link for more information on our structure: [msd.govt.nz/about-msd-and-our-work/about-msd/our-structure/index.html](https://msd.govt.nz/about-msd-and-our-work/about-msd/our-structure/index.html)

## Records

MSD maintains records in accordance with the Public Records Act 2005.

## Documents relating to decision-making processes

MSD has a comprehensive range of policy and procedures, manuals and guidelines that operate at different levels of the organisation e.g. MSD-wide, Business Group level, functional responsibility. All information relating to the MSD’s policies and procedures can be found at: [www.msd.govt.nz/about-msd-and-our-work/publications-resources/official-information-responses/responses-to-official-information-act-requests.html](https://www.msd.govt.nz/about-msd-and-our-work/publications-resources/official-information-responses/responses-to-official-information-act-requests.html)

## Publications

A range of publications and resources produced by MSD are available at: [www.msd.govt.nz/about-msd-and-our-work/publications-resources/index.html](https://www.msd.govt.nz/about-msd-and-our-work/publications-resources/index.html)

Publications and resources are listed under the following headings and can be categorised by date of publication or alphabetically:

- Statistics
- Journals
- Corporate Publications
- Consultations
- Planning and Strategy
- Research and archives
- Official Information Act
- Evaluation reports
- Monitoring reports
- Literature reviews
- Working papers
- Regulatory Impact Statements
- Funding Contracting Service Guidelines
- Information Releases (MSD proactively released information).

## Contact

Ministry of Social Development  
PO Box 1556  
Wellington 6140

Phone 04 916 3300  
Fax 04 918 0099

Official Information Act enquiries and requests may be emailed to:  
[OIA\\_Requests@msd.govt.nz](mailto:OIA_Requests@msd.govt.nz)

If you would like information that MSD holds about you under the Privacy Act 1993, requests may be emailed to: [info@msd.govt.nz](mailto:info@msd.govt.nz)

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

# Social Workers Registration Board

## Kāhui Whakamana Tauwhiro

### Governing statutes

The Board is established under the Social Workers Registration Act 2003 and operates under the Social Workers Registration Board Code of Conduct.

### Functions and responsibilities

The statutory purpose of the SWRB is to protect the safety of members of the public, by prescribing or providing for mechanisms to ensure that registered social workers are competent to practise and accountable for the way in which they practise. The SWRB also has a responsibility to enhance the professionalism of registered social workers.

The functions of the SWRB are:

- to receive and consider applications for registration;
- to authorise the registration of social workers;
- to maintain the Register;
- if it thinks fit, to adopt conditions subject to which all practising certificates, or the practising certificates of all registered social workers of a particular description, must be issued;
- to consider applications for practising certificates referred to it by the Registrar;
- to recognise or prescribe New Zealand educational qualifications for the purposes of the Act;
- to review the competence of registered social workers;
- to review registered social workers' fitness to practise;
- to establish and maintain a code of conduct for social workers;
- in consultation with providers of social work education and training in New Zealand and bodies that set standards for social work education and training in New Zealand, to promote and set standards for such education and training for the purposes of this Act;
- to promote the benefits of registration:
- to departments of State, other instruments of the Crown, other bodies and organisations that employ social workers, and the public; and

- among people practising as social workers;
- to promote the establishment by departments of State, other instruments of the Crown, and other bodies and organisations that employ social workers, of accessible and efficient procedures for making, considering, and determining complaints relating to social workers they employ;
- to advise, and make recommendations to, the Minister in respect of matters relating to the regulation of the social work profession;
- to promote and encourage high standards of practice and professional conduct among social workers and the employers of social workers;
- to consider the cases of registered social workers who may be unable to satisfactorily perform the functions required to practise as a social worker;
- to set criteria for reporting serious misconduct or issues of competence or fitness to practise;
- to disclose to the employers or prospective employers of social workers information it has obtained under this Act relating to people who are or have been :
  - applicants for registration; or
  - social workers;
- to provide administrative and related services for the Social Workers Complaints and Disciplinary Tribunal.

## Structure

The SWRB employs 14 full-time equivalent staff, including:

Corporate services:

- Chief Executive
- Executive/Board Advisor
- Communications Manager
- Administration Team

Regulatory services:

- Registrar
- Principal Social Work Practice Advisor
- Education, Policy and Research Chief Advisor
- Registration Team
- Professional Standards Team

## Records

The following records are held by the SWRB:

- a register of registered social workers
- information about applicants for registration
- information about registered social workers, including in relation to competence, conduct and fitness to practice

## Documents relating to decision-making processes

Copies of the SWRB'S policy statements relating to Registration, Scope of Practice (in development), and recognised New Zealand Social Work Qualifications are available on the SWRB's website.

The SWRB also holds records of meetings, correspondence files, operational manuals, annual reports and records relating to complaints and enquiries. Annual reports, strategic plans and the Tribunal's decisions are also available on the SWRB's website.

## Contact

Social Workers Registration Board  
Level 7, 110 Featherston Street  
Wellington 6011

PO Box 3452  
Wellington 6140

Phone (04) 931 2650  
Fax (04) 931 2651

[office@swrb.govt.nz](mailto:office@swrb.govt.nz)

[www.swrb.org.nz](http://www.swrb.org.nz)



# South Canterbury District Health Board

*Entry last updated on 1 March 2022*

## Governing statutes

The South Canterbury District Health Board was established under the New Zealand Public Health and Disability Act 2000 (NZPHD).

## Functions and responsibilities

South Canterbury District Health Board (SCDHB) is responsible for planning, funding and providing health and disability support services for all people living in a geographic region bounded by the Rangitata River to the north, the Waitaki River to the south, and the Southern Alps to the west. Within its available funding from the Ministry of Health, SCDHB works to enhance the health status and improve health outcomes of a resident population of about 59,500.

The DHB functions and responsibilities are outlined in the New Zealand Public Health and Disability Act 2000 (NZPHD).

## Structure

### Document Management

Central patient information is stored at Timaru Hospital and in electronic form on various patient management and information systems. Additional information is stored in local offices for the services provided from those offices.

Financial information is stored by the finance department, including some electronic records in the financial management systems.

In addition, each department has its own filing system which stores the documents created or used by it. The Board also accesses and uses information held by the Ministry of Health and its agencies.

### Library

The Board Office has a collection covering the fields of health planning, health economics, health service management, biomedicine, public health and healthcare quality.

## Documents relating to decision-making processes

The Board uses the following documents for administrative purposes:

- New Zealand Health Strategy
- New Zealand Disability Strategy
- SC District Health Board Strategic Plan 2001–2010
- SC District Health Board Annual Plan
- Crown Funding Agreements
- Policy and Procedures Manuals
- Specific department procedures
- Emergency procedures
- Board and Committee papers.

The Communications Department distributes information to the public; manages the production of publications; and manages all media activities. The section is responsible for internal communications, including a staff newsletter.

Health statistical reports are produced for internal use and reporting to the Ministry or Crown. Some information will become available for public use over time.

## Contact

All requests for official information should be addressed the Chief Executive at the address below. The request will be forwarded to the appropriate department for reply.

South Canterbury District Health Board  
Private Bag 911  
Timaru 7940

Phone (03) 687 2100  
Fax (03) 688 0238

[ceo@scdhb.health.nz](mailto:ceo@scdhb.health.nz)

[www.scdhb.health.nz](http://www.scdhb.health.nz)

# Southern District Health Board

*Entry last updated on 12 January 2022*

## Governing statute

Otago and Southland District Health Boards were established under the New Zealand Health and Disability Act (2000). In 2010 the two District Health Boards merged to become Southern District Health Board (Southern DHB).

## Functions and responsibilities

Southern DHB exists to support everyone across our district to live well, and access the right care when they need it, by delivering high quality, patient-centred and equitable health services to our diverse communities.

We are responsible for planning, funding and providing health and disability services to a population of over 326,280 located South of the Waitaki River. Our catchment area encompasses Invercargill City, Queenstown - Lakes District, Gore, rural Southland, Clutha, Central Otago, Waitaki District and Dunedin City. This means Southern DHB serves the largest geographic region of all New Zealand's health boards.

To achieve this we work in partnership with Iwi, primary care and community providers, rural trust hospitals and education and research partners across the district. Altogether, we receive government funding of over \$900 million per annum, of which approximately half is applied to traditional hospital and mental health services delivered from Southland Hospital (Invercargill), Lakes District Hospital (Queenstown), Dunedin Hospital (Dunedin) and Wakari Hospital (Dunedin). The other half of our funding is applied through contracts with a range of primary and community health providers. This funding is distributed to providers such as Primary Health Organisations (general practices), pharmacies, laboratories, aged residential care facilities, Pacific Islands and Māori Health providers, non-governmental mental health services, rural hospitals and primary maternity facilities.

Our statutory purpose is to:

- improve, promote and protect the health of our population
- promote effective care and support for people in need of personal health or disability services
- reduce health outcome disparities
- manage national strategies and implementation plans
- develop and implement strategies for the specific health needs of our local population.

Southern DHB has a staff of approximately 5,500 and is governed by a Board that includes elected members and members appointed by the Minister of Health.

## Records

Southern DHB has two distinct sets of file management systems. The patient file management system is an electronic system backed up by retention of paper files for the management and storage of all patient data files. The Southern DHB records system is a predominantly paper filing system due to the devolution of all Ministry and HFA files to DHBs and contains primarily provider information, contracts, correspondence and monitoring returns. Southern DHB also has a system whereby correspondence and documentation (relating to Board and Committee minutes and agendas) is filed on a generic drive that can be accessed by all staff.

Southern DHB has a library which houses an extensive book and journal collection and a growing e-journal collection. There is easy desk-top access to clinical literature databases including Medline, Cochrane, Psychinfo, Harrisons Online and other electronic resources. The library service also offers an inter-loan service and has a close working relationship with the University of Otago. The Library resources are available to both DHB and Provider arm staff as well as to community based health service providers including General Practitioners.

## Documents relating to decision-making processes

Southern DHB uses numerous organisational policies in its decision-making processes, including:

- Delegation of Authority
- Expenditure Probity
- Code of Conduct
- Human Resources Policies
- Treasury
- Capital Expenditure
- Privacy Request for Information
- Financial Verification
- Occupational Health and Safety
- Clinical and Medical Policies
- Travel Governance Policy
- Executive Management Policy

Southern DHB has a robust Quality programme which ensures the ongoing development and review of the Clinical Practice Policy Manual, General Policies and Procedures Manual, and Human Resources Policies Manual. In addition, Southern DHB is regularly audited to ensure compliance to the Ministry of Health Certification standards and Quality Health NZ Accreditation standards.

## Contact

All requests for official information should be directed to:

OIA Coordinator  
Private Bag 1921  
Dunedin 9054

Phone (03) 476 9454

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

General queries should be directed to:

The Chief Executive Officer  
Private Bag 1921  
Dunedin 9054

Phone (03) 476 9456

[ceopa@southerndhb.govt.nz](mailto:ceopa@southerndhb.govt.nz)

[www.southernhealth.nz](http://www.southernhealth.nz)

# Southern Institute of Technology

*Entry last updated on 17 January 2022*

## Te Whare Wananga O Murihiku

### Relevant acts

Southern Institute of Technology was established in accordance with the Education Act 1964.

### Functions and responsibilities

Southern Institute of Technology was established in 1971 to provide tertiary and continuing education to the Southland region.

#### Statement of Purpose

The Institute's statement of purpose is: "Southern Institute of Technology will provide students with quality education and training services".

#### Corporate Goals

The Corporate Goals of Southern Institute of Technology are to:

Provide for and encourage student participation and achievement in a range of quality learning opportunities and services; Foster our social and professional obligations to both stakeholders and staff; and operate a viable educationally directed business entity.

#### Responsibilities to Government

Polytechnic responsibilities to government are outlined in the Education Amendment Act 1990. Our Charter is submitted to the Minister of Education and profiles are supplied annually.

#### Services

Southern Institute of Technology offers educational services to students on campus and via distance delivery. Students are offered support services to ensure their learning is more easily undertaken.

#### Structure

Southern Institute of Technology Limited is a Crown entity subsidiary established on 1 April 2020. It has a Board of 8 members whose functions, powers and duties are detailed in clauses 131 through 140 of the Companies Act 1993.

## Divisions

Southern Institute of Technology is organised into teaching and non-teaching divisions as follows:

### Teaching

- Faculty of New Media, Arts and Business
- Faculty of Health, Humanities and Computing
- Faculty of Trades and Technology
- SIT2LRN

### Non-teaching

- Directorate
- Academic Operations
- Human Resources
- Facilities
- Corporate Services
- Marketing/International Department
- Information Technology

## Records

Records include:

- Student records which cover students' attendance (last 10 years), assessment and examination results
- Financial records which cover annual reports and all associated documents
- Personal files which cover salary records, leave records, personal reports, appointment documents
- Correspondence which covers correspondence files, minutes of meetings, circulars.

## Documents relating to decision-making processes

Manuals for both Council Policy and Institute Policy are constantly updated and are in accordance with all Acts and regulations which cover and control tertiary education.

## Publications

Further information includes:

- Annual report
- Prospectus published annually
- Brochures from Corporate Services on all courses.

## Contact

Southern Institute of Technology  
133 Tay Street  
Invercargill 9810

Private Bag 90114  
Invercargill 9840

Phone (03) 211 2699  
Freephone 0800 4 0 3337  
Fax (03) 214 4977

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

[www.sit.ac.nz](http://www.sit.ac.nz)



# Sport and Recreation New Zealand (Sport NZ)

*Entry last updated on 25 January 2022*

## Ihi Aotearoa

### Governing statutes

Sport and Recreation New Zealand (Sport NZ) is a Crown Entity established under the Sport and Recreation New Zealand Act 2002 (the Act).

### Functions and responsibilities

Sport NZ is a Crown entity established under the Act. The Act establishes Sport NZ's purpose as – “to promote, encourage, and support physical recreation and sport in New Zealand”. Sport NZ's role is to undertake the functions identified in s8 of the Act. These can be summarised as follows:

- develop and implement national policies and strategies for physical recreation and sport
- allocate funds to organisation and regional bodies in line with its policies and strategies
- promote and advocate the importance of participation in physical activity by all New Zealanders for their health and well-being
- promote and disseminate research relevant to physical recreation and sport
- provide advice to the Minister on issues relating to physical recreation and sport
- promote and support the development and implementation of physical recreation and sport in a way that is culturally appropriate to Maori
- encourage participation in physical recreation and sport by Pacific peoples, women, older New Zealanders, and people with disabilities
- recognise the role of physical recreation and sport in the rehabilitation of people with disabilities
- facilitate the resolution of disputes between persons or organisations involved in physical recreation and sport
- work with schools, regional, central and local government, and physical recreation and sports organisations to ensure the maintenance and development of the physical and organisational infrastructure for physical recreation and sport

- work with health, education, and other agencies to promote greater participation in physical recreation and sport through policy development, advocacy, and support in line with the New Zealand health strategy
- provide advice and support for organisations working in physical recreation and sport at national, regional and local levels
- facilitate coordination between national, regional and local physical recreation and sport organisations
- represent the Government's policy interests in physical recreation and sport internationally.

## Sport NZ's Vision and Mission

Sport NZ's Vision for New Zealand is "more kids, more adults, more winners". To realise this vision Sport NZ mission is to foster an environment where:

- more New Zealanders will be physically active in sport and recreation;
- more New Zealanders will participate in supporting and delivering sport and recreation
- more New Zealanders will win on the world stage.

## Structure

Sport NZ has a wholly-owned subsidiary, High Performance Sport NZ. It also funds the operations of the Sports Tribunal of New Zealand (Sports Tribunal).

### High Performance Sport New Zealand

High Performance Sport NZ was established as a wholly-owned subsidiary in 2011 to enable it to dedicate its entire operational focus to high performance sport, in particular on ensuring more of our athletes win on the world stage.

As the 'parent' Sport NZ has accountability for the functions of the entire Group (including ratifying the key decisions of the HPSNZ Board) and oversight of the whole sporting pathway – from community sport through to high performance. This latter component ensures alignment, efficiencies and removes duplication; and is strongly supported by the sector.

### Sports Tribunal

The Tribunal is an independent statutory body that determines certain types of disputes for the sports sector. Originally established in 2003 by the Board of Sport and Recreation New Zealand (SPARC) under the name of the Sports Disputes Tribunal of New Zealand, the Tribunal was renamed the Sports Tribunal of New Zealand and its functions, powers and duties continued under the Sports Anti-Doping Act 2006. The Tribunal's mission is to ensure that national sporting organisations, athletes and other parties involved in sports disputes within the Tribunal's jurisdiction have access to a just, affordable and speedy means of resolving sports disputes.

## Records

Sport NZ has a central depository.

## Documents relating to decision-making processes

Decision-making with regard to organisational practices is determined by internal policies and procedures as set down in Sport NZ Staff Intranet.

## Further information

Further information on Sport NZ, High Performance Sport NZ and the Sports Tribunal of New Zealand can be found on the following websites

[www.sportnz.org.nz](http://www.sportnz.org.nz)

[www.hpsnz.org.nz](http://www.hpsnz.org.nz)

[www.sportstribunal.org.nz](http://www.sportstribunal.org.nz)

## Contact

Sport New Zealand  
Level 1, 29 Brandon Street  
Wellington 6011

PO Box 2251  
Wellington 6140

Phone 04 472 8058

[policy@sportnz.org.nz](mailto:policy@sportnz.org.nz)

[sportnz.org.nz](http://sportnz.org.nz)

# Statistics New Zealand

*Entry last updated on 1 February 2022*

## Tatauranga Aotearoa

### Acts administered

Statistics New Zealand (Stats NZ) administers the Statistics Act 1975.

The Data and Statistics Bill was introduced to Parliament on 11 October 2021. This Bill will repeal the Statistics Act 1975 and replace it with a new Data and Statistics Act. The Bill was informed by a review of statistics legislation and public consultation on high-level proposals for new data and statistics legislation.

The Data and Statistics Bill intends to:

- recognise the Crown's responsibility to consider and provide for Māori interests in data and statistics
- enable more effective data system leadership
- strengthen and future-proof the framework for collecting data for official statistics
- modernise the framework for accessing data for research
- continue to provide appropriate safeguards and protections to ensure public trust and confidence in the collection and use of data for official statistics and research.

### Functions and responsibilities

Data has the ability to improve the lives of New Zealanders today and for generations to come. At Stats NZ, our goal is to collect information about Aotearoa to benefit Aotearoa. Data is increasingly shaping our decisions, interactions, and progress. It is paramount New Zealanders have information they can trust.

Our goal is to ensure New Zealanders have quality data and statistics, enabling them to make trustworthy evidence-based decisions. To do this, we will:

- deliver for today while actively predicting and solving future needs
- make Stats NZ a place where everyone flourishes
- adapt and transform the organisation to lead effectively in a rapidly evolving landscape.

Our **strategy** reflects our commitment to running the business, helping us to identify meaningful opportunities and produce work that contributes to a better Aotearoa. We have four strategic priorities that will guide our work:

- a more integrated and inclusive government data system
- more relevant and timely data and statistics
- more data and better data for and about Māori
- less reliance on direct contact with New Zealanders to gather data.

## How We Add Value

We provide value to New Zealand by

- providing trusted official statistics data to support research and insights
- providing leadership in how best to steward and use data and protect the privacy and confidentiality of New Zealanders and NZ organisations
- enabling others to make better use of their data by working with them to grow their data government, management and analysis capabilities
- exploring ways to make sure that our statistics and data evolve to meet changing customer needs

Contact [info@stats.govt.nz](mailto:info@stats.govt.nz) to find out how we can help you find the data and statistics you need to make decisions.

## Structure

Stats NZ's Executive Leadership Team is led by Mark Sowden, Chief Executive and Government Statistician. Please refer to the following link for information about the Executive Leadership Team and structure of Stats NZ: [www.stats.govt.nz/about-us/our-organisation/](http://www.stats.govt.nz/about-us/our-organisation/)

Over 1,000 people work at Stats NZ, with staff located at offices in Wellington, Christchurch, Auckland and in the field across New Zealand.

## Privacy, security and confidentiality of data

We have high standards for keeping information private, secure, and confidential. We are trusted as data leaders to set the standard for collecting and using data.

The information we collect is primarily used by Stats NZ and trusted researchers to produce statistics and research to benefit New Zealand.

### We protect individual identity

We do not identify individuals in published statistics or research.

However, we may release some information about businesses in line with the Statistics Act 1975. This means releasing selected business data to other organisations to produce and improve official statistics of national importance. Our Business Register release policy has more information at: [www.stats.govt.nz/about-us/legislation-policies-and-guidelines/business-register-release-policy](http://www.stats.govt.nz/about-us/legislation-policies-and-guidelines/business-register-release-policy).

### **Law and standards to keep your data safe**

Information is protected by legislation and by the safeguards we have put in place.

We apply ethical, statistical, and security best-practice standards to the data we collect. Others who use the data must apply the same standards.

Stats NZ staff and researchers who use the information we hold sign a statutory declaration of secrecy. They must sign it before they can work with data. The declaration is a lifetime agreement to keep data confidential.

We ensure:

- privacy by collecting only the information we need to produce statistics and research
- security by keeping data safe from unauthorised access and use
- confidentiality by not releasing information that could identify individuals, households, or businesses
- transparency in all our processes. We work with the Office of the Privacy Commissioner to make sure we follow best practice.

### **We store data securely**

We keep information for as long as it has statistical or research value.

Once we process the data, we store it securely on our network. Our IT team monitors and evaluates security issues and risks.

When data is no longer needed, we destroy it.

### **Data is linked to make it more useful**

We link the information people give us with information from other agencies. This makes the information more useful to researchers who are answering important questions about New Zealand.

This linked, or integrated data is held in our research databases. The Integrated Data Infrastructure (IDI) holds microdata about people and households. The Longitudinal Business Database (LBD) holds microdata about businesses.

Trusted researchers may be allowed to access data we hold. Access to data is controlled and secure. We check all research and statistics produced to make sure confidentiality is maintained.

Our new legislation to support a well-functioning data and statistics system that will make the best use of data collected and held by government while ensuring private and confidential information is held securely and used appropriately.

## Publications

Stats New Zealand publishes a range of statistical releases, papers, newsletters, and guidelines. Almost every working day the department produces an official statistical output. The department's publications are available at [www.stats.govt.nz/publications/](http://www.stats.govt.nz/publications/).

## Documents relating to decision-making processes

Stats New Zealand works to a range of plans, strategies, and agreements that set out goals, actions, and directions for management work and strategic directions, accessible [here](#).

The department's principles, policies and protocols are documented online on our website: [www.stats.govt.nz/about-us/legislation-policies-and-guidelines/](http://www.stats.govt.nz/about-us/legislation-policies-and-guidelines/)

## Contact

### Official Information Act and Privacy Act Enquiries

All requests to Statistics New Zealand for information under the Official Information Act 1982, should be addressed to:

The Government Statistician  
Statistics New Zealand  
PO Box 2922  
Wellington 6140

[info@stats.govt.nz](mailto:info@stats.govt.nz)

### Information Centre

Request statistical information or ask a question from our information advisers – they can help you find statistics on our website or use our online tools.

Phone 0508 525 525 from New Zealand (toll-free)  
Phone +64 4 931 4600 from overseas (not free)  
Fax +64 4 931 4049

[info@stats.govt.nz](mailto:info@stats.govt.nz)

Hours: We're open from 8:30am to 5.00pm, Monday to Friday (excluding public holidays).

## Our offices

### **Wellington (head office)**

8 Gilmer Terrace  
PO Box 2922  
Wellington 6140

Phone +64 4 931 4600

### **Auckland**

Level 6, 80 Greys Avenue  
Private Bag 92003  
Auckland 1142

Phone +64 9 920 9100

### **Christchurch**

BNZ Centre, Level 1, 120 Hereford Street  
Private Bag 4741  
Christchurch 8011

Phone +64 3 353 9464

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



# New Zealand Symphony Orchestra

*Entry last updated on 24 February 2022*

## Governing statutes

The New Zealand Symphony Orchestra is established under the New Zealand Symphony Orchestra Act 2004 and is an Autonomous Crown Entity under the Crown Entities Act 2004.

## Functions and responsibilities

The New Zealand Symphony Orchestra (NZSO) is the country's national orchestra – a full-time professional symphony orchestra, consisting of 90 players, performing as many as 100 concerts annually throughout New Zealand, many of which are broadcast on radio and television, and recording soundtrack music for film and television productions.

The NZSO has a strong international profile through its numerous CD recordings (mostly under the NAXOS label) and its periodic overseas touring. It was nominated for a Grammy Award in 2016. It is also strongly committed to a national programme of education and outreach activities. The NZSO National Youth Orchestra assembles annually and is administered by the New Zealand Symphony Orchestra.

## Structure

The NZSO's responsible minister is the Minister for Arts, Culture and Heritage. The NZSO is controlled by a Board consisting of seven members appointed by government. The orchestra is headed by its Chief Executive whose line managers have responsibility for:

- Corporate Services
- Marketing & Development
- Artistic Planning
- Orchestral Management.

## Records

The following records are held by the New Zealand Symphony Orchestra:

- Administration and artistic files
- Orchestral music library
- Personnel documentation.

## Documents relating to decision-making processes

New Zealand Symphony Orchestra Players Collective Agreement and supporting policy manuals.

## Publications

- Individual concert programmes
- The New Zealand Symphony Orchestra: the first forty years by Joy Tonks (Reed Methuen 1986)
- Bravo! The NZSO at 50 by Joy Tonks (Exisle Publishing 1996)
- The NZSO National Youth Orchestra: Fifty Years and Beyond by Joy Tonks (Victoria University Press 2011)

## Contact

For Official Information Act enquiries contact:

Head of Corporate Services  
New Zealand Symphony Orchestra  
Level 8, Nokia House, 13-27 Manners Street  
Wellington 6011

PO Box 6640  
Wellington 6141

Phone (04) 801 2035  
Fax (04) 801 7887

[info@nzso.co.nz](mailto:info@nzso.co.nz)

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

# TAB New Zealand

*Entry last updated on 24 February 2022*

## Governing statutes

Racing Industry Act 2020.

## Functions and responsibilities

The objectives of TAB NZ are:

- to facilitate and promote betting; and
- subject to ensuring that risks of problem gambling and underage gambling are minimised, to maximise:
  - its profits for the long-term benefit of New Zealand racing; and
  - its returns to New Zealand sports in accordance with agreements entered into under sections 79 and 80 of the Racing Industry Act 2020

The specific functions of TAB NZ are:

- to set, in conjunction with each racing code, the racing calendar for each racing year
- to issue betting licences
- to distribute funds obtained from betting to the racing codes
- to conduct betting, broadcasting, and gaming
- to develop or implement, or arrange for the development or implementation of, programmes for the purposes of reducing problem gambling and minimising the effects of that gambling:
- to enter into commercial agreements with each or all of the racing codes or Racing New Zealand (acting on behalf of the racing codes):
- to carry out any other functions conferred on it by or under the Racing Industry Act 2020 or any other Act

## Structure

The governing body of TAB NZ consists of up to seven members appointed by the Minister for Racing. Three members are appointed by the Minister on the nomination of the New Zealand Thoroughbred Racing Inc, Harness Racing New Zealand Inc and the New Zealand Greyhound Racing Association Inc.

Current members of the Board can be found at [www.tabnz.org/board](http://www.tabnz.org/board)

Heading the organisation is the Chief Executive Officer who is responsible for the overall management of TAB NZ's business. TAB NZ is structured functionally into four groups, each headed by a General Manager who reports and is accountable to the CEO.

## Publications

Publications that are published by TAB NZ for the industry and the public are available via the TAB NZ website: [www.tabnz.org](http://www.tabnz.org)

## Contact

National Office  
106-110 Jackson Street  
Petone  
Lower Hutt 5012

PO Box 38899  
Wellington Mail Centre  
Lower Hutt 5045

Phone 64 4 576 6999

[www.tabnz.org/contact-us](http://www.tabnz.org/contact-us)

# Tai Poutini Polytechnic Limited

*Entry last updated on 13 January 2022*

## Governing statutes

Tai Poutini Polytechnic was established in 1989 under the Education Act 1989.

On 1 April 2022, the Polytechnic became a Crown entity subsidiary company of Te Pūkenga (the NZ Institute of Skills and Technology) and operates under the Education and Training Act 2020, the Companies Act 1993, and the Crown Entities Act 2004 and other relevant legislation.

## Functions and responsibilities

Tai Poutini Polytechnic provides vocational education and training for our communities and learners.

## Structure

Tai Poutini Polytechnic Limited is governed by a Board of Directors - consisting of six members appointed by the Te Pūkenga Council.

The Chief Executive leads a leadership team, consisting of:

- Leader - Academic
- Leader - Student Life
- Leader - Engagement
- Leader - Corporate Support
- Te Kaiwhakahaere o Mātauranga Māori
- Director - Strategic Initiatives

## Records

Records maintained include:

- Financial records as per Public Finance Act and other relevant legislation
- Staff personnel files and records
- Student academic records and enrolment forms
- Minutes of the meetings of the Board of Directors and its committees

## Documents relating to decision-making processes

- Te Pūkenga policies and documentation including Constitution of Tai Poutini Polytechnic, Letter of Expectations, Operational and Financial Parameters Directions document.
- Tai Poutini Polytechnic Quality Management System Policies and Procedures
- Tai Poutini Polytechnic Investment Plan
- Tertiary Education Strategy
- Relevant Government Acts and Regulations
- Collective and Individual Employment Agreements

## Publications

- Programme and course booklets and guides
- Annual Report
- Investment Plan
- Student Handbooks

## Contact

Chief Executive's Office

Tai Poutini Polytechnic  
73-87 Tainui Street  
Greymouth 7840

Private Bag 607  
Greymouth 7840

Phone (03) 7699 402

[ceoffice@tpp.ac.nz](mailto:ceoffice@tpp.ac.nz)

[www.tpp.ac.nz](http://www.tpp.ac.nz)

# Takeovers Panel

*Entry last updated on 11 January 2022*

## Governing statutes

The Takeovers Panel is established by the Takeovers Act 1993.

## Functions and responsibilities

The functions of the Takeovers Panel are set out in section 8 of the Takeovers Act 1993 and section 14 of the Crown Entities Act 2004. In summary the Panel's functions are:

- to keep under review the law relating to takeovers of specified companies and to recommend to the Minister any changes to that law it considers necessary
- to keep under review practices relating to takeovers of specified companies
- to investigate any act or omission or practice for the purpose of exercising its powers under the enforcement provisions of the Act
- to make determinations and orders and to make applications to the Court under the enforcement provisions of the Act
- to promote public understanding of the law and practice relating to takeovers of specified companies
- to co-operate and communicate with any overseas regulator information properly obtained by the Panel which it considers may assist the other regulator in the performance of its functions.

In exercising its functions and powers the Panel shall comply with the principles of natural justice.

The Panel's main powers are set out in Parts 3 and 4 of the Takeovers Act and sections 16 and 17 of the Crown Entities Act. In summary the powers of the Panel are:

- To carry out inspections and obtain evidence;
- To issue summonses and to take evidence on oath;
- To make confidentiality orders;
- To authorise the Registrar of Companies to undertake inspections;
- To grant exemptions from the Code; and
- To enforce the Takeovers Code by:
  - Making determinations on whether a person is complying with the Code;

- Issuing restraining orders and compliance orders; and
- Applying for Court orders.

Under the Takeovers Code the Panel has powers to approve independent advisers and appoint independent experts.

## Structure

The Panel must have not less than five and not more than eleven members appointed by the Minister of Commerce. The Minister appoints one member as the Chairperson of the Panel and another member and Consumer Affairs as the Deputy Chairperson.

At least one member must be a barrister or solicitor of the High Court of not less than seven years' practice. All other members must be qualified or experienced in business, accounting or law.

## Records

The following records are held:

- papers presented at Panel meetings
- minutes of Panel meetings
- files containing correspondence, background papers, submissions, proposals, and transcripts of meetings.

Some records of the Panel are subject to privacy and confidentiality orders of the Panel.

## Documents relating to decision-making processes

- Guidance Note on independent advisers
- Guidance Note on Schemes of Arrangement
- Guidance Note on Cost Recovery
- Guidance Note on Upstream Acquisitions
- Guidance Note on Exemptions
- Guidance Note on section 32 of the Takeovers Act 1993

## Publications

The Panel has published a number of Guidance Notes for market participants.



## Contact

Takeovers Panel  
Level 3, Solnet House  
70 The Terrace  
Wellington 6011

Phone (04) 815 8420  
Fax (04) 815 8459

[takeovers.panel@takeovers.govt.nz](mailto:takeovers.panel@takeovers.govt.nz)

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

# Taranaki District Health Board

*Entry last updated on 31 January 2022*

## Governing statutes

The Taranaki District Health Board (TDHB) was established by the New Zealand Public Health and Disability Act 2000.

## Functions and responsibilities

In accordance with section 23(1) of the New Zealand Public Health and Disability Act 2000, the functions of the Taranaki District Health Board are as follows:

- To ensure the provision of services for its resident population and for other people as specified in its Crown Funding Agreement.
- To actively investigate, facilitate, sponsor and develop co-operative and collaborative arrangements with persons in the health and disability sector or in any other sector to improve, promote and protect the health of people and to promote the inclusion and participation in society and independence of people with disabilities.
- To issue relevant information to the relevant population, persons in the health and disability sector, and persons in any other sector working to improve, promote and protect the health of people for the purposes of (a) and (b) above.
- To establish and maintain processes to enable Maori to participate in and contribute to strategies for Maori health improvement.
- To continue to foster the development of Maori capacity for participating in the health and disability sector and for providing for the needs of Maori.
- To provide relevant information to Maori for the purposes of (d) and (e) above.
- To regularly investigate, assess and monitor the health status of its resident population, any factors that the TDHB believes may adversely affect the health status of that population and the needs of that population for services.
- To promote the reduction of adverse social and environmental effects on the health of older people and communities.
- To monitor the delivery and performance of services by it and by persons engaged by it to provide or arrange for the provision of services.
- To participate, where appropriate, in the training of health professionals and other workers in the health and disability sector.

- To provide information to the Minister for the purposes of policy development, planning and monitoring in relation to the performance of the TDHB and to the health and disability support needs of New Zealanders.
- To provide or arrange for the provision of services on behalf of the Crown or any Crown entity within the meaning of the Public Finance Act 1989.
- To collaborate with pre-schools and schools within Taranaki's geographical area on the fostering of health promotion and on disease prevention programmes.
- To perform any other functions it is for the time being given by or under any enactment or authorised to perform by the Minister of Health by written notice to the Board of TDHB after consultation with it.

### **Board and Board Committees**

#### Board of TDHB Functions and Responsibilities

The Board of Taranaki District Health Board has all powers necessary for the governance and management of the TDHB. The Board of the TDHB is responsible for ensuring that the best possible health and disability outcomes are achieved in the Taranaki region. The Board of the TDHB works constructively with the Chief Executive and management to deliver improved health and disability outcomes to the community.

When acting in their official capacity, a Board Member must act:

- in good faith; and
- with reasonable care, diligence and skill; and
- with honesty and integrity; and
- in accordance with the Code of Conduct.

Collectively, Board members have a duty to ensure that the TDHB and any subsidiaries act:

- in a manner consistent with the purposes and objectives of the New Zealand Public Health and Disability Act 2000
- in a manner consistent with the TDHB's strategic plan, annual plan, statement of intent and any Ministerial directions
- in an efficient and effective manner that reflects the spirit of service to the public
- with regard to the interests of creditors of the TDHB and endeavour to ensure that the DHB operates in a financially responsible manner.

The focus of the Board is on governance and policy issues, particularly the making of the delegation's policy. In order to implement policy, the Board must delegate to the Chief Executive the power to make decisions on management matters on such terms and conditions as is appropriate. The following documents provide the framework for the governance of the District Health Board:

- Delegations of Authority
- Code of Ethics
- Code of Conduct
- Standing Orders
- Conflicts of Interest Policy
- Advisory Committee Terms of Reference.

The Taranaki District Health Board is responsible for:

- approving the governance framework and its constituent documents
- the development and approval of a job description for the Chief Executive
- developing performance objective measures and standards for evaluating the performance of the Chief Executive
- developing an appropriate contract and remuneration package for the Chief Executive
- developing and approving the Vision, Mission and Values of the TDHB
- approving the process for the development of the District Strategic Plan
- approving the District Strategic Plan
- approving the Annual Plan
- approving the draft operating and capital budgets for the TDHB
- approving the Funding Agreement between the Government and the TDHB
- approving the TDHB Statement of Intent
- approving various strategies and strategic direction of the Board's operations
- approval of specific strategies as may be determined by the Board from time to time.

Policy Approval

- approving Board and Organisation wide policies.

## **Reporting**

- approving the CEO's reports to the TDHB, including monthly financial statements and other reports to the Minister of Health and/or the Ministry as may be appropriate
- approving the Annual Report

## **Health Sector Structures**

- approving Shared Services arrangements with other District Health Boards.

## **Recommendations to the Minister**

- approving recommendations and applications to the Minister for the sale, exchange, mortgage or lease exceeding a 5 year term of any lands
- approving recommendations and applications to the Minister for investment in joint ventures and other arrangements
- approving recommendations and applications to the Minister for major capital investments.

## **Appointments**

- appointing Trustees to the Taranaki Health Trust and the Taranaki Health Foundation
- appointing Board representatives to subsidiary companies/organisations
- appointing members of the statutory advisory committees and Board committees

## **Litigation**

- approving any decisions to instigate, defend and settle litigation.

## **Collective Employment Agreements**

- approving through the Annual Plan the parameters and criteria relating to the formation or renewal of collective employment agreements.

## **Advisory Sub-Committees**

- receiving recommendations from the advisory committees of the TDHB
- establishing from time to time a list of providers with whom the Board retains the right to approve contractual arrangements
- approving the level of funding for the provider arm of the TDHB including:
  - Hospital and Community Services
  - Public Health
  - Mental Health
- approving any contractual arrangement involving amounts in excess of \$2 million per annum (excluding GST) and is outside the DAP, or the contracted term exceeds 5 years.

## Services

- approving the introduction of new clinical services or the withdrawal of existing clinical services outside the DAP where the related loss of revenue exceeds \$1m (Excluding GST) pa.

## Expenditure

- approving all items of capital expenditure that exceed the approved capital budget in the DAP by \$100k (excluding GST)
- approving any major site redevelopment projects in excess of \$3m (excluding GST).

## Board Advisory Committees

TDHB has the following Advisory Committees:

- Hospital Advisory Committee
- Disability Support Advisory Committee
- Community and Public Health Advisory Committee.

## Hospital Advisory Committee

The functions of the Hospital Advisory Committee of the TDHB are to:

- monitor the financial and operational performance of the hospitals (and related services) of the TDHB
- assess strategic issues relating to the provision of hospital services by or through the TDHB
- give the TDHB advice and recommendations on that monitoring and that assessment.

## Responsibilities

The Committee is responsible for:

- Providing advice on the overall performance of the hospital and related specialist services delivered by the TDHB.
- Providing advice on strategic issues related to the delivery of hospital and related specialist health services.
- Monitoring the hospital and related specialist services performance against expectations set in the District Annual Plan and other relevant accountability documents.
- Ensuring a framework is developed and implemented to manage clinical and operational risk.
- Ensuring a framework is developed to oversee the hospitals capital development programme.
- Monitoring the management of operational and financial risk.

- Reporting regularly to the Board on their findings (generally the minutes of each meeting will be placed on the agenda of the next Board meeting).

## **Community and Public Health & Disability Support Advisory Committees**

### Functions/Responsibilities

With the refresh of the New Zealand Strategy in 2016 and the Taranaki DHB's growing commitment to taking a strategic and integrated approach to health as espoused in the Taranaki Action Health Plan, CPHAC/DSAC advising the Board will be done by:

- Understanding the health needs and disability issues of the district's resident population and what is important to them;
- Evaluating the role, capacity and capability of primary care, community-based services, disability support, and public health initiatives and their support to empower whānau and families to manage their own health outcomes;
- (Monitoring how individuals and their whānau, with and without disabilities, access health services delivered in the community and how it can be done better;
- (Monitoring strategies and initiatives that aim to reduce health inequities and improve health outcomes;
- Evaluating the impact and contribution of public and health policy to the eight strategic outcomes identified in the New Zealand Disability Strategy 2016-2026 (see Appendix A);
- Understanding and informing the priorities and planning for the use of the health funding provided;
- Promoting effective co-ordination between the Primary and Secondary Health Sectors and between Disability Support Services, Public Health Services and Hospital Services.

## **Board Sub-committees**

TDHB has the following Board sub-committees:

- Finance, Audit and Compliance Committee (Regional)
- Compensation and Appointments Committee.

## **Finance Audit and Compliance Committee**

### **Functions**

The committee is responsible for:

### **Financial Planning, Performance, Funding and Reporting**

- Providing advice to TDHB on proposals (business cases) for the investment of DHB financial resources in new enterprises / major projects, which are of strategic interest to the DHB's development.

- Monitoring of DHB compliance with Ministry of Health policy guidelines covering borrowings and recommend to DHB action within established policy in relation to individual requirements.
- Receiving timely financial statements and information (i.e. capital plan) in order to monitor the ongoing financial viability of the organisation.
- Monitor the overall financial performance of TDHB, including performance of provider arm.
- Monitor financial performance against annual budgets, capital plans and savings initiatives.
- Recommending acceptance of the Annual Report and Financial Statements of the TDHB and its subsidiaries.
- Reviewing and recommending the TDHB's long term financial strategy, and the annual financial plan.
- Reviewing and advising the Board regarding finance-related policies and procedures requiring board approval, including delegation policies.
- Reviewing any additional budget request or commitment of funds above the Chief Executive's delegated authority limit and make recommendations to the Board on these.
- Monitoring strategic, structural and savings plan initiatives.

## **Audit**

- Providing assurance that all audit processes required by statute and the Board are completed.
- Ensuring that all issues identified by audits are appropriately addressed.
- Recommending the appointment of the external auditors.
- Recommending the internal audit arrangements.
- Recommending audit fees payable to external and internal auditors.
- Directing the Internal Auditor or an audit specialist to conduct special audits on its behalf or under the direction from the Board.
- Reviewing the audit programme / plan for the TDHB, including:
  - Financial audit of providers funded by the TDHB
  - Internal audit
  - Annual external audit of the DHB
- Receiving the external auditor's report and management letter
- Receiving the internal auditor's reports on audits undertaken.



- Receiving timely reports on significant financial audit issues of providers funded by the TDHB.

### **Risk Management**

- Reviewing the risk management framework for the TDHB, and monitoring its implementation. (Excludes clinical risk which is reviewed at TDHB Board meetings).
- Receiving timely reports on significant risk management issues (projects, insurance, Health and Safety) and emerging risks.
- Regularly reviewing technology risks with a focus on:
  - Adequacy of systems to achieve objectives
  - IT Disaster Recovery planning
  - Regional and national initiatives
  - Obtaining assurance of adequacy of business continuity management.
- Receiving and investigate under the DHB's "whistle-blowing" policy where it is not appropriate for these to be received and investigated by the Chief Executive.

### **Compliance**

- Obtaining assurance that Taranaki District Health Board is complying with all relevant statutory, regulatory and policy obligations and requirements.

### **Compensation and Appointments Committee**

#### **Function**

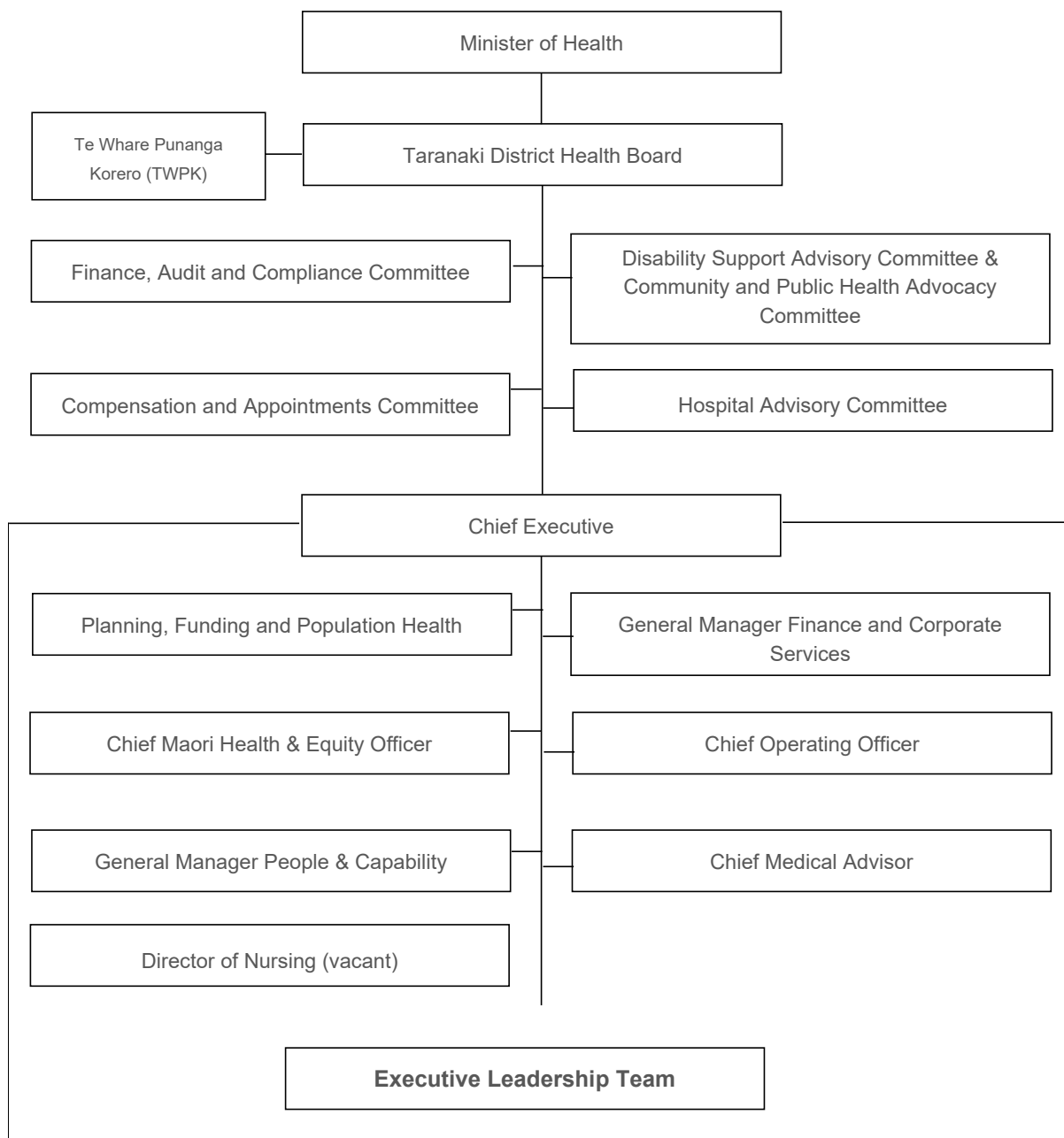
On behalf of the Board the Compensation and Appointments Committee will:

- Review and determine by agreement with the Chief Executive on an annual basis, the remuneration of the Chief Executive including establishing the overall benefits and incentives. (Note the Committee must not finalise those terms and conditions or agree to any amendments to any or all of those terms and conditions once they have been finalised, without first obtaining the consent of the State Services Commissioner.)
- Determine an annual performance work plan with the Chief Executive to ensure that the key goals of Taranaki District Health Board are achieved.
- Meet with the Chief Executive quarterly to discuss the annual performance work plan and appraise the Chief Executive's performance annually.
- Feedback to the Board on the remuneration review and performance appraisal of the Chief Executive.

## Structure

The organisation's operations are the responsibility of the TDHB's Chief Executive Officer who reports to the Board of the TDHB. The organisational structure of the TDHB reflects its wider responsibilities as:

- Service Hospital Provider (including Mental Health): Managed by the Chief Operating Officer Hospital and Specialist Services
- Service Planner and Funder: Managed by General Manager Planning, Funding and Population Health, and supported by the organisation's shared service agency HealthShare Limited, an entity owned by the five Midland Region District Health Boards
- Service Maori Health: Managed by the Chief Maori Health & Equity Officer
- Corporate Services: Managed by General Manager Finance and Corporate Services. Support in the areas of finance, technologies and information systems, human resources, quality and risk management, support services and materials management are provided under the umbrella of the General Manager Finance and Corporate Services.



## Records

- Non-Clinical or Revenue: Company documents, contracts, licences, registers, agreements, certificates
- Contract Register
- Generic Contract Information
- Contracts for the provision of healthcare services
- Private Insurers

- Contracts for the purchase of health and disability services
- Contracts for Capital Expenditure
- Contracts for supply of commercial services
- Maintenance contracts
- Contracts for supply of professional services
- Contracts for use of facilities, equipment or services
- Contracts for the supply of goods
- Financial loan agreements
- Licenses/authorisation/delegation/permits/certificates
- Purchase arrangements (non-contractual)
- Lease agreements
- Supply maintenance and support of information systems
- Subsidiary and joint venture agreements
- Memorandum of Understanding
- Alliance (non-monetary).

#### **Health Policy**

- Ministry of Health
- Ministry of Health Advisory Committees
- ACRI Policy
- Mental Health Commission
- Governance Agencies

#### **Legal Action and Legislation**

- Legal Action
- Legislation (Acts) and Codes of Practice

#### **Meetings, Reporting and Monitoring**

- Reporting
- Monitoring
- Meetings

## **Organisations**

- Regulatory Bodies
- Professional Associations
- Standards Committee
- Educational organisations
- Health and community organisations
- Local Authority
- Health and Hospital Service
- Health Funding Authority
- Government Agencies
- Overseas organisations

## **Planning**

- Business planning
- Capital planning
- Risk assessment
- Emergency planning
- Facilities maintenance management

## **Public Relations and Communications**

- Media releases and speech notes
- Requests for information
- Communications – plans and strategies
- External communication
- Internal communication
- Presentations/workshops

## **Services**

- Governance
- Corporate services and administration
- Financial services and accounting
- Trusts
- Trusts outside the company and non-trusts

- Financial services – department functions

### **Human Resources**

- Quality systems
- Information systems
- Departments/Functions
- Subsidiary companies
- Financial statements
- Patient medical records for services provided

## **Documents relating to decision-making processes**

The manuals/documents that contain policies or guidelines that the TDHB uses to make decisions or recommendations about people or organisations in their personal capacity are:

### **Crown Funding Agreement**

The terms and level of service coverage for which the TDHB is held accountable by the Minister of Health.

### **TDHB District Annual Plan**

The Annual Plan which describes the activities and outputs for the TDHB for the plan year and outlying two financial years.

### **TDHB Statement of Intent**

The Statement of Intent sets out the intentions and objectives of TDHB for a 12 month period.

### **TDHB Strategic Plan**

The Strategic Plan that outlines the direction of the organisation for the next five to ten years.

### **Board and Organisation-wide Policy Manual**

Governance and operational policies and guidelines covering activities related to the running of the organisation.

### **Risk Management Manual and Quality Manual**

This outlines the risk management and quality procedures for the organisation.

### **Human Resource Manual**

Outlines the policies relating to human resource issues. 65

## **Information Systems Manual**

Outlines the procedures and policies relating to information systems and technologies for the organisation.

## **Emergency Plan**

Outlines the procedures and plans in the event of an emergency.

## **Departmental Service Manuals**

Outlines individual departments' procedures and guidelines, including clinical practices.

## **Contact**

All information requests to be addressed to:

Chief Executive  
Taranaki District Health Board  
David Street  
Private Bag 2016  
New Plymouth 4310

Phone (06) 753 6139

[corporate@tdhb.org.nz](mailto:corporate@tdhb.org.nz)

[www.tdhd.org.nz](http://www.tdhd.org.nz)

# Te Aho o Te Kura Pounamu

## Governing statute

Te Aho o Te Kura Pounamu (Te Kura) operates under the Education Act 1989.

## Functions and responsibilities

Te Kura is New Zealand's largest school, with around 24,000 students a year (approximately 13,000 students enrolled at any one time) studying full or part-time, and staff based around the country. Te Kura provides personalised learning programmes for students from early childhood to Year 13, as well as for adult learners and those with special education needs. Its students live in every part of the country and overseas and come from all walks of life. Te Kura works closely with local communities, schools and agencies that support its students, and has regional offices in Auckland, Hamilton, Wellington and Christchurch.

Te Kura is funded by the Ministry of Education, which sets the school's enrolment criteria. It has service level agreements with New Zealand schools whose students are dual registered. The Board of Trustees is responsible for ensuring the School is governed and managed according to the relevant legislation and the National Education Guidelines.

## Structure

Te Kura has around 450 teaching and specialist staff. Although its main office is in Wellington, and many teaching and support staff are now based in regional or local offices around the country.

Te Kura's Senior Leadership Team comprises Chief Executive Mike Hollings, Deputy Chief Executive – Operations and Performance Viv Rogers, Deputy Chief Executive – Ako Margaret McLeod and Chief Advisor, Strategy Regan Dooley. Staff are organised into two main wahanga (divisions) called Learner Services and Operations and Performance. These wahanga are supported by the Chief Executive's office.

The Learner Services wahanga comprises four regional teaching teams – Northern, Central North, Central South, and Southern. Teachers from different subject areas and disciplines work together within regional teams. There is also a separate early childhood service and a curriculum team.

The Operations and Performance wahanga comprises Finance; Human Resources; Enrolment Services; Information Resources Group; Media Services and Distribution.

The school's Board of Trustees differs from other schools in that its members are appointed by the Minister of Education.



## Records

The records held by Te Kura include the following:

- board minutes
- board administrative files
- staff files for present and previous staff members
- administrative and correspondence files
- students' records for present and some previous students
- complaints
- Official Information Act and Privacy Act requests.

## Documents relating to decision-making processes

Te Kura publishes its policies and procedures on an internal intranet. Externally published documentation containing information on processes and guidelines includes various student guides, and the school's website at [www.tekura.school.nz](http://www.tekura.school.nz).

## Publications

In addition to its student guides and extensive information on its website, Te Kura produces an annual plan and charter, strategic plan, an annual report and a school magazine, which are available online at [www.tekura.school.nz](http://www.tekura.school.nz).

## Contact

The Chief Executive  
Te Aho o Te Kura Pounamu  
Private Bag 39992  
Wellington Mail Centre  
Lower Hutt 5045

Phone (04) 473 6841 or 0800 65 99 88  
Fax (04) 471 2406

[info@tekura.school.nz](mailto:info@tekura.school.nz)

[www.tekura.school.nz](http://www.tekura.school.nz)

# Te Arawhiti

*Entry last updated on 1 February 2022*

## The Office for Māori Crown Relations – Te Arawhiti

The Office for Māori Crown Relations – Te Arawhiti (Te Arawhiti) was legally established on 1 January 2019 as a departmental agency hosted by the Ministry of Justice (MOJ). MOJ maintains responsibility for the administration of relevant legislation to the work of Te Arawhiti:

- Affiliate Te Arawa Iwi and Hapu Claims Settlement Act 2008
- Ahuriri Hapū Claims Settlement Act 2021
- Central North Island Forests Land Collective Settlement Act 2008
- Heretaunga Tamatea Claims Settlement Act 2018
- Hineuru Claims Settlement Act 2016
- Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2018
- Maraeroa A and B Blocks Claims Settlement Act 2012
- Marine and Coastal Area (Takutai Moana) Act 2011
- Maungaharuru-Tangitū Hapū Claims Settlement Act 2014
- Moriori Claims Settlement Act 2021
- Ngā Mana Whenua o Tāmaki Makaurau Collective Redress Act 2014
- Ngā Rohe Moana o Ngā Hapū o Ngāti Porou Act 2019
- Nga Wai o Maniapoto (Waipa River) Act 2012
- Ngaa Rauru Kiihahi Claims Settlement Act 2005
- Ngāi Tahu (Tūtaepatu Lagoon Vesting) Act 1998
- Ngāi Tahu Claims Settlement Act 1998
- Ngāi Tai ki Tāmaki Claims Settlement Act 2018
- Ngai Tāmanuhiri Claims Settlement Act 2012
- Ngāi Takoto Claims Settlement Act 2015
- Ngāruahine Claims Settlement Act 2016

- Ngāti Apa (North Island) Claims Settlement Act 2010
- Ngāti Apa ki te Rā Tō, Ngāti Kuia, and Rangitāne o Wairau Claims Settlement Act 2014
- Ngāti Awa Claims Settlement Act 2005
- Ngāti Hauā Claims Settlement Act 2014
- Ngāti Hinerangi Claims Settlement Act 2021
- Ngāti Kahu Accumulated Rentals Trust Act 2015
- Ngāti Kōata, Ngāti Rārua, Ngāti Tama ki Te Tau Ihu, and Te Ātiawa o Te Waka-a-Māui Claims Settlement Act 2014
- Ngāti Koroki Kahukura Claims Settlement Act 2014
- Ngāti Kuri Claims Settlement Act 2015
- Ngāti Mākino Claims Settlement Act 2012
- Ngāti Manawa Claims Settlement Act 2012
- Ngāti Manuhiri Claims Settlement Act 2012
- Ngāti Mutunga Claims Settlement Act 2006
- Ngāti Pāhauwera Treaty Claims Settlement Act 2012
- Ngāti Porou Claims Settlement Act 2012
- Ngāti Pūkenga Claims Settlement Act 2017
- Ngāti Rangi Claims Settlement Act 2019
- Ngāti Rangiteaorere Claims Settlement Act 2014
- Ngāti Rangiwewehi Claims Settlement Act 2014
- Ngāti Ruanui Claims Settlement Act 2003
- Ngāti Tama Claims Settlement Act 2003
- Ngāti Tamaoho Claims Settlement Act 2018
- Ngāti Toa Rangatira Claims Settlement Act 2014
- Ngāti Turangitukua Claims Settlement Act 1999
- Ngāti Tuwharetoa (Bay of Plenty) Claims Settlement Act 2005
- Ngāti Tūwharetoa Claims Settlement Act 2018
- Ngāti Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010
- Ngāti Whare Claims Settlement Act 2012
- Ngāti Whātua o Kaipara Claims Settlement Act 2013

- Ngāti Whātua Ōrākei Claims Settlement Act 2012
- Ngatikahu ki Whangaroa Claims Settlement Act 2017
- Port Nicholson Block (Taranaki Whānui ki Te Upoko o Te Ika) Claims Settlement Act 2009
- Pouakani Claims Settlement Act 2000
- Rangitāne o Manawatu Claims Settlement Act 2016
- Rangitāne Tū Mai Rā (Wairarapa Tamaki nui-ā-Rua) Claims Settlement Act 2017
- Raukawa Claims Settlement Act 2014
- Rongowhakaata Claims Settlement Act 2012
- Tapuika Claims Settlement Act 2014
- Taranaki Iwi Claims Settlement Act 2016
- Te Arawa Lakes Settlement Act 2006
- Te Atiawa Claims Settlement Act 2016
- Te Aupouri Claims Settlement Act 2015
- Te Awa Tupua (Whanganui River Claims Settlement) Act 2017
- Te Kawerau ā Maki Claims Settlement Act 2015
- Te Rarawa Claims Settlement Act 2015
- Te Roroa Claims Settlement Act 2008
- Te Ture Haeata ki Parihaka 2019 / Parihaka Reconciliation Act 2019
- Te Uri o Hau Claims Settlement Act 2002
- Treaty of Waitangi (State Enterprises) Act 1988
- Tūhoe Claims Settlement Act 2014
- Waikato Raupatu Claims Settlement Act 1995
- Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
- Waitaha Claims Settlement Act 2013
- Whanganui Iwi (Whanganui (Kaitoke) Prison and Northern Part of Whanganui Forest) On-account Settlement Act 2011

## Functions and responsibilities

The key purpose of Te Arawhiti is to help guide the Māori Crown relationship from historical grievance towards true Treaty partnership, and to help guide the Crown, as a Treaty Partner, across the bridge into Te Ao Māori. The key functions of the agency are:

- Overseeing Treaty settlement negotiations and policy (under the leadership of the Minister for Treaty of Waitangi Negotiations).
- Administering and overseeing the Marine and Coastal Area (Takutai Moana) Act 2011 and Ngā Rohe Moana o Ngā Hapū o Ngāti Porou Act 2019 (under the leadership of the Minister responsible for applications under these Acts).
- Safeguarding the durability of historical Treaty settlements by supporting the Crown to be a better Treaty partner and meet its Treaty settlement commitments.
- Providing system and policy advice that puts the Māori Crown relationship at the heart of policy development.
- Developing collaborative partnership principles to support agencies deliver optimal social, environmental, cultural and economic development solutions.
- Lifting public sector capability to meaningfully engage with Māori.
- Measuring the health of the Māori Crown relationship across government.
- Providing strategic leadership and advice on contemporary Treaty issues.
- Brokering solutions to challenging relationship issues with Māori.
- Coordinating significant Māori Crown events on behalf of the Crown.
- Providing strategic advice on Māori Crown relationship risks and opportunities.
- Any other matter for which the Minister for Māori Crown Relations: Te Arawhiti has a portfolio interest.

As a departmental agency, Te Arawhiti is hosted by MOJ which provides payroll, finance, information communication technology and other administrative support services.

Te Arawhiti was created to consolidate a range of distinct but related government functions that support the Māori Crown relationship. It is comprised of:

- Te Kāhui Whakatau (Treaty Settlements)
- Te Kāhui Takutai Moana (Marine and Coastal Area)
- Te Kāhui Whakamana (Settlement Commitments)
- Te Kāhui Hīkina (Māori Crown Relations)
- Te Hāpai Ō Strategy, Policy and Legal
- Te Hāpai Ō Organisational Services.

Te Arawhiti is led by an Executive Leadership Team comprising the Tumu Whakarae (Chief Executive), five Deputy Chief Executives and Tumu-ā-Tikanga responsible for setting the strategic direction and ensuring the development, performance and maintenance of each kāhui and hāpai:

- The Deputy Chief Executive - Treaty Reconciliation Pourongomau ō Nga Tatau Pounamu, through Te Kāhui Whakataū, supports the Crown to complete Treaty settlements principally in the central and northern regions of the North Island. They do this by providing the Minister for Treaty of Waitangi Negotiations with policy and process advice, and negotiation services for the settlement of historical claims arising under the Treaty of Waitangi.
- The Deputy Chief Executive - Treaty Reconciliation and Takutai Moana, through Te Kāhui Whakataū, supports the Crown to complete Treaty settlements with a focus on the southern region of the North Island and the Chatham Islands. Through Te Kāhui Takutai Moana, they also provide advice on matters relating to the administration of Marine and Coastal Area (Takutai Moana) Act 2011 and Ngā Rohe Moana o Ngā Hapū o Ngāti Porou Act 2019.
- The Deputy Chief Executive – Partnerships, through Te Kāhui Whakamana and Te Kāhui Hīkina, leads the work to lift public sector capability, support Crown agencies to engage with Māori, and ensure the Crown meets its settlement commitments. The role also has a focus on brokering Māori Crown partnerships, leading significant Māori Crown events and measuring the health of the Māori Crown relationship.
- The Deputy Chief Executive Strategy, Policy and Legal leads the provision of Treaty of Waitangi and Māori Crown relations policy and legal advice to Te Arawhiti business groups and across government. They lead sector strategy to progress the Māori Crown relationship toward true Treaty partnership. The role also extends across Crown engagement with Ngāi Tahu and Waikato Tainui on the relativity mechanisms and advice to Ministers and Departments with respect to Crown monitoring of Tupu Tonu - Ngāpuhi Investment Fund Limited, the COVID-19 Recovery (Fast-track Consenting) Act 2020, Overseas Investment applications, and Urban Development Act 2020 development projects.
- The Deputy Chief Executive Organisational Services leads Te Arawhiti organisational and workforce strategy, the provision of a corporate service that supports Te Arawhiti to operate effectively, and oversees the provision of technical expertise and advice. This includes functions relating to finance, human resources, contracts and procurement, communications, business planning and reporting, business services, land and implementation and historian mahi. This role is the primary lead on the relationship with MOJ in regard to the Departmental Agency and Shared Services Agreements.
- The Tumu-ā-Tikanga leads the development of the Tikanga/Kawa system, ensuring the growth and maintenance of organisational cultural capability to support the strategic direction as a 'True Treaty Partner'. The role leads the implementation of Te Arawhiti's Whāinga Amorangi Plan ensuring Te Ao Māori perspectives are integrated throughout the work of the organisation.

## Records

Te Arawhiti holds records and information relating to its functions and responsibilities, including 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 Te Arawhiti as an organisation.

## Documents relating to decision-making processes

As Te Arawhiti is a departmental agency hosted by the Ministry of Justice, many of the Ministry's policies continue to apply. These include:

- Recruitment Policy
- Procurement Policy
- Contractors and Consultants Policy
- Information management policies
- Charging Guidelines for Official Information Act 1982 Requests
- Public Sector Guidelines to the Bill of Rights Act 1990.

## Contact

The Office for Māori Crown Relations – Te Arawhiti  
Level 3 Justice Centre  
SX10111  
Wellington 6011

Phone 04 494 9800

[officialcorrespondence@tearawhiti.govt.nz](mailto:officialcorrespondence@tearawhiti.govt.nz)

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

# Te Kawa Mataaho Public Service Commission

*Entry last updated on 28 February 2022*

Te Kawa Mataaho Public Service Commission (the Commission) administers the following Acts:

- Public Service Act 2020, any regulations under the Act
- Crown Entities Act 2004, parts 1-3 and part 5 (The Treasury administers part 4)
- Fees and Travelling Allowances Act 1951, and any regulations under the Act
- Ministry of Works and Development Abolition Act 1988
- Protected Disclosures Act 2000

## Functions and responsibilities

### The role of the Public Service Commissioner

The Public Service Commissioner is the Head of Service, and leads the Public Service and wider public sector agencies to work as one system to deliver better services and better outcomes.

The Commissioner provides leadership and oversight of the Public Service, ensuring that it carries out its purpose.

The Commissioner acts to protect and enhance the legitimacy and integrity of the Public Service, and the spirit of service that sits at the heart of the Service and everything it does.

The legislative purpose of the Public Service is to support constitutional and democratic government, enable both the current Government and successive governments to develop and implement their policies, deliver high-quality and efficient public services, support the Government to pursue the long-term public interest, facilitate active citizenship and act in accordance with the law.

The Commissioner's scope of influence is greatest within the Public Service where the Commissioner has employment responsibilities for chief executives. Aspects of the Commissioner's mandate, including the integrity mandate, extend to parts of the wider Public Sector.



## The Statutory Role

As the holder of a statutory office, the Commissioner acts independently in a range of matters to do with the operation of the Public Service and wider public sector. The Public Service Act provides the overall mandate for system leadership and some specific powers and levers that assist the Commission in carrying out its wider role.

**The Commissioner is also the Chief Executive of the Commission**, and is responsible to the Minister for the Public Service for the Commission's capability and performance.

The Commissioner and two Deputy Public Service Commissioners are appointed by the Governor-General in Council on the recommendation of the Prime Minister. The Deputy Public Service Commissioners have all the functions, duties, and powers of the Commissioner, subject to the Commissioner's control.

## What the Commissioner does

Under the Public Service Act, the Commissioner's functions include:

- leading the Public Service to deliver better services and achieve better outcomes for the public;
- promoting and reinforcing integrity, good conduct, and transparency and accountability in the Public Service, including through standards and guidance;
- being responsible, in conjunction with public service leaders, for developing senior leadership and management capability in the Public Service;
- promoting the development of workforce capability and capacity, including in the employment relations area;
- appointing the leaders of the Public Service and acting as the employer of chief executives of departments and departmental agencies. This includes appointment, reappointment, and performance review;
- advising on improvements to the performance, function, and structure of the public sector system;
- reviewing the performance of public service agencies and assisting agencies to improve, as well as conducting investigations and inquiries in relation to public agencies.

The Commissioner's authority is received primarily from the Public Service Act 2020 and other pieces of legislation, including the Crown Entities Act 2004. The legislation also allows the Prime Minister to direct the Commissioner to undertake additional functions in respect of the Public Service, and allows the extension of specific functions to some agencies outside the Public Service if directed by Ministers or requested by the head of the agency. Cabinet may also agree that the Commissioner should perform a specific function

## **Reach of the Public Service Commissioner**

The Commissioner has roles in both the Public Service and wider public sector.

### **The Public Service**

The Public Service is the core set of agencies that supports executive Government by providing advice to Ministers and delivering services to New Zealanders. It consists of:

- all Public Service departments, including any departmental agency hosted in a department
- Interdepartmental executive boards and interdepartmental ventures
- Crown agents (for the purposes of Part 1, subparts 2 and 4 of the Public Service Act 2020).

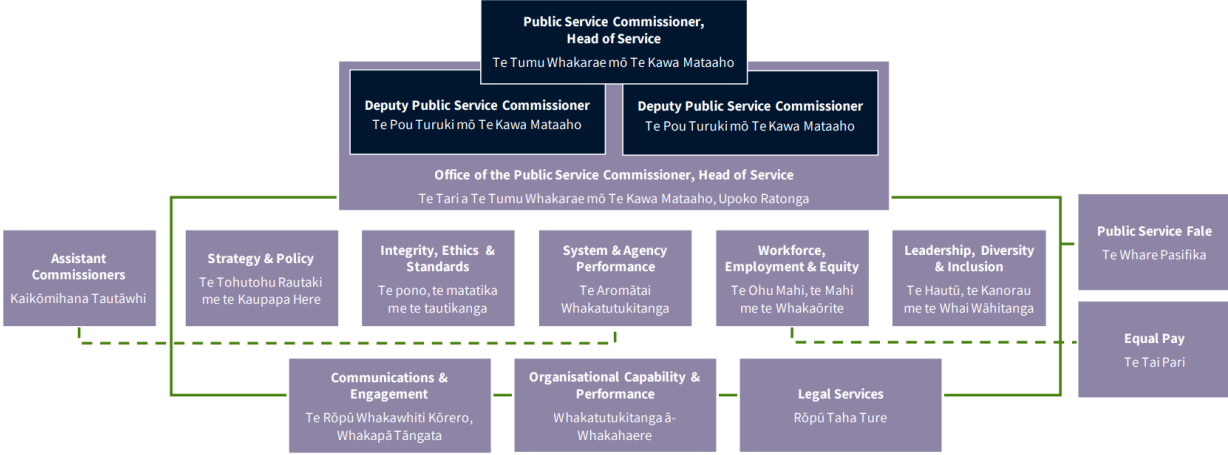
### **The wider public sector**

Some of the Commissioner's responsibilities extend beyond the Public Service to the wider public sector. In particular, the Commissioner has some responsibilities in relation to all organisations that act as instruments of the Crown in respect of the Government of New Zealand, as well as organisations whose financial situation and performance is reported in the government's annual financial statements under the Public Finance Act 1989. These include:

- the Public Service (as described above)
- other departments, including NZ Police, NZ Defence Force, Parliamentary Counsel Office and legislative branch departments
- other Crown entities (in addition to Crown agents)
- a variety of organisations included in the government's annual financial statements by virtue of being listed on Schedule 4 or Schedule 4A to the Public Finance Act 1989
- the Reserve Bank of New Zealand
- registered teachers employed by a free kindergarten association
- Offices of Parliament
- Mixed-ownership model companies listed on Schedule 5 to the Public Finance Act 1989
- State-owned enterprises.

# Structure

**Te Kawa Mataaho Public Service Commission – Organisational Structure**



# Documents relating to decision-making processes

## Contact

Public Service Commission  
 Reserve Bank Building, 2 The Terrace  
 Wellington 6011

PO Box 329  
 Wellington 6140

Phone +64 4 495 6600

[commission@publicservice.govt.nz](mailto:commission@publicservice.govt.nz)

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

# Te Manatū Waka Ministry of Transport

*Entry last updated on 31 January 2022*

## Acts administered

Te Manatū Waka Ministry of Transport (the Ministry) is charged with administering the following Acts:

- Airport Authorities Act 1966
- Auckland Airport Act 1987
- Civil Aviation Act 1990
- Customs Law Act 1908
- Government Roding Powers Act 1989
- Land Transport Act 1998
- Land Transport Management Act 2003
- Maritime Security Act 2004
- Maritime Transport Act 1994
- Meteorological Services Act 1990
- Port Companies Act 1988
- Railways Act 2005
- Road User Charges Act 2012
- Ship Registration Act 1992
- Shipping Act 1987
- Submarine Cables and Pipelines Protection Act 1996
- Taranaki Harbours Act 1965
- Transport Accident Investigation Commission Act 1990
- Waterfront Industry Restructuring Act 1989
- Wellington Airport Act 1990

## Functions and responsibilities

### Our role

Te Manatū Waka Ministry of Transport is the Government's system lead on transport. Our purpose is to enable New Zealanders to flourish, reflecting transport's role in shaping our society, economy and environment.

The role of the Ministry is as a trusted, impartial, expert adviser to Government: shaping transport for New Zealand. We give effect to this by working in partnership with agencies across the transport system.

New Zealand's transport system covers air, sea and land. We take a long-term, and integrated approach to transport, considering how the system impacts people and products, health, economic prosperity, global connectivity, how easy it is to live in our towns and cities, and the quality of our environment.

### Nature and scope of functions

Te Manatū Waka is the Government's principal transport adviser, and the bulk of our work is in providing policy advice to the Minister to shape transport policy for New Zealand. We help the Government give effect to its policy by supporting the development of legislation and, non-regulatory approaches and by accounting for funds invested in transport. We also take a long-term view of the transport system.

We assist the Government in its relationship with the transport Crown agencies to ensure they are effectively governed, capable, well performing, and accountable. We work across government to provide a transport perspective on initiatives when appropriate, and we also provide advice on the level and collection of road user charges (RUC) and fuel excise duty needed to fund transport investment.

The Ministry is also responsible for some other functions, including:

- administering transport legislation
- representing New Zealand at international fora
- managing the Milford Sound/Piopiotahi Aerodrome
- overseeing the Crown's interest in joint venture airports (airports operated by local authorities in partnership with the government)
- licensing all international airlines operating to and from New Zealand
- Hosting the New Zealand Search and Rescue Secretariat on behalf of the New Zealand Search and Rescue Council
- administering a contract with the Meteorological Service of New Zealand Limited (MetService) for the provision of a public weather warning and forecast service
- supporting the all-of-government COVID 19 response, updating transport and border settings with partner agencies and the transport sector to keep New Zealand safe, and administering the international aviation connectivity scheme.

## Structure

Te Manatū Waka is led by a Chief Executive supported by a senior leadership team.

As at January 2022, the senior leadership team is made up of:

- Chief Executive: Peter Mersi
- Deputy Chief Executive, System and Regulatory Design Group: Bronwyn Turley
- Deputy Chief Executive, System Strategy and Investment Group: Bryn Gandy
- Deputy Chief Executive, System Performance and Governance Group: Allan Prangnell (Acting)
- Deputy Chief Executive, Te Kāhui Tangata Corporate Services: Robyn Smith
- Director, Auckland: Karen Lyons
- Chief Financial Officer: Paul Laplanche

### What we are part of

The New Zealand government transport sector includes the Minister of Transport, Te Manatū Waka Ministry of Transport, four Crown entities (the Civil Aviation Authority (including the Aviation Security Service), Maritime New Zealand, Waka Kotahi NZ Transport Agency, and the Transport Accident Investigation Commission), three State-owned enterprises and one Crown established trust.

## Records

The categories of documents held by the Ministry relate to the following areas of activity:

- Providing the government with policy advice for the transport sector. This includes strategic advice to establish the broad legislative and regulatory frameworks within which the sector operates, implementation of strategy, advice on the day-to-day issues that the sector throws up and drafting ministerial correspondence, speeches, parliamentary questions and Official Information Act responses.
- Working with Parliamentary Counsel and others to prepare primary and secondary legislation, and assisting the government in carrying it through parliamentary or other processes.
- Liaison with its family of Crown entities, eg, developing performance agreements with them on the Minister's behalf and monitoring their performance. Some of the Secretary for Transport's responsibilities are contracted to transport Crown entities.
- Advising on, and overseeing Crown investments into transport infrastructure, such as the NZ Upgrade Programme and City Rail Link.
- Administration, communications, finance, human resources (including personnel files and pay records for all Ministry staff), delegations, audit and assurance, accommodation, planning, information technology and information management files.

- Airports and air services agreements — this includes international air services agreements and treaties, governance and operations of Milford Sound Aerodrome, and the governance and operations of joint venture agreement and partly owned airports.
- International transport treaties (non-air).
- Emergency Management — strategy and planning, exercises and real life events.

## Documents relating to decision-making processes

The Ministry maintains or uses documents relating to:

### Policy

- advice to the Minister on transport policy
- development and management of policy for the transport sector
- monitoring national and international developments and activities in transport legislation
- management of transport legislation development
- consultation, publicity and information leading to legislation and proposals
- development and implementation of policy in relation to the facilitation of passengers and cargo through New Zealand's international airports, and International Civil Aviation Organization (ICAO) correspondence on facilitation issues
- material relating to the development and implementation of international air services policy and to current developments elsewhere, including multilateral issues (GATS, OECD, APEC)
- material relating to the Ministry's planning process

### Legal

- advice in relation to legislative development led by the Ministry of Transport or other legislation of concern to the Ministry, copies of draft primary and secondary legislation.
- advice and formal Court documentation in relation to litigation and potential litigation
- advice and assurance in relation to corporate areas such as privacy and contracting, assurance
- advice and assurance in relation to delegations, reviews and inquiries, and statutory decision-making.
- administration material such as templates and precedent advice

## **Human Resources**

Human Resources provides strategic and operational guidance and advice and resources to support all aspects of HR for the Ministry including:

- Human Resources policy
- Remuneration and Payroll
- Recruitment
- Employee Relations
- Workforce Planning
- Learning and Development
- Health, Safety and Wellbeing
- HR Reporting
- Organisational Development
- Diversity and Inclusion
- Change management

## **Administration and Finance**

- Vote Transport Estimates of Appropriation
- annual reports to Parliament
- financial records and reports
- details of records and equipment
- Fixed Asset Register
- accommodation policies
- risk management policy
- security policies
- finance policies

## **Operations**

- material relating to decision-making relating to general queries and requests under the Official Information Act and Privacy Act
- material related to procurement and contract management activity
- material relating to the land sector, including:
  - applications to legalise or revoke state highways and roads



- granting access to the Motor Vehicle Register
- Waka Kotahi service fees for Regional Fuel Tax
- material relating to the aviation sector, including:
  - air services relations with other countries, including air service agreements and associated documents
  - material relating to New Zealand and foreign airlines holding international air service licences, including nature of service filings and tariff applications
  - applications relating to operation of non-scheduled international flights
  - material relating to the administration of the Crown's interest in joint venture airports (partnerships between the Crown and local authorities), including joint venture airport agreements
  - material related to landing charges at joint venture aerodromes
  - schedule of landing charges and material related to the operation of Milford Sound/Piopiotaahi Aerodrome
  - minutes of the meetings of the New Zealand Air Facilitation Committee
  - material relating to the ICAO, including the Convention on International Civil Aviation and amendments, protocols, and annexes; ICAO reports and state letters
  - medical convener administration (aviation)
- material relating to the maritime sector, including:
  - applications for exclusion zones around submarine cables and pipelines
  - applications relating to marine reserves
  - applications to amend port company constitutions
  - applications to declare major maritime events
  - applications relating to domestic operations by international shipping (section 198 of the Maritime Transport Act)
- Material relating to the administration of the New Zealand Search and Rescue Secretariat

## Contact

The Ministry is located in Wellington and Auckland.

The Wellington office is the base for the Chief Executive.

### Wellington

Te Manatū Waka Ministry of Transport  
3 Queens Wharf  
Wellington 6011

PO Box 3175  
Wellington 6140

Phone 04 439 9000

### Auckland

Ministry of Transport  
Level 6 Tower Centre  
45 Queen Street  
Auckland 1010

[ocu@transport.govt.nz](mailto:ocu@transport.govt.nz) (for OIA requests)

[info@transport.govt.nz](mailto:info@transport.govt.nz) (for general enquiries)

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

# Te Puni Kōkiri

*Entry last updated on 25 January 2022*

## Ministry of Māori Development

### Acts administered

As well as complying with general legislation under which Te Puni Kōkiri and other government agencies are required to conduct their affairs, Te Puni Kōkiri and therefore the Minister of Māori Development, is responsible for administering the following Acts of Parliament. This administrative role includes responsibility for: monitoring compliance, reviewing the legislation, and enacting any required amendments.

### Primary legislation

- Broadcasting Act 1989 (with Ministry for Culture and Heritage and Ministry of Justice)
- Hauraki Maori Trust Board Act 1988
- Kaiapoi Maori Reserve Act 1905
- Lake Waikaremoana Act 1971
- Maniapoto Maori Trust Board Act 1988
- Maori Affairs Restructuring Act 1989
- Maori Community Development Act 1962
- Maori Housing Act 1935
- Maori Land Amendment and Maori Land Claims Adjustment Act 1926
- Maori Language Act 2016 / Te Ture mō Te Reo Māori 2016
- Maori Purposes Act 1931
- Maori Purposes Act 1933
- Maori Purposes Act 1934
- Maori Purposes Act 1936
- Maori Purposes Act 1937
- Maori Purposes Act 1938
- Maori Purposes Act 1939

- Maori Purposes Act 1941
- Maori Purposes Act 1943
- Maori Purposes Act 1945
- Maori Purposes Act 1946
- Maori Purposes Act 1947
- Maori Purposes Act 1948
- Maori Purposes Act 1949
- Maori Purposes Act 1951
- Māori Purposes Act 1952
- Maori Purposes Act 1953
- Maori Purposes Act 1954
- Maori Purposes Act 1956
- Maori Purposes Act 1959
- Maori Purposes Act 1961
- Maori Purposes Act 1962
- Maori Purposes Act 1963
- Maori Purposes Act 1964
- Maori Purposes Act 1966
- Maori Purposes Act 1967
- Maori Purposes Act 1969
- Maori Purposes Act 1970
- Maori Purposes Act 1972
- Maori Purposes Act 1973
- Maori Purposes Act (No 2) 1973
- Maori Purposes Act 1974
- Maori Purposes Act 1975
- Maori Purposes Act 1976
- Maori Purposes Act 1978
- Maori Purposes Act 1979
- Maori Purposes Act 1980

- Maori Purposes Act 1983
- Maori Purposes Act 1985
- Maori Purposes Act 1991
- Maori Purposes (Wi Pere Trust) Act 1991
- Maori Purposes Act 1993
- Maori Purposes Act 1991 Amendment Act 2001
- Maori Purposes Act 2011
- Maori Purposes Fund Act 1934-35
- Maori Reserved Land Act 1955
- Maori Schools Sites Act Extension Act 1890
- Maori Soldiers Trust Act 1957
- Maori Television Service (Te Aratuku Whakaata Irirangi Maori) Act 2003
- Maori Trust Boards Act 1955
- Maori Trustee Act 1953
- Maori Vested Lands Administration Act 1954
- Mauao Historic Reserve Vesting Act 2008
- Ministry of Maori Development Act 1991
- Mokomoko (Restoration of Character, Mana, and Reputation) Act 2013 / Te Ture mō Mokomoko (Hei Whakahoki i te Ihi, te Mana, me te Rangatiratanga) 2013
- Runanga Iwi Act Repeal Act 1991
- Tarawera Forest Act 1967
- Tauranga Moana Maori Trust Board Act 1981
- Te Runanga o Ngati Whatua Act 1988
- Te Ture Whenua Maori Act 1993 / Maori Land Act 1993
- Treaty of Waitangi Act 1975
- Whakarewarewa and Roto-a-Tamaheke Vesting Act 2009

## Legislative instrument

- Aorangi Maori Trust Board Order 2010
- Aorangi Māori Trust Board Order 2017
- Hauraki Maori Trust Board Order 2012
- Hauraki Maori Trust Board Order 2016
- Maori Assembled Owners Regulations 1995
- Maori Community Development Regulations 1963
- Maori Housing Regulations 1960
- Maori Incorporations Constitution Regulations 1994
- Maori Land Court Fees Regulations 2013
- Maori Land Court Rules 2011
- Maori Occupation Orders Regulations 1994
- Maori Purposes Fund Regulations 1937
- Māori Reservations Regulations 1994
- Maori Trust Boards (Transitional Provisions) Order 2012
- Maori Trust Boards Regulations 1985
- Maori Trustee Regulations 2009
- Mawhera Incorporation Order 1976
- Parininihi Ki Waitotara Incorporation Order 1976
- Rotoaira Trout Fishing Regulations 1979
- Taranaki Maori Trust Board Order 2009
- Taranaki Maori Trust Board Order 2012
- Taupo District Order 1983
- Te Runanga o Ngai Tahu (Declaration of Membership) Order 2001
- Wakatu Incorporation Order 1977
- Whakarewarewa and Roto-a-Tamaheke Vesting Act Commencement Order 2010
- Whakatōhea Māori Trust Board Order 2018
- Taitokerau Māori Trust Board Order 2019
- Te Rūnanga o Ngāti Whātua Order 2021

Te Puni Kōkiri's statutory roles and responsibilities are prescribed by the Ministry of Māori Development Act 1991 and have been further developed by Cabinet. The roles and responsibilities describe how Te Puni Kōkiri will do its job in achieving the Government's objectives for Māori.

## Functions and responsibilities

Te Puni Kōkiri was established under the Māori Development Act 1991 to promote "increases in the levels of achievement attained by Māori". Its roles and responsibilities have been further developed by Cabinet.

The Ministry works across a range of sectors and thematic areas, spanning culture, social and economic issues. Its activities can broadly be described as:

- Leading work towards policy and legislative change, as well as innovative approaches that will deliver improved outcomes for Māori;
- Influencing the mahi of others by working in partnership and monitoring performance for Māori across the public sector, as well as bringing Māori voices to decision-makers; and
- Investing with whānau, hapū and iwi to enable the achievement of the goals they hold mutually with government, and to enable whānau to lead development in their own communities.

In June 2019, Cabinet considered the role of Te Puni Kōkiri and other public sector agencies to improve Māori wellbeing, and agreed that Te Puni Kōkiri would:

- commence a formal monitoring programme to provide assurance that the strategies, policies and services of public sector agencies are effective in uplifting Māori wellbeing outcomes;
- continue to lead policy advice and strengthen its approach to implementation on issues of specific importance to Māori, such as whenua, te reo Māori, mātauranga and intellectual property, Māori media and digital innovation;
- target interdepartmental advice to those matters most likely to have a direct impact on wellbeing outcomes for whānau, hapū, iwi and Māori;
- co-create strategic advice, as appropriate, with the State Services Commission and the Treasury on system levers and frameworks that will lift the quality of the wider public-sector system performance for Māori;
- broker opportunities with whānau, hapū, iwi and Māori through its regional footprint in areas that are strategic priorities for the government and provide core hub support for government agencies;
- invest in innovative initiatives that build the capability and readiness of whānau and Māori communities to achieve their aspirations, leading to intergenerational transformation.

## Structure

Te Puni Kōkiri is divided into four functional groups, or te puni, relating to: policy development; investment and funding; regional relationships and engagement; and organisational support.

Te Puni Kōkiri also maintains a number of regional offices across New Zealand. These ensure strong connections with whānau, hapū and iwi Māori across Aotearoa, facilitating a flow of information on issues importance to Māori.

## Documents relating to decision-making processes

Te Puni Kōkiri has developed manuals for internal office use.

## Contact

National Office  
Te Puni Kōkiri House  
143 Lambton Quay  
Wellington 6011

PO Box 3943  
Wellington 6140

Phone (04) 819 6000  
Fax (04) 819 6299

[uia@tpk.govt.nz](mailto:uia@tpk.govt.nz)

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



# Te Reo Whakapuaki Irirangi - Māori Broadcasting Funding Agency

*Entry last updated on 18 January 2022*

## Operating as Te Māngai Pāho

### Relevant legislation

Te Māngai Pāho is a Crown Entity established under the Broadcasting Amendment Act 1993. Te Māngai Pāho is subject to some provisions of Te Ture Reo mō Te Reo Māori 2016 (The Māori Language Act 2016).

### Functions and responsibilities

#### Statutory Role

Te Māngai Pāho's statutory role is to promote the Māori language and Māori culture by making funds available, on such terms and conditions as it thinks fit, for broadcasting and the production of programmes to be broadcast. It also makes funds available for online content, archiving and other activities to promote Māori language and culture.

Te Māngai Pāho meets its statutory obligations primarily by funding te reo Māori and tikanga Māori content and music for distribution on multiple platforms and for television and radio broadcast. To ensure that its outcomes are achieved, Te Māngai Pāho currently:

- funds 21 recognised iwi radio stations to deliver a specified amount of Māori language content each day;
- allocates funding directly to Māori Television for the production of in-house content and the acquisition of local programmes of interest to Māori audiences;
- manages a contestable pool of funding for the production of independently made Māori language content to be distributed on multiple platforms and broadcast on television and radio, including music tracks and special broadcast events;
- purchases archiving services for Māori radio and television content.
- funds other activities to promote Māori language and culture.

## Structure

Te Māngai Pāho is governed by a Board of five members appointed by the Minister, three of whom are at the recommendation of Te Mātāwai. The Board's governance role is to:

- Set the agency's goals and overall direction;
- Make policies and decisions about its programme funds;
- Ensure the agency complies fully with its legal and other obligations.

The Board employs a Chief Executive and thirteen other staff to carry out the functions of Te Māngai Pāho. The core work of the agency staff is to manage over \$67 million (plus GST) in funding contracts between the agency and various programme makers, broadcasters and service providers.

The operational structure of the agency comprises the office of the Chief Executive, the Funding and Content Teams and Corporate Services.

## Documents relating to decision-making processes

Statements of Intent, Statements of Performance Expectations and Annual Reports for Te Māngai Pāho are accessible from its website: [www.tmp.govt.nz/About/Documents](http://www.tmp.govt.nz/About/Documents)

Media releases, funding RFPs and funding decisions are also published on the website.

## Contact

Level 2, Te Puni Kōkiri House  
143 Lambton Quay  
Wellington 6011

PO Box 10 004  
Wellington 6140

Phone 04-915 0700

[info@tmp.govt.nz](mailto:info@tmp.govt.nz)

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

# Te Taura Whiri I Te Reo Māori (Maori Language Commission)

*Entry last updated on 10 January 2022*

## Acts administered

Te Taura Whiri i te Reo Māori is a Crown entity first established under the Māori Language Act 1987 and continued under Te Ture mō Te Reo Māori 2016 (the Act).

The 2016 Act provided for two complementary Māori Language Strategies – Te Maihi Karauna Māori (the Crown’s Māori Language Strategy) and Te Maihi Māori (a Māori language strategy for iwi Māori). The legislation recognises that iwi and Māori are kaitiaki of te reo Māori, while recognising that the Crown is able to advance the revitalisation of the Māori language by promoting strategic objectives in the wider New Zealand society.

## Functions and responsibilities

Te Taura Whiri i te reo Māori is responsible for leading the coordination of the implementation of Te Maihi Karauna (the Government’s Māori Language Strategy). Te Mātawai (established in 2016) is responsible for Te Maihi Māori. The two parties are required to work in active partnership to promote the knowledge and use of te reo Māori.

Functions of TTWh:

- to take such steps as are reasonably necessary in the opinion of Te Taura Whiri to give effect to the status of Māori as an official language of New Zealand
- to promote the Māori language as a living language; and as an ordinary means of communication
- to take the lead in co-ordinating the implementation of the Maihi Karauna strategy
- to make provision for, and to grant, certificates of competency in translation and interpretation of the Māori language and maintain, and publish a register of persons who hold certificates
- to consider and report to the Minister on matters relating to the Māori language

**It includes:**

- supporting and evaluating language planning for government and private sector agencies
- promoting initiatives for “Wider New Zealand” including Māori who are not engaged with te reo Māori

## Structure

In 2019 Te Taura Whiri i Te Reo Māori reorganised into four interdependent teams.

- Corporate Services – financial management, reporting, human resources
- Policy and development – research, monitoring and evaluation, Māori language services
- Partnerships and promotions – communications, promotions, relationship management
- Language planning – developing and supporting language planning for organisations

Te Taura Whiri i te Reo Māori is responsible to the Minister for Māori Development for the expenditure of public funds. Each year, the Minister issues a Letter of Expectations outlining the specific objectives for the following financial year.

## Documents relating to decision-making processes

A Statement of Intent (SOI) is produced at least every three years to describe strategic intentions for the next four years. A Statement of Performance Expectations (SPE) details projected budgets and performance measures for the next year. We report against our SOI, SPE and the Minister's Letter of Expectations in our Annual Report. All these documents are presented to Parliament and published on our website.

Te Taura Whiri i te Reo Māori is governed by a board of five members. A Chief Executive reports to the board. Current appointments are listed on our website.

## Contact

Te Taura Whiri i Te Reo Māori  
Level 11, Kiwi Wealth House, 20 Ballance St  
Wellington, 6011

PO Box 411  
Wellington 6140

Phone (04) 471 0244  
Fax (04) 471 2768

[info@tetaurawhiri.govt.nz](mailto:info@tetaurawhiri.govt.nz)

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

# Te Wānanga o Aotearoa

*Entry last updated on 7 March 2022*

**Proper Name or Trade Name:** Te Wānanga o Aotearoa Te Kuratini o Nga Waka (New Zealand Gazette 1/6/97) more commonly known as Te Wānanga o Aotearoa.

## Governing statute

Te Wānanga o Aotearoa is a Wānanga as was established under section 162(4)(b)(iv) of the Education Act 1989 by Education (Aotearoa Institute) Order 1993 SR 1993/183.

## Functions and responsibilities

A wānanga is characterised under the Education and Training Act 2020 by teaching and research that maintains, advances, and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom).

Te Wānanga o Aotearoa (formerly Aotearoa Institute) had its beginnings in the mid-1980s. It achieved Crown recognised tertiary status as a Wānanga in 1993 and enrolled its first students under the current name in 1994. Te Wānanga o Aotearoa has tertiary campuses throughout the country and offers degree and sub degree qualifications to its students.

## Structure

Te Mana Whakahaere (The Council) is the governing body.

There are five committees of Te Mana Whakahaere:

- Te Rautiaki Mātauranga (Academic Committee)
- Te Ārai Tūpono (Audit and Risk Management Committee)
- Te Ohu Paearu (People and Remuneration Committee)
- Te Komiti Marupainga (Health and Safety Committee)
- Te Komiti Haumi Pūtea (Investment Committee)

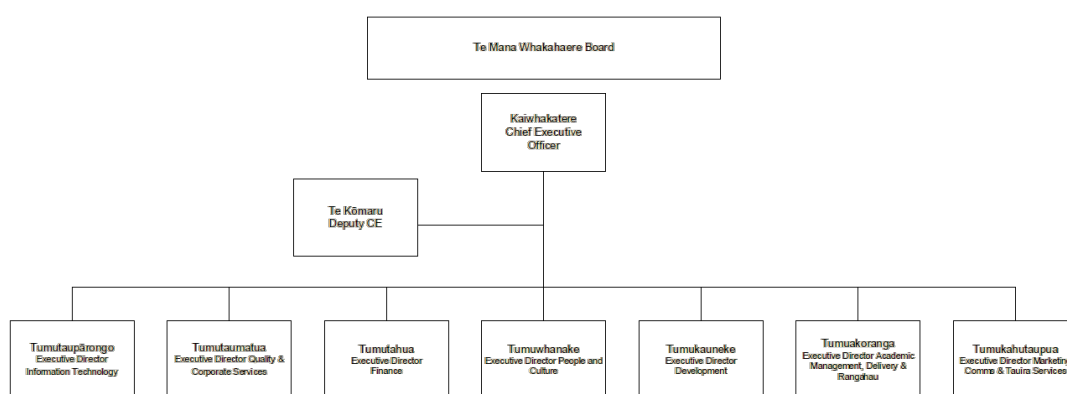
Te Kaiwhakaterere is the Chief Executive Officer of the organisation.

Te Wānanga o Aotearoa has an Executive Management Team whose membership includes a Deputy Chief Executive, and is derived from the following key functional areas:

- Tumuaikoranga – Executive Director, Academic Management, Delivery and Rangahau

- Tumutaumatua – Executive Director, Quality and Corporate Services
- Tumukahutaupua – Executive Director, Marketing, Communications and Tauria Services
- Tumutauparongo – Executive Director, Digital and Information
- Tumuwhanake – Executive Director, People and Culture
- Tumutahua – Executive Director, Finance
- Tumukauneke – Executive Director, Development

#### Te Wānanga o Aotearoa Executive Organisational Chart



The curriculum function is organised into the following core areas:

- Umanga – Professional Skills and Trades
- Angitu – Māori and Indigenous Development
- Te Arawhānui – Business
- Te Hiringa – Education
- Hauora – Health and Fitness
- Te Ro Rangatira – Māori Language
- Toi – Māori and Indigenous Arts
- Te Arawhānui – Computing
- Ratonga Pāpori – Social Services

The Delivery function is divided into regions throughout the country with campus service centres and a number of programme delivery sites within each region:

- Te Ihu (Auckland/Northland)
- Te Waenga (Waikato/Bay of Plenty/East Coast/Poverty Bay)
- Te Kei (Wellington/Central North Island/South Island)

## Records

Records held by Te Wānanga o Aotearoa include:

- Official Minutes of Te Mana Whakahaere meetings and sub-committees
- Student Records
- Personnel Records

## Documents relating to decision-making processes

A Quality Management System (QMS) - Te Kaupapa Kounga and Policy Framework - Tikanga Wānanga Framework are maintained that include all academic and non-academic policies and procedures. Staff are able to access the QMS in electronic document-based formats.

## Publications

Publications held by Te Wānanga o Aotearoa include:

- Te Pae Tawhiti 2025 – our long-term strategic plan
- Te Pūrongo (Annual Report)
- Te Manu - Student Handbook

## Contact

Te Puna Mātauranga - Head Office  
Te Wānanga o Aotearoa  
320 Factory Road  
Te Awamutu 3800

Phone 0800 355 553

[legal@twoa.ac.nz](mailto:legal@twoa.ac.nz) (for OIA requests)

[www.twoa.ac.nz](http://www.twoa.ac.nz)

# Te Whare Wānanga o Awanuiārangi

## Governing statutes

The Whare Wananga is established under the Education Act 1989 whose purpose has been described within the Act as: "A Wananga is characterised by teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence and assists the application of knowledge regarding ahuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)."

## Functions and responsibilities

Te Whare Wananga o Awanuiārangi has created three Schools:

- School of Iwi Development (SID);
- School of Undergraduate Studies (SUS);
- School of Graduate Studies (SGS).

Each School comprises three distinct programme entities. Each in time will also be augmented by discrete 'Centres of Excellence', such as the 'Institute for Indigenous Research and Advancement' (IIRA) in the School of Graduate Studies.

The key central element to the three Schools will be the Office of the CEO supported by the Finance Department, Plant and Operations and the Academic Registry.

These changes will enable us to:

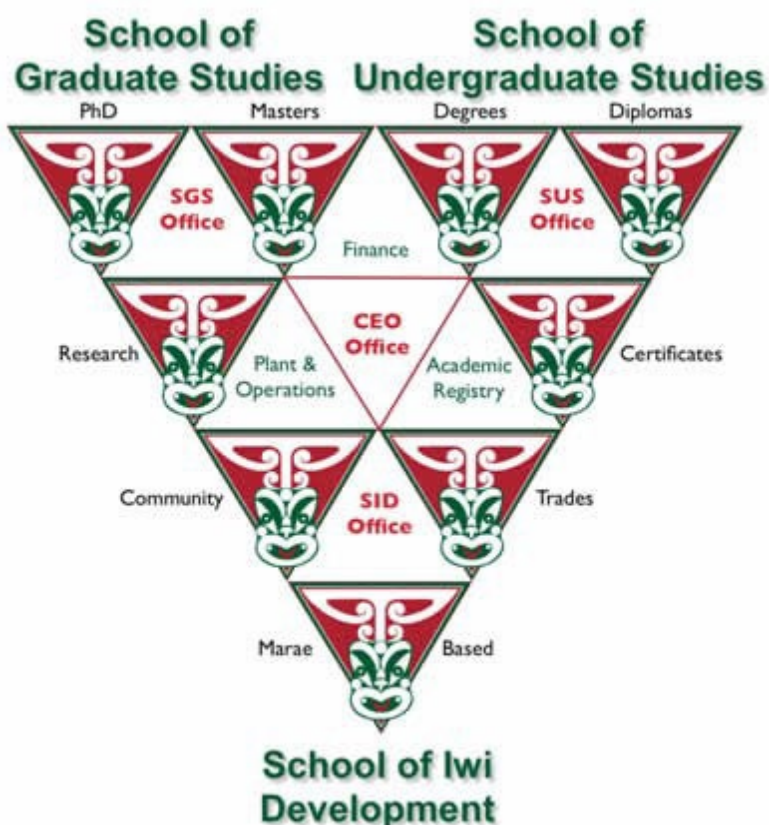
- reflect the original 'special character' elements of Te Whare Wananga o Awanuiārangi
- emphasise education and learning outcomes as a more fundamental consideration in our decision-making, rather than being solely driven by EFTS
- develop a unique, culturally appropriate network of provision in the Tertiary Sector.

The Whare Wananga provides tertiary level education and research. Its purpose is described under the Education Act:

## Structure

The Wananga is made up of 4 Campus sites with Whakatane being both the headquarters and campus site. The other campus sites are Poneke (Wellington), Tamaki Makaurau (Auckland) and Te Ataarangi which has headquarters located in Kirikiriroa (Hamilton). The Wananga continues to be governed by a Council with representatives from the Iwi associated with the Mataatua rohe, appointees of the Crown, student and staff representatives.





## Records

- academic records
- administrative records
- each discipline holds minutes and papers relating to the meetings of the discipline and its committees
- the CEO's office holds minutes and papers relating to its meetings and those of its committees
- each school holds minutes and papers relating to the meetings of the School and its committees.

Archiving Student Results – The provider should be able to access results of any individual student easily and with the minimum of fuss. Final results of assessment should be archived indefinitely, but it is not necessary to keep copies of actual learner work indefinitely. There are no firm rules about how long to keep learner work but it is recommended that it is kept until timelines for reassessment and lodging appeals has passed and the final results have been lodged with the Qualifications Authority and the learner has completed the course.

## Documents relating to decision-making processes

Documents that guide the activities of the Wananga are:

The Charter which outlines the broad directions and intent of the Wananga and requires approval from the Tertiary Education Commission every five years.

The Investment Plan which outlines how the Wananga will respond to government direction, how the needs of their own stakeholders – student, employers and communities on a regional and national basis – will be met. The plan is to be approved annually by Tertiary Education Commission.

The Annual Business Plan and Budget which outlines the way cost centres will account for their financial resource needs, how those will be allocated and aligned to the overall budget of the Wananga.

The Quality Management System that contains both operational and academic policies is to be located in the Academic Registry.

The Prospectus, which sets out the programmes of the Wananga and is annually updated for prospective students.

Terms of Reference, which are set out for committees who oversee and co-ordinate designated operation processes.

## Contact

[enquiries@wananga.ac.nz](mailto:enquiries@wananga.ac.nz)

[awhitauira@wananga.ac.nz](mailto:awhitauira@wananga.ac.nz)

[www.wananga.ac.nz](http://www.wananga.ac.nz)

### Whakatane Headquarters

The Chief Executive Officer  
Te Whare Wananga o Awanuiārangi  
Private Bag 1006  
Whakatane 3158

Phone (07) 307 1467

Fax (07) 307 1475



## **Poneke (Wellington) Campus**

Campus Director  
11–17 Church St Central Business District  
PO Box 27–376  
Wellington

Phone (04) 917 3550  
Fax (04) 917 4315

## **Tamaki Makaurau (Auckland) Campus**

Campus Director  
16 Canning Cres  
Mangere

PO Box 76674  
Manukau City

Phone (09) 256 5901 ext 8994  
Fax (09) 256 5900

# Teaching Council of Aotearoa New Zealand

Entry last updated on 14 January 2022

## Matatū Aotearoa

### Governing statutes

The Teaching Council of Aotearoa New Zealand was established by the Education Act 1989 and is governed by the Education and Training Act 2020.

### Functions and responsibilities

The Council's purpose as stated in the Act is, *"to ensure safe and high-quality leadership, teaching, and learning for children and young people in early childhood, primary, secondary, and senior secondary schooling in English medium and Māori medium settings through the raising the status of the profession."*

Key functions include:

- Registering and certificating New Zealand teachers
- Keeping a register of all teachers (see below)
- Protecting the reputation of the teaching profession
- Setting standards for teacher practice and behaviour
- Promoting continuous learning for teachers so their skills are up to date
- Enhancing leadership for all teachers
- Managing concerns about conduct or competence
- Making sure teacher students and new teachers get the right training (by approving and monitoring Initial Teacher Education)

### Structure

The Teaching Council was established as an independent statutory body in July 2015 (called the Education Council of Aotearoa New Zealand) and replaced the New Zealand Teachers Council (an autonomous crown entity). The name was changed to the Teaching Council of Aotearoa New Zealand in September 2018.

The Teaching Council Governing Board is comprised of seven elected members representing separate education sectors and elected by teachers from those sectors, and six members appointed by the Minister of Education. The Governing Board is responsible for setting the strategic direction and policy of the Council while the Chief Executive and staff are primarily responsible for implementing the strategic determinations and policy set by the Board.

The Governing Board is supported by an organisation of about 100 employees led by a Chief Executive. Staff work to implement the Council's statutory functions and strategic direction across three main areas; Operational Services, Te Ao Maori and Professional Services.

### **Operational Services**

- Communications and Advice (customer support)
- Finance
- Registration and Certification
- Te Ao Maori
- Human Resources and Office Management

### **Professional Services**

- Teacher Capability and Collaboration
- Policy and Implementation
- Professional Responsibility (Conduct and Competence)

### **Reporting**

A five-year strategic plan is set out at least every three years following consultation with teachers, the Government and the public.

The Council is required to:

- Table an annual report on its operations in Parliament, including audited financial statements.
- Provide statistical information relating to the discharge of the functions of the Council or any of its committees at the request of the Minister of Education.
- Provide information required for an independent audit of the Council's regulatory and disciplinary functions at the request of the Minister of Education.
- Operational Services managers report directly to the Deputy Chief Executive Operational Services and Professional Services managers report directly to the Deputy Chief Executive Professional Services. Human Resources, Office Management and Te Ao Maori report to Deputy Chief Executive|Tātai Heke Maori.
- Board meetings govern the approvals processes for major work underway, policy ratification, and new initiatives the Council may take. The Board reviews progress against strategic objectives and approves annual business plans and budgets.

## Records

The Teaching Council has hard copy files and electronic records systems. Hard copy records primarily consist of Teaching Council corporate records, publications, some applications for registration, practising certificates and limited authority to teach, and some case files for conduct and competence complaints. Corporate records, applications and case files are increasingly retained electronically. Financial records are kept in hard copy and electronically.

The Teaching Council maintains an online register of teachers. There are over 106,000 registered teachers in New Zealand with a current practising certificate and the online register makes public these teachers' category of certification and fitness to practise. It shows the expiry date of a teacher's practising certificate and when necessary, cancellation or conditions imposed through the conduct and competence processes. The Teaching Council maintains a similar register of those with a Limited Authority to Teach.

## Contact

Teaching Council of Aotearoa New Zealand  
Level 11, 7 Waterloo Quay  
Wellington 6011

PO Box 5326  
Wellington 6140

[information@teachingcouncil.nz](mailto:information@teachingcouncil.nz)

[www.teachingcouncil.nz](http://www.teachingcouncil.nz)

# Television New Zealand Limited

## Te Reo Tataki

### Functions and responsibilities

Television New Zealand Limited (TVNZ) is a Crown entity established under the Television New Zealand Act 2003 (the TVNZ Act). TVNZ is charged with giving effect to its Charter (which can be viewed on [www.tvnz.co.nz](http://www.tvnz.co.nz)) while maintaining its commercial performance.

TVNZ operates two terrestrial television networks known as TV ONE and TV2, and sells advertising time on them. Its major production centres are in Auckland and Lower Hutt. The Company's administration base is the Television Centre in Auckland.

TVNZ operates a major news website ([www.tvnz.co.nz](http://www.tvnz.co.nz)) which has links to the websites for both TV ONE and TV2.

TVNZ Broadcast Services provides production facilities and services to independent television and film producers and production houses, both local and international, as well as providing outside broadcast services. This division includes the NZ Television Archive which licenses images, sounds and music to customers throughout the world. The Archive houses New Zealand's largest audio visual production library.

TVNZ Emerging Business licenses the use of television content and brands across multiple media platforms and markets.

### Structure

The Chief Executive Officer, appointed by the Board under the TVNZ Act, is responsible to that Board for ensuring that policies relating to company activities are carried out, for the management, administration, development and efficient operation of the television services and subsidiary operations and ensuring compliance with the statutory obligations contained in the TVNZ Act and in the Broadcasting Act 1989.

Seven senior executives report to the Chief Executive Officer.

They are:

- Head of Television
- Chief Financial Officer
- Head of Advertising Sales
- Head of Human Resources
- Head of Marketing/Head of Emerging Business

- Head of Broadcast Services
- Head of Corporate Affairs.

## Contact

Company Secretary/General Counsel Television New Zealand Limited  
100 Victoria Street West  
PO Box 3819  
Auckland 1140

Phone (09) 916 7935  
Fax (09) 916 7900

[david.lazarus@tvnz.co.nz](mailto:david.lazarus@tvnz.co.nz)

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

## Main locations

### Auckland

Registered Office Television Centre 100 Victoria Street West  
PO Box 3819  
Auckland

Phone (09) 916 7000  
Fax (09) 916 7934

### Hamilton

533 Angelsea Street  
PO Box 889  
Hamilton

Phone (07) 97 6300  
Fax (07) 957 6311

### Wellington Sales

97–99 Courtenay Place  
PO Box 1752  
Wellington

Phone (04) 914 5198  
Fax (04) 914 5140 84



## **News and Current Affairs**

86–90 Lambton Quay  
PO Box 1910  
Wellington

Phone (04) 914 5000  
Fax (04) 914 5043

## **New Zealand Television Archive**

Percy Cameron Street  
Lower Hutt

PO Box 30–945  
Lower Hutt

Phone (04) 914 5300  
Fax (04) 914 5319

## **Avalon Studios**

Percy Cameron Street  
PO Box 30–945  
Lower Hutt

Phone (04) 914 5600  
Fax (04) 914 5888

## **Christchurch**

202 Gloucester Street  
PO Box 1945  
Christchurch

Phone (03) 961 8500  
Fax (03) 961 8555

# Tertiary Education Commission

*Entry last updated on 4 February 2022*

## Te Amorangi Mātauranga Matua

### Governing statutes

The Tertiary Education Commission is established under the Education Act 1989, Education and Training Act 2020 and the Crown Entities Act 2004. Also relevant to its work is Industry Training and Apprenticeships Act 1992

### Functions and responsibilities

Tertiary education is vitally important to the future of New Zealand. The skills and knowledge people gain through tertiary education can improve their chances of employment and increase their earnings. Tertiary education drives better economic, social, and cultural outcomes, creates new knowledge and helps the country's productivity.

The TEC is responsible for investing over \$3 billion of government funding in tertiary education and career systems to ensure New Zealanders are equipped with the knowledge and skills needed for lifelong success. It does this by:

- investing government funding, through Investment Plans and contracts with tertiary education organisations
- monitoring and managing the performance of tertiary education organisations (TEOs)
- providing information and advice to the Government about how well TEOs and the tertiary education sector are performing.

The tertiary sector includes universities, polytechnics, wānanga, private training establishments, industry training organisations and other providers of post-secondary education and training.

The TEC works in partnership with TEOs and the sector, the community and industry, to improve outcomes for learners. It also works closely with other government agencies to support TEOs.

The TEC took over the careers function on 1 July 2017. This gave TEC's the ability to work with tertiary providers and employers, so they can provide better careers information to schools, and coordinate with schools and employers on the skill needs of the labour market. Improving connections between educators and employers will support students to successfully transition to further study and employment.

## **Our statutory functions and legal framework**

The TEC is a Crown entity established under section 159C of the Education Act 1989 and continued under section 401 of the Education and Training Act 2020. Its functions include giving effect to the Government's Tertiary Education Strategy 2020, funding and monitoring the performance of the tertiary education sector, and providing advice to the Minister of Education.

TEC's strategic context is set by the Tertiary Education Strategy

The TEC is guided in its investment decisions by the targets set out in the Tertiary Education Strategy 2020. The TES sets out the Government's long-term strategic direction for tertiary education and includes five objectives that guide TEC's strategy and decisions, and shape its investments in tertiary education. The TES can be viewed by clicking on the following link [assets.education.govt.nz/public/Documents/NELP-TES-documents/FULL-TES-2020.pdf](https://assets.education.govt.nz/public/Documents/NELP-TES-documents/FULL-TES-2020.pdf)

## **Monitoring performance and reporting**

The TEC monitors and supports the performance of the tertiary education organisations (TEOs) it funds. It does this to make sure they are delivering the programmes outlined in their Investment Plans and to review their overall performance from the point of view of the Government as an investor. TEOs also have to meet certain reporting requirements.

Together with each TEO, the TEC monitors:

- the delivery and performance commitments set out in each TEO's Investment Plan
- the courses, qualifications, programmes and number of enrolments each TEO has committed to in their Investment Plan
- how well each TEO is delivering on the priority outcomes of the Tertiary Education Strategy
- its compliance with legislation and regulation
- its compliance against other TEC funding conditions.

The TEC also monitors and audits the financial and non-financial performance of TEOs. This work helps the TEC to make informed funding allocation decisions.

At times, TEC's monitoring of TEOs requires it to review or investigate specific TEOs, either because it has concerns or because it has received a complaint.

In some cases, the TEC commissions an external consultancy to carry out a review and/or more in-depth investigation of processes and procedures at that TEO.

## Structure

The TEC is governed by the Board of Commissioners, which is appointed by, and responsible to, the Minister of Education. Currently, there are eight commissioners on the Board.

Chief Executive Tim Fowler heads the organisation, with the support of five deputy chief executives who provide leadership and strategic advice to their teams, and are responsible for the performance and deliverables of the organisation.

The TEC has around 390 staff.

### **The organisational structure is as follows:**

#### **Delivery Directorate**

The Delivery directorate is focused on delivery of the investment and careers products and services. The Directorate is responsible for the implementation/delivery of all TEC products and services, relationship management, negotiation, performance management and monitoring. Area of accountability include managing tertiary education organisation (TEO) investment cycles, the reviewing of financial performance of TEOs and tertiary education institutions (TEIs), brokering careers solutions in regions aligned with the Ministry of Education regions, and managing sector relationships including the provision of support and advice to TEOs, schools, and employers.

#### **Strategy and Design Directorate**

The Strategy & Design Directorate ensures the TEC takes a strategic approach to its role in the tertiary education sector by developing the TEC's short and longer term strategies that give effect to the tertiary education strategy (TES). This Directorate also plays an important role in the design and development of implementation plans, operational policies and products, and evaluation, in order to give effect to these strategies.

#### **Information Directorate**

The information Directorate delivers the information and communication technologies (ICT) infrastructure and information tools to support the business and develops data, data products, information, and new tools for colleagues, customers, TEOs, and other agencies to support TEC's invest and champion goals.

#### **Corporate and Finance Directorate**

The Corporate & Finance Directorate is responsible for the development and delivery of financial and business support services to enable the organisation to operate effectively and efficiently. It provides assurance to the Board and Crown monitoring agencies regarding the effective governance, management of financial risk and integrity of the financial management system. It delivers financial control and monitoring, and business support and advice around HR management, organisational planning and reporting, programme management, risk, procurement and property services.

## Ōritetanga Learner Success Directorate

The Ōritetanga Learner Success Directorate's role is to support a TEC wide approach to learner success. The TEC has a focus on ensuring that the Tertiary education system works for all learners through intentional design, with a specific focus on Maori, Pacific, learners from socio-economically disadvantaged circumstances and disabled learners. The Directorate provides specialist knowledge and capability, and undertakes specific pieces of work to build wider TEC and sector capability. One of our projects is developing a learner success approach with partner TEOs based on data analytics and system design.

## Records

The TEC produces a wide range of publications and reports for TEOs and the public. These include guidelines to help TEOs in their investment planning, resources covering a range of tertiary education programmes, corporate publications (such as annual reports, statements of intent and strategic plans), consultation papers, information sheets and brochures.

## Contact

### General enquiries

If you want to contact the Tertiary Education Commission/Te Amorangi Mātauranga Matua (TEC) with a general enquiry, the Customer Contact Group is your first point of contact.

Head Office Reception  
Level 9  
44 The Terrace  
Wellington 6011  
New Zealand


The Tertiary Education Commission/Te Amorangi Mātauranga Matua  
PO Box 27048  
Wellington 6141

Freephone 0800 601 301 (Customer Contact Group)  
Phone +64 4 462 5201

[customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

### Specific information requests

If you're requesting specific information from us (for example under the Official Information Act or for research purposes), email our Customer Contact Group with the words "Request for information" in the subject line. Please clearly state why you need the information and your deadline, if appropriate.



**Media enquiries**

Phone +64 27 838 5301

[media@tec.govt.nz](mailto:media@tec.govt.nz)

# Toi Ohomai Institute of Technology

*Entry last updated on 13 June 2022*

Toi Ohomai Institute of Technology is a tertiary education institution situated in the Bay of Plenty, established on 1 May 2016 following merger of Waiariki Institute of Technology and Bay of Plenty Polytechnic.

## Governing statutes

Toi Ohomai Institute of Technology operates under the following Acts:

- Education Act 1989
- Education Amendment Act 1990
- Education (Polytechnics) Amendment Act 2009

## Functions and responsibilities

Toi Ohomai Institute of Technology's purpose is to provide quality tertiary education services and qualifications in order to meet the post-compulsory education needs of people in the wider Bay of Plenty region.

This encompasses the area of Tauranga defined as Mai I ngā Kurī-a-Whārei ki Tihirau, Mai i Maketū ki Tongariro, Tae noa ki te Kaokaoroa o Patetere which includes the regions identified under the Bay of Connections strategic development work of Eastern Bay of Plenty (Whakatane, Kawerau, Opotiki, Te Kaha), Western Bay of Plenty (Waihi, Katikati, Tauranga, Te Puke, Papamoa) Central Bay of Plenty (Rotorua region and Tokoroa) and southern Bay of Plenty (including Taupo and Turangi).

Toi Ohomai Institute of Technology has two main campuses in Rotorua and Tauranaga, as well as three regional campuses in Tokoroa, Taupo and Whakatane.

Toi Ohomai Institute of Technology provides learning opportunities in areas including agriculture, animal care, forestry, tourism and hospitality, business and computing, legal studies, Maori development, nursing and health studies, English language, social work and services, arts, music and media studies, trades, manufacturing, hairdressing and beauty services, engineering, transport and logistics, surveying, architectural technology and construction management, fishing, marine and environmental studies, horticulture, sports, recreation and fitness and a wide range of courses in foundation studies, te reo and tikanga Maori.

Undergraduate degrees offered are Bachelor of Applied Management; Bachelor of social Work; Bachelor of Applied Information Technology; Bachelor of Nursing; Bachelor of Teaching Early Childhood Education; Bachelor of Teaching Early Childhood Education (TE

Reo Maori); Bachelor of Community Health; Bachelor of Tourism Management; Bachelor of Creative Industries and Bachelor of Creative Technology.

Postgraduate degrees offered include Master of Teaching Early Childhood Education; Master of Early Childhood Education (Bilingual); Master of Management; and Master of Applied Professional Studies.

## Structure

### General

Toi Ohomai Institute of Technology is governed by a Council of eight members, four of whom are elected or nominated to represent various sector interests, and four are appointed by the Minister of Tertiary Education. Standing Committees of Council include the Audit and Risk Committee; Academic Board (comprising predominantly of staff members); and the Chief Executive Employment Committee. The council also works in partnership with the Te Kahui Maturanga – a governance body comprising representatives from the different iwi of the region.

### Executive Leadership Team (ELT)

Executive Leadership Team includes:

- Chief Executive
- Executive Director Corporate Services
- Executive Director Strategic Partnerships and Maori Success
- Executive Director Teaching + Learning
- Executive Director Academic Development Innovation + Research
- Executive Director People Engagement + Capability
- Executive Director Student Engagement + Experience
- Strategic Project Manager

## Records

Under the Public Records Act 2005 Toi Ohomai Institute of Technology is required to keep certain records. Historically these have been held in paper format in a centralised archive system. More recently, an electronic system of record keeping has replaced traditional paper records.

Below is a summary of the records held by Toi Ohomai Institute of Technology and the length of time these records are required to be held:

Academic records including Academic Board agendas and minutes; records relating to strategic decision including agendas and minutes of senior leadership team meetings and the governing Council, must be kept indefinitely.



Financial records; personnel records; records relating to student complaints; contracts and MOU's must be kept for seven years.

Enrolment records must be kept for ten years.

Administrative records must be kept for between two and seven years, depending on the nature of the record created.

## **Manuals**

Toi Ohomai Institute of Technology produces a number of publications that provide policy guidance for its staff and students. Publications are also produced that are specifically required by the Tertiary Education Commission. These publications include:

- Course Guide (published annually)
- Regulatory Framework including an Academic Statute; Academic Regulations; and Staff and Student Codes of Conduct
- Special brochures and other course information
- Investment Plan
- Strategic Plan
- Annual Report
- Quality Management System

## **Contact**

Publication and detailed information about Toi Ohomai Institute of Technology activities are available from the Rotorua or Tauranga campuses.

### **Rotorua**

Private Bag 3028  
Rotorua 3046

### **Tauranga**

Private Bag 12001  
Tauranga 3143

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

[www.toiohomai.ac.nz](http://www.toiohomai.ac.nz)

# Toitū Te Whenua Land Information New Zealand

*Entry last updated on 31 January 2022*

## Acts administered

- Cadastral Survey Act 2002
- Canterbury Property Boundaries and Related Matters Act 2016
- Crown Grants Act 1908
- Crown Pastoral Land Act 1998
- Hunter Gift for the Settlement of Discharged Soldiers Act 1921
- Land Act 1948
- Land Transfer Act 2017
- Land Transfer (Computer Registers and Electronic Lodgement) Amendment Act 2002
- New Zealand Geographic Board (Ngā Pou Tauhana o Aotearoa) Act 2008
- Public Works Act 1981
- Rating Valuations Act 1998
- Reserves and Other Lands Disposal Acts
- Unit Titles Act 2010\* Jointly Administered by LINZ, Ministry of Justice and Ministry of Housing and Urban Development
- Valuation Department (Restructuring) Act 1998
- Valuers Act 1948.

In addition, the department has special responsibilities relating to land transactions under more than 50 other statutes.

## Functions and responsibilities

The Department's core objectives are to ensure that New Zealand's geographic and property information, property rights, Crown Estate and sensitive assets are managed to create real value for New Zealand.

Toitū Te Whenua LINZ has four core roles, to:

- make geographic information accessible and useable

- protect New Zealanders' property rights
- ensure the Crown Estate is sustainably managed
- ensure international investments in our valued assets benefit New Zealand

Geographic and property information: LINZ collects and maintains core geographic and property information and maintains the positioning infrastructure that supports this information. LINZ uses the information to produce New Zealand's authoritative topographic maps and nautical charts. It also releases this data for others to use through the LINZ Data Service.

Property rights: LINZ advises on and administers the regimes under which land title is guaranteed, property boundaries are defined and rating values are established. LINZ's electronic system, Landonline, is a critical part of this. LINZ maintains the ownership register and survey records upon which the property market and land development activity depend.

Crown Estate: The Crown (both directly and through its various land holding agencies) is the largest single land holder in New Zealand. The Crown Estate is estimated to comprise over 40% of the total land area of New Zealand and is valued at over \$49 billion. LINZ directly manages around 2 million hectares and more than 16,000 properties on behalf of 11 agencies, and this is continuing to grow. LINZ also regulates the acquisition and disposal of land for public works.

Overseas investment: LINZ regulates the overseas investment regime and ensures responsible overseas investment in sensitive New Zealand assets.

<b>Minister</b>	
Minister for Land Information	Hon Damien O'Connor
<b>Management</b>	
Te Tumu Whakarae / Chief Executive	Gaye Searancke
Kaihautū Māori Crown Relations	Kathy Mansell
Kaihautū Customer Delivery	Jan Pierce
Kaihautū Digital Delivery	Murray Young
Kaihautū Organisational Effectiveness	Claire Richardson
<b>Regulatory roles</b>	
Commissioner of Crown Lands	Craig Harris
Registrar-General of Land	Robbie Muir
Surveyor-General	Anselm Haanen

Valuer-General	Neill Sullivan
<b>Statutory Boards</b>	
New Zealand Geographic Board Chair	Anselm Haanen
New Zealand Geographic Board Secretary	Wendy Shaw
Valuers Registration Board	Neill Sullivan

## Records

LINZ holds many records, the details of which are provided at [www.linz.govt.nz](http://www.linz.govt.nz).

These include:

- titles;
- documents supporting title (transfer, mortgages, etc);
- survey plans;
- survey supporting documents (field books, traverse books, etc);
- topographical maps and nautical charts; and
- geographic place names.

## Documents relating to decision-making processes

- Business Continuity Management policy
- Code of Conduct
- Conflicts of interest policy
- Change management policy
- Data and information management policy
- Delegations policy
- Disciplinary policy
- Enterprise risk management policy
- External surveys policy
- Financial and contractual delegations policy
- Financial delegation schedules
- Flexible working arrangements policy

- Health and safety policy
- Information gathering policy
- Internal Fraud and Corruption Control policy
- Learning and development policy
- Legislative compliance policy
- Manaaki tāngata – diversity and inclusion policy
- Māori Language and Culture policy
- Mobile and data usage policy
- News media policy
- Official Information and Correspondence policy
- Performance management policy
- Physical security policy
- Positive and safe workplaces policy
- Privacy policy
- Procurement policy
- Project Management policy
- Prosecutions policy
- Protected Disclosures Act policy
- Reward and recognition policy
- Risk management policy
- Sensitive expenditure policy
- Social media policy
- Security: data loss prevention policy
- Sponsorship policy
- Wellbeing and safety policy overview
- A Workplace Free from Unwelcome and Inappropriate Behaviour Contractors and consultants policy

## Contact

Wellington office  
Level 7, Radio New Zealand House, 155 The Terrace  
Wellington 6011

PO Box 5501  
Wellington 6145

Phone 0800 665 463

[customersupport@linz.govt.nz](mailto:customersupport@linz.govt.nz)

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

# Tourism New Zealand

*Entry last updated on 4 February 2022*

## Manaakitanga Aotearoa

### Governing statutes

The New Zealand Tourism Board (trading as Tourism New Zealand) was established by the New Zealand Tourism Board Act 1991. Tourism New Zealand's objective as outlined in the Act is "to ensure New Zealand is marketed as a visitor destination to maximise the long-term benefits to New Zealand".

### Functions and responsibilities

Tourism New Zealand's functions are to develop, implement and promote strategies for tourism and advise the government and the New Zealand tourism industry on matters relating to the development and promotion of those strategies.

Tourism New Zealand is the organisation responsible for marketing New Zealand as a tourist destination.

Following the global outbreak of COVID-19, New Zealand's borders were closed in March 2020 to most international visitors. In April 2020, Tourism New Zealand established a domestic market team to grow domestic travel demand. Tourism New Zealand has run multiple nationwide campaigns encouraging New Zealanders to explore more of the country through the Do Something NEW, New Zealand campaign.

Tourism New Zealand maintains a presence in key international markets, with activity focussing on marketing and promotion of New Zealand, through the 100% Pure campaign.

As well as marketing direct to consumers, Tourism New Zealand conducts regular trade training programmes designed to ensure that those who sell New Zealand have the knowledge and understanding New Zealand products and services.

Tourism New Zealand operates a business events team to encourage conference and incentives to choose New Zealand for their next meeting and operates the Conference Assistance Programme to support convention bureaux and private organisations to bid for international events.

## Structure

Tourism New Zealand has a Board of Directors appointed by the Minister of Tourism. Seven directors are appointed for three year terms.

Tourism New Zealand employs around 160 people and has offices in Wellington and Auckland. Tourism New Zealand has 11 offshore offices in 9 countries that undertake marketing, public relations and trade initiatives and play a vital role in communicating New Zealand's brand internationally.

Tourism New Zealand has an Executive Team made up of the Chief Executive (based in Auckland), General Manager People and Culture, Marketing Director, General Manager, International, Chief Financial Officer, General Manager Customer Experience, Technology and Data, General Manager, Domestic and Business Events, General Manager, Government and New Zealand Relations and Pou Arahi.

## Records

Tourism New Zealand manages information in accordance with the Public Records Act 2005.

Tourism New Zealand holds:

- images, audio, film, and digital assets related to marketing and promoting New Zealand [media.newzealand.com/](https://media.newzealand.com/) and [visuals.newzealand.com/assets](https://visuals.newzealand.com/assets)
- Travel trade training information [traveltrade.newzealand.com/](https://traveltrade.newzealand.com/)
- Tourism Business Database [register.newzealand.com/](https://register.newzealand.com/)
- Business Events and Incentives information and Conference Assistance Programme applications and contracts [businessevents.newzealand.com/en/](https://businessevents.newzealand.com/en/)

## Documents relating to decision-making processes

Style guides

Process and procedure manuals

## Publications

- Statement of Intent
- Annual report
- Statement of Performance Expectations

Copies of these publications can be found on our corporate website:  
[www.tourismnewzealand.com/about/corporate-publications/](https://www.tourismnewzealand.com/about/corporate-publications/)



## Contact

Tourism New Zealand  
Level 23 Aon Centre, 1 Willis Street  
Wellington 6011

PO Box 95  
Wellington 6140

Phone (04) 462 8000

[oa@tnz.govt.nz](mailto:oa@tnz.govt.nz)

Consumer website: [www.newzealand.com](http://www.newzealand.com)

Corporate website: [www.tourismnewzealand.com](http://www.tourismnewzealand.com)

# New Zealand Trade and Enterprise

*Entry last updated on 23 February 2022*

## Te Taurapa Tūhono

### Governing statute

New Zealand Trade and Enterprise (NZTE) was established by the New Zealand Trade and Enterprise Act 2003. The Crown Entities Act 2004 also applies to NZTE.

### Functions and responsibilities

New Zealand Trade and Enterprise (NZTE) is the Government's international business development agency. Its purpose is to grow companies internationally for the good of New Zealand.

It works to increase New Zealand companies' international success by helping them boost their global reach and build capability. NZTE uses its connections and government influence on behalf of businesses, and applies local knowledge – from the NZTE team and a network of private sector experts – to help them enter and grow in international markets.

NZTE also links businesses with services designed to improve efficiency and operations, spark innovation, refine strategy, enhance leadership, and access capital – building the capability they need to be successful. More successful international businesses will grow New Zealand's economy by providing jobs and raising the standard of living.

NZTE currently works with more than 4500 New Zealand businesses, and focuses intensively on around 1400 of these customers.

NZTE also works alongside NZ Inc partners within government and the business community to protect and build credibility in New Zealand's national brand – helping businesses to open doors in global markets.

### Records

NZTE has both hard copy files and electronic records systems. Hard copy records primarily consist of NZTE corporate records, some contracts (where required to be retained in hard copy), publications, New Zealand business publications, economic data and some overseas journals and directories. NZTE corporate and financial records, other contracts and customer records are retained electronically. NZTE also has a range of New Zealand product/sector videos and photographs, market research and other electronic collateral applicable to its customers.

## Documents relating to decision-making processes

NZTE retains copies of policies/guidelines relevant to each business unit including: business process manuals, training and general information. NZTE also has a document management system used to store all official documents such as Board and Committee papers and funding and procurement decisions. NZTE has a wide range of process manuals, operating guidelines and best practice guides.

## Contact

Level 15, The Majestic Centre, 100 Willis Street  
Wellington 6011

PO Box 2878  
Wellington 6140

Phone +64 4 816 8100  
Fax +64 4 816 8101

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

# Transport Accident Investigation Commission

*Entry last updated on 13 January 2022*

## Te Kōmihana Tirotiro Aituā Waka

### Relevant acts

- Transport Accident Investigation Commission Act 1990 (administered by the Ministry of Transport)
- Commissions of Inquiry Act 1908
- Crown Entities Act 2004

### Functions and responsibilities

The principal purpose of the New Zealand Transport Accident Investigation Commission (the Commission) is “to determine the circumstances and causes of accidents and incidents with a view to avoiding similar occurrences in the future, rather than to ascribe blame to any person” (Transport Accident Investigation Commission Act 1990).

The Commission will hold an inquiry into a marine, rail, or air accident or incident (occurrence) when it believes lessons or recommendations to help improve transport safety might result.

The Commission does not investigate road occurrences, occurrences on the wharf while loading or unloading a ship, or occurrences involving only military vehicles.

The Minister of Transport may direct the Commission to hold an inquiry into an occurrence which does not meet the usual criteria for investigation.

### Structure

The Commission is a standing Commission of Inquiry and an independent Crown entity established and empowered by the: Transport Accident Investigation Commission Act 1990, Commissions of Inquiry Act 1908, and the Crown Entities Act 2004.

Three to five Commissioners are appointed by the Governor-General on recommendation of the Minister of Transport for fixed, renewable terms. The Commission may appoint Assessors to provide Commissioners with independent expert advice.

The Commission employs a chief executive who in turn employs the other staff of about 30, comprising 15 investigators headed by a Chief Investigator of Accidents, and investigation support and corporate functions. Technical expertise and services appropriate to the needs of individual inquiries may be contracted in.

## Records

The Commission has two main categories of records:

- Inquiry records – most inquiry records are not classed as official information and are therefore not subject to the Official Information Act 1982 (see section 14R of the Transport Accident Investigation Commission Act 1990)
- Crown entity records – including Annual Reports, Statement of Intents, and related reports and records, including financial and non-financial information, and general management files.

## Documents relating to decision-making

- Relevant legislation (listed above)
- Policies and Manuals (and associated guidelines and procedures)

## Publications

All inquiry reports and safety recommendations are published to the Commission's website [www.taic.org.nz](http://www.taic.org.nz) in a searchable and sortable database, where information about inquiries in progress and how to order printed copies of published reports is also available.

All other publications may also be found on the Commission's website under the 'How we work' and 'About' tabs.

## Contact

Transport Accident Investigation Commission  
Level 16, 80 The Terrace

PO Box 10 323  
Wellington 6143

Phone +64 4 473 3112 or 0800 188 926

[inquiries@taic.org.nz](mailto:inquiries@taic.org.nz)

[www.taic.org.nz](http://www.taic.org.nz)

# Transpower New Zealand Limited

*Entry last updated on 18 March 2022*

## Governing statutes

Transpower New Zealand Limited is a limited liability company incorporated under the Companies Act 1993 and a State Owned Enterprise under the State Owned Enterprises Act 1986. Neither Transpower nor its four subsidiaries are responsible for the administration of any Acts of Parliament.

Transpower comes within the jurisdiction of the Official Information Act 1982, the Ombudsman Act 1982, and the Public Records Act 2005. There is also a variety of other legislation that impacts Transpower's operations, ranging from industry specific legislation such as the Electricity Act 1992, to more general legislation such as the Resource Management Act 1991, the Commerce Act 1986, the Health and Safety at Work Act 2015, and the Privacy Act 2020.

## Functions and responsibilities

Transpower plans, builds, maintains and operates New Zealand's high voltage electricity transmission network - the national grid – which transports bulk electricity from where it is generated by companies to cities, towns and some major industrial users. Transpower also manages the power system as the System Operator.

Transpower's functions are primarily controlled by its Constitution and the State-Owned Enterprises Act 1986, which sets out the objectives and powers of the company and defines its relationship with the Crown and shareholding ministers. The Act requires Transpower to produce an annual Statement of Corporate Intent (SCI) specifying objectives, planned activities and essential financial performance requirements for the forthcoming year, a half yearly report and an annual report. The financial year runs from 1 July to 30 June.

## Structure

Transpower's head office is located in Wellington with regional offices in Auckland, Hamilton, Palmerston North and Christchurch. Transpower employs around 830 FTEs.

Transpower is led by the Chief Executive, who is responsible for the overall management of Transpower's business. The company is structured functionally into nine divisions, each headed by a General Manager, who reports to the Chief Executive (Corporate Services, Corporate Governance, External Affairs, Grid Delivery, Grid Development, , Information Services & Technology, Operations, People, and Strategy & Customer).

Transpower has four subsidiary companies. The principal trading subsidiaries are:

- emsTradepoint Ltd, which is a commodity exchange designed to provide anonymity, transparent pricing and transactional certainty to physical energy markets;
- Risk Reinsurance Ltd, which provides insurance services to the Transpower Group.

## Records

These include contracts and agreements that Transpower has entered into with other organisations, financial institutions, individuals, financial records, company governance documents and personnel records.

## Documents relating to decision-making processes

Documents held by Transpower include contracts, agreements, operating manuals, policies and procedures.

## Contact

### Head office

#### Wellington

Waikoukou, 22 Boulcott Street  
PO Box 1021  
Wellington 6011

Phone (04) 590 7000

### Regional Offices

#### Auckland

Gate 1, Gridco Road  
Otara  
Auckland 2023

Phone (09) 590 6000

## **Hamilton**

Hamilton National Coordination Centre  
25 Hall Road  
Rukuhia  
Hamilton 3282

Phone (07) 843 6512

## **Palmerston North**

22 Broadway Avenue  
PO Box 640  
Palmerston North 4410

Phone (06) 357 0919

## **Christchurch**

31 Gilberthorpes Road  
Islington  
PO Box 21154  
Christchurch 8042

Phone (03) 590 7600

## **Enquiries under the OIA**

David Knight  
General Counsel & Company Secretary  
Transpower New Zealand Limited  
Waikoukou, 22 Boulcott Street  
PO Box 1021  
Wellington 6140

Phone (04) 495 7000

[david.knight@transpower.co.nz](mailto:david.knight@transpower.co.nz)

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



# The Treasury

*Entry last updated on 28 January 2022*

## Acts administered

Te Tai Ōhanga - The Treasury is primarily responsible for administering legislation relating to the Finance, State Owned Enterprises, and Infrastructure portfolios. The key statutes that Treasury administers are: Public Finance Act 1989, Crown Entities Act 2004 (Part 4 only), State-owned Enterprises Act 1986, as well as all legislation relating to the annual Budget (i.e., Appropriation and Imprest Supply Acts). There is a detailed list of Acts we administer at: [treasury.govt.nz/about-treasury/our-work/legislation-we-administer](https://treasury.govt.nz/about-treasury/our-work/legislation-we-administer)

## Functions and responsibilities

The Treasury is the Government's lead economic and financial adviser. We provide advice to the Government on its overarching economic framework, on its fiscal strategy and on achieving value for money from its investments. We implement government decisions and are also responsible for the Financial Statements of the Government, for ensuring effective management of the assets and liabilities on the Crown's balance sheet and for publishing economic and fiscal forecasts.

Our vision is to be a world-leading Treasury working towards higher living standards for all New Zealanders. We want to grow wellbeing through improving the country's human, social, natural and financial/physical capital.

We work with others – across both the government and non-government sectors, in New Zealand and overseas – to turn our vision into reality. We believe in applying rigorous analysis to the best available evidence, using our Living Standards Framework (LSF) to guide us.

We embrace diversity and inclusion because they strengthen us, as individuals and as an organisation.

We believe in the importance of a trusted, professional, public service. Our stewardship responsibilities embody kaitiakitanga – we work to support the Treaty partnership between the Crown and Māori; we are transparent, objective, impartial, and free and frank in our advice.

The Treasury's core statutory and operational responsibilities include:

- Lead economic and financial adviser to the government and steward of the public sector financial management and regulatory systems
- Manage State sector and public finances

- Manage the balance sheet
- Produce the government's monthly and annual financial statements
- Produce economic and fiscal forecasts
- Produce the Long-term Fiscal Statement
- Produce the Investment Statement
- Tax strategy
- Manage investment and asset performance
- Provide commercial policy advice and execute commercial transactions
- Manage Government borrowing requirements and associated financial market activities – cash management, Crown lending, capital markets advice and risk management
- Provide financial guarantees and trade credit insurance to promote and support New Zealand exports
- Central agency role – alongside Department of the Prime Minister and Cabinet (DPMC) and the Public Services Commission (PSC) – providing State sector leadership

Our Strategic Outcomes are:

- A strong, growing and resilient economy for all
- Sustainable public finances that deliver intergenerational wellbeing
- System leadership that supports a high-performing public service
- Compelling advice on New Zealand's biggest issues

In addition to our core statutory and operational responsibilities we are focusing our investment on five strategic priorities:

- Developing and embedding the Living Standards Framework and He Ara Waiora in policy advice
- Delivering reforms for a sustainable public finance system
- Driving economic recovery from COVID-19
- Navigating big issues/Government priorities –
  - Climate Change
  - Health
  - Housing

- Strengthening the Treasury through clear direction, supporting people and operational excellence

## Structure

### Executive Leadership Team

Secretary and Chief Executive – Dr Caralee McLeish

Deputy Secretary, Chief Economic Adviser – Dominick Stephens

Chief Operating Officer and Deputy Secretary, Corporate and Shared Services – Lisa Barrett

Deputy Secretary, Budget and Public Services – Struan Little

Deputy Secretary, Financial and Commercial – Leilani Frew

Deputy Secretary, Macroeconomics and Growth – Bryan Chapple

Head of the Office of the Secretary – Andrew Rutledge

## Records

The Treasury holds records relating to the functions identified for each of the teams above. The Treasury also has responsibility for managing residual records for a number of disestablished government departments. As the Treasury is a public office it must comply with the Public Records Act 2005.

## Documents relating to decision-making processes

Research and policy publications, guidance and instructions, and information releases published by the Treasury are available on the Treasury website:

[treasury.govt.nz/publications](https://treasury.govt.nz/publications)

## Contact

Ministerial Advisory Service  
Te Tai Ōhanga –The Treasury  
PO Box 3724  
Wellington 6140

[ministerial.services@treasury.govt.nz](mailto:ministerial.services@treasury.govt.nz)

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

# Unitec Institute of Technology

*Entry last updated on 17 January 2022*

## Te Whare Wānanga O Wairaka

### Functions and responsibilities

Unitec New Zealand Limited (trading as Unitec Institute of Technology) is a tertiary education institution administered under the Education and Training Act 2020. Unitec is a wholly owned subsidiary of Te Pūkenga – New Zealand Institute of Skills and Technology.

Unitec is a large institute of technology providing vocational and professional education through learning, teaching and applied research to develop work-ready graduates and lifelong learners. Led by the principles of Te Noho Kotahitanga we enable better futures for our students and communities.

Unitec is committed to the principles of Te Noho Kotahitanga

- Rangatiratanga (Authority and Responsibility);
- Wakaritenga (Legitimacy);
- Kaitiakitanga (Guardianship);
- Māhi Kotahitanga (Co-operation); and
- Ngākau Māhaki (Respect).

### Structure

Unitec and its fellow Te Pūkenga subsidiary Manukau Institute of Technology Limited (MIT) are each governed by the same board of directors. The Board of each company comprises eight members appointed by Te Pūkenga.

The academic and administrative management of both MIT and Unitec is the responsibility of the Chief Executive, who is appointed by the Board. The Board also appoints a Pou Hautu (Māori co-leader) for both MIT and Unitec, which is a Te Tiriti o Waitangi based co-leadership position.

MIT and Unitec have a shared Executive Leadership Team, which consists of:

- The Chief Executive and Pou Hautu
- Deputy Chief Executive Operations
- Deputy Chief Executive Academic

- Deputy Chief Executive Learner Experience and Success
- Deputy Chief Executive Pasifika, Partnerships and Support
- MIT Deputy Chief Executive Operations People and Culture
- Unitec Deputy Chief Executive Operations People and Culture

Unitec currently delivers its programmes from two campuses: the Mt Albert (Wairaka) campus and the Henderson (Waitakere) campus.

Unitec's schools are as follows:

- Engineering and Applied Technology
- Building Construction
- Trades and Services
- Architecture
- Creative Industries
- Computing and Information Technology
- Applied Business
- Healthcare and Social Practice
- Environment and Animal Sciences
- Community Studies and Bridgepoint

Managers of various non-teaching departments focussed on student support and corporate services report to a relevant member of the Executive Leadership Team.

## Records

Unitec holds many records relevant to a tertiary institution including:

- Minutes of meetings of the Board, its subcommittees, and the Executive Leadership Team
- Staff records relating to salary and leave and personal files
- Student records regarding enrolment, academic performance and financial records;
- Contracts and other documentation recording formal and informal relationships with external parties

## Documents relating to decision- making processes

- Renewal Plan
- Renewal Strategy
- Investment Plan
- Committee Terms of Reference
- Unitec Policies
- Academic Statutes

## Publications

- Annual Report
- Prospectus
- Investment Plan

## Contact

All requests for information under the OIA should be addressed to:

The Chief Executive  
Unitec Institute of Technology  
Private Bag 92025  
Auckland 1142

[ggilmore@unitec.ac.nz](mailto:ggilmore@unitec.ac.nz)

Contact on other matters may be made through the website: [www.unitec.ac.nz](http://www.unitec.ac.nz)

# Universal College of Learning (UCOL Ltd)

*Entry last updated on 27 January 2022*

## Te Pāe Mātauranga Ki Te Ao

Universal College of Learning Limited (UCOL Ltd), formally Manawatū Polytechnic, was so named by the Associate Minister of Education on 18 September 2000 and was notified in the New Zealand Gazette Notice, (21 September 2000). Wairarapa Community Polytechnic was incorporated into UCOL Ltd on 1 January 2001 and Wanganui Regional Community Polytechnic was incorporated into UCOL Ltd on 1 April 2002. In 1987 the then Manawatū Polytechnic opened a small campus in Horowhenua, Levin. However, in 2006, classes halted. In 2017, UCOL Ltd re-launched in Levin.

As of 1 April 2020, UCOL Ltd is a subsidiary of New Zealand's national vocational skills and training institute, Te Pūkenga.

UCOL Ltd has four central campus locations in Palmerston North, Whanganui, Wairarapa and Horowhenua.

### **Māori Name**

Te Pāe Mātauranga ki te Ao is the Māori name associated with UCOL Ltd; it is not a Māori version of the name.

## Functions and responsibilities

UCOL Ltd provides vocational tertiary education for communities in the lower North Island and in niche specialist areas.

### **Strategic Direction**

UCOL Ltd's vision is to be the skills engine driving the economic and social development of the Central North Island.

UCOL Ltd's strategic transition business plan 2021-2022 is in response to expectations from the Minister of Education, the Tertiary Education Commission, and Te Pūkenga, with particular focus on: i) Māori Partnerships and Equity, ii) Ākonga at the Centre, iii) Employer Aligned, iv) Operating Model, v) Transition to Work Based Learning, vi) Academic Delivery Innovation, vii) Financial Stability. This is a two year Transition Plan en route to the full implementation of Te Pūkenga.

UCOL Ltd's mission is to transform the contribution vocational education makes to New Zealand's growth. UCOL Ltd works for a future that radiates high value skills and wages,

increased productivity, and a growing economy. UCOL Ltd's journey stretches boundaries. UCOL Ltd enables the learning and learner support that deliver smart workers and sought after graduates.

[Click here](#) to access UCOL Ltd's strategic story.

## **Functions**

UCOL Ltd's functions are as follows:

Appoint a Chief Executive in accordance with the State Sector Act 1988, and monitor and evaluate his or her performance.

Prepare and submit a proposed plan if the institution is seeking funding under a mechanism that provides for funding via plans. Ensure that UCOL Ltd is managed in accordance with the plan; and determine policies to implement that plan.

Determine, subject to the State Sector Act 1988, the policies of UCOL Ltd in relation to the management of its affairs.

Undertake planning relating to UCOL Ltd's long-term strategic direction.

## **Duties**

UCOL Ltd's duties are as follows:

Strive to ensure the institution attains the highest standards of excellence in education, training and research.

Acknowledge the principles of the Treaty of Waitangi.

Encourage the greatest possible participation by the communities served by UCOL Ltd, to maximise the educational potential of all members of those communities, with particular emphasis on those groups that are under-represented among the students of the institution.

Ensure UCOL Ltd does not discriminate unfairly against any person.

Ensure UCOL Ltd operates in a financially responsible manner that ensures the efficient use of resources and maintains the institution's long-term viability.

Ensure that proper standards of integrity, conduct, and concern for the public interest and the wellbeing of the students attending UCOL Ltd are maintained.

## **Structure**

As of 1 April 2020 and in accordance with the Education Act 1989 as recently amended, UCOL became a limited liability company (to be known as Universal College of Learning Limited) and wholly-owned subsidiary of Te Pūkenga.

On 17 March 2020, the Te Pūkenga announced directors for UCOL Ltd's Board. They act as the institution's governing body. They are responsible for guiding UCOL Ltd's strategy, and UCOL Ltd's connection with Te Pūkenga. To further drive the shift from competition to



operating as one regionally accessible network of provision, the Establishment Board (Te Pūkenga) decided that one Te Pūkenga Council member will be a director on each subsidiary Institute of Polytechnic (ITP) board.

## Records

UCOL holds many records relevant to a tertiary institution including:

- Minutes of meetings of Board and the Executive Leadership Team
- Staff records relating to salary and leave and personal files
- Student records regarding enrolment, academic performance and financial records;
- Contracts and other documentation recording formal and informal relationships with external parties

## Documents relating to decision-making processes

- Academic Statute and General Regulations.
- Quality Management Systems.
- Academic, Human Resource, Finance, Administration and Health and Safety Policies, Procedures and Guidelines.
- Council and Chief Executive delegations.

## Contact

Chief Executive  
UCOL  
Private Bag 11022  
Palmerston North 4442

Phone (06) 952 7000  
Fax (06) 952 7020

[enquiry@ucol.ac.nz](mailto:enquiry@ucol.ac.nz)

[www.ucol.ac.nz](http://www.ucol.ac.nz)

# Universities New Zealand (The New Zealand Vice-Chancellors' Committee)

## Te Pōkai Tara

### Relevant acts

The New Zealand Vice-Chancellors' Committee is established under the Education Act 1989 and exercises authorities under that Act relating to quality assurance in the universities and the administration of scholarships. The Committee adopted the name Universities New Zealand – Te Pōkai Tara in 2010.

### Functions and responsibilities

The functions of the Committee under the Education Act are:

- to act as the body primarily responsible for quality assurance matters in the universities
- to set up inter-university course approval and moderation procedures
- to exercise in relation to universities in accordance with section 253A the powers of the Qualifications Authority under sections 249 to 251C, 254A(2)(b), and 255
- to list university qualifications on the Qualifications Framework
- to grant scholarships to students enrolled or proposing to enrol at universities out of money under its control on such terms as the Committee considers appropriate
- where another body has power to grant such scholarships—
  - (i) if authorised to do so, to make appointments to that body
  - (ii) if requested by that body to do so, to advise that body on the grant of such scholarships
- to make recommendations to the Qualifications Authority on criteria for entrance to universities for the purposes of the performance by that Authority of its functions under section 257

- if requested by the councils of the universities to do so, to consider applications by foreign students for enrolment at any of those universities and make recommendations to the councils in respect of those applications
- to liaise with the councils of institutions other than universities in respect of procedures for enrolling foreign students
- to issue certificates relating to degrees and other academic qualifications and courses of, or examinations conducted by, the University of New Zealand as if that University had continued in existence and to charge such reasonable fees for the certificates as the Committee determines
- to perform any other functions conferred on it by the Act or any other enactment.

In addition, Universities NZ represents the interests of New Zealand's eight universities on a wide range of other matters.

## Structure

The New Zealand Vice-Chancellors' Committee comprises the Vice-Chancellors of the eight universities. Universities NZ's quality assurance responsibilities are undertaken by its Committee on University Academic Programmes and through the independent organisation the Academic Quality Agency for New Zealand Universities, formerly known as New Zealand Universities Academic Audit Unit, established in 1993.

Much of the work of Universities NZ is undertaken through committees and working groups which generally include a representative of each university. The work of Universities NZ is supported by a small secretariat based in Wellington.

## Records

Universities NZ maintains records relating to:

- Minutes of meetings and papers considered at those meetings
- Approval and moderation of university academic programmes
- Administration of scholarships
- General correspondence, reports and documents.

Universities NZ also administers the historical records of the University of New Zealand (disestablished in 1961).

## Publications

- Information brochure on the role and functions of Universities NZ
- Information brochure on Academic Quality Assurance of New Zealand Universities
- Committee on University Academic Programmes Handbook
- Occasional reports

## Contact

Chief Executive  
Universities New Zealand – Te Pōkai Tara

Level 9, 142 Lambton Quay

Wellington 6011

PO Box 11915  
Wellington 6142

Phone (04) 381 8500  
Fax (04) 381 8501

[contact@universitiesnz.ac.nz](mailto:contact@universitiesnz.ac.nz)

[www.universitiesnz.ac.nz](http://www.universitiesnz.ac.nz)

# University of Auckland

*Entry last updated on 16 January 2022*

## Te Whare Wananga O Tamaki Makaurau

### Governing statutes

The University of Auckland was established under the Auckland University College Act 1882 and administered as a college of the University of New Zealand. The University was established as a university in its own right by the University of Auckland Act 1961. The University's current governing legislation is the Education and Training Act 2020 and the University of Auckland Act 1961.

### Functions and responsibilities

The University of Auckland is a university as provided for in the Education and Training Act 2020. The University was established for the advancement of knowledge through teaching and research.

### Structure

#### Council

The governing body of the University of Auckland is Council. Council's membership consists of elected staff, student, alumnus and external appointees. Council is chaired by the Chancellor. The functions, duties and powers of the Council are prescribed in the Education and Training Act 2020.

For more information about the University of Auckland's Council see [here](#)

#### The Vice-Chancellor

The Vice-Chancellor, as Chief Executive, is responsible for managing the academic and administrative affairs of the University. is the University's chief academic and administrative officer and the employer of all University staff.

The Vice-Chancellor is assisted by the University Executive Committee which comprises the Vice-Chancellor, Provost, Deputy Vice-Chancellor Research, Deputy Vice-Chancellor Strategic Engagement, Deputy Vice-Chancellor Operations and Registrar, Director of Human Resources, Pro-Vice-Chancellor Maori and Pro Vice-Chancellor Pacific.

For more information about the University Executive Committee see [here](#)

The Vice-Chancellor is an ex-officio member of the University's Council and chairs Senate (the academic committee established by Council under the Education and Training Act.)

## Senate

On academic matters the Council is required to seek the advice of the Senate. This body includes all the professors, as well as representatives of sub-professorial staff and students. The Senate takes advice from a range of committees such as Research, Education, Academic Programmes, and Library committees. It also takes advice from the faculties.

For more information about Senate and other University committees see [here](#)

## Faculties and departments

The University has eight faculties, two large research institutes, as well as other institutes and centres bringing together related disciplines for the purposes of teaching and research. Each faculty is headed by a Dean who is responsible for management of the teaching, research and administrative activities of the faculty as well as its finances. Most faculties comprise a number of schools and departments.

For more information about our faculties and research institutes see [here](#)

## Records

The University keeps minutes and reports relating to meetings of Council, Senate, and the committees of Council and Senate; policies and procedures; strategic documents; and correspondence. The University maintains academic records of students, employment-related files on individual members of staff, and contact details of graduates and other alumni.

## Documents relating to decision-making processes

[The University of Auckland Calendar](#), containing general information, academic and general statutes and regulations, programme regulations, course prescriptions, and staff lists, is published annually. The Annual Report contains both financial and non-financial performance data and information for the calendar year in question.

University statutes and policies can be accessed via the University's [policy hub](#)

## Publications

Key publications of the University of Auckland can be accessed [here](#)

## Contact

University of Auckland  
Private Bag 92019  
Auckland 1142

Phone (09) 373 7999  
Fax (09) 373 7407

[legal@auckland.ac.nz](mailto:legal@auckland.ac.nz)

[www.auckland.ac.nz](http://www.auckland.ac.nz)

# University of Canterbury

*Entry last updated on 26 January 2022*

## Te Whare Wānanga O Waitaha

### Governing statutes

There are no Acts administered by the University of Canterbury. The University has been established pursuant to the University of Canterbury Act 1961 and the Education and Training Act 2020.

### Functions and responsibilities

The University of Canterbury is established for the advancement of knowledge and the dissemination and maintenance thereof by teaching and research.

Statutory Officers:

- The Chancellor is a member of the University Council and presides over the Council; in the absence of the Chancellor, the Pro Chancellor deputises.
- The Vice Chancellor is the full time academic and administrative head of the University (the Chief Executive Officer).

### Structure

#### Council

The governing body of the University is the Council. The Council consults the Academic Board on academic matters.

#### Academic Board

The Board is the principal academic body may make recommendations and reports to Council on any academic matter affecting the University, including on research, courses of study, attendance of students, bursaries, prizes and examinations.

#### Faculties

Academic Schools and Departments are grouped within seven Faculties (Faculty of Arts, Faculty of Education, Faculty of Engineering, Faculty of Health, Faculty of Science, Faculty of Law) and the UC Business School. They have responsibilities for academic business within their particular areas of study and they consider regulations for academic qualifications and transact any other academic business pertaining to the College.



## Service Units

Service Units are constituted with responsibility to the Vice Chancellor and members of the Senior Leadership Team.

## Records

The University holds the following records:

- minutes and reports of public and public excluded meetings of the Council;
- general files concerning the conduct of the University's affairs, e.g. correspondence from students and prospective students, decisions on students' courses of study, enrolment, examination and graduation materials;
- personal files which contain brief details of the employment history of each staff member; and
- official student records which are updated annually.

## Documents relating to decision-making processes

The University Calendar I Maramataka ,containing general information, general regulations, course regulations and course prescriptions is published annually.

The Student Guide, aimed at prospective students, contains information about courses and other aspects of University life.

The Annual Report contains both financial and non-financial performance data and information for the calendar year in question.

There are also many University and departmental brochures and handbooks published from time to time.

Policies, procedures and strategic documents are accessible on the University's website: [www.canterbury.ac.nz](http://www.canterbury.ac.nz)

## Contact

The legislative compliance officer for the University is the General Counsel and Registrar.

The Privacy Officer for the University is also the General Counsel and Registrar.

The Information and Records Management team handle Official Information Act requests.

Information and Records Management  
University of Canterbury  
Ilam Road  
Christchurch

Private Bag 4800  
Christchurch 8140

Phone +64 3 364 2854

[records@canterbury.ac.nz](mailto:records@canterbury.ac.nz)

[www.canterbury.ac.nz](http://www.canterbury.ac.nz)

# University of Otago

*Entry last updated on 20 January 2022*

## Te Whare Wānanga O Otago

### Governing statutes

The University of Otago was founded in 1869 by an Ordinance of the Provincial Council of Otago. Its present power to grant degrees derives from the University of Otago Amendment Act 1961 and is continued by the Education and Training Act 2020.

### Functions and responsibilities

The University of Otago is a degree-granting tertiary education institution. Its primary functions and responsibilities are to engage in research and scholarship; to provide advanced-level teaching that is primarily informed by research; to engage in community service through the provision of informed debate and expert commentary; and to preserve the freedom of academic staff and students to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions.

### Structure

The University Council is the governing body of the University. The principal academic authority is the Senate, which operates as the University's Academic Board.

The Statutory Officers of the University are:

- The Chancellor, who is a member of the University Council and presides over it;
- The Vice-Chancellor, who is the full-time academic and administrative head of the University and its Chief Executive Officer;
- The Registrar, who is also the University's General Counsel and is a senior administrative officer of the University.

### Academic and Administrative Organisation

The Vice-Chancellor is supported by a senior executive team comprising:

- The Deputy Vice-Chancellor (Academic)
- The Deputy Vice-Chancellor (Research and Enterprise)
- The Deputy Vice-Chancellor (External Engagement)

- Four Pro-Vice-Chancellors
- The Chief Operating Officer
- The Chief Financial Officer
- The Director, Human Resources
- The Director, Office of Māori Development
- The Director, Pacific Development
- The Director, Strategy, Analytics and Reporting
- The Registrar / General Counsel

The management of academic programmes and academic activity is divided among four Divisions, each headed by a Pro-Vice-Chancellor. The Divisions are Humanities, Sciences, Health Sciences, and Commerce (also called the Otago Business School). Within each Division responsibility for teaching, research and service to the community is devolved to departments.

There are also a number of administrative divisions and sections; they are: Human Resources, Financial Services, Operations (comprising Campus and Collegiate Life Services, Campus Development, Health and Safety Compliance, Information Technology Services, Property Services, Shared Services, Sustainability, Transformation and Improvement, and Risk Assurance and Compliance), External Engagement (including Marketing, Communications, Development and Alumni Relations, and the International Office), the Academic Division (including Student and Academic Services, and the University Library) and Research and Enterprise.

## Records

The University keeps minutes and reports relating to meetings of Council, Senate, and the committees and working parties of Council and Senate; policies and procedures; strategic documents; and correspondence. It maintains academic records of students, employment-related files on individual members of staff, and contact details of alumni.

## Documents relating to decision-making processes

The University Calendar, containing staff lists, general information, general regulations, course regulations and course prescriptions is published annually. The Prospectus, aimed at prospective students, contains information about courses and other aspects of University life. The Annual Report contains both financial and non-financial performance data and information for the calendar year in question. Policies, procedures, and strategic documents are accessible on the University's website.

## Contact

The Official Information and Compliance Coordinator is the University's central point of contact for Official Information Act enquiries:

The Official Information and Compliance Coordinator  
Office of the Registrar  
University of Otago  
PO Box 56  
Dunedin 9054

[oiia@otago.ac.nz](mailto:oiia@otago.ac.nz)

The Registrar / General Counsel has oversight over Official Information Act enquiries:

[registrar@otago.ac.nz](mailto:registrar@otago.ac.nz)

General enquiries can be directed to the University's AskOtago service:

Phone 0800 80 80 98 or 03 479 7000

[university@otago.ac.nz](mailto:university@otago.ac.nz)

[otago.custhelp.com](http://otago.custhelp.com)

# University of Waikato

*Entry last updated on 28 February 2022*

## Te Whare Wānanga O Waikato

### Governing statutes

The University of Waikato is a University, as defined in the Education and Training Act 2020, established by the University of Waikato Act 1963.

### Functions and responsibilities

The functions and responsibilities of the University are the advancement of knowledge and the dissemination and maintenance thereof by teaching and research

### Structure

The Vice-Chancellor is the chief executive of the University, responsible to the Council for managing the academic and administrative affairs of the University. A range of specific responsibilities are delegated to the Senior Deputy Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer, the Director of Student Services, and the Director of Human Resource Management who are responsible for the main academic and operational activities of the University.

The University has campuses in Hamilton and Tauranga and shares a Joint Institutes with Zhejiang University City College in Hangzhou, China, and the National Economics University in Hanoi, Vietnam.

Some courses are delivered online and by distance education.

### Council

The Council is the governing body of the University. The detailed functions, duties and powers of the Council are set down in the Education and Training Act 2020.

### Academic Board

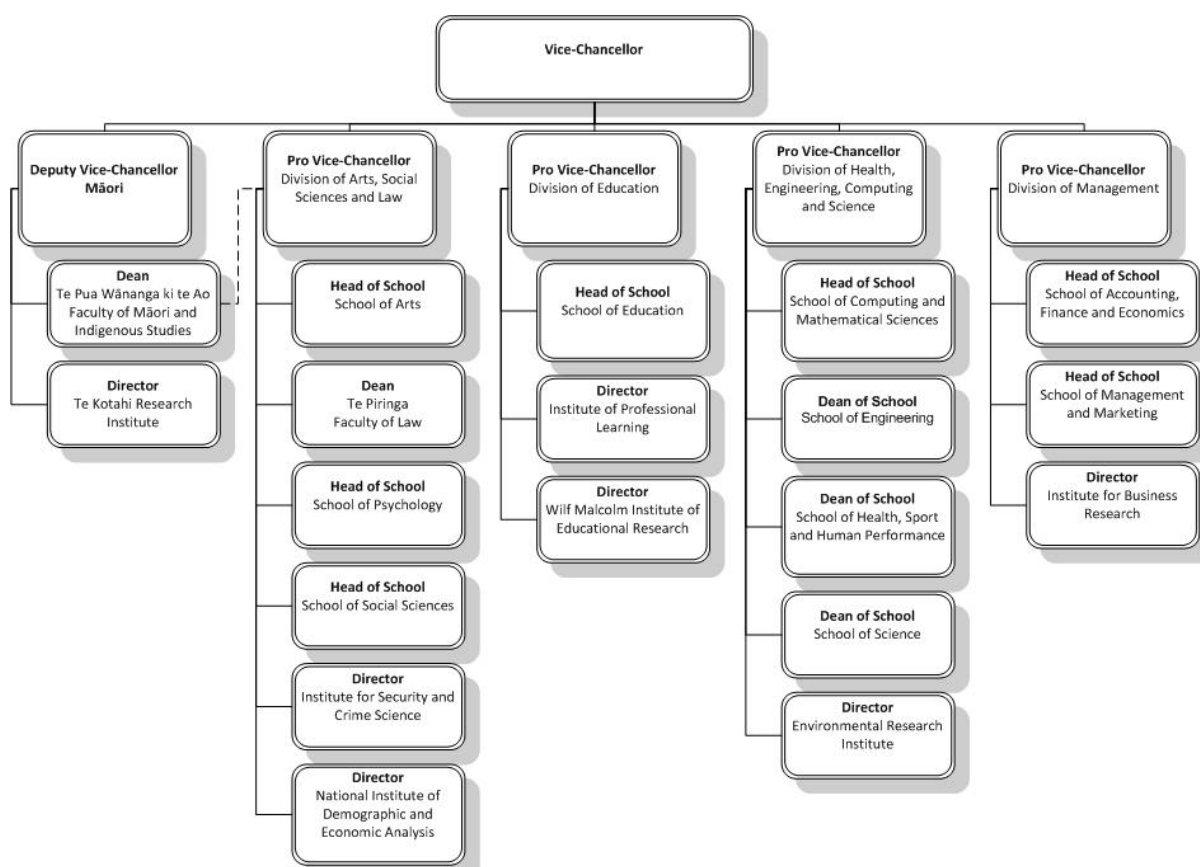
The Academic Board is established under the Education and Training Act 2020. Its primary function is to advise the Council on matters relating to courses of study and other academic matters. It has a range of powers delegated by Council. It has established a number of sub-committees.

## Academic divisions

Divisions are essentially groups of academic schools responsible for teaching and research within particular disciplines. Each is headed by a Pro Vice-Chancellor who reports to the Vice-Chancellor. The University of Waikato divisions are:

- The Division of Arts, Law, Psychology and Social Sciences
- The Division of Education
- The Division of Health, Engineering, Computing and Science
- The Division of Management

Each Division has a Board which is responsible for academic matters relevant to the Division and which reports to the Academic Board. A Faculty of Māori and Indigenous Studies, headed by a Dean, reports to the Deputy Vice-Chancellor Māori and shares administrative infrastructure with the Division of Arts, Law, Psychology and Social Sciences



## Non-academic divisions

The non-academic divisions are the major administrative units of the University. They are:

- Finance and Analytics

- Human Resource Management
- Information and Technology Services
- International Office
- Library
- Marketing
- Property Services
- Student Services.

## Documents relating to decision-making processes

Documents held by the University include:

- Charter
- Strategy
- Investment Plan
- Annual Report and Financial Statements
- Official Minutes of Committee Meetings
- University Calendar
- Student Records
- Student Handbooks, Paper Outlines and Graduate Profiles
- Directory of Committees and Rules of Procedure

A range of policies which are published on the University's website (Index of Official University Information).

## Contact

Brandon McGibbon  
Secretary to Council  
The University of Waikato  
Private Bag 3105  
Hamilton 3240

Phone (07) 838 4005

[oja@waikato.ac.nz](mailto:oja@waikato.ac.nz)

[www.waikato.ac.nz](http://www.waikato.ac.nz)



**Ministry of Justice**  
**Tāhū o te Ture**

**justice.govt.nz**

contactus@justice.govt.nz

0800 COURTS  
0800 268 787

National Office  
Justice Centre | 19 Aitken St  
DX SX10088 | Wellington | New Zealand



New Zealand Government