

# Directory of Official Information

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Listings A-C



[New Zealand Government](#)

# About

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

If your department or agency's information is out of date, please email [oa@justice.govt.nz](mailto:oa@justice.govt.nz) with the necessary amendments.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

## **Ministerial Relations and Services**

Strategy, Governance & Finance

Ministry of Justice | Tāhū o te Ture

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

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# Accident Compensation Corporation

## Te Kaporeihana Āwhina Hunga Whara

### Governing Statutes

The Accident Compensation Corporation (ACC) is a Crown Entity established in 1974 to administer the government's accident compensation scheme. ACC's primary governing legislation is the Accident Compensation Act 2001 (the AC Act 2001).

### Functions and Responsibilities

New Zealand's accident compensation scheme provides comprehensive 24-hour, no-fault personal accident cover for New Zealanders, New Zealand residents who are temporarily overseas, and visitors to New Zealand. In return, people do not have the right to sue for compensation for personal injury, other than for exemplary damages. ACC was introduced in 1974 and provides a range of benefits and programmes that aim to help prevent injuries, treat injured people and help injured people return to work or independence as soon as possible.

The AC Act 2001 explains ACC's functions and responsibilities. One of ACC's primary functions is to reduce the incidence and severity of injury.

ACC is also responsible for delivering the accident compensation scheme effectively and efficiently, including determining cover; providing entitlements and rehabilitating clients; managing the Scheme's Accounts and collecting levies. ACC buys treatment and rehabilitation services from many providers to ensure that injured people receive appropriate care and rehabilitation. This includes acute and elective surgery, assessment services and the provision of assistance based on need. A person injured as a result of an accident, who has an accepted ACC claim, may receive a range of entitlements including medical treatment, rehabilitation, compensation for loss of earnings, lump sum compensation, nursing care or home assistance, childcare or travel to treatment or rehabilitation.

### Accounts

ACC cover and entitlements are managed under five Accounts, with each Account covering a specific group of injuries:

## Work Account

- Covers all work-related injuries, including some residual claims (pre 1999)
- Funded from levies paid by employers and self-employed.

## Earners Account

- Covers non-work injuries (including at home, and during sport and recreation) to earners and to self-employed people
- Funded from earners' levies (paid through PAYE), plus self-employed levies based on earnings.

## Non-Earner's Account

- Covers all personal injuries to people not in the paid workforce: students, beneficiaries, older people and children
- Government funded.

## Treatment Injury Account

- Covers injuries connected to medical treatment (including error by health professionals or unexpected outcomes of medical or surgical procedures properly carried out)
- Funded from Earners' and Non-Earners' Accounts.

## Motor Vehicle Account

- Covers all personal injuries involving motor vehicles on public roads in New Zealand
- Funded from petrol excise duty and a levy collected with the motor vehicle relicensing fee.

## Structure

ACC is a Crown Entity under the Crown Entities Act 2004. ACC has a corporate office in Wellington and staff located throughout New Zealand.

The Minister for ACC appoints a Board of eight non-executive members to govern ACC. Board Members serve terms of up to three years, with the option of reappointment. The Minister's formal line of accountability with ACC is through the Board's Chair.

The ACC Board's governance role encompasses the provisions of the Crown Entities Act 2004, the State Sector Act 1988 and the Public Finance Act 1989. The Board has the authority to exercise ACC's powers and perform ACC's functions.

The Board delegates day-to-day management of ACC, including ACC's employer responsibilities, to the Chief Executive. But the Board may act on a matter even if it has delegated it to the Chief Executive.

The Board also appoints sub-committees, which focus on specialised areas of activity. ACC's Board had three sub-committees:

- Investment Committee
- Risk Assurance and Audit Committee
- Remuneration Committee

The committees have limited delegation, manage detail in their specialised areas, and are able to take independent advice.

## Shamrock Superannuation Limited

Shamrock Superannuation Ltd (Shamrock) is a wholly-owned Crown Entity subsidiary of ACC. It was established in 1991 to act as the corporate trustee for the mysuper Superannuation Scheme (SCH10885) - a restricted workplace savings scheme registered under the Financial Markets Conduct Act 2013.

As manager and trustee, Shamrock oversees the administration and management of mysuper, and ensures members' investments are managed in accordance with the Trust Deed.

## Records

ACC creates and maintains records and information relating to the following broad categories outlined below:

- Governance Records – ACC Boards and Committees
- Case and claim records – Records relating to claims made on the scheme
- Levy Records – Records relating to the collection and management of ACC levies
- Management of Scheme Accounts – Records relating to the management of the ACC Scheme Accounts
- Investments – Records relating to ACC's portfolio of investments
- Injury Prevention – Records relating to the development, approval and delivery of ACC's Injury Prevention Programmes

- Health Provider Contracts – Records relating to services contracted out to Health Providers
- General Administrative and Corporate Records – Personnel, Finance, Health and Safety, Property, Procurement and Contracts, ICT and Information Management, Policy and Legal Services, etc.

As a public sector organisation, ACC must ensure its records are managed appropriately in line with relevant legislation, which includes:

- Accident Compensation Act 2001
- Public Records Act 2005
- Official Information Act 1982
- Privacy Act 1993
- Health Information Privacy Code 1994
- Health (Retention of Health Information) Regulations 1996

## Documents relating to Decision-Making Process

ACC has a comprehensive range of policy and procedures, manuals and guidelines that operate at different levels of the organisation e.g. ACC-wide, Business Group level, functional responsibility. Current ACC policies and guidelines are available electronically on the ACC intranet sites.

## Publications

As a Crown Entity, ACC is required to produce a Service Agreement and an Annual Report every year. ACC is also required to produce a Statement of Intent at least once in every three year period. Under the AC Act 2001, ACC is required to provide an annual Financial Conditions Report which is tabled in Parliament as soon as practicable after the publication of the Annual Report.

A full list of ACC's publications is available at [www.acc.co.nz](http://www.acc.co.nz).

## Contact

For further information, contact details for ACC's corporate office and local branch offices are available online at [www.acc.co.nz](http://www.acc.co.nz). Official Information Act inquiries should be made initially through the Manager Official Information Act Services at [governmentservices@acc.co.nz](mailto:governmentservices@acc.co.nz).





ACC Corporate Office

Justice Centre

PO Box 242

Wellington 6140

0800 101 996

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

# Accreditation Council (formerly Testing Laboratory Registration Council)

## Governing Statutes

The Accreditation Council (Council) is an Autonomous Crown Entity, originally established under the Testing Laboratory Registration Act 1972 but now operating under and administering the Standards and Accreditation Act 2015.

## Functions and responsibilities

The Council is the national accreditation body and trades under the names International Accreditation New Zealand (IANZ) and Telarc SAI Limited (Telarc). The functions of the Council are:

- To promote the development and maintenance of good practice in conformity assessment
- To establish and maintain accreditation schemes for conformity assessment bodies engaged in testing and inspection activities
- To develop and maintain international recognition and acceptance of the Council's accreditation scheme
- To maintain international relationships consistent with the Council's functions
- To act as New Zealand's Good Laboratory Practice Compliance Monitoring Authority
- If the Council chooses, to provide certification services
- To perform any other functions that the Minister directs the Council to perform in accordance with section 112 of the Crown Entities Act 2004.

## Statutory Outputs

The Council produces the following outputs:

- accredits testing and calibration laboratories which have met the requirements of ISO/IEC 17025
- registers test facilities which have met the requirements of the Organisation of Economic Cooperation and Development's Principles of Good Laboratory Practice (OECD GLP)

- accredits medical testing laboratories which have met the requirements of ISO 15189
- accredits radiology services which have met the requirements of the New Zealand Code of Radiological Management Practice
- accredits inspection bodies which have met the requirements of ISO/IEC 17020
- accredits reference material producers which have met the requirements of ISO Guide
- accredits proficiency testing providers which have met the requirements of ISO/IEC 17043
- accredits building consent authorities which have met the requirements of the Building (Accreditation of Building Consent Authorities) Regulations 2006
- registers suppliers which have met the requirements of quality management and environmental management systems certification or other Telarc SAI Limited criteria
- provides training courses in accreditation and certification.

## Structure

The Standards and Accreditation Act provides for the establishment of a governing Council. The responsible Minister is required to appoint five to seven members to this Council in accordance with the Crown Entities Act 2004.

The Council has appointed the Chief Executive to manage the Council operations. The Council directs the Chief Executive by delegating responsibility and authority for the achievement of objectives through setting policy.

The Council oversees:

- International Accreditation New Zealand (IANZ)
- Telarc SAI Limited (Telarc)
- New Zealand Quality College and
- various advisory committees.

### IANZ

IANZ is the national body responsible for accreditation of laboratories, inspection bodies, and radiology services. It accredits these organisations in accordance with international standards. IANZ is also the national Good Laboratory Practice Compliance Monitoring Authority.

### Telarc

Telarc is a Crown Entity subsidiary of the Council, established for its certification operations. It is owned by the Council (75%) and SAI Global Limited (25%) and is managed by a Board of Management, consisting of four appointees.

Telarc provides certification of quality, environmental and occupational health and safety management systems, which ensures good quality practices in the supply of goods and services. It assesses organisations in accordance with international standards and specific national regulatory, industry and company codes.

### **New Zealand Quality College**

The New Zealand Quality College is a training division of IANZ which provides short courses on topics directly related to the Council's accreditation and certification functions.

### **Advisory Committees**

The Council has established expert Professional Advisory Committees (PAC) to advise the Council and its staff on the management of IANZ programmes. Such committees provide advice on the technical requirements for accreditation and on whether a particular new client should be accredited.

Committees are established for the following accreditation programmes:

- Chemical, Biological and Dairy Testing
- Inspection Bodies
- Building Consent Authorities
- Physical Sciences
- Medical Testing
- Metrology and Calibration
- Radiology Services.

Chairpersons of each PAC are members of the Accreditation Advisory Committee (AAC). The AAC and/or the Council may adjudicate any appeals arising from IANZ accreditations.

## **Records**

Records are maintained on client registrations, assessments, reports and correspondences. A directory of IANZ accreditations is maintained and made available for public viewing on [www.ianz.govt.nz](http://www.ianz.govt.nz).

Companies certified by Telarc are registered on the JAS-ANZ Directory, available for public viewing on [www.jas-anz.org.au](http://www.jas-anz.org.au).

### **Management Documents**

IANZ and Telarc have established policies and standard operating procedures that are regularly maintained and reviewed.

The Council's Statements of Intent and Annual Reports as presented to parliament from 2004 are available from the IANZ website [www.ianz.govt.nz](http://www.ianz.govt.nz)

## Contact

International Accreditation New Zealand

Level 1, 626 Great South Road, Ellerslie, Auckland 1051

Private Bag 28908, Remuera, Auckland 1541

+64 9 525 6655

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

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

Telarc SAI Limited

Level 3, 626 Great South Road, Ellerslie, Auckland 1051

Private Bag 28901, Remuera, Auckland 1541

+64 9 525 0100

0800 004 004

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

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

New Zealand Quality College

Level 1, 626 Great South Road, Ellerslie, Auckland 1051

Private Bag 28908, Remuera, Auckland 1541

+64 9 525 6633

0800 900 099

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

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

# AgResearch Limited

## Governing Statutes

AgResearch was established under the Crown Research Institutes Act 1992 and is a Crown Entity company for the purposes of the Crown Entities Act 2004.

## Functions and Responsibilities

AgResearch is New Zealand's leading agriculture science and research organisation. Its core purpose is to enhance the value, productivity and profitability of New Zealand's pastoral, agri-food and agri-technology sector value chains, to contribute to economic growth and beneficial environmental and social outcomes for New Zealand. The three key research outcomes sought by AgResearch in achieving its purpose are added value foods and bio-based products that meet consumer needs; protected, enhanced and sustained natural resources; and prosperous and sustainable land-based communities.

## Structure

AgResearch is governed by a board of directors appointed by its shareholding Ministers. The company's research and science activities are structured by the following business units:

- Farm Systems and Environment
- Forage Science
- Animal Science
- Food and Bio-based Products.

## Records

AgResearch holds records relating to its research and science activities. It is subject to the Public Records Act and maintains a formal record keeping system.

## Accountability

As a Crown Research Institute, AgResearch is accountable to Parliament and is subject to select committees' annual review of publicly funded entities. As well as presenting its annual report, AgResearch publishes on its website its half-year reports and statements of corporate intent. AgResearch is monitored on behalf of the shareholding ministers by the Ministry of Business, Innovation and Employment.

## Contact

**Corporate Office** [from 1 July 2018]

Lincoln Research Centre

1365 Springs Rd

Lincoln 7674

Private Bag 4749

Christchurch 8140

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

# Airways Corporation of New Zealand Limited

## Governing Statutes

Airways New Zealand was established in 1987 under the State-Owned Enterprises Act 1986 and does not administer any legislation.

## Acts Administered

Airways New Zealand does not specifically administer any legislation.

## Functions and Responsibilities

Airways New Zealand is a world-leading provider of air traffic management services and is central to New Zealand's aviation system. It is responsible for managing one of the largest areas of airspace in the world, some 30 million square kilometres.

Renowned globally for driving innovation and development in the aviation sector, Airways delivers training and consultancy services in more than 65 countries.

## Core Services

Airways' core business is providing air traffic control, air traffic management and navigation services in New Zealand's flight information region.

- **Air traffic control:** This is primarily the separation of aircraft in flight, to standards determined by the appropriate regulatory authority (the Civil Aviation Authority in New Zealand).
- **Air traffic management:** This is the management of aircraft in flight to maximise access to the most efficient flight paths as determined by the customer, limited only by the constraints of safe delivery of an ATM service. ATM also includes optimising the flow of aircraft across the aviation network – enabling increased capacity in the network, improved fuel savings, and improved on-time performance.
- **Navigation services:** These are the navigation infrastructure and supporting services used by aircraft to navigate.



## In the Pacific

The South Pacific consists of six flight information regions operated by four air navigation service providers. Airways works closely with its industry partners to assist in creating a functional airspace block which maintains a consistent standard of infrastructure, service, safety and customer value across the region.

A significant element of Airways' involvement with the Pacific is a joint agreement with Tonga, Samoa, Niue and the Cook Islands to manage the states' upper airspace.

## Subsidiaries

### Airways International Limited (AIL)

AIL provides air traffic control training, air navigation services, consultancy, and engineering and maintenance services for overseas customers.

### Aeropath Limited

Aeropath provides aeronautical information management (AIM), aeronautical procedure design, and performance-based Navigation (PBN) services. Aeropath has contracts with ANSPs, civil aviation authorities and airlines globally.

### Airshare Limited

Airshare delivers unmanned aerial vehicle (UAV) and drone traffic management services for New Zealand.

## Legislation of specific relevance to Airways includes:

State-Owned Enterprises Act 1986, Civil Aviation Act 1990, Companies Act 1993, Civil Aviation Rules, Transport Accident Investigation Commission Act 1990.

## Statutory Reporting requirements

- Annual Report
- Statement of Corporate Intent
- Half Year Reports

## Documents relating to decision-making process

- Corporate Policy Handbook

- Airways Policies
- Airways Goals and Values
- Code of Conduct

## Records

Records held are those appropriate and applicable to the functions and responsibilities of Airways New Zealand.

## Key personnel

- Chief Executive Officer, Graeme Sumner
- Chief Financial Officer, James Young
- Chief Information Officer, Ed Overy
- Head of People and Capability, Andrew Boyd
- Head of Safety and Assurance, Kim Nichols
- Head of Public Affairs, Emily Davis
- Chief Executive Airways International, Sharon Cooke
- Chief Executive Officer Airshare, Trent Fulcher
- Company Secretary, Head of Legal, Katie Breatnach

## Contact

The Company Secretary

Airways New Zealand

PO Box 53093

Auckland 2150

(04) 471 1888

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

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

# Animal Control Products Limited

## Governing Statutes

Animal Control Products Act 1991

## Functions and Responsibilities

Animal Control Products is now a State-Owned Enterprise that commenced operations in the 1950s. Since that time the company has produced products and solutions that have protected New Zealand's native species and improved agricultural sustainability through tackling pests and diseases. These pests have threatened the biodiversity of native ecosystems, have critically endangered iconic wildlife species and have placed the sustainability of primary production at risk through pasture damage and disease such as bovine Tuberculosis

The company supplies products to the Department of Conservation, local authorities and professional pest control operators to control a wide range of introduced vertebrate pests including rabbits, wallabies, possums, rooks, and feral ungulates. An extensive retail presence has also been established for the 'Pestoff' product range that is serviced by the authorised distribution agent Bell-Booth Ltd.

Animal Control Products is based in Whanganui, and is the largest manufacturer of vertebrate pesticide products in the southern hemisphere. Successful pest control solutions developed by ACP for managing pest problems within New Zealand have been widely adopted by many other countries world-wide. Animal Control Products has been a global leader in the supply of products and delivery methods for the eradication of rodents to restore biodiversity, protect human health or improve primary production. ACP's rodenticides have been used on more than 200 islands across 20 countries.

The company has a continued focus on diversification through sound science and product development. This focus includes developing new toxins, traps and the use of smart data and information systems. ACP works with Landcare Research and other science agencies to develop future solutions for protecting agriculture and biodiversity with a keen focus on the Asia Pacific region.

## Structure

Governance of the company is through a board of directors appointed by the Minister for Primary Industries who is also a shareholder of the company together with the Minister of Finance.

## Contact

### Head Office and Factory

Private Bag 3018

Whanganui

New Zealand

(06) 344 5302

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

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

# New Zealand Antarctic Institute

## Governing Statutes

New Zealand Antarctic Institute (Antarctica New Zealand) is a Crown agent which was established on 1 July 1996 under the New Zealand Antarctic Institute Act 1996 to develop, manage and execute New Zealand activities in respect of Antarctica and the Southern Ocean. It has locations at the International Antarctic Centre in Christchurch and at Scott Base in the Antarctic.

## Functions and Responsibilities

### Vision

Antarctica and the Southern Ocean: valued, protected, understood.

### Purpose

To further New Zealand's strategic influence in relation to Antarctica.

### Objectives

Antarctica New Zealand's objectives are defined by the functions set out in sections 5 and 6 of the New Zealand Antarctic Institute Act 1996 (NZAI)

## NZAI Act Section 5 – Functions

- Develop, manage, and execute New Zealand activities in respect of Antarctica and the Southern Ocean, in particular the Ross Dependency
- Maintain and enhance the quality of New Zealand Antarctic scientific research
- Co-operate with other institutions and organisations both within and outside New Zealand having objectives similar to those of the institute.

## NZAI Act Section 6 – Performance of Functions

In performing its functions, the Institute shall act in a manner that is consistent with:

- The need to conserve the intrinsic values of Antarctica and the Southern Ocean
- Active and responsible stewardship of the Ross Dependency for the benefit of present and future generations of New Zealanders
- New Zealand's international obligations

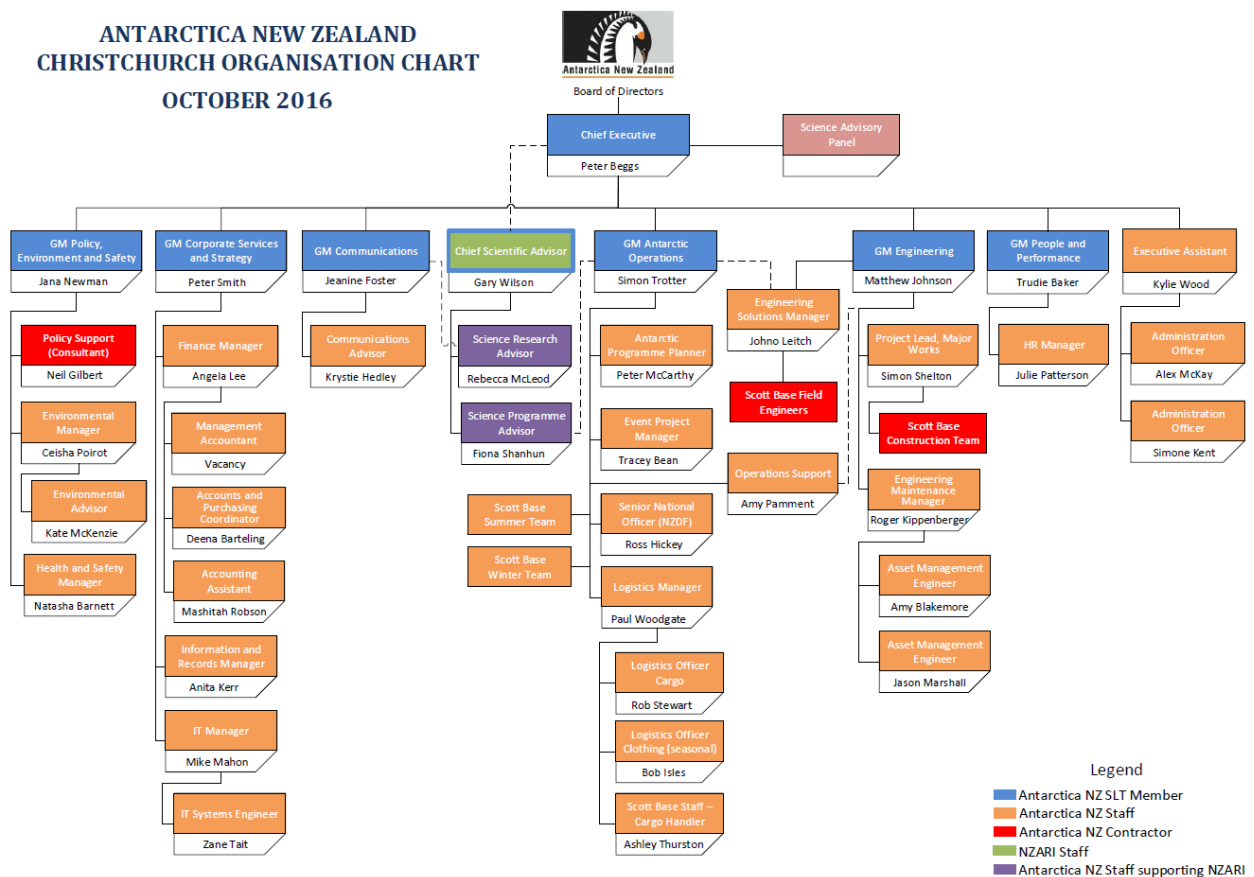
- The provisions of the Antarctica Act 1960 and the Antarctica (Environmental Protection) Act 1994
- The risks to personnel being minimised as far as is reasonable.

Antarctica New Zealand seeks to provide initiatives and services consistent with Government's policy and to maintain an agreed level of involvement in the Antarctic and the Southern Ocean in a safe and cost effective way, in accordance with the unique challenges of the region.

## Structure

Antarctica New Zealand has a Board of six directors, a core staffing in Christchurch of 30, and temporary staffing in Antarctica of between 10 and 40 depending on time of year and level of activity.

There are six functioning groups:



## Records

Antarctica New Zealand maintains records in accordance with the Public Records Act 2005.

## Documents Relating to Decision-Making Process

Decision-making documents include:

- Letter of Ministerial Expectations
- Statement of Intent
- Annual Report
- Policy Manual
- Board and Management Team Meeting Minutes
- Management Accounts

## Contact

### Chief Executive

Antarctica New Zealand

Private Bag 4745

38 Orchard Road

Christchurch 8140

Phone: (03) 358 0200

Fax: (03) 358 0211

[admin.team@antarcticanz.govt.nz](mailto:admin.team@antarcticanz.govt.nz)

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

# Ara Institute of Canterbury

## Ara rau, taumata rau

### Governing Statutes

Ara Institute of Canterbury was established as a tertiary education institution under section 162 of the Education Act 1989. It complies with the Education Act 1989, the Crown Entities Act 2004, the State Sector Act 1988, and all other relevant New Zealand Acts and Regulations.

### Functions and Responsibilities

Ara is a state-funded tertiary education institution. Its provision of applied tertiary education and research contributes to the future social, economic, and cultural wellbeing of the people, communities, and organisations of the Ara catchment, which includes the Canterbury region plus the district of Waitaki.

Ara seeks to be the region's leading provider of applied tertiary education, research and knowledge exchange, widely respected by business, industry and cultural communities as a high performing organisation. It delivers education and training at certificate, diploma, degree, post-graduate and masters levels. Ara has three main campuses: one in Timaru and two in Christchurch (City Campus and Woolston Campus). The organisation also maintains a number of two smaller campuses in Oamaru and Ashburton, and community hubs in Rangiora, Hornby, New Brighton and Bishopdale.

Its key values are Respect (Aroha) Connect (Hono) Inspire (Hihiri).

### Structure

Ara is governed by a Council comprised of 4 members appointed by the Minister for Tertiary Education, and 4 members appointed by the Ara Council. The Council is advised by three Standing Committees (Audit & Risk, Campus Redevelopment Committee, and the Chief Executive Performance and Review) and by the Academic Board. The Executive, Divisions, Departments and other Ara teams are assisted by advisory committees.

Note: Changes in the constitution of the Ara Council membership will see an increase to 10 members (including staff and a student representative) further to legislative requirements later in 2019. It has to be gazetted by 24 August but the new constitution doesn't come into effect until October 2019.



Ara is directed and managed by the Chief Executive assisted by the Leadership Group (Te Kāhui Manukura). Te Kāhui Manukura is comprised of the Chief Executive, the Deputy Chief Executives: Custom Service and Engagement, People and Culture, Academic, Innovation and Research, Corporate Services and the Kaiārahi.

Ara is organised into eight teaching Departments within a single teaching Division, supported by four non-teaching service Divisions.

## Teams

### **Academic, Innovation and Research**

Departments of:

- Nursing, Midwifery and Allied Health
- Business
- Computing
- Creative Industries
- Engineering and Architectural Studies
- Hospitality and Service Industries
- Humanities
- Trades.

Academic Services:

- Centre for the Assessment of Prior Learning (Agile)
- Learning Design
- Research
- Portfolio and Assurance
- Academic Quality.

### **Customer Services and Engagement**

- Marketing
- Registry
- International
- Youth Transitions

- Academic Support
- Student Transition
- Student Wellbeing.

### **Corporate Services**

- Facilities Management
- ICT
- Planning
- Finance.

### **People and Culture**

- Capability
- Wellbeing and Health
- Employment Relations
- Business Partners
- Health & Safety
- Employee Experience.

### **Governance and Strategy**

#### **Records**

- Strategic Plan
- Investment Plan
- Annual Report
- Council and Committee papers and minutes
- Management papers and minutes
- Correspondence
- Programme documents
- Student enrolment records, academic files, and academic results Income and expenditure ledgers and financial records and reports

- EFTS reports
- Statistical report.

### **Documents Relating to Decision-Making Processes**

- Strategic Plan
- Investment Plan
- Committee Terms of Reference
- Corporate and Academic Policy Manuals
- Employment Contracts and Agreements
- Legislative Compliance checklists and reports.

### **Publications**

- Annual Report
- Study and Career Guide
- Programme and course booklets
- Enrolment Guide
- International Study Guide and Preparation Guide
- Graduation Programme.

### **Records**

- Strategic Plan
- Investment Plan
- Annual Report
- Council and Committee papers and minutes
- Management papers and minutes
- Correspondence
- Programme documents
- Student enrolment records, academic files, and academic results Income and expenditure ledgers and financial records and reports
- EFTS report

- Statistical reports

## **Documents Relating to Decision-Making Processes**

- Strategic Plan
- Investment Plan
- Committee Terms of Reference
- Corporate and Academic Policy Manuals
- Employment Contracts and Agreements
- Legislative Compliance checklists and reports.

## **Publications**

- Annual Report
- Study and Career Guide
- Part-time Guide
- Programme and course booklets
- Enrolment Guide
- International Study Guide and Preparation Guide
- Student Handbook
- Scholarships and Awards booklet
- Accommodation Guide – Otautahi House
- Graduation Guide and Programme.

## **Contact**

The Council Secretary Ara Institute of Canterbury

PO Box 540

Christchurch 8140

New Zealand Ara contact centre (0800) 24 24 76

# Archives New Zealand

## Te Rua Mahara o Te Kāwanatanga

### Governing Statutes

- Archives Act 1957
- Archives, Culture and Heritage Reform Act 2000

### Acts Administered

- Public Records Act 2005

### Functions and Responsibilities

We work to ensure effective, trusted government information for the benefit of all New Zealanders. We preserve and protect more than seven million official records, from 19th century treaties to 21st century documents and data. Our goal is for all New Zealanders to easily access and use this taonga, connecting you to your rights and entitlements and stories – now and for the future.

The three key functions of the institution are:

- **Regulatory** – We're the regulator of information created by the public sector. Our job is to focus our regulatory efforts on removing barriers to full and sustained compliance and to assist and support organisations subject to the PRA to achieve compliance.
- **Preserve and manage, and provide access to, records of long-term value** - We make sure that the records of historical and cultural heritage of New Zealand are well looked after and preserved for the future. We're committed to making these records accessible to the public.
- **Enhance public confidence in the integrity of public and local authority records** - We provide New Zealanders with access to the data that government departments and agencies produce, collect and use. This enables government to be held accountable by ensuring that full and accurate records of the affairs of public offices and local authorities are created, maintained and disposed of legally.

## Structure

Archives New Zealand sits within the Information and Knowledge Services branch of the Department of Internal Affairs. The Minister responsible for Archives New Zealand is the Minister of Internal Affairs.

Archives New Zealand has four offices: Auckland, Wellington, Christchurch and Dunedin. The Chief Archivist and the majority of the staff are based in Wellington. The Chief Archivist is also the General Manager. Offices outside of Wellington are managed by the Regional Archivists in Auckland, Christchurch and Dunedin, who report directly to the Chief Archivist.

Archives New Zealand's Wellington office is structured into three business groups: Government Recordkeeping Directorate; Holdings & Discovery Directorate; and Strategy & Operational Services Group. The Chief Archivist, Regional Archivists, Directors and Group Manager form the Archives Leadership Team.

The Archives Council Te Rua Wānanga, established under section 14 of the Public Records Act 2005, is an unincorporated body that provides advice on recordkeeping and archive matters, including those for which tikanga Māori is relevant, to the Minister Responsible for Archives New Zealand. The Council reports directly to the Minister on its functions during the preceding year; the report is tabled in the House of Representatives by the Minister. Archives New Zealand provides administrative services for the Council.

Te Pae Whakawairua, the Chief Archivist's Māori Consultative Group, provides independent advice to ensure that Archives New Zealand's services meet the needs of Māori. Te Pae Whakawairua assist the Chief Archivist by providing advice, direction, perspective and feedback on a range of topics and issues relevant to Māori and other matters of concern.

## Records

Archives New Zealand holds records relating to all activities supporting its functions and responsibilities, as well as administrative records used to manage the business. Archives New Zealand manages and maintains a formal record keeping system on an EDRMS. Records are disposed of in accordance with the Chief Archivists Retention and Disposal Schedule.

Key records include:

- correspondence, briefings and minutes
- policy, strategy and reports
- government recordkeeping practices

- appraisal and disposal of records
- arrangement and description of archives
- intellectual and physical control of archives
- digital records management
- support to community archives
- access management
- preservation documentation.

Recordkeeping advice for public offices is published on the Archives' website at [www.archives.govt.nz](http://www.archives.govt.nz). Archives New Zealand holds the archives of the New Zealand Government. These holdings include government documents, such as the original of the Treaty of Waitangi, textual documents, maps, paintings, photographs and films. Access to the archives is provided for through the Public Records Act 2005 and not the Official Information Act. Information on making a research request can be found on Archives' website.

## Publications

Archives New Zealand has been part of the Department of Internal Affairs since 1 February 2011. Annual Report information published prior to this date is available from the Archives New Zealand website. Annual Report information from 1 February 2011 is included in the Department's reports; these are available from the Department's website.

The Chief Archivist is required to report annually to the Minister Responsible for Archives New Zealand on the state of recordkeeping across government. These reports are then presented to Parliament. Reporting began in 2011, following the first year of audits. The reports present the results of the audits completed during the financial year and provide an overview of the key issues and opportunities for government recordkeeping. These reports are available from the Archives New Zealand [website](#).

## Contact

To arrange access to archival holdings, please contact Archives New Zealand's Research Services team the ['Get Help' form on the website](#).

Official Information Act requests for Archives New Zealand should be sent to the Department of Internal Affairs OIA team: [oia@dia.govt.nz](mailto:oia@dia.govt.nz)

General enquiries for Archives New Zealand should be sent to the Information and General Enquiries mailbox: [general.enquiries@dia.govt.nz](mailto:general.enquiries@dia.govt.nz).



**Archives New Zealand**

10 Mulgrave Street

PO Box 12 050

Wellington 6210



# New Zealand Artificial Limb Service

## Functions and Responsibilities

The New Zealand Artificial Limb Service (NZALS) is a Crown Entity and a national provider of prosthetic limbs services to New Zealand amputees.

- to manufacture, import, export, market, distribute, supply, fit, repair, and maintain artificial limbs and similar devices
- to provide rehabilitative and other services to persons in connection with artificial limbs and similar devices
- to carry out research and development in relation to artificial limbs and similar devices
- to advise the Minister on matters relating to artificial limbs and similar devices.

## Structure

The service has a National Office based in Wellington and operates five Limb Centres located in Auckland, Hamilton, Wellington, Christchurch and Dunedin.

## Records

Patient records for amputees.

## Documents Relating to Decision-Making Processes

NZALS' governing entity is the Ministry of Social Development with funding primarily from DHBs and ACC.

## Contact

NZALS Privacy Officer [privacy@nzals.govt.nz](mailto:privacy@nzals.govt.nz)

National Office

Level 4 Quinovic House

PO Box 19 160

Wellington 6149

(04) 385 9410

[nzals.govt.nz](http://nzals.govt.nz)

# AsureQuality New Zealand

## Governing Statutes

Established under the State-Owned Enterprises Act 1986, the Ministry of Agriculture Restructuring Act 1998, and the State-Owned Enterprises Act (AgriQuality Limited and ASURE New Zealand Limited) Act 2007.

## Functions and Responsibilities

In pursuit of the principle objective stated in Part 1 of the State-Owned Enterprises Act, AsureQuality Limited has the following objectives:

- To operate as a successful business
- Be as profitable and efficient as comparable businesses that are not owned by the Crown
- Be a good employer; where a good employer is an employer who operates a personnel policy containing provisions generally accepted as necessary for the fair and proper treatment of employees in all aspects of their employment, including provisions requiring:
  - good and safe working conditions; and an equal opportunities employment programme
  - the impartial selection of suitably qualified persons for appointment
  - opportunities for the enhancement of the abilities of individual employees

At AsureQuality we understand that food assurance can be complicated and challenging, and if things go wrong the consequences can be serious. That is why our customers need an assurance provider they can trust: someone that inspires confidence right across their supply chain. As a leading provider of food assurance services to the primary production and food manufacturing sectors for more than 100 years, AsureQuality is part of New Zealand's global reputation for safe, quality food production and transparent assurance systems.

Our services help customers to achieve access to their chosen markets, gain competitive advantage and protect their products, brands and reputation. We provide a range of services to producers, processors, wholesalers, retailers and regulators across the food supply chain including dairy, food, meat, poultry and seafood, horticulture and wine, arable, forestry, live animal export and biosecurity.

With extensive domestic and international accreditations, AsureQuality provides a range of specialist food assurance services covering the entire food supply chain:

## Governing Food and Contaminant Testing

### Food and Contaminant Testing

## Food and Contaminant Testing

- Testing and analysis against regulatory and retailer standards for pathogens, toxins, allergens, chemical residues, genetically modified organisms and nutritional information
- Seed testing and certification for arable, dairy, livestock farming and export
- Plant and pest taxonomy, border control and pathology services
- Proficiency testing, reference materials and related services (Global Proficiency)

## Inspection and Certification

- Independent audit, inspection, verification and certification against local and international regulatory and retailer standards
- Veterinary and field technician services including: farm assurance, dairy farm assessment, sample collection, TB testing and related disease management
- Specialist, ante-mortem and post-mortem meat inspection

## Other Specialist Services

- Biosecurity readiness, capability, incursion response and surveillance services provided under agreement with NZ's Ministry for Primary Industries (MPI)
- Contract manufacturing of diagnostic products and distribution of specialist veterinary test kits for use in disease management
- Industry training to meet food safety and quality requirements
- Product assurance marks, such as AQ Assured and AQ Certified that provide independent evidence and verification of food product features, claims or supply chain authenticity
- Technical insight services to help customers improve food safety and quality performance in their business; covering risk management, supplier performance and development, regulatory support, culture development and crisis management.

## Contact

AsureQuality Ltd

Level 1, 7a Pacific Rise

Mt Wellington

Auckland 1060

Private Bag 14 946

Panmure Auckland 1741

Phone: +64 9 573-8000

Freephone: 0508 00 11 22

# Auckland District Health Board

## Governing Statutes

The Auckland District Health Board was established under the New Zealand Public Health and Disability Act 2000 (NZPHD Act) and is subject to the Crown entities Act 2004.

## Functions and Responsibilities Functions

The Auckland DHB was established on 1 January 2001 under the provisions of the NZPHD. It is responsible for the funding of services paid for from the public purse and for the provision of hospital and related services. The Auckland DHB's functions are set out in section 23(1) of the NZPHD Act.

## Who are we and what we do

The Auckland DHB is one of 20 District Health Boards established under the provisions of New Zealand Health and Disability Act 2000 (NZPHD Act). The Auckland DHB is the Government's funder and provider of health services to the 494,000 residents living in the Auckland isthmus and on Waiheke and Great Barrier islands and is also a national provider of specialist tertiary-level services.

The Auckland DHB operates the largest teaching hospital and research centre in New Zealand being the largest trainer of doctors in New Zealand, with about 1,800 medical staff.

Services are delivered from Auckland City Hospital (New Zealand's largest public hospital), Greenlane Clinical Centre and the Buchanan Rehabilitation Centre. The DHB also provides community child and adolescent health and disability services, community mental health services and district nursing. Close to 12,000 people are employed by Auckland DHB.

Auckland DHB works hard to improve the efficiency and effectiveness of services, with primary care and its neighbouring DHBs in the northern region to ensure patients have the health services that they need.

Auckland DHB receives funding from the government with which to buy and provide health and disability services for the population within our district. The objectives of DHBs are outlined within the Health and Disability Act 2000. These are to:

- Improve, promote, and protect the health of people and communities:
- Promote the integration of health services, especially primary and secondary health services:
- Seek the optimum arrangement for the most effective and efficient delivery of health services in order to meet local, regional, and national needs:

- Promote effective care or support for those in need of personal health services or disability support services:
- Promote the inclusion and participation in society and independence of people with disabilities:
- Reduce health disparities by improving health outcomes for Maori and other population groups:
- Reduce, with a view to eliminating, health outcome disparities between various population groups within New Zealand by developing and implementing, in consultation with the groups concerned, services and programmes designed to raise their health outcomes to those of other New Zealanders:
- Exhibit a sense of social responsibility by having regard to the interests of the people to whom it provides, or for whom it arranges the provision of, services:
- Foster community participation in health improvement and in planning for the provision of services and for significant changes to the provision of services:
- Uphold the ethical and quality standards commonly expected of providers of services and of public sector organisations:
- Exhibit a sense of environmental responsibility by having regard to the environmental implications of its operations:
- Be a good employer in accordance with [section 118](#) of the Crown Entities Act 2004.

## Our direction - a strategy to 2020 and beyond

The Auckland DHB has a vision of Kia kotahi te oranga mo te iti me te rahi o te hāpori - healthy communities; world-class healthcare; achieved together. This means helping Aucklanders to live well and stay well. At times, this involves co-designing solutions with the community to provide quality health care and support, as occurs in Tāmaki.

The DHB also provides input to public policy, addressing inequities, and tackling the stressors associated with the way people live and, in some parts of Tāmaki Makaurau, the poverty in our communities. The DHB knows that the social determinants of health impact Aucklanders' wellbeing and choices. The regulatory environment can also support, or fail to support, healthy living and behaviours.

Working collectively on these issues across the metro Auckland DHBs and with social sector agencies is becoming increasingly important. As a funder and provider of services, the DHB makes sure people have healthcare services that are high quality, safe and empowering.

To do this, the DHB works across the whole system with patients, whānau, staff, iwi, communities, other health and disability providers, and social sector agencies. The DHB is also committed to the Northern Regional Alliance long-term investment plan for both infrastructure and service redesign to meet the needs of its population in the future.



## Our values

Our values are lived by our staff every day. They reflect our culture and the way we work, while we stand beside patients and their whānau to provide care.

Welcome Haere Mai | Respect Manaaki | Together Tūhono | Aim High Angamua

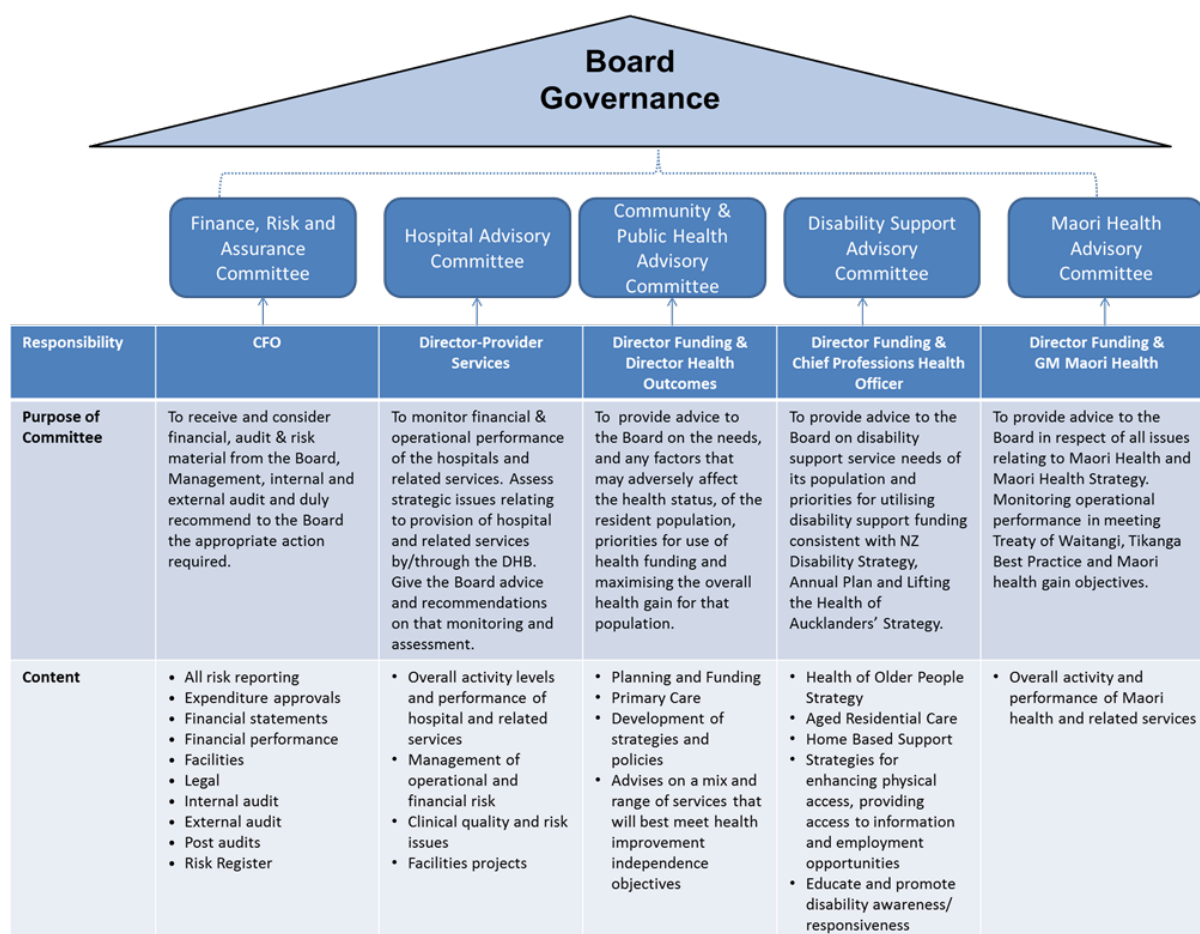
## Māori Health

Addressing Māori health needs and inequalities is a major focus of the District Health Board. Detailed information is provided in the Māori Health Plan. The Board has a longstanding Memoranda of Understanding with Te Runānga o Ngāti Whātua and the Waipareira Trust.

## Structure

We have an established governance structure, based on the requirements of the New Zealand Public Health and Disability Act, through which the DHB functions. Governance for the DHB is provided by a Board of eleven, seven of whom are elected and four appointed by the Minister of Health. Their role is to provide strategic oversight for the DHB, taking into account the Government's vision for the health sector and its current priorities. Three statutory advisory committees assist the Board to meet its responsibilities, and the meetings of these committees are open to the public.

A diagram showing the Auckland DHB Board Governance (Committee) Structure:



## Records

There are four broad categories of records and files maintained by the Auckland District Health Board:

### Corporate

Corporate holds records related to general administration, legal, the Board and Committees, finance and financial management. Records relate to Acts and legislation, Board and Committee reports, public relations, equipment and supply management, banking arrangements, estimates, budgets, asset management, financial reports and audit.

### Funding and Service Planning

This Division holds records related to Auckland DHB's funding of non-DHB and DHB provider contracts for provision of services.



## Human Resources

Human Resources hold records related to employees and personnel services. These include employee benefits inclusive of wages and salaries, conditions of recruitment, industrial relations, performance assessments and staff training and development.

## Patient Records

Patient clinical records are held in the various hospitals, community and public health and mental health services, and in limited electronic form on various patient management and information systems.

## Documents Relating to Decision-Making Process

The Auckland DHB uses the following manuals for administrative and decision making purposes:

- New Zealand Health Strategy
- NZ Primary Care Strategy
- New Zealand Disability Strategy
- The New Zealand Māori Health Strategy
- The Primary Healthcare Strategy
- Auckland District Health Board Annual Plan
- Auckland District Health Board Strategic Plan
- Crown Funding Agreements
- Policy and Procedure Manuals
- Specific departmental procedures
- Emergency Procedures Manual
- Board and Committee papers
- Delegated Authority Policy Manual
- The Communications Department

## Contact

All requests for official information should be addressed to:

The Chief Executive's Office



Auckland District Health Board

PO Box 92189

Victoria Street West Auckland 1142

Telephone (09) 0630-9943 Ext 22342

Fax (09) 375 3341

For more information on OIA, publications and documents held by Auckland DHB visit:

[www.adhb.health.nz/contact-and-feedback/official-information-act-requests/](http://www.adhb.health.nz/contact-and-feedback/official-information-act-requests/)

# Auckland University of Technology

## Te Wānanga Aronui o Tāmaki Makau Rau

### Governing Statutes

The Auckland University of Technology (AUT) was founded as a university in 2000, by Order-in-Council under the Education Act 1989.

### Functions and Responsibilities

AUT is a degree-granting university with a century-long heritage of service to the Auckland region. AUT is known for its research-led and professionally oriented curricula, and interdisciplinary approach to scholarship.

AUT is one of the country's largest universities providing a world-class education in a range of undergraduate and postgraduate qualifications, as well as maintaining a strong focus on research.

Extensive engagement with business, the professions and the community, through curriculum development, and research collaboration and impact, are cornerstones of the University's purpose of advanced education.

### Structure

The University is governed or managed by the following officers:

- the Chancellor is a member of the University Council and presides over meetings of 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 Deputy Vice-Chancellor (DVC) assists the Vice-Chancellor in leading the University, deputising in the Vice-Chancellor's absence.

### The Officers/Strategic Leadership Team

AUT is led by the Vice-Chancellor who appoints the senior officers employed by the University. The officers are responsible for providing the strategic direction for AUT and for ensuring that the University is well managed, its academic standards are maintained, and the various needs of the University's stakeholders are met.

The officers include Pro Vice-Chancellors for Student Experience and Success, Research and Innovation, Learning and Teaching, International, Māori Advancement, the North Shore and South Auckland. The University's five faculty Deans are also Pro-Vice Chancellors.

The Strategic Leadership Team also includes three Assistant Vice-Chancellors (Corporate; Finance and Infrastructure; and Strategy, Students and Marketing), four Group Directors (Risk and Assurance, Brand and Marketing Services; Student Services and Administration; and People and Organisation), together with the following officers: Head of Pacific Advancement, Chief Information Officer.

## The Council

The AUT Council is the University's governing body. The Council's responsibilities are primarily policy making and monitoring the achievement of the mission, goals, and priorities of the University.

The Council constitution provides for a membership of 12 persons who are elected or appointed in accordance with a constitution approved by the Minister of Tertiary Education. Council membership includes the Vice Chancellor and representatives of staff and students.

## The Academic Board

The principal academic committee is the Academic Board and makes recommendations and reports to the Council on any academic matter affecting the University. It is responsible to the Council for the academic directions, development and policies of the University. Academic Board currently has a membership made up of the Vice Chancellor, Deputy Vice Chancellor, Pro-Vice Chancellors, Faculty Deans, Librarian, ten Professors, up to ten senior staff from each faculty, one student from each faculty, the president of the Students' Association and other senior administrative staff.

## Faculties

The academic work of the University is organised into five faculties: Business, Economics and Law; Culture and Society; Design and Creative Technologies; Health and Environmental Sciences and Te Ara Poutama (Faculty of Māori and Indigenous Development).

Each faculty is headed by a Dean who reports to the Vice-Chancellor. The faculties are organised into academic schools, departments and research institutes and centres.

Each faculty oversees learning, teaching and research through its Academic Office, Research, and Postgraduate Studies Offices, along with Financial, People and Organisation Management oversight.

## Support Services

Support services are provided by administrative groups headed by the Deputy Vice-Chancellor and Assistant Vice-Chancellors as follows:

- Academic (Library, Office of Pacific Advancement, Academic Quality Office, University Postgraduate Centre, Scholarships)
- Corporate (Governance , Legal, People and Organisation, Special Projects/Advancement, Policy, Diversity, Risk and Assurance).
- Finance and Infrastructure (Financial Services, Estates and Facilities, Information Technology Services).
- Strategy, Students and Marketing (Strategy and Planning, Student Services and Administration, Brand and Marketing Services).

## Committees

The committee structure operates under the authority of the Council, Academic Board and the Vice-Chancellor as appropriate.

## Records

The University keeps minutes and reports relating to its meetings and those of its committees. Other records held by the University consist of the following:

- staff and employment records
- student records: enrolment forms, academic records, loan and allowance forms
- operating files including inwards and outwards correspondence, memoranda, and reports
- income and expenditure ledgers and financial records and reports, and
- Business records, including contracts and agreements.

## Manuals

University Calendar, Acts and Regulations, Policies and Procedures, and other such manuals.

## Publications

The publications available to the public are as follows:

Academic Calendar, Annual Report, Strategic Plan, Investment Plan, AUT Prospectus, Course pamphlets, brochures and programme guides, Inside AUT magazine.

## Contact

Andrea Vujnovich

Assistant Vice-Chancellor Corporate and General Council

Auckland University of Technology

Private Bag 92006

AUCKLAND 1142

Phone: (09) 921 9958

Fax: (09) 921 9983

[andrea.vujnovich@aut.ac.nz](mailto:andrea.vujnovich@aut.ac.nz)

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

# Bay of Plenty District Health Board

## Hauora A Toi

### Governing Statutes

The Bay of Plenty District Health Board (BOPDHB) was created by the New Zealand Public Health and Disability Act 2000 (NZPHD) to provide and administer funding of health and disability services within the coastal Bay of Plenty region.

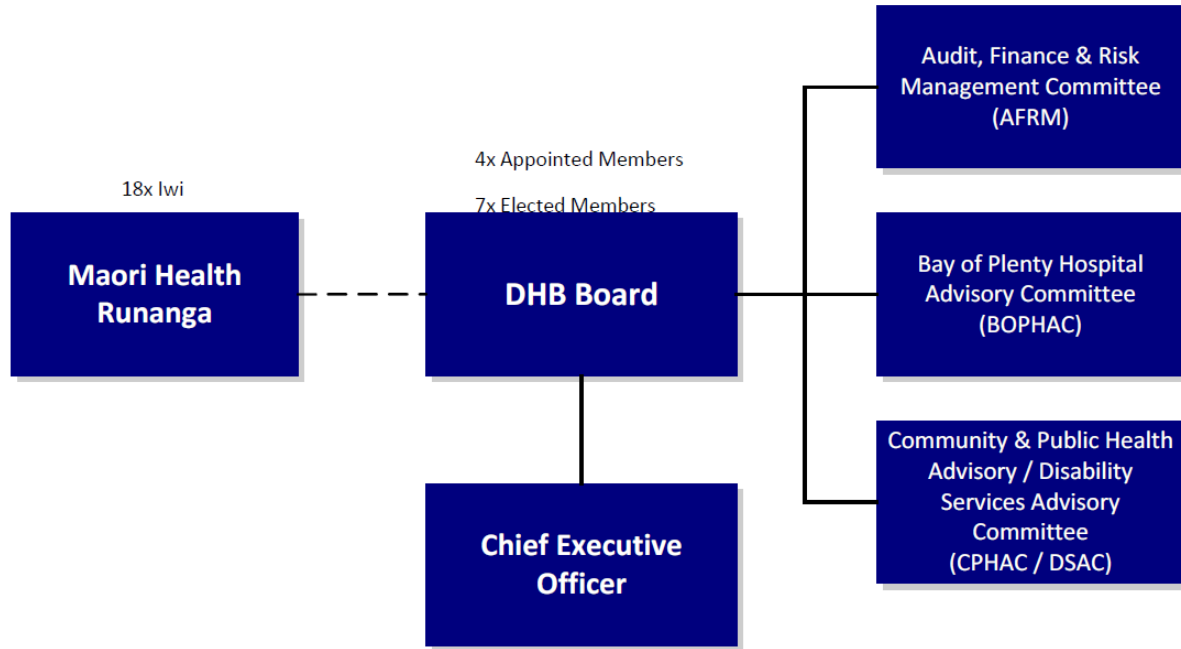
### Functions and Responsibilities

The DHB's objectives and functions are set out in sections 22 and 23 of the NZPHD.

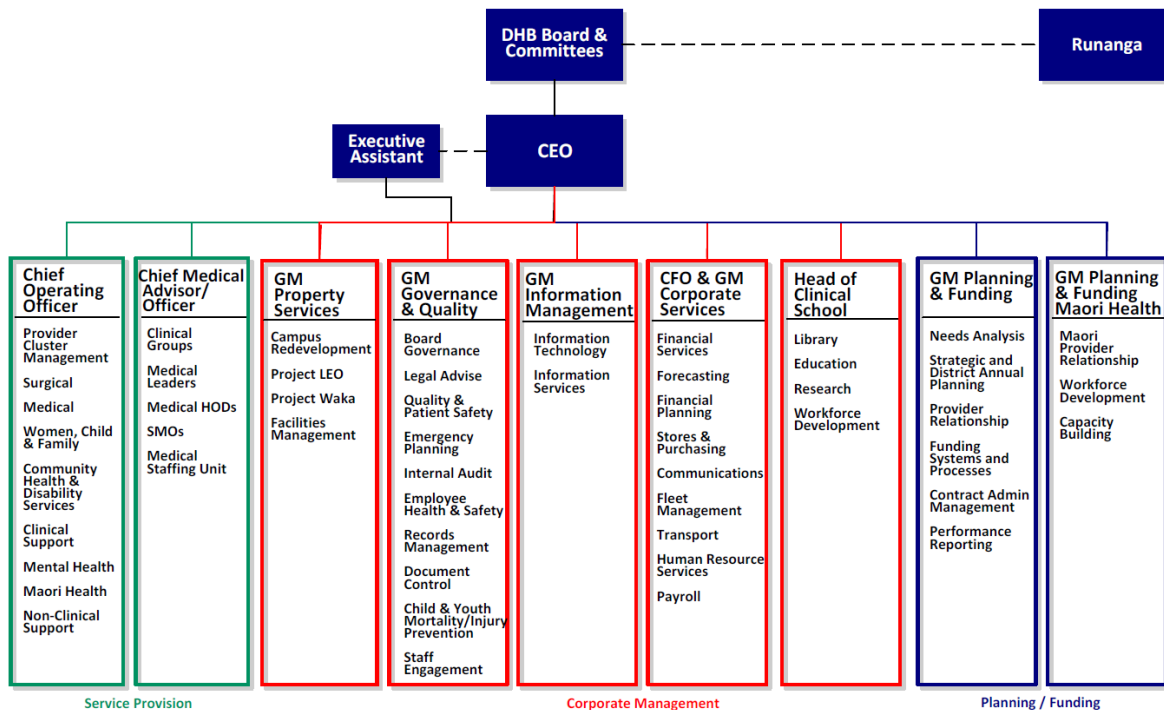
The BOPDHB services a region from Waihi Beach to East Cape and south to Ruatahuna, including five district council areas (Kawerau, Opotiki, Tauranga, Western Bay of Plenty and Whakatane). It operates two base hospitals at Tauranga and Whakatane and a range of community-based services. In addition, it is contracted to provide a range of community-based services in the Lakes district (Rotorua/Taupo).

# Structure

## Board and Committees



## Executive Management and Functions





## Records

- Administration records
- Patient records

## Documents relating to decision-making process

The Bay of Plenty DHB uses the following documents for decision-making purposes:

- New Zealand Health Strategy
- New Zealand Disability Strategy
- Other health strategies as issued by government agencies, including The New Zealand Primary Health Care Strategy and He Korowai Oranga (the New Zealand Māori Health Strategy)
- Crown Funding Agreements and Operational Policy Framework
- Policy and Procedures Manuals (both organisational and departmental).

## Contact

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

Bay of Plenty District Health Board

Private Bag 12024

Tauranga 3143

(07) 579 8000

[oiarequest@bopdhb.govt.nz](mailto:oiarequest@bopdhb.govt.nz)

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

# Broadcasting Standards Authority

## Te Mana Whanonga Kaipāho

### Governing Statutes

The Broadcasting Standards Authority was established by the Broadcasting Act 1989.

### Functions and Responsibilities

The functions of the Authority are set out in section 21 of the Act. They include (in summary):

Section 21(1) The function of the Authority shall be –

- (a) To receive and determine complaints
- (b) To publicise its procedures in relation to complaints; and
- (c) To issue to any or all broadcasters, advisory opinions relating to broadcasting standards and ethical conduct in broadcasting; and
- (d) To encourage the development and observance by broadcasters of codes of broadcasting practice appropriate to the type of broadcasting undertaken by such broadcasters in relation to –
  - (i) The protection of children
  - (ii) The portrayal of violence
  - (iii) Fair and accurate programmes and procedures for correcting factual errors and redressing unfairness
  - (iv) Safeguards against the portrayal of persons in programmes in a manner that encourages the denigration of, or the discrimination against, sections of the community on account of sex, race, age, disability or occupational status or as a consequence of legitimate expression of religious, cultural or political beliefs
  - (v) Restrictions on the promotion of liquor
  - (vi) Presentation of appropriate warnings in respect of programmes that have been classified as suitable only for particular audiences
  - (vii) the privacy of the individual
- e) To conduct research and publish findings on matters relating to standards in broadcasting.

## Structure

The Broadcasting Standards Authority consists of four members appointed by the Governor-General on the recommendation of the Minister of Broadcasting. A small secretariat based in Wellington services the Authority.

## Records

The main documents held by the Broadcasting Standards Authority concern complaints about breaches of broadcasting standards made to the Authority and research. The Office of the Ombudsman has advised that information relating to the Authority's determination of complaints – in its capacity as a tribunal, exercising its functions – is not 'official information' for the purposes of the Official Information Act. The Authority's decisions and research reports are all published on its website.

## Documents Relating to Decision-Making Process

Broadcasting Standards Authority's Policy and Operations Manual (April 2019)

## Contact

Chief Executive

Broadcasting Standards Authority

119 Ghuznee Street

PO Box 9213

WELLINGTON

Phone: (04) 382 9508 or Freephone 0800 366 996

Fax: (04) 382 9543

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

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

# New Zealand Blood Service

## Te Ratonga Toto O Aotearoa

### Governing Statutes

The New Zealand Blood Service (NZBS) is a Crown Entity established under the New Zealand Public Health and Disability Act 2000.

### Functions and Responsibilities

NZBS' primary purpose is the provision of blood and blood services to clinicians for the people of New Zealand. Its core activity is the safe, timely, high quality and efficient provision of blood services.

### Structure

The Board comprises up to seven non-executive members. Short and medium term management of the Service is delegated to the Chief Executive and, using Board policies, to the Executive Management Team comprising:

- Chief Executive Officer
- Direct Chief Executive Officer
- Director Finance and Corporate Services
- National Medical Director
- Director Human Resources and Organisational Development
- Director Planning and Supply Chain
- Consultant Director
- Director Quality and Regulatory Affairs
- Director Technical Services
- Director Business Improvement and Partnerships
- Director Donor Services.

## Records

NZBS keeps records in relation to its corporate activities, its manufacturing activities and its diagnostic activities. Manufacturing records are kept in accordance with the requirements of Good Manufacturing Practice (GMP) and are audited by Medsafe.

Diagnostic records are kept in accordance with the requirements of ISO 15189 and are audited by International Accreditation New Zealand (IANZ). NZBS also produces an Annual Report in accordance with the requirements of the Crown Entities Act 2004.

## Documents Relating to the Decision-Making Process

- Statement of Intent
- Statement of Performance Expectations
- Annual Plan
- Internal Policies and Procedures.

## Contact

### National Office

#### **New Zealand Blood Service**

Level 1, 71 Great South Road

Epsom 1051

Private Bag 92 071

Victoria Street West

Auckland 1142

Phone: (09) 523 5744

Facsimile: (09) 523 5754

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

### Blood Centres

#### **New Zealand Blood Service Auckland**

71 Great South Road

Epsom 1051

Private Bag 92 071

Victoria Street West,

Auckland 1142

Phone: (09) 523 5744

Facsimile: (09) 523 5754

### **New Zealand Blood Service Wellington**

7 Hospital Road

Newtown 6021

Private Bag 7904

Newtown

Wellington 6242

Phone: (04) 380 2243

Facsimile: (04) 389 560

### **New Zealand Blood Service Christchurch**

15 Lester Lane

Addington

PO Box 4156

Christchurch Mail Centre

Christchurch 8140

Phone: (03) 343 9040

Facsimile: (03) 343 9045

### **New Zealand Blood Service Waikato**

Gate 1, Waikato Hospital

21 Ohaupo Rd

PO Box 185

Waikato Mail Centre

Hamilton 3240

Phone: (07) 839 3679

Facsimile: (07) 839 3281

**New Zealand Blood Service Manawatu**

Palmerston North Hospital

Gate 12, Ruahine Street

PO Box 2056

Palmerston North Central

Palmerston North 4440

Phone: (06) 350 8563

Facsimile: (06) 350 8568

**New Zealand Blood Service Otago**

170 Crawford Street

Dunedin 9016

PO Box 6133

Dunedin North

Dunedin 9059

Phone: (03) 477 9920

Facsimile: (03) 477 9905

**New Zealand Blood Service –Manukau Donor Centre**

Unit B

116 Cavendish Drive

Manukau

Private Bag 92071

Victoria Street West



Auckland 1142

Phone: (09) 263 466

**New Zealand Blood Service –North Shore Donor Centre**

441 Lake Road

Takapuna

North Shore

Auckland 0622

Phone: (09) 489 8858

Facsimile: (09) 489 7039

**New Zealand Blood Service –Tauranga Donor Centre**

158 – 168 Cameron Road

PO Box 14242

Tauranga Mail Centre

Tauranga 3143

Phone: (07) 578 2194

Facsimile: (07) 578 2195



# Callaghan Innovation

## Governing Statutes

- Callaghan Innovation Act 2012
- Crown Entities Act 2004

## Functions and Responsibilities

### Mission Statement

Callaghan Innovation accelerates commercialisation of innovation by firms in New Zealand

### Main objective

To help New Zealand businesses develop and commercialise technology.

### Main functions

Callaghan Innovation's main functions are to:

#### Deliver services to businesses:

- Access to experts (connecting businesses with the right advisor, partner, mentor or technology provider)
- Technology and product development (taking an idea from concept to commercial reality with tailored R&D solutions)
- Innovation skills (building skills and capability so businesses are innovation-ready)
- Business collaborations (collaborative projects to reduce R&D costs and share industry knowledge).
- R&D Funding (a range of R&D grants to add scale, depth and return to R&D investments)

#### Build New Zealand's innovation capability:

- Inspiring current and future innovators - Getting today's and tomorrow's innovators excited about the possibilities and ambitious about growing bigger and faster.
- Collaborative sectors - Bringing clusters of businesses together to solve common industry problems.

- Technology networks - Connecting businesses to our networks of expertise, research, advice and funding.
- International partnerships - staying at the forefront of what's happening offshore to maximise opportunities in developments, trends and discoveries in New Zealand.
- 
- Support for start-ups – Founder Incubators, Technology Incubators, Accelerators
- Pilot plants, facilities and innovation precincts- Providing pilot plant services, state-of-the-art shared facilities and R&D expertise like the Gracefield Innovation Quarter and the New Zealand Food Innovation Network.
- The National Science Challenge - Science for Technological Innovation; a 10-year research programme involving all New Zealand universities, SCION, AgResearch, GNS and Lincoln Agritech.

## Structure

Callaghan Innovation Board (1 Chair, 7 Members)

Stakeholder advisory group to the Board (9 Members)

Callaghan Innovation Executive Leadership Team

- Chief Executive
- Chief Financial Officer
- General Manager, Research and Technical Services Operations
- General Manager, People and Capability
- General Manager, Market and Sectors
- General Manager, Commercial Business
- General Manager, Digital and Optimisation
- General Manager, Strategy, Impact and Insights

## Records

Annual reports, quarterly reports to shareholding Ministers, Grants applications, operational policies, client contracts and memoranda, corporate data and files

## Documents Relating to Decision-making processes

Ministerial Directions

- Criteria for Assessing Proposals for Funding Project and Student Grant Funding (NZ Gazette October 2018)
- Direction to Callaghan Innovation—Criteria for Assessing Proposals for Funding Growth Grant Funding (NZ Gazette October 2018)
- Internal operational policies including Board Delegations

## Publications

- Business Case 2013/14-2015/16
- Callaghan Innovation Annual Reports
- Callaghan Innovation Statements of Intent
- Statements of Performance Expectations
- 2018 Callaghan Innovation PIF proactive self-review
- A range of brochures and related material describing Callaghan Innovation's products and services

## Contact

0800 4 CALLAGHAN (0800 4 22552)

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

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

# Canterbury District Health Board

## Te Poari Hauora Ō Waitaha

### Governing Statute

The Canterbury District Health Board (Canterbury DHB) was established on 1 January 2001 under the New Zealand Public Health and Disability Act 2000.

### Functions and Responsibilities

The Canterbury DHB is one of 20 DHBs established to serve the population of their geographical district by funding, providing, or ensuring the provision of health services and/or disability support services.

The Canterbury DHB serves the areas under the control of seven territorial local authorities - Christchurch City, Ashburton, Banks Peninsula, Hurunui, Kaikoura, Selwyn and Waimakariri District Councils. In addition, it provides a number of services accessed by people primarily from the wider South Island community but also from the rest of New Zealand.

Community and Public Health is a division of the Canterbury DHB which delivers public health services in Canterbury, South Canterbury and the West Coast. Those services include the officers of Medical Officer of Health who have statutory powers and administer elements of the Health Act 1956 and other legislation.

The primary objectives, functions and responsibilities of DHBs are set out in the New Zealand Public Health and Disability Act 2000 (NZPHD).

### Structure

The organisational design reflects the objectives and functions of the Board by making provision for Planning and Funding (the funder/purchasing arm), the provision of Hospital and Specialist Services (the in-house provider arm).

Reporting to the Board, the Chief Executive Officer is responsible for all functions and services provided by the Canterbury DHB, the General Manager, Planning and Funding is responsible for providing advice and purchasing services on the health and disability support funding for the region (which has been devolved from the Ministry of Health).

The Board is supported by Advisory Committees: Community and Public Health Advisory Committee (CPHAC), Disability Support Advisory Committee (DSAC), Hospital Advisory Committee (HAC), and the Finance, Audit and Risk Committee (FARC).

## Records

Records relating to all aspects of the DHB's activities are maintained in either hard-copy or electronic form.

Records are physically located in a number of places, including hospitals and other facilities from which health and/or disability support services are provided.

Typically, patients' medical records, when not in active use on a ward or in some other clinical setting, are stored securely in centralised medical records areas.

Use is made of secure off-site storage, managed by records-management specialists, for some non-current records for which retrieval time is not a critical factor.

## Documents Relating to Decision-Making Processes

The Canterbury DHB has a comprehensive range of policy and procedures manuals that operate at different levels - i.e. DHB-wide, divisional-level, hospital-level, and service- or unit-level.

The Canterbury DHB has an informative website [www.cdhb.govt.nz](http://www.cdhb.govt.nz) from which a wide variety of information may be gained. Agendas, minutes and reports/papers for public meetings of the Board and its Statutory Advisory Committees are posted on the website.

Many of the organisation's publications may also be found there, including a number of policy and procedure manuals, as well as information about job vacancies and a range of organisational information.

## Contact

All requests for information should be directed to the Canterbury DHB at the following address:

Canterbury District Health Board Corporate Office

PO Box 1600

Christchurch

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

# Capital and Coast District Health Board

## Governing Statutes

Capital & Coast District Health Board (CCDHB) was established on 1 January 2001 by section 19 of the New Zealand Public Health and Disability Act 2000.

## Functions and Responsibilities

CCDHB has responsibility for planning, prioritising, funding and providing government-funded health care and disability support services for the people of Wellington, Porirua and the Kāpiti Coast.

CCDHB is the sixth largest DHB in New Zealand with more than 300,000 people living in the district. It also provides specialist tertiary-level services to people in the upper South and lower North Islands – servicing a population base of over 900,000.

CCDHB operates Wellington Regional Hospital, Kenepuru Hospital in Porirua, Kapiti Health Centre in Paraparaumu, a large mental health campus based at Porirua, and a number of community bases, and employs more than 4,300 full-time equivalent staff.

## Structure

CCDHB is a Crown Entity as per the Crown Entities Act 2004.

A Board made up of seven elected and four members, appointed by the Minister of Health govern CCDHB. The Board's role and duties are detailed in the New Zealand Public Health and Disability Act 2000.

CCDHB has three Statutory Advisory Committees:

1. Community and Public Health Advisory Committee – provides advice and recommendations to the Board on the health needs of the resident population. It also advises the Board on priorities for the use of the available health funding.
2. Disability Support Advisory Committee – provides advice and recommendations to the Board on the disability support needs of the resident population. It also provides advice and recommendations to the Board on priorities for the use of the available disability funding.
3. Hospital Advisory Committee – monitors, advises and provides recommendations to the Board on the financial and operational performance of the service provision arm of the DHB.

## Records

There are five broad categories of records and files maintained by CCDHB:

- Medical records (patient information)
- Personnel records (staff information)
- Administrative records (general)
- Governance records (Board minutes and papers)
- Provider contract files (contracts, correspondence and reports)

## Documents Relating to Decision-Making Processes

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

- Crown Funding Agreement and Operational Policy Framework
- Capital & Coast District Annual Plan
- Capital & Coast Statement of Intent
- Capital & Coast District Strategic Plan
- New Zealand Health Strategy
- New Zealand Disability Strategy
- other health strategies as issued by government agencies
- policy and procedures manuals (organisational and departmental).

## Contact

All requests for official information should be addressed to the chief executive at the address below. The request will be registered and forwarded to the appropriate department for reply.

### Chief Executive

Capital & Coast District Health Board

Private Bag 7902

WELLINGTON SOUTH

(04) 385 5999

OIA@ccdhb.org.nz

www.ccdhb.org.nz

# Chartered Professional Engineers Council

## Kahui Kaiwetepanga Ngaio Whaimana

### Governing Statutes

Established as a body corporate under the Chartered Professional Engineers of New Zealand Act 2002 (the Act), it is also subject to the Chartered Professional Engineers of New Zealand Rules (No 2) 2002 and the Chartered Professional Engineers of New Zealand (Appeals) Regulations 2002.

### Functions and Responsibilities

The purpose of the Council is to oversee aspects of and carry out the functions relating to the registration system, the code of ethics, and the complaints and disciplinary process within the engineering profession in New Zealand.

Specifically:

- to review and approve proposed rules containing Chartered Professional Engineering standards
- to hear appeals from decisions of the Registration Authority
- to review and report to the Minister of Building and Construction on the performance and exercise of the Registration Authority's and the Council's respective functions and powers.

### Structure

The Council's board must have at least six but no more than eight members appointed by the Governor-General on the recommendation of the Minister of Building and Construction as follows:

- three persons nominated by the Institution of Professional Engineers of New Zealand Incorporated (IPENZ)
- one person nominated by the Association of Consulting Engineers of New Zealand
- one person nominated by the Minister whom the Minister considers to be representative of consumers



- one to three other persons nominated by the Minister.

The inaugural Board in 2003 had eight members. The Council does not currently have any staff of its own but hires contractors when required to undertake secretarial, accounting and investigative functions.

## Records

Correspondence and general administration files, minutes of meetings and associated support material, appeal decisions, financial information, Annual Report, Statement of Intent and Statement of Objectives, Operating Protocol.

## Contact

Executive Officer

c/- Level 4, 32 The Terrace

PO Box 3058

Wellington 6140

New Zealand

[info@cpec.org.nz](mailto:info@cpec.org.nz)

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

# Children's Commissioner

## Manaakitia A Tatou Tamariki

### Governing Statutes

The Oranga Tamariki Act 1989 (formerly the Children, Young Persons, and Their Families Act 1989) established the appointment of a Commissioner for Children. Subsequently, the Children's Commissioner Act 2003 confirmed and extended the independent role and functions of the Commissioner and changed the name of the office to the Office of the Children's Commissioner.

### Functions and Responsibilities

We provide authoritative, independent advice on the wellbeing of children and young people and provide a voice for their views and best interests.

We review and perform the design and development of the strategies, policies and practices of Oranga Tamariki, the New Zealand Government's statutory child protection agency. We review samples of cases, visit Oranga Tamariki sites and residences and talk to children, young people, their families and whānau and other stakeholders. This results in feedback to Oranga Tamariki on areas of good practice and areas for improvement.

We advocate for better child well-being in New Zealand as independent experts on the wellbeing of children and young people.

We inform others using our expertise and advice to raise awareness of issues, identify constructive solutions based on best practice and evidence and influence others to prioritise, invest in and improve their services for and to children and young people.

In addition to our focus on vulnerable children, we respond to calls for submissions, select committee undertakings and stakeholder requests.

Our main functions include:

- encouraging the development within Oranga Tamariki, of policies and services that are designed to promote the wellbeing of children and young people;
- monitoring and investigating the actions of Oranga Tamariki and other agencies providing care services under the Oranga Tamariki Act 1989 and Children's and Young People's Well-being Act 1989;
- monitoring Oranga Tamariki residences as a National Preventive Mechanism in respect of the Optional Protocol to the United Nations Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT);

- systemic advocacy and investigation of issues compromising the interests, rights and well-being of children and young people;
- raising awareness and understanding of the United Nations Convention on the Rights of the Child and advancing and monitoring its application by the State;
- developing mechanisms for hearing and sharing children’s voices and perspectives;
- ensuring the voices of children and young people are included in our work and directly inform our monitoring findings and the advice we provide;
- demonstrating best-practice in listening to children and using their views in decision-making;
- providing child-centred advice to Select Committees, Ministers, government and non-government organisations;
- maintaining a ‘Child Rights and Advice’ telephone line;
- member of and providing advice to the Advisory Committee on Assisted Reproductive Technology (ACART);
- raising awareness of children’s interests among New Zealanders generally.

## Structure

Commissioner for Children – Judge Andrew Becroft

Corporate Services Manager – Patrick Labotsky

Manager Strategy, Rights and Advice – Donna Provoost

Manager Media & Communications – Rachael Bowie

Manager Monitoring and Investigations – Liz Kinley

## Records

The records and files held are those required by the Children’s Commissioner’s Office to conduct its normal business activity, plus those required by law to hold.

## Contact

Office of the Children's Commissioner

Level 7

110 Featherston Street

Wellington CBD



Postal address:

PO Box 5610

Phone number: (04) 471 1410 or 0800 A CHILD (0800 224453)

[children@occ.org.nz](mailto:children@occ.org.nz)

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

# Christchurch International Airport

## Te Whare Whai Matauraka Ki Otautahi

### Governing Statutes

Christchurch International Airport Ltd has statutory duties as detailed under the Airport Authorities Act 1966, the Airport Authorities Amendment Act 1997, the Civil Aviation Act 1990 and the Companies Act 1993.

### Functions and Responsibilities

Christchurch International Airport Ltd is a private company incorporated under the Companies Act 1993 with shares held by the Minister of Finance (12.5%), the Minister for State-Owned Enterprises (12.5%) and Christchurch City Holdings Ltd (75%), a wholly owned subsidiary of the Christchurch City Council.

Since 1 April 1988, the Company has carried on the airport business previously operated by the Christchurch Airport Authority.

### Structure

The Directors of Christchurch International Airport Limited are appointed by the shareholding Ministers and Christchurch City Holdings Limited. The number of Directors at any particular time are to be not more than six.

The Corporate Office is situated on the fourth floor of the Car Park Building. The Chief Executive Officer is responsible to the Directors for the day-to-day running of the Company. All of the Company's activities are concentrated at the Christchurch Airport.

### Executive Management Structure

Chair – Catherine Drayton

Chief Executive – Malcolm Johns

Chief Aeronautical and Commercial Officer – Justin Watson

Chief Operations and Property Officer – Blair Forgie

Chief Financial Officer – Tim May

General Manager Strategy and Sustainability – Rhys Boswell

General Manager Corporate Affairs – Michael Singleton

## **Records**

The records and files held are those required by an Airport Company to conduct its normal business activity plus those it is required by law to hold.

## **Documents Relating to Decision-Making Process**

Statements of Intent, annual reports and half-yearly reports are submitted to the shareholders.

## **Contact**

Christchurch International Airport Limited

Fourth floor, Car Park Building

PO Box 14001

Christchurch 8544

Phone: (03) 358 5029

Facsimile: (03) 353 7730

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

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

# Civil Aviation Authority

## Te Mana Rererangi Tūmatanui O Aotearoa

### Governing Statutes

The Civil Aviation Authority (CAA) was established by the Civil Aviation Act 1990 s 72B (1). The CAA operates under the Civil Aviation Act 1990 (the Act), rules and regulations made under the Act. The Aviation Security Service (Avsec) is a service established by the Civil Aviation Authority pursuant to section 72B(2)(ca) of the Civil Aviation Act.

### Functions and responsibilities

The CAA is a Crown Entity with the objective of undertaking its safety, security and other functions in a way that contributes to the aim of achieving an integrated, safe, responsive, and sustainable transport system.

The functions of the CAA are to:

- promote civil aviation safety and security in New Zealand
- promote civil aviation safety and security beyond New Zealand and in accordance with New Zealand's international obligations
- investigate and review civil aviation accidents and incidents in its capacity as the responsible safety and security authority, subject to the limitations set out in section 14(3) of the Transport Accident Investigation Commission Act 1990
- notify the Transport Accident Investigation Commission in accordance with section 27 of the Act of accidents and incidents notified to the Authority
- maintain and preserve records and documents relating to activities within the civil aviation system, the New Zealand Register of Aircraft and the Civil Aviation Registry
- ensure the collection, publication, and provision of charts and aeronautical information, and to enter into arrangements with any other person or organisation to collect, publish and distribute such charts and information
- provide to the Minister such information and advice as the Minister may from time to time require
- cooperate with, or to provide advice and assistance to, any government agency or local government agency when requested to do so by the Minister, but only if the Minister and the Authority are satisfied that the performance of the functions and duties of the Authority will not be compromised

- provide information and advice with respect to civil aviation, and to foster appropriate information education programmes with respect to civil aviation, that promote its objective
- enter into technical or operational arrangements, or both, with civil aviation authorities of other countries.

Further, the functions of the Director of Civil Aviation are to:

- exercise control over entry into the New Zealand civil aviation system through the granting of aviation documents under the Act
- take such action as may be appropriate in the public interest to enforce the provisions of the Act and of regulations and rules made under the Act, including the carrying out or requiring of inspections and monitoring
- monitor adherence, within the civil aviation system, to any regulatory requirements relating to
- safety and security, including (but not limited to) personal security
- access and mobility
- public health
- environmental sustainability
- any other matter, and
- ensure regular reviews of the civil aviation system to promote improvement and development of its safety and security.

## Avsec

### Principal activities

Avsec undertakes five principal activities

#### Screening passengers and their baggage

Avsec is responsible for pre-board screening at security designated airports. All departing international passengers and their carry-on baggage are screened. All departing domestic passengers, and their carry-on baggage, are screened where the passenger is travelling on an aircraft with 90 or more passengers on a regular service.

In the screening process, passengers and their carry-on baggage are inspected to ensure that prohibited items such as knives, firearms, incendiary devices, weapons, dangerous goods, explosives, or any other specified threat items, are not carried onto the aircraft. The screening process in the international environment also ensures passengers do not take more than the allowed quantity of powders liquids, aerosols and gels (PLAGs) into the cabin of the aircraft.



## **Screening checked baggage**

Using sophisticated explosive detection system equipment, Avsec screens all checked passenger baggage at international airports for threat items.

## **Airport patrols**

Avsec undertakes perimeter patrols and foot patrols at security designated aerodromes to ensure the prompt interception of persons unlawfully in security areas and to increase the safety of the flying public.

## **Non-passenger screening**

Since 2008 Avsec has implemented the screening of non-passengers e.g. airport workers entering security enhanced areas at the airport.

## **Airport identity cards**

Avsec issues and manages airport identity cards, including, by delegation from the Director of Civil Aviation, the government security check process.

# **Structure**

The CAA's governance is provided by the Authority, consisting of 5 members appointed in accordance with section 28(1)(a) of the Crown Entities Act 2004 (CEA).

The members of the Authority are the board for the purposes of the CEA and report directly to the Minister of Transport.

The member must be persons whom the Minister of Transport considers will represent the public interest in civil aviation. Two of those members must be persons representative of those who have a substantial interest in the New Zealand civil aviation industry.

## **Director of Civil Aviation**

From time to time the Authority appoints a chief executive of the Authority who is known as the Director of Civil Aviation.

## **The CAA**

The CAA structure consists of four groups as depicted in the Organisation Chart: Air Transport and Airworthiness; General Aviation; Infrastructure and Personnel; Executive Strategy and Governance. Legal Services, Corporate Services, Organisational Development and Aviation Security Service.

## Records

### The Civil Aviation Registry

The CAA maintains a Civil Aviation Registry in accordance with the requirements in section 74 of the Civil Aviation Act. Copies or evidence of the following must be recorded and maintained in the Registry:

- every current aviation document
- every Australian AOC with ANZA privileges
- The New Zealand Register of Aircraft
- every regulation made under the Act and every rule notified in the Gazette and for the time being in force
- advisory circulars
- any material incorporated into a rule by reference under section 36 of the Act
- every airworthiness directive issued by the Director under section 721(3A)
- every accident and incident notification given under section 26 of the Act
- every delegation, authorisation, and exemption granted in writing under the Act
- the address for service of every current applicant for an aviation document and of every current document holder
- all aeronautical information published under section 75 of the Act
- the current Service Charter and the current Performance Agreement with the Minister.

All the above documents will be made available for inspection by the public free of charge, in accordance with the provisions of the Official Information Act 1982. 'Documents' include electronic records.

### The CAA Website

The CAA Website ([www.caa.govt.nz](http://www.caa.govt.nz)) contains information about the CAA, its structure, personnel, functions, and processes. Persons seeking official information about the CAA should refer to this site in the first instance.

## Documents relating to decision-making processes

CAA Policy and Procedures Manuals for Airlines; General Aviation; Personnel Licensing and Aeronautical Services; Government Relations, Planning and Strategy; Safety Information; and Business Support; and the Avsec Operations Manual.

Other documents held include the National Aviation Security Programme, Guidelines and Protocols for the Handling of Legislative and Administrative Matters, International Air Transport Association Dangerous Goods Regulations 2001, Security Manual for Safeguarding Civil Aviation against Acts of Unlawful Interference.

Copies of legislation held include the Aviation Crimes Act 1972, Civil Aviation Act 1990, Civil Aviation Rules: Part 140, Health and Safety in Employment Act 1992, Human Rights Act 1993, New Zealand Bill of Rights Act 1993, Official Information Act 1982 and the Privacy Act 1992.

In People and Capability Unit, there are documents relating to the Performance Pay System, Recruitment Procedures, Selection Procedures' Recruitment Process, National Training Records, Training Outcome Agreement, Training Evaluation Forms, Post Training Assessment Forms, Extramural Study Reimbursement Role Objectives Plan and personnel files.

## Contact

All Official Information Act enquiries should be directed to:

Official Information and Privacy Adviser

Civil Aviation Authority

Level 15, Asteron Centre

55 Featherston Street

Wellington

P O Box 3555

Wellington

6011

Phone (04) 560 9400

Fax (04) 569 2024

[oia@caa.govt.nz](mailto:oia@caa.govt.nz)

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

# Commerce Commission

## Te Komihana Tauhokohoko

### Governing Statutes

The Commerce Commission is a Crown Entity established by the Commerce Act 1986. The Commission exists to enforce a number of general and specific regulatory regimes set out in the:

- Commerce Act 1986
- Credit Contract and Consumer Finance Act 2003
- Fair Trading Act 1986
- Electricity Industry Reform Act 1998
- Dairy Industry Restructuring Act 2001
- Telecommunications Act 2001.

### Functions and Responsibilities

The Commission is an independent, quasi-judicial body whose core business is to promote dynamic and responsive markets so that all New Zealanders benefit from competitive prices, better quality and greater choice.

The Commission's activities cover enforcement (investigations, litigation and the provision of information to the public) and regulatory control (adjudications and reports to Ministers).

### Commerce Act 1986

The aim of the Commerce Act is to promote competition in markets within New Zealand.

The Act:

- prohibits conduct that restricts competition (restrictive trade practices)
- prohibits the purchase of a business's shares or assets if that purchase leads to a substantial lessening of competition in a market
- allows the Commerce Commission to authorise proposed anti-competitive behaviour and mergers and acquisitions that lead to the substantial lessening of competition in a market, on public benefits grounds

- allows the Commerce Commission to recommend to the Minister of Commerce that specific goods and services be controlled. Under Part 4A, the Commission is given powers to impose control on electricity lines businesses, and to undertake related tasks.

## Credit Contracts and Consumer Finance (CCCF) Act 2003

This Act repealed the Credit Contracts Act 1981 and the Hire Purchase Act 1971, placing obligations on creditors with respect to disclosure requirements; calculation of fees, charges and interest; and oppressive conduct. It also enables consumers to seek reasonable changes to credit contracts on the grounds of unforeseen hardship and oppressive contracts.

## Fair Trading Act 1986

The aim of the Fair Trading Act is to protect consumers from misleading and deceptive conduct and unfair trading practices. The Act:

- prohibits businesses from engaging in misleading or deceptive conduct generally;
- prohibits certain types of false or misleading representations about employment, goods or services, including false claims that goods or services are of a particular price standard, quality, origin or history or that they have particular uses or benefits or that they have any particular endorsement or approval
- prohibits certain unfair trading practices
- provides for consumer information and product safety standards.

## Electricity Industry Reform Act (EIRA) 1998

The aim of the Electricity Industry Reform Act is to promote competition in electricity markets by requiring electricity lines businesses to be separated from generation and retail businesses. The Commission has an adjudication role that allows it to grant exemptions from the Act.

## Dairy Industry Restructuring Act 2001

The Commission has both enforcement and adjudication roles under the Dairy Industry Restructuring Act. The Act provides for the Commission to undertake enforcement action and requires the Commission to issue determinations to resolve disputes between Fonterra Co-operative Group Limited and other parties.

## Telecommunications Act 2001

The Commission monitors and reports on developments and trends in the telecommunications industry, determines access terms to telecommunications networks, determines and allocates the cost of the telecommunications service obligations, reports to the Government on the desirability of regulating or deregulating telecommunications services, and monitors and enforces Telecom's compliance with its operational and accounting separation obligations.

### Structure

The Commission currently comprises the Chair, Deputy Chair, the Telecommunications Commissioner, three Members, and five Associate Members.

The Governor-General, on the recommendation of the Minister of Commerce and Consumer Affairs appoints Commission members, who are selected for their knowledge of and experience in areas relevant to the Commission's interests. At least one Commission member must be a barrister or solicitor.

The Telecommunications Act created the position of Telecommunications Commissioner; the person in this role is a full member of the Commission and is appointed by the Governor-General on the recommendation of the Minister of Communications.

The Minister of Commerce and Consumer Affairs may appoint Associate Members.

### Records

The Commission annually publishes the Statement of Intent and Annual Report. Corporate records are held under a centralised records management system. Records include information that can be withheld under the Official Information Act. Categories and documents held include:

- registers of applications for adjudication decisions
- full texts of adjudication decisions
- case files of contacts received and investigations carried out
- minutes of Commission meetings
- administration files, correspondence and records concerning the day-to-day running and financial affairs of the Commission and operational and corporate policy and procedure statements.

The Commission's website ([www.comcom.govt.nz](http://www.comcom.govt.nz)) includes public registers, public versions of decisions, submissions from parties, media releases, practice notes, the Commission's Statement of Intent, the Annual Report and other publications.

## Documents Relating to Decision-Making Processes

Commission publications are available on its website at [www.comcom.govt.nz](http://www.comcom.govt.nz).

### Contact

If you have a OIA request or query, please email [uia@comcom.govt.nz](mailto:uia@comcom.govt.nz)

### Commerce Commission Offices

#### Wellington

L9, 44 The Terrace

PO Box 2351

WELLINGTON 6140

Phone: (04) 924 3600

Fax: (04) 924 3700

#### Auckland

L13,

55 Shortland St

PO Box 105-222

AUCKLAND 1143

Fax (09) 920 3481

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

# The Conservation Authority

## Te Pou Atawhai Taiao O Aotearoa

### Functions and Responsibilities

The Conservation Authority deals primarily with national issues and policy matters related to conservation management and national conservation issues. There are 14 regional Conservation Boards with specific responsibilities for their area. The focus of their work depends on the geographic features of the region. The main functions of the Conservation Authority are:

- approval of Conservation Management Strategies and National Park Management Plans
- approval of National Park General Policy
- advising the Minister on statements of general policy
- investigating new National Parks or areas for addition to existing National Parks
- investigating and advising the Minister or Director-General on conservation matters of national importance
- to review and report on DOC's management and budget priorities
- providing advice on Walkways
- participating in educational and publicity activities.

### Structure

The Conservation Authority consists of 13 members who are appointed by the Minister of Conservation. The appointments are made having regard to the interests of conservation, natural earth and marine sciences, and recreation. The Ministers of Māori Affairs, Tourism and Local Government are consulted regarding five of the appointments.

A further three members are appointed on the recommendation of the Royal Society of New Zealand, Royal Forest and Bird Protection Society and Federated Mountain Clubs. Te Runanga o Ngai Tahu nominates one member. Four members are appointed from public nominations. The Authority has a three-year term.

Administrative support services are provided by the Department of Conservation.



## Records

The Conservation Authority maintains:

- Conservation Authority Annual Report
- Authority minutes and agendas
- occasional publications and educational materials.

## Contact

The Manager

New Zealand Conservation Authority

PO Box 10420

WELLINGTON

Phone: (04) 471 3289

Fax: (04) 381 3057

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

# Department of Conservation

## Te Papa Atawhai

### Acts Administered

The main Act that the Department administers is the Conservation Act 1987. Principally, this Act establishes the Department of Conservation (DOC) and provides for the administration of land and natural and historic resources under the care of DOC. Apart from the Conservation Act 1987, the following Acts are also administered in DOC:

- Conservation (Infringement System) Act 2018
- Conservation Law Reform Act 1990
- Conservation (Natural Heritage Protection) Act 2013
- Canterbury Provincial Buildings Vesting Act 1928
- Freedom Camping Act 2011 (jointly administered by DOC and the Department of Internal Affairs)
- Game Animal Council Act 2013
- Harbour Boards Dry Land Endowment Revesting Act 1991
- Hauraki Gulf Marine Park Act 2000
- Kapiti Island Public Reserve Act 1897
- Lake Wanaka Preservation Act 1973
- Marine Mammals Protection Act 1978
- Marine Reserves Act 1971
- Mount Egmont Vesting Act 1978
- National Parks Act 1980
- Native Plants Protection Act 1934
- Ngai Tahu (Tutaepatu Lagoon Vesting) Act 1998
- Queen Elizabeth The Second National Trust Act 1977
- Queenstown Reserves Vesting and Empowering Act 1971
- Reserves Act 1977

- Stewart Island Reserves Empowering Act 1976
- Sugar Loaf Islands Marine Protected Area Act 1991
- Trade in Endangered Species Act 1989
- Tutae-Ka-Wetoweto Forest Act 2001
- Waitangi Endowment Act 1932-33
- Waitangi National Trust Board Act 1932
- Waitutu Block Settlement Act 1997
- Wild Animal Control Act 1977
- Wildlife Act 1953.

DOC also administers various legislative instruments under its legislation, including bylaws made under the National Parks Act 1980 and the Reserves Act 1977; Marine Reserve Orders made under the Marine Reserves Act 1971; Marine Mammals Protection Regulations; and Wildlife Orders.

In addition, DOC has powers and responsibilities under many other Acts and legislative instruments, including:

- Animal Welfare Act 1999
- Biosecurity Act 1993
- Crown Minerals Act 1991
- Fiordland (Te Moana o Atawhenua) Marine Management Act 2005
- Marine and Coastal Area (Takutai Moana) Act 2011
- Fire and Emergency New Zealand Act 2017
- Hazardous Substances and New Organisms Act 1996
- Health and Safety at Work Act 2015
- Official Information Act 1982
- Privacy Act 1993

and many other Treaty of Waitangi-related Settlement Acts, Protocols and Deeds of Recognition.

## Functions and Responsibilities

The Department of Conservation (DOC) came into existence on 1 April 1987 as a result of the then Government's restructuring of agencies involved in environmental administration.

Responsibilities of the Department include:

- national parks and conservation areas
- reserves and protected natural areas
- protected indigenous forests;
- protected inland waters, and wild and scenic rivers
- wildlife
- freshwater fisheries
- game birds
- historic resources on land administered by the Department
- managing marine reserves and protecting marine mammals.

Functions include:

- advising the Minister of Conservation in relation to the coastal provisions of the Resource Management Act
- managing, for conservation purposes, all land and other natural and historical resources held under the Conservation Act 1987 and all other land and natural resources, where the owner agrees that they should be managed by the Department
- preserving, so far as is practicable, all indigenous freshwater fisheries and protecting recreational freshwater fisheries and freshwater fish habitats
- advocating conservation of natural and historic resources, and generally promoting the benefits of conservation of natural and historic resources generally and within New Zealand, natural and historic resources in the sub-Antarctic Islands, Ross Dependency and Antarctica generally, consistent with relevant international agreements
- preparing and disseminating educational and promotional material relating to conservation
- fostering the use of natural and historic resources for recreation and for tourism subject to their conservation
- controlling mining and other commercial uses of lands and resources to protect conservation values;
- advising the Minister on conservation
- participating in international co-operation on conservation matters.
- conservation of these resources means their preservation and protection for the purpose of maintaining their intrinsic values, providing for their appreciation and recreational enjoyment by the public, and safeguarding the options of future generations.

## Structure

The Minister of Conservation is the Minister responsible for the Department of Conservation.

DOC's senior leadership team is led by a Director-General, supported by seven Deputy Directors-General, all based in Wellington.

## Records

In line with the Government Chief Information Officer's directive, DOC has adopted a digital-by-default service for record-keeping. DOC's records are arranged according to the following functional classifications:

- Conservation Awareness
- Conservation Management Planning
- Financial Management
- Historic Heritage
- Human Resource and Organisational Capability
- International Conventions
- Information Management
- Legal Compliance
- Liaison
- Management
- Natural Heritage
- Protected Area Management
- Recreation and Visitor Manager
- Statutory Advocacy and Planning
- Statutory Bodies Management
- Treaty of Waitangi

Publications are available on DOC's website, <https://www.doc.govt.nz/about-us/science-publications/>.

## Documents Relating to Decision-Making Processes

- Four-Year Plans and Output Plans are published on DOC's website, <https://www.doc.govt.nz/about-us/our-role/corporate-publications/>.

- Numerous policies, systems, and standard operating procedures are published internally. Some of DOC's standard operating procedures and policies are also published on DOC's website, [www.doc.govt.nz](http://www.doc.govt.nz).

## Contact

### National Office

Whare Kaupapa Atawhai / Conservation House

PO Box 10420

Wellington 6143

Phone: 04 471 0726

Email: [enquiries@doc.govt.nz](mailto:enquiries@doc.govt.nz)

Further information and contact information for local offices and visitor centres can be found on the website: [www.doc.govt.nz](http://www.doc.govt.nz).

# Department of Corrections

## Acts Administered

- Corrections Act 2004 and the Corrections Regulations 2005
- Sentencing Act 2002 (jointly with the Ministry of Justice)
- Sentencing Regulations 2002 (jointly with the Ministry of Justice)
- Parole Act 2002 (jointly with the Ministry of Justice)
- Parole Regulations 2002 (jointly with the Ministry of Justice)
- Sentencing Council Act 2007 (jointly with the Ministry of Justice)
- Public Safety (Public Protection Orders) Act 2014
- Parole (Extended Supervision Orders) Amendment Act 2014
- Returning Offenders (Management and Information) Act 2015

## Responsibilities

Corrections keep communities safe and change lives. Our work affects the lives of the general public, who we protect from criminal harm, victims, who have experienced first-hand the harm of crime, and offenders, who we rehabilitate through the provision of specialised programmes.

Our core responsibility is the management of New Zealand's corrections system. This role is a complex one and includes maintaining safe and secure custodial facilities for more than 10,000 prisoners, electronically monitoring defendants and high-risk offenders in the community, providing rehabilitation and reintegration services to offenders, running community work parties, providing support to registered victims and providing administrative services to the New Zealand Parole Board.

The majority of people in prison return to the community. By providing offenders with an environment and support to meet their rehabilitative needs, we can empower them to turn their lives around. This keeps us all safe.

The purpose of the Department of Corrections, as defined by the Corrections Act 2004, is to improve public safety and contribute to the maintenance of a just society by:

- ensuring that custodial and community-based sentences and orders imposed by the Courts and the New Zealand Parole Board are administered in a safe, secure, humane, and effective manner

- providing for Corrections' facilities to be operated in accordance with the Corrections Act 2004 that are based, amongst other matters, on the United Nations Standard Minimum Rules for the Treatment of Prisoners
- assisting in the rehabilitation of offenders and their reintegration into the community through the provision of programmes and other interventions
- providing information to the Courts and the New Zealand Parole Board to assist their decision-making.

We notify victims of crime, registered by the New Zealand Police on the Victims Notification Register, of information requirements as set out in the Victims' Rights Act 2002. We also refer registered victims to specialist support organisations for appropriate assistance.

We manage offenders:

- serving sentences and orders in the community, including those on Electronically Monitored (EM) bail
- remanded in custody
- serving custodial sentences.

Each week we manage around 10,000 people in prisons and 30,000 offenders in our communities. Our 10,000 staff are committed to supporting offenders to help them address their offending and gain skills that will help them lead a crime-free life.

## Structure

The Minister of Corrections is responsible for determining policy and exercising statutory powers and functions related to the Corrections portfolio.

The Minister is also responsible to Parliament for ensuring Corrections carries out its functions properly and efficiently.

The Corrections Act 2004 creates several powers and functions such as:

- giving general directions to the Chief Executive relating to the exercise of their powers and functions (Section 7)
- any other powers and functions conferred under the Corrections Act 2004 or regulations made under it (Section 7)
- setting pay rates for part-time Probation Officers
- declaring land or buildings to be a prison or community work centre (Section 30 and Section 32)
- requisitioning land and buildings in an emergency (Section 191)
- approving pay rates for working prisoners (Section 66)



- setting the cost of imprisonment so it can be deducted from the earnings of prisoners on Release to Work (Section 68)
- consenting to the Chief Executive contracting out escort and courtroom custodial services (Section 166 and Section 170).

## Chief Executive and Executive Leadership Team

Corrections operates six groups led by the Chief Executive and the Executive Leadership Team. Our one team approach ensures teams work together effectively.

- Chief Executive Corrections (Acting) – Jeremy Lightfoot
- National Commissioner Corrections Services – Rachel Leota
- Deputy Chief Executive, Finance, Property and Technology – Andrew Robertson
- Deputy Chief Executive, Service Development – Richard Waggott
- Deputy Chief Executive, Commercial Services – Chris Fry
- Deputy Chief Executive Māori – Topia Rameka
- Deputy Chief Executive Health (Acting) – Juanita Ryan

## Regional Commissioners

- Northern Region – Lynette Cave
- Central Region – Terry Buffery
- Lower North Region – Paula Collins
- Southern Region – Ben Clark

Within each region, a number of districts and a local management team work to find solutions for local issues. Frontline staff make sure that every interaction with offenders helps them to break the cycle of offending.

The five groups that report to the Chief Executive are:

## Corrections Services

Corrections Services is the operational arm of the Department, made up of all frontline service delivery positions operating across four regions, as well as specialist support groups based at National Office. This includes:

- Deputy National Commissioner
- Regional Commissioners
- Chief Custodial Officer

- Prisons
- Probation
- Māori Services
- Intelligence and Tactical Operations
- Prison Industries
- Service delivery frontline or operational support activities
- Operational performance and quality
- Risk and incidence response
- Operational planning and performance

Corrections Services works to reduce re-offending by offenders through a number of rehabilitation, reintegration and employment programmes. This includes case managing prisoners to assess, plan and manage their rehabilitation and reintegration needs.

## **Service Development**

The Service Development group was created under the Unifying our Effort strategy in 2012. The primary objective of Service Development is to build the Department's policy, practice and systems design capability and to provide expertise and support to Correction Services frontline. Service Development is also tasked with providing the vision for the Departments future service delivery models, options and opportunities. Service Development includes the following:

- Chief Probation Officer
- Chief Psychologist
- Psychological Services and Programmes
- Offender Health
- Research and Analysis
- Probation and Case Management
- Integrated Practice
- Policy
- Design and Implementation
- Employment and Transitions

## Corporate Services

Corporate Services provides advice and support to the Chief Executive and the Department across a range of specialist areas and activities.

- provides assurance to the Chief Executive that the internal controls, policies, risk management and procedures of the Department are being complied with effectively.
- ensures, from an operational perspective, that the actions and decisions taken by all our staff comply with the law and our legal obligations to the public and offenders
- provides strategic Human Resources co-ordination and management across the Department, including capability building and culture development. HR provides support for learning and development, employee health and safety, recruitment, employee relations, employment law and Payroll/Human Resources Management Information System.

The specific functions included in Corporate Services are:

- Secretariat and administration support for the Departments' governance framework
- Communications
- Ministerial Services
- Private Secretary support for the Minister
- Corporate Data and Evidence
- Cultural Capability
- Legal Services
- Audit Integrity and Risk
- Organisational Performance and Report
- Administration Services to the New Zealand Parole Board
- Safety and Wellbeing
- Human Resources

The New Zealand Parole Board is an independent authority which receives administrative support from Corporate Services.

## Finance, Property and Technology (FPT)

FPT provides a range of services to support the delivery of Corrections' core business to ensure Corrections can maintain consistent service delivery regardless of external events and crises.

The group comprises four key areas:

- Chief Digital Officer
- Chief Financial Officer
- Information Technology
- Finance
- Property
- Procurement

FPT is responsible for the provision of specialist advice and support in the areas of commercial and financial management, information and technology, facilities management, electronic security systems and administrative services.

## **Commercial Services**

Commercial Services has an emphasis on strengthening Corrections' capabilities and oversight in our relationships with public and private partners. The Deputy Chief Executive (DCE) Commercial Services is responsible for managing the Department's major contracted services.

This includes:


- Chief Procurement Officer
- Major contracts procurement and negotiation
- Commercial Assurance
- Commercial Delivery
- Commercial contracts and relationships

Commercial Services is responsible for the Public Private Partnership (PPP) at Auckland Prison, working closely with Corrections Services around the design and delivery of the project.

The DCE Commercial Services also supports the Major Outsourced Contracts Advisory Board (MOCAB). The MOCAB is an independent advisory board that provides advice and guidance on the Department's strategy for outsourced contracts and providing independent advice and expertise on the management of these contracts. The Board has particular emphasis on the performance of the external providers.

## **Records**

In addition to records of its governance, corporate functions and contracts management, the Department of Corrections maintains records pertaining to all aspects of the management of prisoners and offenders serving custodial and community-based sentences. The Department



also keeps operational and property records regarding the management of prisons and other Corrections sites.

## Contact

Department of Corrections

Private Box 1206

Wellington 6140

New Zealand

(04) 460 3000 (Mon-Fri 7.30am-5.30pm)

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

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

# New Zealand Council for Educational Research

## Te Rūnanga o Aotearoa mō te Rangahau i te Mātauranga

### Governing Statutes

The New Zealand Council for Educational Research was established under the NZCER Act 1945, and now operates under the NZCER Act 1972.

### Functions and Responsibilities

The New Zealand Council for Educational Research is a statutory body, whose functions are defined in the 1988 revision of the NZCER's Act as:

- to foster the study of, and research into, educational and other like matters, and to prepare and publish such reports on these matters as may in its opinion be necessary or of value to teachers or other persons
- to furnish information, advice, and assistance to persons and organisations concerned with education and other similar matters
- For many years, these functions have been translated into action in the following ways:
  - by research on a wide variety of educational issues and practices
  - by the maintenance and development of advisory and information services, including services for test users
  - by the preparation of assessment measures for New Zealand schools
  - by the publication of a wide range of books, tests and information products, specifically designed for New Zealand teachers and schools
  - by the marketing of books, tests and other materials prepared by the Council or related organisations in other parts of the world.

### Structure

The Act provides for a Council of nine members, one appointed by the Minister of Education, five appointed on election by an Electoral College, and up to three co-opted members. The Electoral College, which is established by Order in Council on the recommendation of the

Minister of Education after consultation with the Council, has to be broadly representative of groups and bodies concerned with the conduct of education or educational research in New Zealand and has included distinguished New Zealand educators.

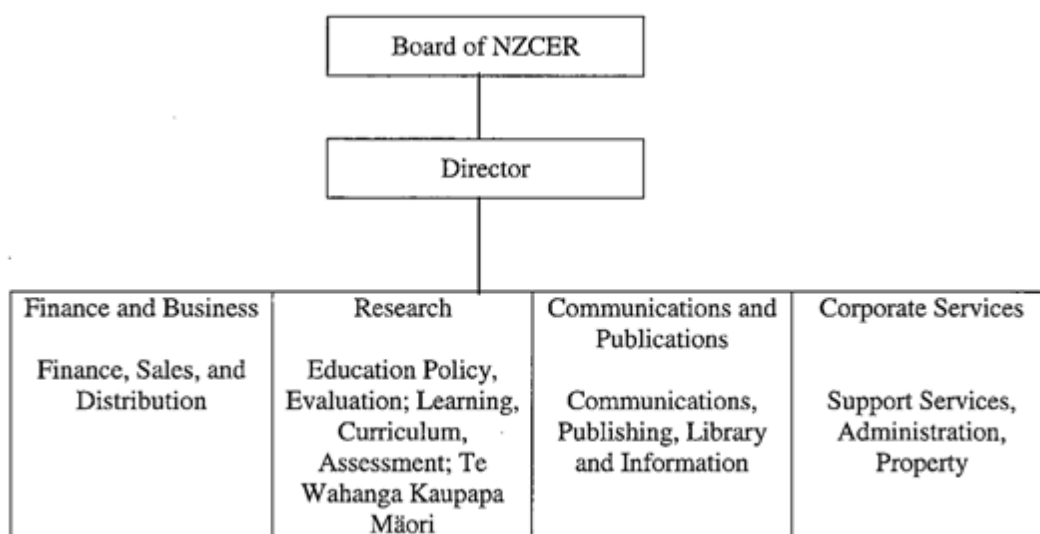
The Chief Executive of the Council is its Director, and it maintains a staff of about 50 in its Wellington offices.

## Records

The Council maintains records relating to its research projects, publications, advisory services, and distribution services. Both electronic and hard copy records of instruments and progress reports of all projects and outputs are held.

Questionnaires or other research instruments carry a statement that information is being collected on a confidential basis for the purposes of a particular research project and will not be made available to other individuals or used for other purposes.

Statutory functions do not include responsibility for decisions affecting individuals, other than by the publication of test or other assessment measures which could be used for this purpose, by those qualified to do so.



## Documents Relating to Decision-Making Processes

The following manuals are held:

- NZCER Policy Handbook, which contains NZCER core and operational policies
- NZCER Personnel Procedures Manual, which contains guidelines and procedures relating to conditions of employment of NZCER staff
- NZCER Returning Officer's Manual, which contains rules for the returning officer defining procedures for the conduct of elections to the governing board of the Council

- NZCER Council Code of Conduct, which contains information relating to the responsibilities of members of the governing board of the Council.

## Contact

Graeme Cosslett, Director

(04) 802 1387

[graeme.cosslett@nzcer.org.nz](mailto:graeme.cosslett@nzcer.org.nz)

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

Phone: (04) 384 7939

Fax: (04) 384 7933

Level 10, West Block Education House 178–182 Willis Street

PO Box 3237

Wellington 6140



# Counties Manukau District Health Board

## Functions and Responsibilities

Counties Manukau District Health Board serves a population of 520,000 living in south Auckland.

Counties Manukau District Health Board has a shared vision to work in partnership with communities to improve the health status of all, with particular emphasis on Māori and Pacific peoples and other communities with health disparities.

The functions of Counties Manukau District Health Board are divided into three areas:

- Governance and administration
- Funder activities
- Provider activities

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

## Our strategic goal

We care about achieving health equity for our community.

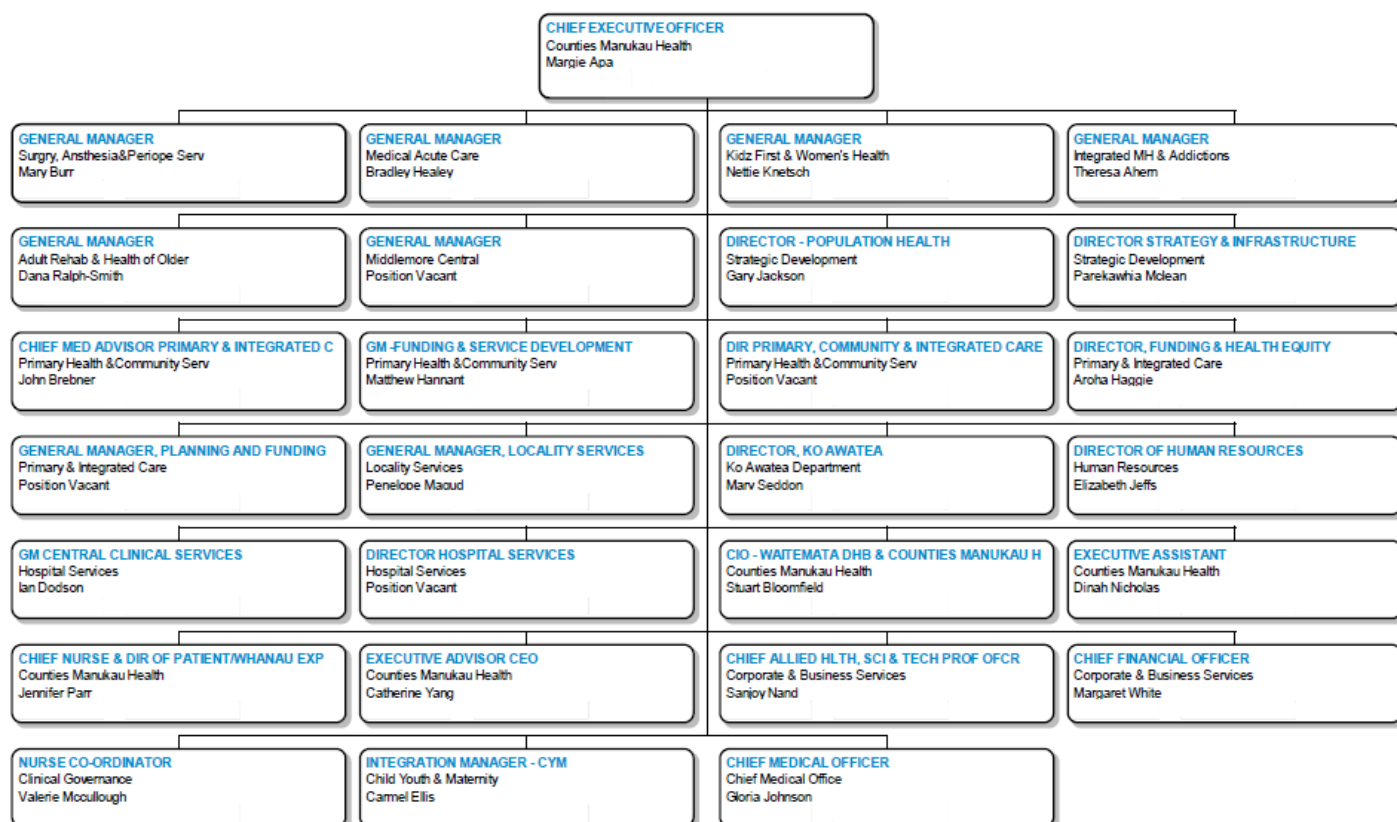
Together, the Counties Manukau health system will work with others to achieve equity in key health indicators for Māori, Pacific and communities with health disparities by 2020.

We will measure the impact we have on healthy life years every year. This is our commitment to act and be deliberate in our choices and priorities.

This means that people will live longer healthier lives in the community.

# Structure

## Counties Manukau Health



## Governance and Administration

The governance of Counties Manukau District Health Board and the administration of the funding activity.

The Board has established a number of Committees. Three of these are required by legislation\*.

### Community & Public Health Advisory Committee\*

Provides advice to the Board on the range of services that will best meet the local health improvement and independence objectives, whilst recognising both resource constraints, the requirements of the national policies and strategy, as well as taking into account the diverse and unique community.

### Hospital Advisory Committee\*

Provides advice to the Board on the performance of the provider arm.

### **Disability Support Advisory Committee\***

Provides advice to the Board on issues facing people with disabilities and how these can best be addressed.

### **Māori Health Advisory Committee**

Provides advice to the Board on Māori health improvement.

### **Audit Risk & Finance Committee**

Provides advice to the Board, reviews the annual financial statements, manages the relationship with external auditors, ensures compliance with statutory financial requirements and approves annual budgets.

### **Funder Activities**

This is the funding of health and disability service providers through service agreements, including the funding of provider arm services through a service level agreement. Funding covers personal health (i.e. primary, secondary and tertiary care services, Māori health, Pacific health, primary referred services and oral health), mental health, and services for older people.

Although the Ministry of Health retains funding responsibility for the remaining health and disability services including primary maternity, disability services for those under 65 years of age, public health and national personal health contracts, the DHB has overall responsibility for meeting the health and disability needs for the community it serves.

### **Provider Activities**

This covers provision of health services by the provider arm. Counties Manukau District Health Board provides a wide range of secondary core services. This includes hospital services from its facilities at Middlemore Hospital, including Kidz First Children's Hospital and emergency care services from the busiest emergency care department in Australasia. Elective services are conducted at the SuperClinic and Manukau Surgery Centre, Browns Road, Manurewa. Satellite facilities are at Botany (maternity and outpatient services), Otara (Spinal Clinic) Papakura, Pukekohe and Waiuku, and these also have a range of community services.

Counties Manukau District Health Board also provides the following tertiary specialist services:

- Orthopaedic surgery
- Plastic, reconstructive and maxillo-facial surgery
- Spinal injury rehabilitation
- National Burn Centre
- Hand surgery
- Neo-natal intensive care

## Records

There are five broad categories of records and files maintained by the Counties Manukau District Health Board:

- Medical records (patient information)
- Personnel records (staff information)
- Administrative records (general)
- Governance records (Board minutes and papers)
- Provider contract files (contracts, correspondence and reports)

### Documents Relating to Decision Making Processes

Principal manuals and documents held by Counties Manukau District Health Board are:

- clinical policies
- Human Resources policies
- Annual Plans
- Strategic Plans
- Statements of Intent
- Annual Reports
- Crown Funding Agreements
- service agreements with providers
- minutes of meetings (including Board, Board Committees and Clinical Board)
- miscellaneous memoranda issued by staff holding positions of responsibility
- financial instructions
- industrial awards and agreements and health service determinations.

Counties Manukau District Health Board maintains filing systems for all relevant material.

## Contact

**All Official Information Act requests should be directed to:**

The Chief Executive Officer

Counties Manukau District Health Board

Private Bag 94052 Manukau, Auckland 2241

## Electronic submission of OIA requests

- **CMDHB website form:** [countiesmanukau.health.nz/about-us/official-information-act-requests/](https://countiesmanukau.health.nz/about-us/official-information-act-requests/)
- **Email account:** OIA Request (CMDHB) - OIA.Request@middlemore.co.nz

# Creative New Zealand

## Arts Council of New Zealand Toi Aotearoa (Creative New Zealand)

### Governing Statutes

Creative New Zealand is established by the Arts Council of New Zealand Toi Aotearoa Act 2014 (the Act).

### Functions and Responsibilities

The Act sets out the purpose of Creative New Zealand: to 'encourage, promote, and support the arts in New Zealand for the benefit of all New Zealanders' (section 3).

The Act sets out Creative New Zealand's principal functions:

- to encourage, promote, and support the arts in New Zealand for the benefit of all New Zealanders
- to promote the development of a New Zealand identity in the arts
- to allocate funding to projects for professional and community arts, including funding for Māori arts, and the arts of the Pacific Island peoples of New Zealand and the arts of the diverse cultures of New Zealand
- to uphold and promote the rights of artists and the right of persons to freedom in the practice of the arts
- to maintain relationships with other agencies and organisations
- to give advice to the Minister on any matter relating to or affecting the functions of the Arts Council.

As its governing body, the Arts Council sets the priorities and strategic direction of Creative New Zealand.

### Strategic Direction

As outlined in Creative New Zealand's medium-term strategy Statement of Intent Tauākī Whakamaunga Atu 2019-2029 our strategic direction comprises three parts:

**How we create long-term value for New Zealanders** – what we want to achieve (our vision) and how we create value (our Creating value for New Zealanders model),

underpinned by our legislative mandate and how we work (our purpose, our values and Te Waka Toi Pātaka, our Mātauranga Māori Framework).

**What we want to achieve** by 2029 – our goals:

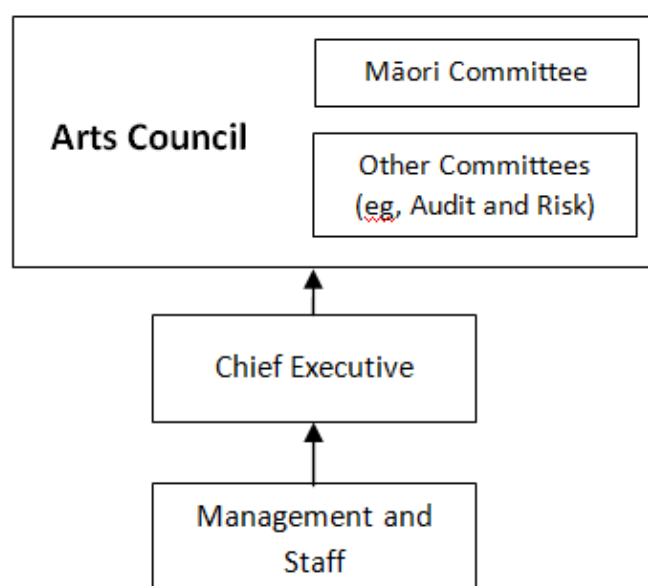
- We can clearly articulate how our work and engagement in the arts delivers value for all New Zealanders
- We grow the confidence of others in us and attract greater resources for the arts, recognising their contribution to the wellbeing of New Zealanders
- We have the strategies, services and operational capacity to drive development of the arts in New Zealand
- We work collaboratively with others developing a dynamic and resilient arts sector, and building support for New Zealand arts in Aotearoa, Te Moana-nui-a-Kiva and the world.

**How our work links to government priorities** – aligning the value we create with Ministers’ priorities for the Arts, Culture and Heritage portfolio, and the Treasury’s Living Standards Framework.

In addition to the SOI, each year Creative New Zealand publishes a Statement of Performance Expectations (SPE) which sets out the organisation’s planned activity, performance targets and forecast financial information for the relevant financial year.

These documents can be found on Creative New Zealand’s website: [www.creativenz.govt.nz](http://www.creativenz.govt.nz)

## Structure



The Act sets the framework for a council consisting of 13 members appointed by the Minister for Arts, Culture and Heritage.

Council members have a wide range of skills and experience. The Council has a minimum of four members with knowledge of knowledge ngā toi Māori, (Māori arts), te ao Māori (a Māori world view), tikanga Māori (Māori protocol and culture). These members are appointed in consultation with the Minister for Māori Development. Under our Act they form a committee to advise the Council on matters relevant to the Council's functions in relation to Māori, and any other functions the Council delegates to the committee.

Two Arts Council members are appointed with knowledge of the arts and traditions, or cultures, of the Pasifika peoples of New Zealand, in consultation with the Minister for Pacific Peoples.

Management and staff provide administration and management services to the Council as well as offering specialist artform and funding advice. They also advocate for the arts to a variety of stakeholders, including central and local government, and offer capability building programmes and provide leadership for the sector.

Creative New Zealand staff are principally based in Wellington and Auckland.

## Records

Creative New Zealand holds a complete public record of its functions and activities. These records are progressively archived or disposed of under the Public Records Act 2005 and many are consequently now in the custody of Archives New Zealand.

The Creative New Zealand central filing system is the repository for records relating to the work of all its staff. Records relating to the activities of the Auckland office are held for a period of time and then transferred to the Wellington office.

Where access to funding application files is sought, the provisions of the Official Information Act 1982 and Privacy Act 1993 apply.

The organisation holds the following categories of records:

- Project funding applications
- Annual and multi-year funding applications
- Administration (eg, governance and management, corporate services, initiatives and strategies)
- Management and administration of the Creative Communities Scheme
- A register of public nominations to the Arts Council and external assessment committees.

## Community Arts Providers

Under the Act, territorial authorities have formally agreed to act as community arts providers and administrate the distribution of Creative New Zealand funds to communities through



local assessment committees. The scheme under which this distribution occurs is known as the Creative Communities Scheme.

Funds are disbursed through local, representative assessment committees, according to specific guidelines that ensure local knowledge and priorities are in place to support diverse local arts activities. All of New Zealand's 67 territorial authorities have a written agreement with Creative New Zealand to administer funding and report on the grants process for the Creative Communities Scheme.

## Documents Relating to Decision-Making Process

Information about available funding can be found on Creative New Zealand's website at [www.creativenz.govt.nz](http://www.creativenz.govt.nz) under the 'Find Funding' section.

Other documents related to decision-making processes, as of August 2019, include:

- Creative New Zealand's organisational policies
- Investment client guidelines
- Funding round guidelines
- Creative Communities Scheme guidelines

## Publications

Creative New Zealand offers a host of information on its website at [www.creativenz.govt.nz](http://www.creativenz.govt.nz)

This information includes:

- Statements of Intent
- Statements of Performance Expectations
- Briefings to Incoming Ministers for Arts Culture and Heritage
- Annual Reports
- Artform reviews
- Chief Executive expense disclosures

## Contact

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

### Wellington office

Level 2, 2-12 Allen Street

PO Box 3806



Wellington 6040

Phone: (04) 473 0880

Fax: (04) 471 2865

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

**Auckland Office**

Level 1, Southern Cross Building

Cnr High and Victoria Streets

PO Box 1425

Auckland 1140

Phone: (09) 373 3066

Fax: (09) 377 6795

[northern@creativenz.govt.nz](mailto:northern@creativenz.govt.nz)

**Christchurch contact**

[southern@creativenz.govt.nz](mailto:southern@creativenz.govt.nz)

# Crown Law Office

## Te Tari Ture O te Karauna

### Acts Administered

Crown Law does not administer, nor is it responsible for, any Acts of Parliament.

### Functions and Responsibilities

#### Purpose

Crown Law is a government department that provides legal advice and representation to government (in matters affecting the executive government). The focus is particularly on criminal, public and administrative law. Crown Law supports the Attorney-General and the Solicitor-General. Crown Law serves the Crown and upholds the rule of law.

#### The Principal Law Officers

The Attorney-General is the senior Law Officer of the Crown. Their principle responsibility is for the Government's administration of the law. The Attorney-General's also a Minister of the Crown, with ministerial responsibility for Crown Law.

The Solicitor-General is the junior Law Officer, and is the Government's chief legal advisor, subject to any views expressed by the Attorney-General, and chief advocate in the courts. The Solicitor-General is an official of government and Chief Executive of Crown Law. In addition, the Solicitor-General is responsible for the conduct of the prosecution of serious crime and also has a number of specific statutory duties and functions to perform.

The focus is on core Crown legal work. This includes matters of such significance for the Crown that they should be undertaken under the supervision of the Law Officers. It equates to the core legal work for which the Law Officers are constitutionally responsible.

#### Functions

Crown Law supports the Crown in many unique and varied legal matters. The wide-ranging areas include:

- Human rights
- Land and environment interests

- Social services
- Citizenship
- Cultural issues
- Protection of revenue
- International obligations
- The Treaty of Waitangi and Crown-Māori relations.

Crown Law participates in crucial All-of-Government (AoG) responses to national disasters and inquiries, such as the recovery after the Christchurch earthquakes. Crown Law are also responsible for managing and supervising the Crown Solicitor Network (CSN) in the conduct of Crown prosecutions, and for providing oversight of public prosecutions conducted by government agencies. Protocols in the form of the Cabinet Directions on the Conduct of Crown Legal Business 2016 have been developed to guide government, departments and ministries in the use of Crown Law's legal services.

Crown Law has no specific responsibility for policy formation or for the development of legislation. Crown Law contributes to policy work led by government agencies (mainly the justice sector) where that work has implications for the Law Officers, Crown Law, and/or the Crown Solicitors.

Crown Law's policy work programme is mostly focused on criminal justice proposals, constitutional proposals and those relating to functions such as the Solicitor-General's role in coronial inquests or the role of the Attorney-General as protector of charities.

## Structure

### Governance

The Leadership Team, comprised of the Solicitor-General, three Deputy Solicitors-General and Deputy Chief Executive, recognises that enhanced collective leadership and management capability are essential for Crown Law's success. The Leadership Team, individually and collectively, are committed to improving the leadership, strategic focus, and management of Crown Law.

Crown Law's leadership and governance is supported by the governance framework. The framework distinguishes between strategic leadership and operational management. This ensures Crown Law is directing the right capability to the right level of governance. This approach helps to maximise the use of resources without jeopardising the appropriate level of oversight, management and monitoring.

The strength of the main governance bodies, such as the Leadership Team and Operational Management Committee, is enhanced by groups and committees such as the Audit and Risk Committee, Project Steering Committees and the Professional Standards Committee.

An integrated system of monitoring and reporting supports the governance bodies to demonstrate Crown Law’s performance. Business data and associated measures will continue to provide assurance of performance for internal management and external stakeholders.

## Organisation and Management

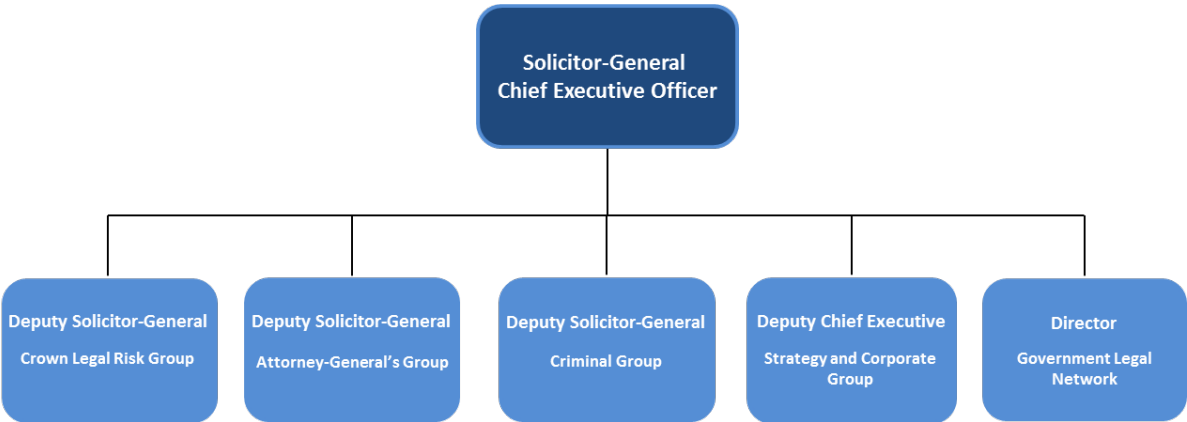
The Solicitor-General is the Chief Executive of Crown Law. Crown Law has three legal groups: Criminal Group, Attorney-General’s Group and Crown Legal Risk Group, supported by specialist legal teams. The groups are headed by Deputy Solicitors-General who report directly to the Solicitor-General. Further, the Strategy and Corporate Group, comprises corporate service functions and is headed by the Deputy Chief Executive reporting directly to the Solicitor-General. The Solicitor General, as the Head of Profession, also leads the Government Legal Network (GLN). The GLN is a collaboration of more than 800 lawyers who work in government departments. Its main objective is to provide high-quality legal advice, services and value to the Crown, contributing to delivery of the Government’s priorities.

Further information about Crown Law, its organisation and services, may be found at [www.crownlaw.govt.nz](http://www.crownlaw.govt.nz).

## Future Changes

The Solicitor-General may, from time to time, make changes to the composition and workload of legal groups and teams in response to emerging trends in the law and to address the demands for responsive, timely, cost-effective and high-quality service provision to clients.

## Structure



## Records

Crown Law holds the following categories of records:

- case files for each matter referred to Crown Law for advice or representation (litigation). (This category of records is normally covered by legal professional privilege. Any inquiries in respect of such matters will be redirected to the client who briefed Crown Law.)
- corporate files, which contain organisation, personnel, finance and administration policies and procedures
- corporate correspondence and records concerning the day to day operations and financial affairs

## Documents Relating to the Decision-Making Process

Documents that relate to decision-making processes include:

- Professional Standards for Advice and Litigation
- Office Policies and Procedures.

## Contact

The contact for general correspondence and Official Information Act enquiries is:

The Solicitor-General

Crown Law

PO Box 2858 or DX SP20208

WELLINGTON

Phone: (04) 472 1719

Fax: (04) 473 3482

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

Official Information Act enquiries may be emailed [uia@crownlaw.co.nz](mailto:uia@crownlaw.co.nz)

General information enquiries may be emailed to [library@crownlaw.govt.nz](mailto:library@crownlaw.govt.nz)

# Ministry for Culture and Heritage

## Manatū Taonga

### Acts Administered

Manatū Taonga – the Ministry for Culture and Heritage commenced operations on 1 September 1999. It replaced the former Ministry of Cultural Affairs.

- Anzac Day Act 1966
- Arts Council of New Zealand Toi Aotearoa Act 2014
- Broadcasting Act 1989 (Parts I-IV and Section 81)
- Cultural Property (Protection in Armed Conflict) Act 2012
- Flags, Emblems and Names Protection Act 1981
- Heritage New Zealand Pouhere Taonga Act 2014
- Museum of New Zealand Te Papa Tongarewa Act 1992
- National War Memorial Act 1992
- National War Memorial Park (Pukeahu) Empowering Act 2012
- New Zealand Film Commission Act 1978
- New Zealand Symphony Orchestra Act 2004
- Protected Objects Act 1975
- Radio New Zealand Act 1995
- Radio New Zealand Amendment Act 2016
- Seddon Family Burial Ground Act 1924
- Sovereign's Birthday Observance Act 1952
- Television New Zealand Act 2003
- Waitangi Day Act 1976.

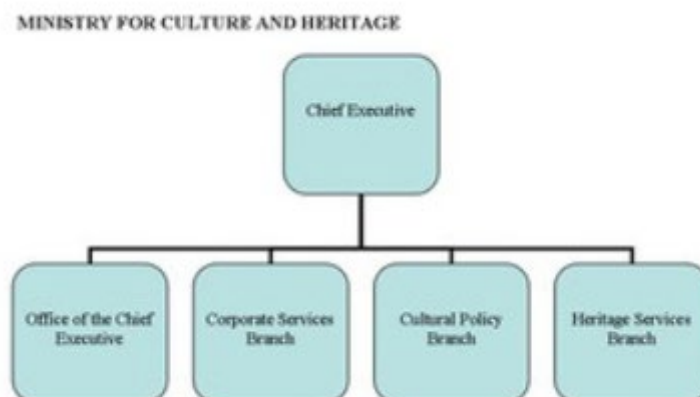
## Functions and Responsibilities

The Ministry's role is to help make New Zealand's culture visible and accessible. The Ministry is responsible for:

- Provision of policy advice on arts, culture, heritage and broadcasting issues, as determined in consultation with Ministers, including legislation, major policy proposals, and developments and initiatives that have significance to the sector
- Management and disbursement of payments to a number of arts, heritage, broadcasting and sports sector organisations, and the monitoring of the Crown's interests in these organisations
- Provision of other negotiated services to Ministers, including the preparation of replies to ministerial correspondence, and general services that assist Ministers in discharging their portfolio obligations to Parliament
- Research, writing and publication of New Zealand history, as oral interviews, online and in book form, including NZHistory
- Administration of grants and the provision of advice about New Zealand history; • research, writing and publication of major reference works, including Te Ara — The Encyclopaedia of New Zealand
- Management of national monuments, war graves and historic graves
- Management of the Pukeahu National War Memorial Park
- National commemorations programme
- Administration of the Protected Objects Act 1975
- Administration of legislation relating to the symbols and emblems of New Zealand sovereignty (including the administration of the New Zealand Flag, New Zealand National Anthems and the New Zealand Coat of Arms) and to commemorative days
- Administration of the Regional Culture and Heritage Fund, the Government Indemnity to Museums policies and the Commemorating Waitangi Day Fund.



## Structure



### Chief Executive

- Pou Ārahi Whakahaere
- Organisational Performance
- Policy and Sector Performance
- Delivery

The Ministry is a small agency organised into four areas: Pou Ārahi Whakahaere, Organisational Performance, Policy and Sector Performance, and Delivery.

## Records

The Ministry holds records on each of the cultural sector organisations for which it manages the Government's funding, and on other cultural sector issues. The Heritage Operations Unit maintains a register of New Zealand war dead and can trace the location of Commonwealth war graves. The Ministry also holds corporate files connected with the running of the organisation.

## Grants

The Ministry administers various historical awards. This includes the New Zealand History Research Trust Fund Awards which provides grants to research and write historical projects; And the New Zealand Oral History Awards which gives financial assistance to oral history projects. On-line application forms for these two awards can be found on the Ministry's website.

The Ministry also administers the Commemorating Waitangi Day Fund, which is designed to support activities that commemorate the signing of the Treaty of Waitangi as well as promote nation building and community building. The Ministry's website provides information about

how to apply for the history awards (including the application forms) and the Commemorating Waitangi Day Fund:

[www.mch.govt.nz/funding-nz-culture](http://www.mch.govt.nz/funding-nz-culture)

## **Contact**

Ministry for Culture and Heritage

PO Box 5364

Level 1, former Public Trust Office

131-135 Lambton Quay

WELLINGTON 6140

Phone: (04) 499 4229

Fax: (04) 499 4490

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

## **Websites**

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

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

[www.nzhistory.net.nz](http://www.nzhistory.net.nz)

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

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

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

[www.28maoribattalion.org.nz](http://www.28maoribattalion.org.nz)

[ww100.govt.nz](http://ww100.govt.nz)

# Customs Service, New Zealand

## Te Mana Ārai O Aotearoa

### Acts Administered

Customs and Excise Act 1996

### Functions and Responsibilities

The New Zealand Customs Service (Customs) protects and enhances the interest of New Zealand by managing security and community risks associated with the flows of people, goods and craft into and out of New Zealand, and by collecting customs and excise revenue. Our Māori name – Te Mana Ārai o Aotearoa – translates as the authority that screens and protects New Zealand.

We undertake border management by:

- assessing and checking passengers and their baggage
- intercepting contraband (such as illegal drugs and other prohibited items)
- checking cargo and mail
- assessing and collecting customs duties, excise taxes and goods and services tax (GST) on imports
- protecting New Zealand businesses against illegal trade
- enforcing import and export restrictions and prohibitions
- collecting accurate import and export data.

We use intelligence and risk assessment to target our physical checks of containers, vessels and travellers. We also conduct investigations and audits and, where applicable, prosecute offenders.

We engage in cooperation and coordination in policy development and operational activity with a wide range of other agencies to better achieve all-of-government outcomes.

### Structure

The Comptroller of Customs is the Chief Executive of the New Zealand Customs Service.

The Comptroller is supported by the Deputy Comptroller Operations, Chief Information Officer and Group Managers with responsibility for Finance, Strategy & Performance, Policy, Legal & Governance, and People & Capability.

## Records

The New Zealand Customs Service holds information in both electronic and paper based recording systems. This information includes records associated with Customs' functions and activities, along with supporting material such as legislation, forms, policies and procedures, working information, reports and publications, and organisational management material.

## Documents Relating to the Decision-Making Process

Most decision-making processes operated by the New Zealand Customs Service are contained in policies, procedures and working information (which forms guidelines) that are held electronically in the organisation's intranet.

Operational groups are responsible for the policies, procedures and working information involved with key operating functions such as border security, community protection, revenue collection and international trade support.

Head Office groups are responsible for the policies, procedures and working information that governs organisation matters such financial management, staff management, policy advice and organisational management.

## Publications

The New Zealand Customs Service has the following publications, available through its website.

- corporate documents, including Annual Reports, Statements of Intent, strategies
- Fact Sheets. Numbered fact sheets provide up-to-date information for most areas of Customs' activity particularly the import and export of goods
- forms, some of which can be completed on-line
- IPR Notices. A detailed list of Trade Mark and Copyright Notices accepted by the New Zealand Customs Service
- legal documents. Relevant legal documents relating to Customs' activities
- publications and newsletters. Access to current and back issues of Contraband, our online magazine
- The Working Tariff Document of New Zealand

- technical lists and guides. Hard information, brochures, operational instructions, codes and detailed lists covering the technical aspects of Customs requirements for importing and exporting.

## Contact

### New Zealand Customs Service

General Customs Enquiries

Freephone within New Zealand: 0800 4 CUSTOMS (0800 428 786)

Calling from overseas: +64 9 927 8036

New Zealand Fax: 09 927 8019

International Fax: +64 9 927 8019

Website: [www.customs.govt.nz](http://www.customs.govt.nz)

Emails: [feedback@customs.govt.nz](mailto:feedback@customs.govt.nz)

OIA requests: [OIA@customs.govt.nz](mailto:OIA@customs.govt.nz)

Privacy requests: [privacy@customs.govt.nz](mailto:privacy@customs.govt.nz)

Travel movement requests: [movementchecks@customs.govt.nz](mailto:movementchecks@customs.govt.nz)

### Customs Offices

For a full and up-to-date list of contact information for all Customs offices go to:

[www.customs.govt.nz/about/contactus/customsoffices/Pages/default.asp](http://www.customs.govt.nz/about/contactus/customsoffices/Pages/default.asp)

**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