

# Directory of Official Information

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Listings G-I



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If your department or agency's information is out of date, please email [official.correspondence@justice.govt.nz](mailto:official.correspondence@justice.govt.nz) with the necessary amendments.

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Ministerial Services  
Strategy, Governance & Finance

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# Gambling Commission

## Governing statutes

The Commission was established in March 2004 under the Gambling Act 2003.

## Functions and Responsibilities

The Commission is an independent statutory decision-making body established under the Gambling Act 2003. The Commission hears casino licensing applications and appeals on licensing and enforcement decisions made in relation to gaming machines and other non-casino gambling activities. The Gambling Commission has the powers of a Commission of Inquiry. Its functions are wide-ranging, and include the following:

- determining applications for casino operators' licences and the renewal of casino venue licences
- approving agreements and changes to agreements between casino operators and casino venue licence holders
- specifying, varying and revoking casino licence conditions
- determining appeals against regulatory and licensing decisions made by the Department of Internal Affairs in respect of Class 3 and Class 4 gambling. Class 3 gambling involves prizes of more than \$5000 but does not take place at a casino or involve gaming machines. Class 4 gambling relates to non-casino gaming machine operations
- hearing complaints about the way the Department has handled complaints in relation to Class 4 gambling
- advising Ministers on the setting of the problem gambling levy
- advising the Minister of Internal Affairs on matters relating to the performance of the Commission's functions and the administration of the Gambling Act 2003.

In exercising these functions, the Commission has wide powers to determine its own procedure, to engage experts and to receive evidence. It considers all matters before it – licensing matters or appeals – afresh.

## Structure

The Commission has five members appointed by the Governor-General, upon the recommendation of the Minister of Internal Affairs. It comprises the Chief Gambling Commissioner and the four Commissioners, all appointed for a term of three years.

The Department of Internal Affairs provides Secretariat services to the Commission. The Gambling Act 2003 requires that Commission staff are separated both physically and

operationally from other staff members responsible for gambling policy, licensing and compliance. This has been achieved through the establishment of a stand-alone office in Auckland. The Secretariat consists of an executive director who is assisted by an executive assistant/Advisor.

## Records

The Commission provides an annual report to the Minister of Internal Affairs, which is tabled in Parliament.

Under the Gambling Act 2003, information held by the Commission is treated as information of the Department of Internal Affairs.

Categories and documents held by the Commission include:

- files relating to applications and appeals made to the Commission
- decisions of the Commission
- minutes and agendas of Commission meetings
- annual reports
- administration files, correspondence and records concerning the day-to day running of the Commission
- operational and policy and procedure statements
- some files of the Casino Control Authority, which was disestablished in September 2004.

The Commission's website ([www.gamblingcom.govt.nz](http://www.gamblingcom.govt.nz)) includes the decisions of the Commission, practice notes and procedures, the Commission's annual report and other publications.

## Documents Relating to Decision-Making Processes

The Commission has published guidelines on its website on the policies and procedures to be followed by applicants applying to the Commission in relation to casino licensing matters and for appeals and complaints.

## Contact

Gambling Commission  
Level 2, 41 Bath St  
Parnell, Auckland 1052

Gambling Commission PO Box 137295, Parnell, 1052

Phone: (09) 353 7223

[www.gamblingcom.govt.nz](http://www.gamblingcom.govt.nz)  
[info@gamblingcom.govt.nz](mailto:info@gamblingcom.govt.nz)

# GNS Science

## Te Pū Ao

### Governing statutes

Crown Research Institutes Act 1992; Companies Act 1993.

### Functions and Responsibilities

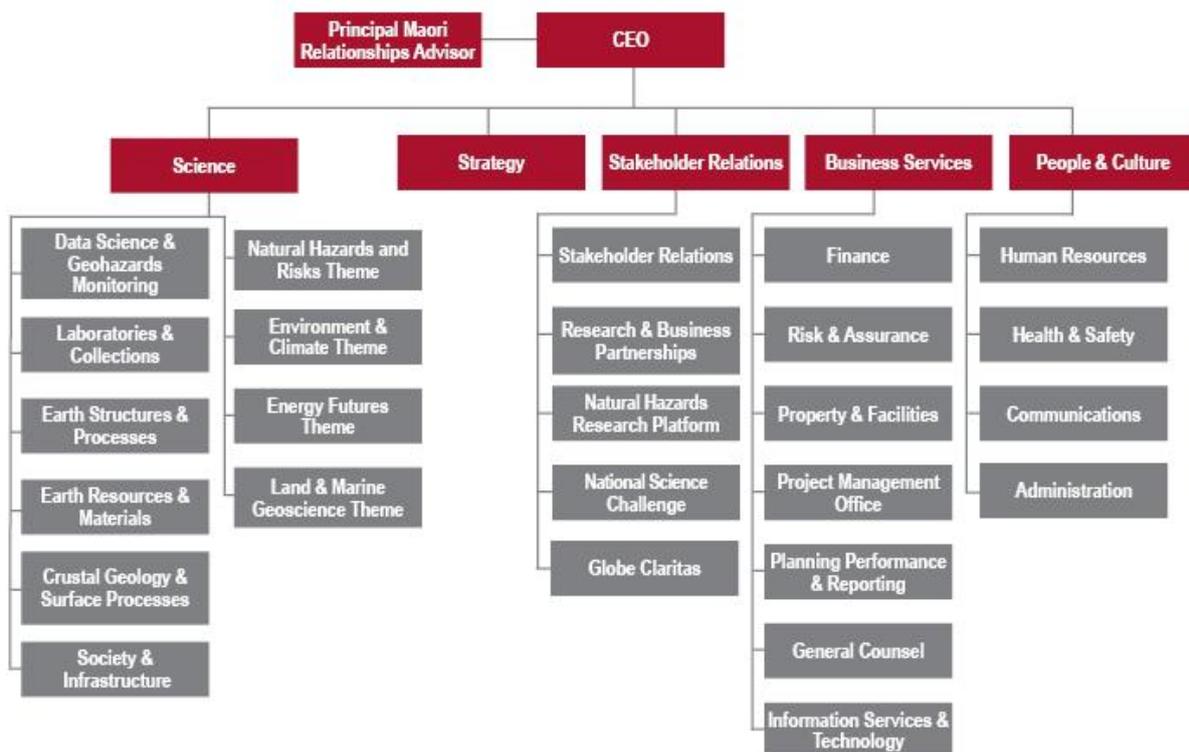
GNS Science, Te Pū Ao, is a Crown-owned science company that focuses on geological resources, environmental and industrial isotopes, and geological hazards. It applies this knowledge and understanding to deliver a cleaner, safer, and more prosperous New Zealand.

GNS Science focuses on natural processes occurring in the earth's crust and their interaction with ocean, atmospheric, biological, and built environments. Specifically it assesses and advises on mitigation of geological hazards (earthquakes, volcanic eruptions, landslides, tsunami) and delineates and helps in the efficient and sustainable use of geological resources ('green-tech' minerals, groundwater, and geothermal energy). It also undertakes work to support a low-carbon future for New Zealand.

Other specialist areas include mapping, marine geology, climate history, risk assessment, social science, engineering geology, and materials science.

### Structure

The Board of Directors is appointed by the Shareholding Ministers. The Chief Executive reports to the Board.



GNS Science employs 430 staff based at four locations – Lower Hutt, Taupo, Auckland, and Dunedin. The Executive Leadership Team and the majority of staff are based in Lower Hutt, with smaller offices in the other centres.

## Records

GNS Science holds major databases, files, and collections of scientific and commercial importance. They are national in scope and are continuously updated. Information in these databases is useful for planning and management related to land use, the environment, geological hazards, geology, palaeontology, minerals, groundwater, and the geothermal energy industry.

The databases are:

### Environmental

- Wellington atmospheric <sup>14</sup>CO<sub>2</sub> record

### Mapping and Resources

- Aerial Thermal Infrared Survey Database
- Geological Map of New Zealand
- National Groundwater Monitoring Programme
- NZ Geothermal Groundwater Database
- NZ Geothermal Use Database
- NZ Petroleum Basin Explorer (PBE)
- NZ Region Gravity Grids

- NZ Stratigraphic Column File

#### **Natural Hazards**

- Active Faults Database of NZ
- NZ Landslide Database
- NZ Tsunami Database
- National Earthquake Information Database
- NZ Volcano Database
- NZ Geomagnetic Database
- NZ Strong Motion Database

#### **Paleontology and Stratigraphy**

- Cenozoic Mollusca of NZ
- NZ Fossil Record File
- NZ Fossil Spores and Pollen Catalogue
- NZ Paleontological Collections and Database
- NZ Stratigraphic Lexicon
- NZ fossil foraminifera

#### **Research Publications, Data, and Images**

- NZ Geoscience Bibliography
- GNS Science Visual Media Library
- GNS Science Data repository

#### **Rocks and Minerals**

- PETLAB: National Rock and Geoanalytical Database
- Mineral Resources of NZ

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

GNS holds various policies that govern staffing, organisational procedures, and company operations.

## **Contact**

Website: [www.gns.cri.nz](http://www.gns.cri.nz)

GNS Science, 1 Fairway Drive Avalon, Lower Hutt PO Box 30368 LOWER HUTT 5010

Phone: (04) 570 1444 Fax: (04) 570 4600

Other locations: National Isotope Centre, 30 Gracefield Road, PO Box 31312 LOWER HUTT 5040

Wairakei Research Centre, 114 Karetoto Road WAIRAKEI, Private Bag 2000 TAUPO 3352

Phone: (07) 374 8211 Fax: (07) 374 8199

Dunedin Research Centre, 764 Cumberland Road, Private Bag 1930 DUNEDIN 9054

Phone: (03) 477 4050 Fax: (03) 477 5232

Auckland Office, Beca House, 21 Pitt Street, Auckland Central 1010,

Phone: (04) 570 1444

# Government Communications Security Bureau

## Governing statutes

The Government Communications Security Bureau (GCSB) operates under the Intelligence and Security Act 2017. Our work is also guided by Ministerial Policy Statements, which set out principles that the GCSB must apply when planning and carrying out activities. The Intelligence and Security Act 2017 requires that the Minister responsible for the intelligence and security agencies issue Ministerial Policy Statements in relation to the lawful activities of the agencies.

## Functions and Responsibilities

The GCSB's mission is to protect and enhance New Zealand's security and wellbeing. GCSB has two primary objectives - to deliver Impenetrable Infrastructure and Indispensable Intelligence. The GCSB has five core functions:

- Intelligence collection and analysis;
- Information assurance and cyber security activities;
- Protective security advice and assistance;
- Co-operation with other public authorities to facilitate their function, and
- Co-operation with other entities to respond to imminent threat.

The New Zealand Security Operations Centre (NZSOC) at GCSB also provides a 24-hour 7-day threat warning service based on the combined efforts of the Five-Eyes watch-keeping services. NZSOC brings together information from a variety of sources to alert the New Zealand Government to incidents and threats around the world in a timely manner.

The National Cyber Security Centre (NCSC) has been located within the GCSB since 2011. The NCSC provides enhanced services and advice to government agencies and critical infrastructure providers to assist them to defend against cyber-borne threats.

The GCSB also carries out regulatory functions under the Telecommunications (Interception Capability and Security) Act 2013.

## Oversight

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

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

GCSB is also subject to scrutiny by the Inspector-General of Intelligence and Security (IGIS), a statutory office appointed to provide oversight of the activities of the GCSB and NZSIS. The IGIS's role is to assist the Minister Responsible for the GCSB and the Minister in Charge of the NZSIS to ensure the agencies act lawfully and with propriety, and to provide an independent determination of complaints about their conduct. The IGIS conducts inquiries into matters of concern and also reviews the agencies' compliance procedures and systems.

## Structure

GCSB is led by the Director-General of the GCSB. The Director-General is supported by an internal Senior Leadership Team and reports directly to the Minister responsible for the GCSB.

## Records

GCSB publishes unclassified Annual Reports that are available online. Documents held by the GCSB fall within the following general categories:

- Operational – records relating to the operational functions and activities of the GCSB
- Organisation and Policy – records relating to operational policies, plans and procedures and the organisation and structure of the GCSB
- Administration – records relating to the internal administration of the GCSB, including such matters as accommodation, finance, personnel, equipment and travel.

## Contact

### Postal Address:

Government Communications Security Bureau  
PO Box 12209  
Thorndon  
Wellington 6144

**Phone:** +64 4 472 6881

**Fax:** +64 4 499 3701

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

### E-mail:

General enquiries and Official Information Act requests: [info@gcsb.govt.nz](mailto:info@gcsb.govt.nz)

HR and employment enquiries: [hr@gcsb.govt.nz](mailto:hr@gcsb.govt.nz)

IA guidance and advice: [info@ncsc.govt.nz](mailto:info@ncsc.govt.nz)

Media: [media@nzic.govt.nz](mailto:media@nzic.govt.nz)

NZISM: [ism@gcsb.govt.nz](mailto:ism@gcsb.govt.nz)

Webmaster: [webmaster@gcsb.govt.nz](mailto:webmaster@gcsb.govt.nz)

## **National Cyber Security Centre**

### **Postal Address:**

National Cyber Security Centre

PO Box 12209

Thorndon

Wellington 6144

**Phone:** +64 4 498 7654

**Email:** [info@ncsc.govt.nz](mailto:info@ncsc.govt.nz)

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

# Government Superannuation Fund Authority

## Governing Statutes

The Government Superannuation Fund Authority (the Authority) was established as a Crown Entity by section 15A of the Government Superannuation Fund Act 1956 (the Act) and became an autonomous Crown Entity under the Crown Entities Act 2004. The business of the Authority is to manage the assets and administer the Schemes of the Government Superannuation Fund (GSF) in accordance with the Act.

## Functions and Responsibilities

Section 15G of the Act specifies that the Government Superannuation Fund Authority Board (the Board) is responsible for the business of the Authority. GSF consists of seven superannuation schemes for public sector employees (the Schemes), including schemes for the public service, the Police, the Armed Services, Members of Parliament and Judges. All the Schemes were closed to new entrants on 30 June 1992.

## Structure

The Authority is governed by a Board appointed by the Minister of Finance. Executive support (Management) for the Board is provided by staff employed by Annuitas Management Limited, a company owned jointly by the Authority and the Board of Trustees of the National Provident Fund. The Authority has appointed Datacom Connect (Datacom) as Schemes administrator, managers to manage the GSF investment assets and to undertake foreign exchange hedging and JP Morgan Chase Bank as custodian.

There is an independent GSF Appeals Board that hears appeals on decisions made by or on behalf of the Authority on Schemes' issues.

## Records

Minutes of Board meetings are held by Management. Individual member records are held on behalf of the Authority by Datacom.

## Publications

- Annual report to Parliament
- Annual report on GSF, also presented to Parliament

- Provisions, Policies and Procedures of GSF
- Statement of Investment Policies, Standards and Procedures
- Scheme booklets published by the Authority

These publications can be viewed on the Authority's website – [www.gsfa.govt.nz](http://www.gsfa.govt.nz).

## Contact

Chief Executive Government Superannuation Fund Authority  
Level 12 The Todd Building  
95 Customhouse Quay  
WELLINGTON 6011

Phone: (04) 499 6999 or 0800 654 731

Fax: (04) 473 3957

Datacom Connect Ltd  
PO Box 3614  
WELLINGTON 6140

Secretary of the Appeals Board  
The Treasury  
PO Box 3724  
Wellington 6140

# Guardians of New Zealand Superannuation (New Zealand Superannuation Fund)

## Governing statutes

The New Zealand Superannuation Fund (Fund) was created by the New Zealand Superannuation and Retirement Act 2001. The Fund is managed by a Crown Entity, the Guardians of New Zealand Superannuation (Guardians), established under the same Act.

## Functions and Responsibilities

The purpose of the Fund is to reduce the tax burden on future taxpayers of the cost of New Zealand Superannuation (NZS). The purpose of the Guardians is to manage and administer the Fund.

More specifically, the Act states that the Guardians must invest the Fund on a prudent, commercial basis and, in doing so, must manage and administer the Fund in a manner consistent with:

- Best-practice portfolio management;
- Maximising return without undue risk to the Fund as a whole; and
- Avoiding prejudice to New Zealand's reputation as a responsible member of the world community.

The reason for this purpose is that Government projections which show that between 2005 and 2050 the number of New Zealanders eligible to retire (aged 65+) is expected to double and the associated cost of providing their retirement income – NZS – is also expected to double.

The establishment of the Fund attempts to address this situation by 'smoothing' the tax burden between generations of the future cost of NZS. It does this by investing Government contributions received during the early period of the Fund and, through returns generated over decades of investing, by growing the size of the Fund. At a certain point – currently from 2035 – the Government then begins making withdrawals from the Fund to help to meet the cost at that time of NZS.

'Pre-funding' the future cost of NZS in this way means that future Governments do not have to seek as much from future New Zealand taxpayers (or from other sources, such as raising debt) to meet the cost of NZS when it is increasing most sharply.

## Structure

Board members are appointed by the Governor General on the recommendation of the Minister of Finance. The Minister's recommendation follows nominations from an independent nominating committee and consultation with representatives of other political parties in Parliament.

## Records

Minutes of the meetings of the Board of Guardians of New Zealand Superannuation are held by the organisation.

## Documents relating to Decision-Making Processes

The key decision-making documents for the Guardians and Fund are published to the Fund website at [www.nzsuperfund.nz](http://www.nzsuperfund.nz)

They are:

- The Statement of Investment Policies, Standards and Procedures
- The Investment Manager Selection process
- The Employee Code of Conduct
- The Board Charter

## Publications

The Guardians' main publications are published to the Fund website.

- The Statement of Intent
- Annual Report
- Statement of performance expectations

## Future changes

Material changes to the Guardians policies and procedures are advised on the website, primarily via the Statement of Intent.

## Contact

Catherine Etheredge – Head of Communications  
Level 12, Zurich House

21 Queen Street  
Auckland

PO Box 106–607  
Auckland 1143

Phone: (09) 300 6980

Fax: (09) 300 6981

Website: [www.nzsuperfund.nz](http://www.nzsuperfund.nz)

Enquiries to: [enquiries@nzsuperfund.nz](mailto:enquiries@nzsuperfund.nz)

# New Zealand Game Bird Habitat Trust Board

## Governing Statute

Wildlife Act 1953

## Functions and Responsibilities

The functions of the New Zealand Game Bird Habitat Trust Board are to

- Primarily to improve game bird habitat, and secondarily, to improve the habitat of other wildlife.
- Receive and evaluate applications for funding the protection, restoration, improvement, creation or procurement of habitat.
- Identify and evaluate areas for protection, restoration, improvement, creation, or procurement of habitat.
- Negotiate with landowners and other agencies for the protection, restoration, improvement, creation or procurement of habitat.
- Promote and provide advice on the protection, restoration, improvement, creation or procurement of habitat.

## Structure

A Board of six appointed on a three-year term by the Minister of Conservation.

The Chairman is a direct Ministerial appointment, with three Board members being appointed from nominations made by the New Zealand Fish and Game Council, one member from nominations made by the Department of Conservation, and one member from nominations made by Ducks Unlimited (New Zealand) Inc.

The Board is serviced by the staff of the New Zealand Fish and Game Council.

## Records

- minutes and agendas of meetings
- applications for grants
- annual reports

- files covering miscellaneous correspondence (limited).

## Contact

New Zealand Game Bird Habitat Trust Board  
PO Box 25-055  
Wellington 6140

Phone: (04) 499 4767

Email: [NZCouncil@fishandgame.org.nz](mailto:NZCouncil@fishandgame.org.nz)

# New Zealand Government Property Corporation

## Governing statute

The New Zealand Government Property Corporation is constituted under the New Zealand Government Property Corporation Act 1953.

## Functions and responsibilities

The Corporation is a Crown Entity formed to be the legal owner of New Zealand House, London, and is required by section 45M of the Public Finance Act 1989 to lay before the House of Representatives its annual financial statements. The Corporation serves solely as a legal ownership vehicle for certain government properties in the United Kingdom. The Corporation has no office, staff, funds or other functions.

The Treasury took over responsibility for administering the New Zealand Government Property Corporation Act 1953 and New Zealand House from the Ministry of Foreign Affairs and Trade on 1 July 2000. From that date, the Secretary to the Treasury became responsible for the preparation of the Corporation's financial statements. Previous statements were prepared by the Ministry of Foreign Affairs and Trade.

Whilst the Corporation is the legal owner of New Zealand House, The Treasury controls the property on behalf of the Crown, and all financial transactions relating to the properties are reflected in the Treasury's non-departmental supplementary schedules. Consequently, there are no financial transactions reported within the Corporation's financial statements.

## Contact

Crown Overseas Property Officer  
The Treasury  
PO Box 3724  
Wellington

# Hauora Tairāwhiti

## Governing statute

Hauora Tairāwhiti is the District Health Board of Tairāwhiti . It was established pursuant to the New Zealand Public Health and Disability Act 2000 and the Crown Entities Act 2004

## Functions and Responsibilities

Hauora Tairāwhiti is responsible for providing or buying government-funded health care services for the population of Tairāwhiti. The statutory objectives of Hauora Tairāwhiti are to improve, promote and protect the health of its community; to promote the integration of health services, especially primary and secondary care services; and to promote effective care or support of those in need of personal health services or disability support. Hauora Tairāwhiti also has the objective of promoting the inclusion and participation in society and independence of people with disabilities; reducing health disparities by improving health outcomes for Māori and other population groups; and reducing toward elimination any health outcome disparities between various population groups. Hauora Tairāwhiti is expected to show a sense of social responsibility, to foster community participation in health improvement, and to uphold the ethical and quality standards commonly expected of providers of services and public sector organisations.

Hauora Tairāwhiti, as required under the New Zealand Public Health and Disability Act 2000, has three advisory committees, in addition to the Board. They are:

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

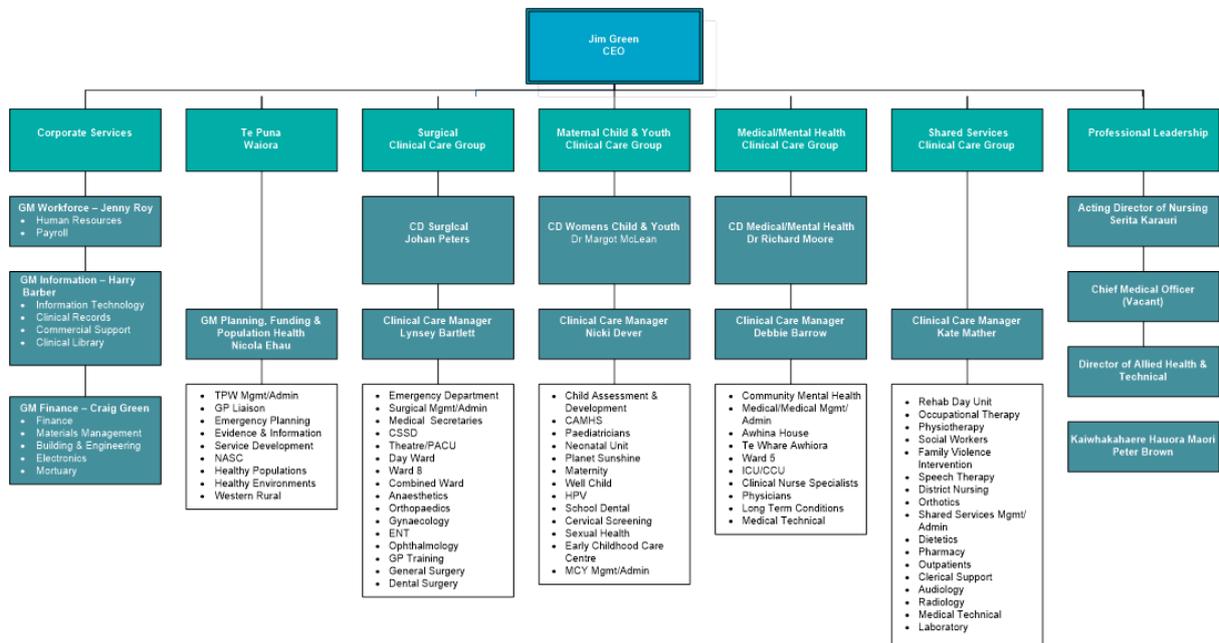
## Structure

Hauora Tairāwhiti's role is threefold, namely Owner/Governance, Funder, and Provider of public health and disability services

**Owner/Governance** Hauora Tairāwhiti has a Board and three statutory advisory committees, which are responsible for the overall governance and direction of the District Health Board. The Board must govern within national frameworks that have been set by the Government.

**Funder** The funding arm of Hauora Tairāwhiti is called Te Puna Waiora. This team is responsible for assessing the health needs of the people of this district, undertaking appropriate service planning, and then funding health services in the area according to the level of need.

**Provider** Gisborne Hospital provides health and disability services for a large area of the East Coast of the North Island of New Zealand, stretching from beyond Hicks Bay in the north to the Wharerata Ranges in the south. Services are provided from Gisborne Hospital, the Public Health Unit, community care mental health facilities and rural health facilities, as well as directly to people in their homes.



## Records

Hauora Tairāwhiti holds the following categories of documents:

- Patient clinical records
- Management/administrative information

## Documents Relating to Decision-Making Processes

Hauora Tairāwhiti compiles and adheres to a wide range of documents and publications, these include:

- Board and Committee Agendas and Minutes
- Hauora Tairāwhiti District Strategic Plans
- Hauora Tairāwhiti District Annual Plan
- Annual Report
- Departmental Service Plans
- Service Review reports

- Policies
- Clinical procedures and guidelines
- Tender and contract documents
- Code of Conduct
- Staff and departmental manuals

## **Contact**

Chief Executive's Office  
Hauora Tairāwhiti  
421 Ormond Road  
Private Bag 7001  
GISBORNE

Phone: (06) 869 0500

Website: [www.hauoratairawhiti.org.nz](http://www.hauoratairawhiti.org.nz)

# Hawke's Bay District Health Board

## Te Poari Hauora Matua o Te Matau ā Maui

### Governing statute

Hawke's Bay District Health Board (HBDHB) was established on 1 January 2001 under the New Zealand Public Health and Disability Act.

Health Improvement and Equity is a directorate within HBDHB that delivers public health services within the HBDHB region, these services include the officers of the Medical Officer of Health who have statutory powers and administer elements of the Health Act 1956 and other legislation.

### Functions and responsibilities

Hawke's Bay DHB is one of 20 district health boards 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 DHB serves the areas under the control of four territorial local authorities – Central Hawke's Bay, Hastings, Napier and Wairoa.

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

### Structure

Hawke's Bay DHB has an established governance structure, based on the requirements of the NZPHD. Governance for the DHB is provided by a Board of eleven people, 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.

The Board is informed by the following committees: Finance Risk and Audit Committee; Māori Relationship Board; The Hawke's Bay Clinical Council; Hawke's Bay Health Consumer Council; and the Pasifika Health Leadership Group. The Board obtains stakeholder and community input and advice directly and indirectly through these structures.

The DHB's organisation structure reflects its focus on reducing health inequities, clinical leadership, its people and the quality of services provided. This includes the provision of

health services through hospital, general practice and community-based healthcare providers, sustainable financial planning, information and performance management.

## **Records**

Records relating to all aspects of the DHB's activities are maintained in either hardcopy or electronic form, the DHB holds the following categories of documents:

Patient clinical records

Management/administrative information.

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

The decision-making processes associated with the key functions of HBDHB are contained in policies, procedures and guidelines that are held electronically in the organisation's intranet.

The organisation's website [hawkesbay.health.nz](http://hawkesbay.health.nz) contains many of the DHB's publications, media releases, current vacancies and assorted corporate information. These include board and committee papers, annual reports and annual plans, as well as a number of policy and strategy documents.

## **Contact**

Hawke's Bay District Health Board  
Corporate Office  
corner Omahu Road and McLeod Street  
HASTINGS 4120

Private Bag 9014  
HASTINGS 4156

# Health and Disability Commissioner

## Te Toihau Hauora, Hauātanga

### Governing statutes

- The Health and Disability Commissioner Act 1994
- The Code of Health and Disability Services Consumers' Rights 1996 (a legislative instrument under the Health and Disability Commissioner Act 1994)

### Functions and Responsibilities

The Health and Disability Commissioner is established under the Health and Disability Commissioner Act 1994. The statutory purpose of the Health and Disability Commissioner is to “promote and protect the rights of health consumers and disability services consumers,” and facilitate “the fair, simple, speedy, and efficient resolution of complaints”. To this end, the Health and Disability Commissioner’s functions are to:

- promote, by education and publicity, respect for and observance of the rights of health and disability services consumers, and, in particular, to promote awareness among health and disability services consumers and health and disability services providers, of the rights of health and disability services consumers, and of the means by which those rights may be enforced;
- make public statements and publish reports in relation to any matter affecting the rights of health and disability services consumers, including statements and reports that promote an understanding of, and compliance with, the Code or the provisions of the Act;
- act as the initial recipient of complaints about health care providers and disability services providers, and to ensure that each complaint is appropriately dealt with;
- investigate, on complaint or on the Commissioner’s own initiative, any action that is or appears to be in breach of the Code;
- refer complaints or investigations on the Commissioner’s own initiative to the Director of Proceedings for the purpose of deciding whether or not any further action should be taken in respect of any such breach or alleged breach;
- make recommendations to any appropriate person or authority in relation to the means by which complaints involving alleged breaches of the Code may be resolved and further breaches avoided;
- prepare guidelines for the operation of advocacy services;

- make suggestions to any person in relation to any matter that concerns the need for, or desirability of, action by that person in the interests of the rights of health consumers or disability services consumers;
- advise the Minister of Health on any matter relating to the rights of health and disability services consumers or the administration of the Act;
- review the Code and make recommendations to the Minister of Health about changes to the Code;
- report to the Minister of Health on the need for, or desirability of, legislative, administrative or other action to give protection or better protection to the rights of health or disability services consumers;
- receive and invite representations from members of the public and from any other body, organisation or agency on matters relating to the rights of health consumers or disability services consumers;
- gather information that in the Commissioner's opinion will assist in carrying out the Commissioner's functions under the Act;
- perform functions that are directed by the Minister of Health;
- exercise and perform such other functions, powers and duties as are conferred or imposed on the Commissioner under the Act or by any other enactment;
- establish and maintain links with representatives of consumers, providers, and other bodies and organisations concerned with health or disability matters;
- consult and co-operate with other agencies concerned with personal rights; and
- monitor mental health and addiction services and advocate improvements to those services.

## Director of Proceedings

The Director of Proceedings is an independent statutory officer.

However, the Director is responsible to the Commissioner for the effective, efficient and economical management of the activities of the Director of Proceedings. The functions of the Director are to:

- decide, on referral from the Commissioner, whether to institute proceedings or take other action or provide assistance to the consumer to institute proceedings or take other action, in either the Human Rights Review Tribunal or the Health Practitioners Disciplinary Tribunal or any other forum;
- institute proceedings or other action; and/or
- provide assistance to the consumer to take proceedings or to take other action.

## Director of Advocacy

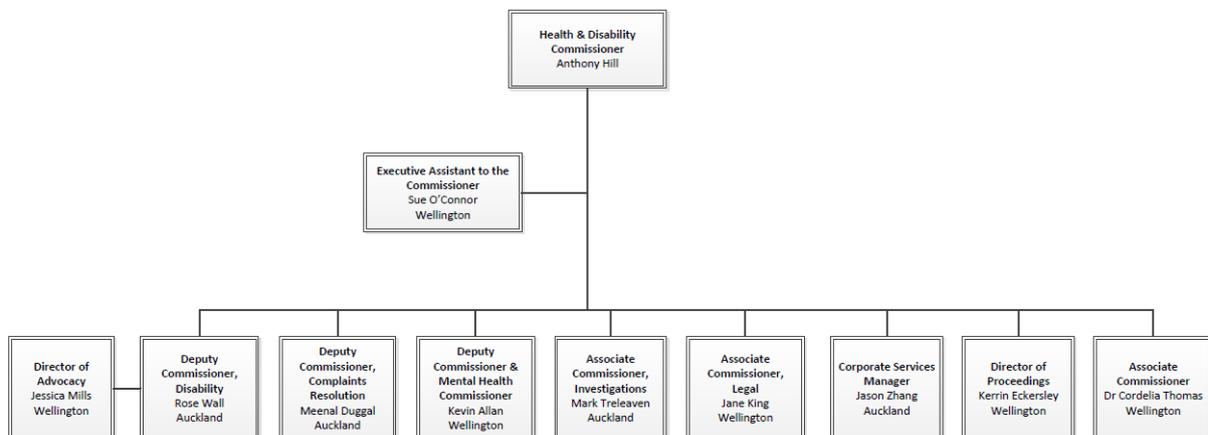
- The Director of Advocacy is an independent statutory officer.
- However, the Director of Advocacy is responsible to the Commissioner for the efficient, effective and economical management of the activities of the Director of Advocacy. The functions of the Director are to:
  - enter into, administer and monitor advocacy services agreements with independent advocacy services providers;
  - report to the Minister of Health from time to time on the operation of advocacy services;
  - promote, by education and publicity, advocacy services; and
  - oversee the training of advocates.

## Structure

As of 30 June 2019, the Health and Disability Commissioner had 76 full-time equivalent staff.

Included in the above are the two independent statutory officers who report to the Commissioner, namely:

- Director of Advocacy: responsible for contracting and monitoring the national network of independent health and disability advocacy services; and
- Director of Proceedings: responsible for proceedings resulting from HDC investigations.



## Records

The Health and Disability Commissioner produces a range of posters, leaflets, pocket cards, and audio and video resources concerning the Code of Health and Disability Services Consumers' Rights. These are available free to consumers and at a nominal charge to providers. An order form is available from the Health and Disability Commissioner on 0800 11 22 33 or from the website: [www.hdc.org.nz](http://www.hdc.org.nz).

The Commissioner also holds records of meetings, correspondence files, operational manuals, annual reports and records relating to complaints and enquiries. Annual reports, press releases and a selection of the Commissioner's Opinions are also available on the website.

## Documents Relating to Decision-Making Processes

- Health and Disability Commissioner Act 1994
- The Code of Health and Disability Services Consumers' Rights 1996
- Advocacy Guidelines for the Nationwide Advocacy Service March 2005 (pursuant to section 28(1) of the Health and Disability Commissioner Act 1994)
- Human Resources Manual
- Financial Manual

## Future changes

The Commissioner was appointed in July 2010 and his term expires in October 2020.

In June 2012 the Health and Disability Commissioner took over the advocacy and monitoring functions of the former Mental Health Commission, and a new position of Mental Health Commissioner was established within the Health and Disability Commissioner's Office.

The Act requires the Commissioner to, at regular intervals, undertake reviews of both the Act and the Code, consider whether any amendments are necessary or desirable, and report the findings to the Minister of Health.

## Contact

### **The Health and Disability Commissioner**

Level 10, Tower Centre  
45 Queen Street

PO Box 1791  
AUCKLAND 1140

Telephone: (09) 373 1060

Facsimile: (09) 373 1061

**The Health and Disability Commissioner**

Level 11, TechnologyOne House  
86 Victoria Street  
PO Box 11 934  
WELLINGTON 6142

Telephone: (04) 494 7900

Facsimile: (04) 494 7901

Website: <http://www.hdc.org.nz>

Email: [hdc@hdc.org.nz](mailto:hdc@hdc.org.nz)

Official Information Act requests are dealt with by the Associate Commissioner, Legal

# Health Promotion Agency Te Hiringi Hauora

## Governing Statutes

The Health Promotion Agency (HPA) is a Crown Entity established under the New Zealand Public Health and Disability Act 2000.

## Functions and Responsibilities

HPA leads and support national health promotion initiatives to:

- promote health and wellbeing and encourage healthy lifestyles
- prevent disease, illness, and injury
- enable environments that support health and wellbeing and healthy lifestyles
- reduce personal, social, and economic harm.

HPA has the following alcohol-specific functions:

- giving advice and making recommendations to government, government agencies, industry, non-government bodies, communities, health professionals, and others on the sale, supply, consumption, misuse, and harm of alcohol so far as those matters relate to HPA's general functions
- undertaking or working with others to research the use of alcohol in New Zealand, public attitudes towards alcohol, and problems associated with, or consequent on, the misuse of alcohol.

In delivering its alcohol-specific functions, the HPA must only have regard to government policy if directed to do so by its responsible Minister. As a Crown agent under the Crown Entities Act 2004, the HPA is required to give effect to government policy when direct by the responsible Minister for its work on other areas.

## Structure

HPA is governed by a seven-person Board that is appointed by the Minister of Health. The organisation is structured into four groups:

- Communications and Capacity.
- Corporate Services.
- Operations.

- Policy, Research and Advice.

HPA has offices in Wellington, Auckland and Christchurch.

## Records

HPA core records relate to the functions and activities undertaken by HPA, and include accountability documents, financial records, personnel files, contracts and tender documents, operational records and reports.

HPA is also responsible for the records inherited from the Alcohol Advisory Council of New Zealand (ALAC) and the Health Sponsorship Council (HSC).

## Documents Relating to Decision-Making Processes

- New Zealand Public Health and Disability Act 2000
- Crown Entities Act 2004
- Statement of Intent.
- Output agreement with the Ministry of Health
- Statement of Performance Expectations and Annual report

## Contact

HPA Wellington office  
Level 16, 101 The Terrace  
Wellington 6011

PO Box 2142  
Wellington 6140

Phone: (04) 917 0060

Email: [enquiries@hpa.org.nz](mailto:enquiries@hpa.org.nz)

# Health Quality and Safety Commission

## Kupu Taurangi Hauora o Aotearoa

### Governing statute

The Health Quality & Safety Commission is a Crown Entity established in November 2010 under the New Zealand Public Health and Disability Act 2000. The Commission does not administer any Acts.

### Functions and Responsibilities

The Commission's legislative objectives are to lead and coordinate work across the health and disability sector for the purposes of:

- monitoring and improving the quality and safety of health and disability support services
- helping providers across the health and disability sector to improve the quality and safety of health and disability support services.

The Commission's legislative functions are to:

- advise the Minister on how quality and safety in health and disability services may be improved
- advise the Minister on any matters relating to:
  - health epidemiology and quality assurance or
  - mortality
- determine quality and safety indicators (such as serious and sentinel events) for use in measuring the quality and safety of health and disability support services
- provide public reports on the quality and safety of health and disability support services as measured against:
  - the quality and safety indicators
  - any other information the Commission considers relevant for the purpose of the report
- promote and support better quality and safety in health and disability support services

- disseminate information about the quality and safety of health and disability support services
- perform any other functions that:
  - relate to the quality and safety of health and disability support services
  - the Commission is for the time being authorised to perform by the Minister by written notice to the Commission after consultation with it.

## Mortality review committees:

The Commission has the power to establish mortality review committees to investigate and report on mortality and morbidity with a view to reducing these statistics. It currently hosts five mortality review committees.

## Structure

The Health Quality & Safety Commission is governed by a Board, chaired by Dr Dale Bramley, supported by a Deputy Chair (Rae Lamb) and five board members. The Board is supported by Te Rōpū Māori and Consumer Advisory groups. The Commission managed by a Chief Executive, Dr Janice Wilson.

HQSC is a comparatively small agency with an annual baseline from government of around \$12.8 million and 75 full-time equivalent staff. It does not have an enforcement or regulatory role. HQSC make improvements across the five strategic priorities that guide the work they do. They are:

- Advancing Māori Health
- Improving consumer and whānau experience
- Achieving health equity for all
- Improving patient safety and reducing mortality
- Reducing unwarranted variation in patterns of care

These characteristics frame the way they work internally and in the sector. Their role as an intelligence hub and as an improvement hub forms two output classes. The work is grouped into those two classes for reporting and accountability purposes. Staff are deployed across the Commission's priority work programmes, mortality review committees, consumer engagement, measurement and evaluation, administration and corporate support.

A copy of the Commission's organisation chart is available from [www.hqsc.govt.nz](http://www.hqsc.govt.nz)

## Records

- Records Board papers – agendas and meeting minutes
- Mortality Review Committees – agendas, meeting minutes and appointments
- Other governance/advisory groups – agendas, meeting minutes and appointments

- Statements of Intent
- Annual Reports
- Correspondence
- Contracts

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

- Commission policies for staff and contractors
- board governance manual
- prioritisation framework
- New Zealand Public Health and Disability Act 2000
- Crown Entities Act 2004.
- statement of Intent
- output agreement with the Ministry of Health
- New Zealand Health Strategy 2016.

## **Publications**

The Health Quality & Safety Commission produces a range of posters, brochures, newsletters, factsheets, reports and topic-specific resources to promote and support quality improvement activities. These are widely distributed within the health sector and are usually available also on the Commission's website: [www.hqsc.govt.nz](http://www.hqsc.govt.nz). There is no charge for these materials, and additional copies can be requested by emailing [communications@hqsc.govt.nz](mailto:communications@hqsc.govt.nz).

The mortality review committees produce a number of reports and other publications each year. These are available free of charge from the Commission's website: [www.hqsc.govt.nz](http://www.hqsc.govt.nz).

## **Contact**

Health Quality & Safety Commission  
Level 9, Customs House  
17-21 Whitmore Street  
Wellington

P O Box 25496  
Wellington 6146

Telephone: (04) 9016040

Fax: (04) 901 6079

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

Email: [info@hqsc.govt.nz](mailto:info@hqsc.govt.nz)

# Health Research Council of New Zealand

## Te Kaunihera Rangahau Hauora O Aotearoa

### Governing statutes

The Council was established under the Health Research Council Act 1990. Subsequent amendments include the Health Research Council Amendment Act 1991, the Health Amendment Act 1993, the Health Reforms (Transitional Provisions) Act 1993, and the New Zealand Public Health and Disability Act 2000, the Health Research Council Amendment Act 2003, the Crown Entities Act 2004 and the Crown Entities Amendment Act 2013.

### Functions and Responsibilities

The Health Research Council of New Zealand (HRC) manages the government's investment in health research, with the goal of improving the health and wellbeing of New Zealanders. It is responsible for distributing and administering government monies provided for this purpose and is empowered to receive legacies and donations.

Its vision is for New Zealand to be a world leader in high-impact, high-value health research, and accordingly it supports research that will deliver important health, social and economic outcomes. The HRC connects and coordinates research efforts across the country to ensure research meets areas of greatest need; it also works to develop and sustain a strong health research workforce. The functions of the HRC are:

- to advise the Minister of Health on national health research policy
- to administer funds granted to the Council for the purpose of implementing national health research policy
- to negotiate, once every three years, the bulk funding allocations made to the Council by the Government for the funding of health research
- to foster the recruitment, education, training, and retention of those engaged in health research in New Zealand
- to initiate and support health research
- to encourage initiatives into health research by soliciting research proposals and applications, particularly in areas considered by the Council to have a high priority
- to consult, for the purpose of establishing health research priorities, with: the Minister of Health; the Ministry of Health; District Health Boards; other people who fund or produce research, whether in the public sector or the private sector; and people who have knowledge of health issues from the consumer perspective.

## Structure

The HRC comprises the Board, statutory committees, other committees and the secretariat.

### Statutory Committees

- Biomedical Research Committee
- Public Health Research Committee
- Māori Health Committee
- Ethics Committee

### Standing Committees

- Pacific Health Research Committee
- Standing Committee on Therapeutic Trials
- Gene Technology Advisory Committee
- Risk Management Advisory Committee
- Data Management Core Committee
- Grant Approval Committee
- Science Assessing Committee

The secretariat office is in Auckland. It is made up of currently 38 employees and governance is provided by a 10-member Council. Roles and responsibilities fall into six groups, with each group led by a member of the Executive Management Team. The groups are:

- Office of the Chief Executive
- Finance and Corporate Business Operations Group
- Research Investments and Contracts Group
- Strategy and Policy Group
- Māori Health Research Group
- Pacific Health Research Group.

## Records

Current records kept by the Council include the following:

- Research Contracts: These files contain all scientific and administrative information relating to a given research grant, including the original application, solicited referee, reviewer and committee comments subsequent to the grant notice and correspondence. Specific referee and reviewer comments cannot be

made available (except with the permission of the referee or reviewer) as this would breach the promise of confidentiality to the reviewers at the time written comments were provided

- Research Organisation: These files contain brief details and reports, from other New Zealand and foreign research organisations with whom the Council maintains contact.
- Accounting and Financial Information: These are published annually in the Statement of Intent and the Annual Report to Parliament
- General Correspondence
- Council Statutory, Standing Committee, Working Parties Meetings: Minutes and associated papers.

## **Publications**

- Annual Report
- Statement of Intent
- Statement of Performance Expectations
- Investment Plan
- Investment Impact Report
- HRC Update
- Ethics Notes
- HRC Panui
- Malama (HRC Pacific News).

For details on HRC reports, including our newsletters and all media releases, please see the website [www.hrc.govt.nz](http://www.hrc.govt.nz)

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

- Annual Letter of Expectations
- Government policies and strategies
- HRC Strategic Plan
- Statement of Intent
- Peer Review Manual - the process of peer review for the HRC's annual contestable funding round.

- CDA Peer Review Manual – the process of peer review for HRC’s annual Career Development Awards funding round.

## **Contact**

Chief Executive  
Health Research Council of New Zealand  
PO Box 5541  
Wellesley Street  
AUCKLAND 1141

Phone: (09) 303 5200

Email: [info@hrc.govt.nz](mailto:info@hrc.govt.nz)

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

# Ministry of Health

## Manatū Hauora

### Acts administered

The Ministry of Health administers the following Acts of Parliament:

- Alcohol Advisory Council Act 1976
- Alcoholism and Drug Addiction Act 1966
- Burial and Cremation Act 1964
- Cancer Registry Act 1993
- Children's Health Camps Board Dissolution Act 1999
- Disabled Persons Community Welfare Act 1975 (Parts 2 and 2A)
- Epidemic Preparedness Act 2006
- Food Act 1981
- Health Act 1956
- Health and Disability Commissioner Act 1994
- Health and Disability Services (Safety) Act 2001
- Health Benefits (Reciprocity with Australia) Act 1999
- Health Benefits (Reciprocity with the United Kingdom) Act 1982
- Health Practitioners Competence Assurance Act 2003
- Health Research Council Act 1990
- Health Sector (Transfers) Act 1993
- Human Assisted Reproductive Technology Act 2004
- Human Tissue Act 1964
- Intellectual Disability (Compulsory Care and Rehabilitation) Act 2004
- Medicines Act 1981
- Mental Health Commission Act 1998
- Mental Health (Compulsory Assessment and Treatment) Act 1992

- Misuse of Drugs Act 1975
- New Zealand Council for Postgraduate Medical Education Act Repeal Act 1990
- New Zealand Public Health and Disability Act 2000
- Plumbers, Gasfitters and Drainlayers Act 2006
- Radiation Protection Act 1965
- Smoke-free Environments Act 1990
- Social Security (Long-term Residential Care) Amendment Act 2006
- Tuberculosis Act 1948.

Regulations and Orders in Council made pursuant to the above Acts are administered by the Ministry of Health:

- Alcohol Advisory Council Regulations 1978
- Alcoholism and Drug Addiction (Forms) Regulations 1968
- Alcoholism and Drug Addiction (Medical Fees) Regulations 1992
- Anthrax Prevention Regulations 1987
- Biosecurity (Resource Management Act Exemption) Regulations 2004
- Biosecurity (Resource Management Act Exemption) Regulations 2005
- Biosecurity (Resource Management Act Exemption) Regulations 2006
- Biosecurity (Resource Management Act Exemption) Regulations (No 2) 2006
- Burial and Cremation (Removal of Monuments and Tablets) Regulations 1967
- Camping-Grounds Regulations 1985
- Cancer Registry Regulations 1994 Cremation Regulations 1973
- Dietary Supplements Regulations 1985
- Environmental Health Officers Qualifications Regulations 1993
- Fire Extinguishers Regulations 1958
- Fireguards Regulations 1958 Food (Fees and Charges) Regulations 1997
- Food Hygiene Regulations 1974
- Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations 1996
- Health and Disability Services (Safety) Fees Regulations 2002
- Health (Burial) Regulations 1946

- Health (Bursaries) Regulations 1965
- Health (Cervical Screening (Kaitiaki) Regulations 1995
- Health (Diseases Communicated by Animals) Regulations 1965
- Health Entitlement Cards Regulations 1993
- Health (Hairdressers) Regulations 1980
- Health (Immunisation) Regulations 1995
- Health (Infectious and Notifiable Diseases) Regulations 1966
- Health (Infirm and Neglected Persons) Regulations 1958
- Health (Needles and Syringes) Regulations 1998
- Health (Quarantine) Regulations 1983
- Health (Registration of Premises) Regulations 1966
- Health (Retention of Health Information) Regulations 1996
- Housing Improvement Regulations 1947
- Human Assisted Reproductive Technology (fees) Regulations 2005
- Intellectual Disability (Compulsory Care and Rehabilitation) Regulations 2004
- Medicines (Database of Medical Devices) Regulations 2003
- Medicines (Designated Prescriber: Nurse Practitioners) Regulations 2005.
- Medicines Regulations 1984
- Medicines (Related Products (Exempted Foods)) Regulations 2003
- Medicines (Standing Order) Regulations 2002
- Medicines (Designated Prescriber: Optometrists) Regulations 2005
- Mental Health (Forms) Regulations 1992
- Mental Health (Medical Fees) Regulations 1992
- Microwave Ovens Regulations 1982
- Misuse of Drugs (Industrial Hemp) Regulations 2006
- Misuse of Drugs Regulations 1977
- New Zealand Public Health and Disability (Archives) Regulations 2001
- Plastic Wrapping Regulations 1979
- Plumbers, Gasfitters, and Drainlayers Regulations 1977

- Radiation Protection (Appeals) Regulations 1974
- Radiation Protection Regulations 1982
- Revocation of Certain Regulations Relating to the Manufacture and Sale of Flock 1977
- Revocation of Hospital Boards (Staff Amenities) Regulations 1970
- Revocation of Hospital Employment Regulations 1978
- Revocation of Regulations as to the Cleansing, Ventilation, Sanitation, and Disinfection of Theatres, Picture Halls, and Concert Rooms 1969
- Revocation of the Pesticide Regulations 1959 and the Systemic Pesticides Notice 1961
- Smoke-free Environments Regulations 2007
- Tuberculosis Regulations 1951
- Venereal Diseases Regulations 1982
- Water Supplies Protection Regulations 1961

## Functions and Responsibilities

The Ministry of Health aims to ensure that the health and disability system works for all New Zealanders.

We have eight key responsibilities. These are to:

- provide policy advice on improving health outcomes, reducing inequalities and increasing participation
- act as the Minister's agent
- monitor performance of District Health Boards (DHBs) and health sector Crown entities
- implement, administer and enforce relevant legislation and regulations
- provide health information and process payments
- facilitate collaboration and co-ordination within and across the sectors
- provide nationwide planning and maintenance of service agreements
- plan and fund public health, disability support services and other service areas retained centrally.

Twenty DHBs have been established to serve the populations based around the areas for which Hospital and Health Services formerly provided services. DHBs fund, provide, or ensure the provision of, services for those in need of personal health and disability services.

DHBs work to improve health outcomes and enhance the health status of the population they serve.

## Structure

The Ministry comprises:

- Health and Disability Systems Strategy Directorate
- Māori Health Directorate
- Population Health Directorate
- Sector Accountability and Funding Directorate
- Sector Capability and Innovation Directorate
- Information Directorate
- Health and Disability National Services Directorate
- Corporate Services Directorate
- Change and Development Directorate
- Risk and Assurance Group
- Health and Disability Systems Strategy Directorate

The Health and Disability Systems Strategy Directorate is responsible for providing strategic and whole-of-system perspectives and advice on the development of the health and disability system. The Directorate is responsible for providing medium- to long-term advice on key strategic health, public health and disability issues to achieve better health and reduced inequalities. This includes providing strategic policy advice on:

- long-term strategic planning for and with the sector (e.g., the New Zealand Health Strategy, the New Zealand Disability Strategy), including modelling and forecasting the health and disability needs of future populations and the implications for future health and disability services
- the prioritisation of expenditure within Vote Health, across-sector expenditure including strategic advice on sector productivity measures, value for money and oversight of work examining the cost effectiveness of priorities and interventions
- strategic issues relating to the medium- to long-term development of the infrastructure of the health sector, which will enable future provision (e.g., workforce, frameworks for capital planning and prioritisation) and working with the Information Directorate on strategic information developments (e.g., key directions)
- the medium- to long-term institutional development of the health sector (e.g., developing and retesting criteria for devolution, structure and high-level content of

key documents that provide the strategic settings for health service delivery, such as the Nationwide Service Framework)

- the long-term wellbeing of specific population groups in society (e.g., Pacific, low-income or vulnerable communities), with a focus on the systemic, strategic and inter-sectoral settings that will reduce inequalities
- scanning for, participating in and providing advice on important inter-sectoral policy interventions or issues that are likely to have an impact on improving health outcomes and the implications for the medium- to long-term development of the health sector
- strengthening the Ministry and sector knowledge capability (e.g., Public Health Intelligence, health needs analysis, research and evaluation) to inform medium- to long-term planning in the sector
- management of relationships and secretariat support to committees with responsibilities to look at the medium- to long-term systemic issues in the health and disability sectors
- the administration of New Zealand's international obligations
- designing regulatory frameworks that provide public assurance of quality, safety and the certification of appropriate professionals and health organisations.

### **Māori Health Directorate**

The Māori Health Directorate is the primary advisor on Māori health and is responsible for advising on:

- the implementation of section 4 of the New Zealand Public Health and Disability Act 2000 in order to recognise and respect the principles of the Treaty of Waitangi in the health and disability sector
- responding to Waitangi Tribunal claims in collaboration with Sector Accountability and Funding
- the implementation of He Korowai Oranga and Whakatātaka Tuarua
- monitoring the development and implementation of Māori health action plans in DHBs with the Sector Accountability and Funding Directorate
- supporting the Ministry and sector implementation of other health and disability strategies for Māori in conjunction with the Population Health and Sector Capability and Innovation Directorates
- developing policy settings to support Māori participation in the sector at all levels (in conjunction with the Health and Disability Systems Strategy Directorate, it will lead the Reducing Inequalities work programme across the Ministry).

### **Population Health Directorate**

The Population Health Directorate is responsible for providing advice on the policy settings and operational frameworks that determine eligibility and access to publicly funded health,

public health and disability services. The Directorate is responsible for ensuring that the strategic intentions of the Government are translated into the policy settings that incentivise and guide the operational delivery of services by advising on:

- the services, policy settings and frameworks that ensure access to publicly funded health and disability services for eligible populations, reflecting the Minister's priorities and the Government's intentions
- how current service-specific settings can better influence improved health and reduced inequalities, particularly for vulnerable groups (eg, children and youth, people with disabilities, and people with mental health conditions)
- policy settings that work across the continuum of care and from a whole-of system perspective to strengthen and incentivise service integration across prevention, primary and community, and secondary/tertiary care for key population health priorities
- the implications for service-specific policy of the inter-sectoral interface across government
- population health approaches (e.g., chronic disease, communicable disease, environmental health, primary healthcare, mental health, disability and compulsory care)
- design regulations, set standards and advise on quality assurance
- services that may fit new criteria for devolution in collaboration with Health and Disability Systems Strategy Directorate
- evaluating and reviewing the implementation of programmes to support policy development.

### **Sector Accountability and Funding Directorate**

The Sector Accountability and Funding Directorate is responsible for funding, monitoring and ensuring the sector is compliant with accountability expectations. It ensures compliance <sup>40</sup>

with health regulation by Health and other sectors, such as local government. It advises on the current performance of the sector, areas where targeted effort may be required, and trends in performance indicators and service expectations by:

- managing the distribution of funding to Crown-owned entities (e.g., DHBs) and the accountability arrangements for the use of public resources, and advising on the funding arrangements (e.g., inter-district flows, maintenance of service frameworks, national pricing)
- developing and implementing the funding mechanisms and the accountability framework (e.g., district annual planning, reporting and monitoring processes) across the whole system, including public health, mental health and primary health implementation to achieve better health and reduced inequalities
- actively monitoring and advising on the financial and non-financial performance of health Crown entities and the Ministry's role as direct funder of health and disability services, providing strategic advice on trends in performance against

target indicators, and identifying opportunities for improvement and service reviews

- working with the sector to implement government policy on elective services
- managing relationships with the governance and management of Crown-owned entities, including Board appointments, support for good corporate governance practice (including induction) and co-ordination of DHB elections
- managing the assessment of sector capital business cases against agreed capital business planning frameworks
- providing advice on industrial relations across the sector
- reviewing the prioritisation and future location of service analysis and project management capability with the ELT, agree on a cross-organisation business plan that prioritises focused resource on the organisation's priorities
- reviewing the account manager function and enhancing the ability to support high-level relationship management, ownership and purchase monitoring at regional and national levels
- administering the Ministry's regulatory powers to coerce and/or enforce statutory compliance, including audit, certification processes, consolidating and building the capability and capacity to investigate, examine risks and oversee the consequences of failure or breach of those requirements

### **Sector Capability and Innovation Directorate**

The Sector Capability and Innovation Directorate is responsible for working proactively with the sector to support implementation, build capability and share innovations across the sector that support operationalising the Minister's strategic priorities. The Sector Capability and Innovation Directorate will:

- support the sector's implementation of the Government's health and disability strategies and key priorities, and the improvements in related health-sector targets
- identify, with Sector Accountability and Funding (guided by monitoring intelligence) and with wider sector engagement, opportunities for improved performance against indicators
- share best practice, innovations, new evidence and/or learning across the sector.

This Directorate responds to the sector's desire for a centre of performance improvement and innovation that promotes and drives implementation of best practice, shares learning across the sector, and provides an avenue for clinical and professional leadership to be shared across the system. This will occur where there is:

- joint agreement and negotiation of work programmes and areas of emphasis for improvement

- flexible models of working that clarify where the Ministry is the lead, where there is joint leadership between Ministry and DHBs, and where DHBs are leading and the Ministry supports
- clear separation from monitoring functions to make transparent the roles of the Ministry.

### **Information Directorate**

The Information Directorate is responsible for providing leadership and consolidating the capacity to manage the sector's information systems. The Directorate is responsible for developing, maintaining and ensuring access to all of the key information databases held by the Ministry.

The Information Directorate will, working with the Health and Disability Systems Strategy Directorate, provide strategic advice to the Director-General and the ELT on the medium- to long-term information needs and infrastructure of the sector that will meet future health service and population health needs. The Directorate will also oversee HealthPAC.

This Directorate will manage all IT infrastructure for the Ministry of Health. A service-level agreement will be established to define the information support needs required for the Ministry of Health as distinct from sector information requirements.

The Information Directorate will be responsible for the implementation of the National Systems Development Programme (NSDP), which aims:

"...to consolidate, rationalise and optimise a range of core payment, information and connectivity systems, including":

- health payment systems provided through HealthPAC, including capitation funding systems
- health information and analysis systems provided through the New Zealand Health Information Service (NZHIS)
- patient idEntity data systems
- mechanisms through which external parties access the above systems.

The Directorate will also service the Health Information Strategy Action Committee (HISAC) and work with the committee to implement the 12 Action Zones of the Health Information Strategy for New Zealand.

### **Health and Disability National Services Directorate**

The Health and Disability National Services Directorate is responsible for planning and funding services not currently funded by District Health Boards (DHBs). These include: <sup>42</sup>

- disability support services
- public health services
- personal health services not currently managed by DHBs (e.g., Plunket).
- National Screening Unit.

The Health and Disability National Services Directorate does not assume devolution. Policy work on devolution will be led by the Health and Disability Systems Strategy Directorate and the Population Health Directorate.

The Health and Disability National Services Directorate has significant planning responsibilities as well as funding and contracting. It works with DHBs to align the provision of those services with local planning and delivery. It also works with other sectors to align funding streams to achieve quality services such as for people with disabilities. The Directorate will establish a Purchase Board that advises the Deputy Director-General on:

- service planning and the delivery of national services
- agreed purchase and funding plans on the current and future provision of national services and their alignment with local DHB planning and funding
- progress against a monitoring and reporting framework
- implementation of devolution decisions if and when they are made.

### **Corporate Services Directorate**

The Corporate Services Directorate is responsible for ensuring that directorates have the resources and corporate systems and processes to control and expedite the management of their businesses. The following direct reports will provide the range of services that support line managers:

- Finance (including Vote Analyst teams) – monitors the financial control in the organisation, and the management of Ministry assets and facilities
- Legal – provides the Director-General and the organisation with legal advice to ensure the Ministry is complying with its statutory and regulatory functions and supports legislation and regulation drafting
- Communications – manages the internal and external communication needs of the organisation, including publications and the management of media relations
- Government Relations – ensures the Ministry complies with our parliamentary obligations in relation to Ministerials, co-ordinating OIA requests and the appointment of Committees.

### **Change and Development**

The Change and Development Office is responsible for:

- completing the implementation of the recommendations of the Review of the Ministry of Health (December 2006)
- establishing the Office of the Director-General, which is responsible for co-ordinating the business of the Director-General through the following functions:
  - co-ordinating the business of the Director-General
  - secretariat support for the ELT meetings

- secretariat support for the Leadership Forum and Professional Advisory Group
- co-ordinating liaison with offices of the Minister
- special projects, as agreed with the Director-General
- providing corporate human resource services and organisation development support consistent with the Change and Development Programme. The Office of the Director-General will be staffed mostly from internal secondments from within the Ministry of Health.

### **Risk and Assurance Group**

The Risk and Assurance Group is responsible for providing independent advice to the Director-General on the strategic and operational risks in the Ministry and advising on actions and/or processes that would provide assurance that risks are being managed

## **Records**

General description of the categories of documents held by the Ministry

### **Administration: AD0–AD85**

This section covers a wide variety of general administrative matters, including management activities, Acts and legislation, committees and boards, conferences and general reports, public relations, equipment and supply management.

### **Information Management and Technology: IM01–IM65**

Covers subjects relating to health information resources, including provision of services such as libraries, records and registries, mail and postal services, educational and promotional campaigns and services together with related technology.

### **Finance: FN02–FN20**

Covers financial subjects relating to the receipt, control and expenditure of public funds. It includes financial management, audit and inspection, banking arrangements, estimates, budgets, assets management, payment of taxes.

### **Human Resources Management: HR01–HR80**

Covers subjects relating to the employees and personnel services. It includes employment benefits, conditions recruitment, health welfare, industrial relations, performance assessment, salary, wages, staff training and development.

### **Health Care: HC01–HC98**

This section contains records on general nature relating to implementation of New Zealand health services policies, the health reforms etc. It includes information on the funding and providers to the following services: adolescent health, child health, dental health, disability support services, women's health.

### **Chemicals, Poisons, Drugs: CD05–CD55**

This section covers the policy, evaluation, testing, monitoring of the blood and blood products, narcotics, and toxic substances. 44

### **Diseases: DS10–DS60**

Covers departmental policy and procedures governing the review, development, and implementation of control and prevention programmes for the following: environmental diseases, communicable diseases, non-communicable diseases and hearing-loss prevention.

### **Psychiatric and Psychology: PP05–PP70**

Covers the policy, reviews, evaluation, implementation, promotion and campaigns on substance abuse, mental health and smoking.

### **Public Health: PH05–PH95**

This section covers burial and cremation, environmental pollution, quarantine, food administration, food standards, food safety and nutrition.

### **Therapeutics, Technology: TT05–TT80**

This section covers the standards, authorisations, defects and testing of medicines, related products, cosmetics and medical devices and their methods of treatment. Also includes records relating to specific pharmaceutical companies relating to licences under the Medicines Act, controlled drug licences, good manufacturing practices and drug master files.

## **Document Management**

Each Ministry section has its own electronic filing cabinet that stores the documents created by the section. These documents are full-text indexed and can be viewed in a number of different ways (i.e., by date, by author, by title, by subject).

## **Library**

The Ministry of Health Library is a specialist library focusing on: health planning and policy; health funding; disability services; personal and public health; mental health; Māori and Pacific health; and international trends in health care.

This unique collection comprises 15,000 books and 300 journal titles. We offer specialist information advice and services, and manage access to a variety of information resources including MEDLINE, Cochrane, CINAHL, Index NZ and the EPIC resources. The Centre's core clients are the Minister of Health, Ministry of Health staff and health sector organisations.

The centre is available to the public for reference purposes only.

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

The Ministry uses the following electronic manuals for administrative purposes:

- Buying Goods or Services
- Financial Policy
- Human Resources Policy
- Media Policy Programme Project
- Legal Policy Governance.

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

Information on current Ministry newsletters can also be obtained from this section.

Health statistical reports and publications and reports produced by the National Advisory Committee on Core Health and Disability Support Services are available from the Ministry.

The Ministry of Health website can be found at <http://www.moh.govt.nz>. It contains all of the Ministry's publications as well as media releases, current vacancies and assorted corporate information. It also contains a variety of links of interest to both the medical profession and the general public.

## Contact

All requests for official information should be addressed to the Director-General of Health, at the address below.

Ministry of Health  
133 Molesworth St

PO Box 5013  
WELLINGTON

Phone: (04) 496 2000

The Secretary  
Medicines Review Committee,

Medsafe  
Ministry of Health  
PO Box 5013  
WELLINGTON

Phone: 04 819 6800

# Hokitika Airport Limited

## Governing statutes

The company was established under the Airport Authorities Act 1966.

## Functions and Responsibilities

To develop and manage facilities in Westland in a safe and proper manner as a national and regional resource for the enhancement of the community and provide a return to shareholders.

## Structure

The Board consists of up to four members appointed by Westland Holdings Ltd. One Board member is appointed as Chairman. Three people report directly to the Board, an administration person, two Managers, one for Hokitika Airport and one for Glacier Country Heliport.

## Records

The records maintained by Hokitika Airport Limited are those required under the Companies Act and Inland Revenue.

## Documents Relating to Decision-Making Processes

Agenda papers, minutes, financial files are retained by the Administration person. We are audited annually.

## Publications

None

## Future changes

Hokitika supports the Westland District Council's "Vision of Westland" that it will by 2030 be a world class tourist destination and have industries and businesses leading through innovation and service.

## Contact

Hokitika Airport Limited  
Airport Drive  
Hokitika Airport

PO Box 76  
Hokitika 7842

Management: [management@hokitikaairport.co.nz](mailto:management@hokitikaairport.co.nz)

Phone 03 755 5341

Office Administration: [admin@hokitikaairport.co.nz](mailto:admin@hokitikaairport.co.nz)

Phone 027 290 9943

Website: [www.hokitikaairport.co.nz](http://www.hokitikaairport.co.nz)

# New Zealand Horticulture Export Authority

## Governing Statutes

The New Zealand Horticulture Export Authority was established under the New Zealand Horticulture Export Authority Act 1987 and is administered by the Ministry for Primary Industries. The HEA now operates under the amended HEA Act which came into force on 16 December 2019.

## Functions and Responsibilities

The primary function of the HEA is the promotion of effective export marketing of horticultural products. Statutory functions include export licensing and approval of export marketing strategies for recognised product groups. The Authority is required to implement the general policy of government as it is conveyed to it from time to time by the Minister of Primary Industries.

Sector product groups comprising growers and exporters choose to come within the HEA legislation by having their product declared a 'prescribed product'. The group within an industry that makes this request to the Minister becomes the 'recognised product group' following acceptance. There are specific requirements that must be met (refer section 25 of the Act) before a product becomes a prescribed product, and the Minister of Agriculture must be satisfied that these have been met, before an Order in Council formalises the group as a 'Recognised Product Group'.

It is the 'recognised product group' that determines the direction of that industry using an Export Marketing Strategy (EMS). The EMS is formulated by the Group and approved by the Authority. All licensed exporters must agree to operate in accordance with this document and failure to comply may result in an exporter's licence being revoked.

The Authority has the following special functions in relation to prescribed products:

- to assist in the formulation of, and approve, an export marketing strategy for any prescribed product that is subject to export licensing;
- where appropriate, to administer the export licensing of prescribed products;
- to promote compliance to grade standards relating to prescribed products; and
- to assist in the development and promotion of enforceable export programmes (e.g. food safety, grade standards) relating to recognised product groups.

The Authority also operates an exemption system that allows exporters to export trial shipments without becoming a fully licensed exporter. In certain cases exemptions may also be issued to licensed exporters allowing limited non-compliance with an EMS.

As at 1 September 2019 the following groups are recognised product groups under the New Zealand Horticulture Export Authority Act 1987:

- Summerfruit New Zealand
- New Zealand Buttercup Squash Council Inc
- New Zealand Chestnut Council Inc
- Persimmon Industry Council Ltd
- Avocado Industry Council Ltd
- New Zealand Tamarillo Export Council Ltd
- New Zealand Boysenberry Council Ltd
- New Zealand Kiwifruit Product Group to Australia Inc
- Blackcurrants New Zealand Ltd
- New Zealand Truffle Association.
- New Zealand Walnut Industry Group Inc

## Structure

The Act creates the Authority, which is made up of five board members, one representing exporters, two representing grower sectors and two independent ministerial appointments, one of whom is the chairperson. Staff consists of one full-time Chief Executive and a part-time industry adviser. All other administration functions such as accounting, some administration and legal services are contracted out.

## Records

Records include the following:

- administration records
- All Recognised Product Groups
- copies of current and past Product Groups Export Marketing Strategies
- Export Licence application and supporting information
- a register of export licences and exemptions granted
- HEA Procedure Manual
- HEA Board Minutes
- Annual Report including annual accounts.

## Documents Relating to Decision-Making Processes

- HEA Board Minutes
- HEA Policy & Procedures Manual

- Export Licence application guidelines
- Export Marketing Strategy guidelines

## **Contact**

Chief Executive Officer  
NZ Horticulture Export Authority  
Level 4, Co-operative Bank House  
20 Ballance Street

PO Box 1417  
Wellington

Tel: (04) 918 1964

Email: [simon@hea.co.nz](mailto:simon@hea.co.nz)

Website: [www.hea.co.nz](http://www.hea.co.nz)

# Housing New Zealand Corporation

## Governing statutes

The Housing Corporation Act 1974 established Housing New Zealand as a statutory corporation with its own governing Board. Together with the Crown Entities Act 2004, it governs how Housing New Zealand relates to the Crown and its Ministers. The Housing Corporation Act was significantly amended in 2016 by the Housing Corporation (Social Housing Reform) Amendment Act 2016 which gave Ministers enabling powers to enter into and implement social housing transactions in respect of HNZ housing stock and services.

The Crown Entities Act 2004 is the principal Act governing the relationship between Housing New Zealand and the Crown. Housing New Zealand is a Crown Agent and so must give effect to Government policies. The Act provides for Housing New Zealand to produce a Statement of Intent, permits the Minister to give directions to Housing New Zealand, and restricts how it may borrow, invest, and establish subsidiaries. The Act also regulates how Housing New Zealand's Board functions, including the appointment and termination of members, conflicts of interest, quorums for meetings, and Board committees.

The Housing Restructuring and Tenancy Matters Act 1992 introduced income-related rents for state house tenants and the Social Allocation System. It has been amended several times, including by the

- Housing Restructuring (Income-Related Rents) Amendment Act 2000
- Social Housing Reform (Housing Restructuring and Tenancy Matters Amendment) Act 2013 which provided a statutory basis for community housing providers to apply for government funding for income-related rents for eligible new tenants, alongside Housing New Zealand; for needs assessment and associated functions to be transferred from HNZ to MSD; and for a regulatory framework to govern community housing providers. While Housing New Zealand is not subject to the regulatory framework governing registered community housing providers, it is expected to meet equivalent standards relating to tenancy and property management, governance, and financial management.
- Housing Restructuring and Tenancy Matters (Social Housing Reform) Amendment Act 2016 with respect to future social housing transactions.

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

The Residential Tenancies Act 1986 governs all residential tenancies in New Zealand, including all state house tenancies. It defines the rights and obligations of landlords

(including Housing New Zealand) and tenants, established the Tenancy Tribunal to hear disputes between landlords and tenants, and established a fund to hold all tenants' bonds. The Ministry of Business, Innovation and Employment administers the Act.

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

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

## Functions and Responsibilities

Housing New Zealand provides high quality social housing to people in the greatest need, for the duration of their need. Those in the highest need are determined by the Social Allocation System administered by the Ministry of Social Development (MSD).

Housing New Zealand is currently the main provider of social housing in New Zealand, managing over 64,000 properties, with the owned portion (61,660) currently valued at \$22.7 billion. Of these, 95.8 percent of tenancies are supported by the income-related rent subsidy (IRRS), which MSD administers.

### Housing New Zealand:

- matches tenants to appropriate state housing
- manages state housing tenancies
- acquires, leases, upgrades, maintains, and divests the state rental portfolio
- works with tenants to ensure their property is suitable for their needs, which in turn improves utilisation of our properties
- supports Crown objectives including through our FirstHome and Tenant Home Ownership Schemes and contributions to the Government's Social Housing Reform Programme (SHRP).

### Assessing housing need

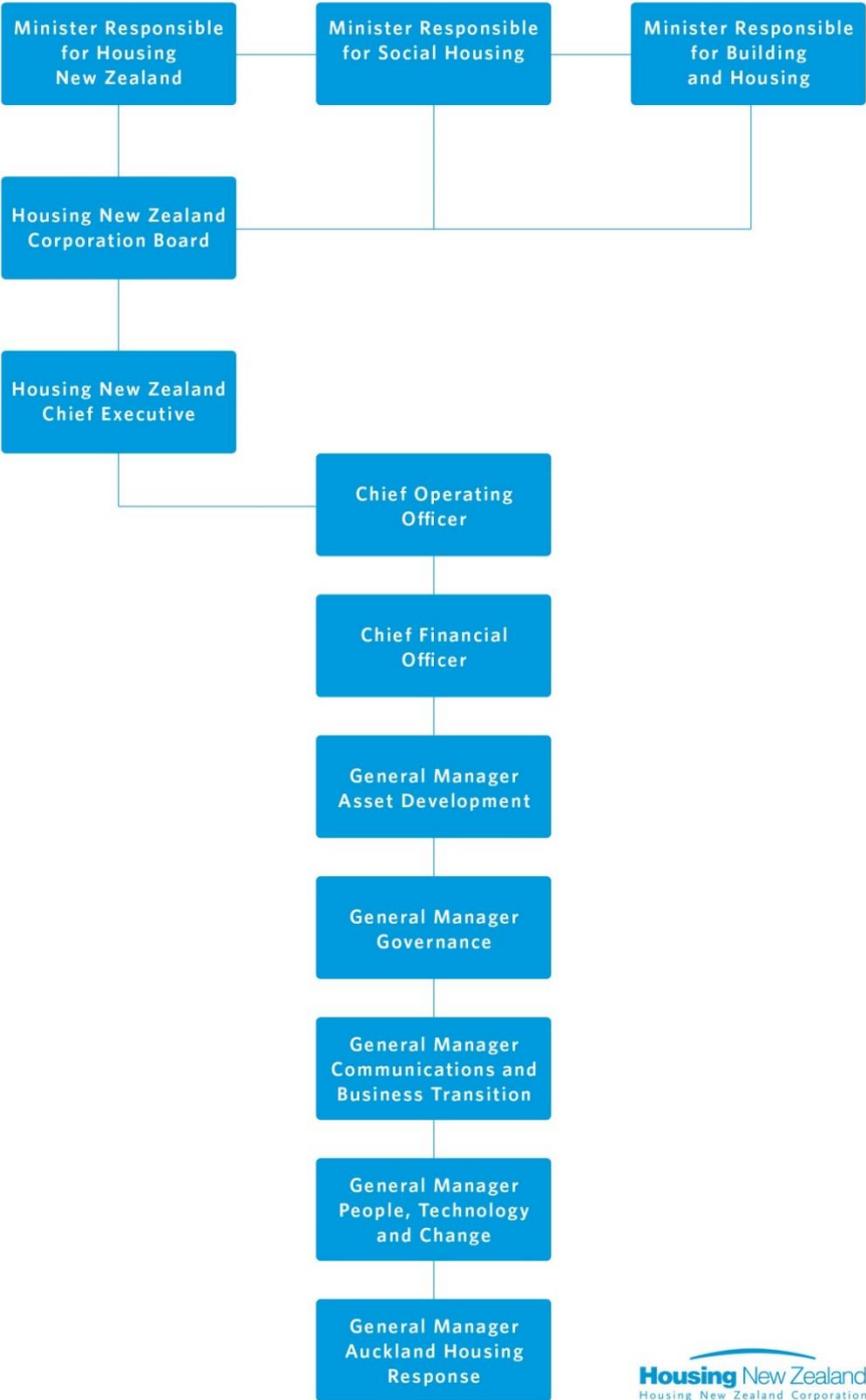
From April 2014 responsibility for housing needs assessments and associated functions transferred to the Ministry of Social Development (MSD). MSD also has responsibility for managing the social housing register, tenancy reviews and income-related rent, and investigations into fraud and dishonesty.

The Social Allocation System provides the criteria for allocating social housing to those with the greatest housing need. MSD administers the Social Allocation System for all new social

housing applicants and a modified version for existing state house tenants under the reviewable tenancies initiative. In order to be an eligible social housing tenant (Housing New Zealand or another social housing provider) the applicant or family must be on a low income, be a permanent resident and have a high housing need. Social Housing Register information and statistics are available at: <http://housing.msd.govt.nz/information-for-housing-providers/waitlist/index.html>

## Structure

The governance framework for Housing New Zealand involves three key parties: Parliament, Ministers, and Housing New Zealand’s Board.



## Role of the Minister

The primary relationship between the Government and Housing New Zealand is between Ministers and Housing New Zealand's Board. Responsible Ministers are jointly responsible for:

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

## Role of Treasury and MBIE

The Treasury's Commercial Operations Group has the lead role as the responsible Minister's agent in monitoring the Crown's ownership and service delivery interests in Housing New Zealand, including all matters related to its financial, service delivery, and operational performance. This monitoring includes ensuring Housing New Zealand's strategic direction is aligned with the interests of government and fits within the statutory framework; monitoring against the accountability and performance reporting framework and managing the performance cycle; and providing assurance on the capability of Housing New Zealand and advice on the quality of the Board's systems for managing risk.

MBIE has the lead role for providing housing policy advice, specifically the policy Housing New Zealand is required to implement, including evaluating and advising on how well Housing New Zealand delivers on its policy objectives.

## Role of Housing New Zealand's Board

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

## Publications

Housing New Zealand produces a number of corporate, tenant, research (including property related statistics) and development publications are available at

<http://www.hnzc.co.nz/publications/>

## Contact

Website: <http://www.hnzc.co.nz/>

Phone - 0800 801 601

Housing New Zealand's Customer Services Centre provides on-the-spot responses for all enquiries 8am to 8pm Monday to Friday and 24/7 for urgent calls.

Email to [enquiries1@hnzc.co.nz](mailto:enquiries1@hnzc.co.nz)

Media line [media@hnzc.co.nz](mailto:media@hnzc.co.nz) or 04 439 3590

National Office address is:

Housing New Zealand  
National Office  
PO Box 2628  
Wellington 6140

# Human Rights Commission

## Te Kāhui Tika Tangata

### Governing Statutes

The Human Rights Commission is an independent Crown Entity given a wide range of functions and powers under the Human Rights Act 1993; the Act is administered by the Ministry of Justice.

### Functions and Responsibilities

The Commission's main functions are to:

- advocate and promote respect for, and an understanding and appreciation of, human rights in New Zealand society
- encourage the maintenance and development of harmonious relations between individuals and among the diverse groups in New Zealand society
- Promote racial equality and cultural diversity
- Promote equal employment opportunities (including pay equity)
- Promote the full and equal enjoyment of human rights by persons with disabilities
- Provide information to members of the public who have questions about unlawful discrimination and facilitate resolution of disputes relating to unlawful discrimination or sexual harassment or racial harassment

### Structure

The Commission is governed by a Chief Commissioner and a number of other Commissioners and managed by a Chief Executive. The Office of Human Rights Proceedings is an independent part of the Commission and is headed by the director of Human Rights Proceedings.

## Records

The Commission holds physical and electronic records. Some statistical information is available from an enquiries and complaints database.

## Documents Relating to Decision-Making Processes

The Commission has policies and procedures for internal and external processes and makes decisions in accordance with the Human Rights Act.

## Publications

The Human Rights Commission publishes a range of research, policy positions and reports. Information is publicly available on its website, and its social media accounts.

## Contact

### **Human Rights Commission Infoline**

Phone (Toll-free): 0800 496 877

Email: [infoline@hrc.co.nz](mailto:infoline@hrc.co.nz)

Website: <http://www.hrc.co.nz>

### **Postal address:**

PO Box 6751

Wellesley St

Auckland 1141

Appointment with sign language interpreter available.

Language Line, an interpreting service, is available.

# Hutt Valley District Health Board

## Governing Statutes

The Hutt Valley District Health Board was established under the New Zealand Public Health and Disability Act 2000 on 1 January 2001.

## Functions and Responsibilities

The Board is responsible for planning, prioritising, funding and providing government-funded health care and disability support services for the 140,000 people who live in the Hutt Valley. Its functions are to:

- improve, promote and protect the health of communities within the Hutt Valley
- better coordinate health services in the Hutt Valley; for example, GP and hospital-based services
- ensure effective care or support of those in need of personal health services or disability support
- promote the inclusion and participation in society of people with disabilities
- reduce health disparities by improving health outcomes for Māori and other population groups
- encourage community participation in health improvement, and in planning for the provision of health services and any significant changes to the provision of health services
- carrying out these functions involves buying services from a wide range of health and disability service providers, including GPs, mental health providers, rest homes, pharmacies, private laboratories and hospitals.

Hutt Valley DHB has the following three statutory Committees:

### **Community and Public Health Advisory Committee**

This provides advice and recommendations to the Hutt Valley DHB Board on the health needs of its resident population. It also advises the Boards on priorities for the use of the available health funding.

### **3DHB Disability Support Advisory Committee**

This provides advice and recommendations to the Boards on the disability support needs of the resident population. It also provides advice and recommendations to the Boards on priorities for the use of the available disability funding.

## **Hospital Advisory Committee**

This committee monitors, advises and provides recommendations to Hutt Valley DHB Board on the financial and operational performance of the service provision arm of the DHB.

## **Structure**

The Hutt Valley District Health Board is made up of seven elected and four government-appointed members and was formed following District Health Board elections to govern the Hutt Valley DHB.

### **Service Provision**

The provider arm of Hutt Valley DHB delivers a range of hospital-based, and community based, services.

### **Surgical, Women's and Children's Health directorate**

Hutt Valley DHB surgical, women's and children's directorate delivers:

- secondary services in general surgery, gynaecology, orthopaedics; ear nose and throat, Ophthalmology
- regional tertiary and secondary services in burns, plastics and maxillofacial
- ACC secondary subcontracted services on behalf of Boulcott Clinic.
- primary and secondary maternity services for the mothers and families of the Hutt Valley
- an appropriate range of community support services within the Hutt Valley
- secondary-level child health services, including special-care services for unwell new-borns, and paediatric medical services at hospital and in the community
- child assessment unit
- Child Development Services
- Level 2 Special Care Baby Unit
- Paediatric Community Nursing.

### **Medical and Acute Care directorate**

The Hutt Valley DHB Medical and Acute Care directorate is responsible for the delivery of:

- Cardiology services
- Endoscopy services
- Inpatient Coronary Care
- Inpatient medical care

- Outpatient medical clinics
- Gastroenterology Services
- Medical Day Stay Services
- Medical Assessment and Planning Services
- ICU
- Medical Photographer
- Emergency Department Services
- Pharmacy Services
- RMO Unit
- Bowel Screening Programme
- Regional Bowel Screening Coordination
- Radiology
- Dermatology
- Contact DHB link with SCL
- ID physician

### **Community Health Service Group**

Hutt Valley DHB Community Health Service Group is responsible for the delivery of:

- Dietetics
- Social Work
- Physiotherapy
- Podiatry
- Occupational Therapy
- Speech Language Therapy
- Diabetes Service
- Rheumatology Service
- Respiratory Services
- Older persons and Rehabilitation - Ward
- Older Persons and Rehabilitation - Community
- Older Persons Mental Health

- District Nursing
- Home Support Services
- Pain Management Services (ACC)

### **Regional Screening Services**

Hutt Valley DHB manages cervical and breast screening services on behalf of the greater Wellington region's DHBs. It is responsible for the delivery of:

- Breast Screen Central
- Regional Cervical Screening Coordination
- Symptomatic Breast Services
- Wairarapa Symptomatic Breast Support

### **Regional Public Health Service**

Regional Public Health Service is a regional service providing a wide range of public health services to the greater Wellington region. The Service is also the lead provider for public health services delivered to the Wairarapa. The public health role is divided into teams covering the areas of health protection, health promotion, social environment, school health service and public health information and analysis and also includes medical officers of health who have statutory functions.

### **Community Dental directorate**

Community Dental directorate manages the Bee Healthy Regional Dental Service that is the community-based dental service providing free (publicly-funded) dental care to children, from birth until their 18th birthday, in the Greater Wellington Region (Wellington, Hutt Valley, Porirua and Kāpiti Coast).

### **Mental Health Services**

The Mental, Addictions & Intellectual Disability Service 3DHB (MHAID Service 3DHB) provides specialist services for Wairarapa, Hutt Valley and Wellington regions. As well as local based services, MHAID Service 3DHB also provides services for the central region and a number of services for New Zealand. There are five clinical sector groups – Younger Persons Community and Addictions; Adult Community and Addictions; Intensive Recovery Sector; Forensic and Inpatient Rehabilitation; and Intellectual Disability. There is also an Operations Centre and a number of shared services which support the sector groups.

Local services based in the Hutt Valley include Acute Inpatient, alternatives to Hospital (including acute respite service), Acute Day Service; Crisis Assessment; Child, Adolescent & Family Service; and Community Care and Treatment. There is also access to a range of other services provided within MHAID Service 3DHB such as the Rangatahi Adolescent Inpatient Unit and Day Service; Opioid Treatment Service, Maternal Mental Health Service and Regional Personality Disorder Service.

## **Essential Support Services Group**

Essential support services include:

- Treatment services (outpatients, after-hours management)
- General support services (library, photography, chaplaincy, records, admissions, food services, cafeteria, orderlies, linen, photocopying)
- Community support services (home help, meals on wheels)
- Booking Office
- Cleaning
- Orderlies
- Telephonists
- Medical typing
- Clinical records
- Clinical Engineering.

## **Corporate Functions**

Corporate provides the following support services to the Hutt Valley DHB:

- Risks
- Legal advice provided by Buddle Findlay via a legal services arrangement
- Financial Management
- Payroll Services
- Communications
- Information Technology
- Property and Facilities Services
- Human Resources and Organisational Development
- Māori, Pacific and disability advisory support
- Strategy, Planning and Outcomes group.

Hutt Valley DHB is required to have a strong funding and planning management capability to meet its additional responsibilities of buying, managing and providing a wide range of services to meet the needs of the Hutt Valley community. The Strategy, Planning and Outcomes group is responsible for advising the Hutt Valley DHB Board on the health needs of the districts and the priorities for use of the available funding. They work closely with the community and clinical staff to develop a long-term strategy for health services. Strategy, Planning and Outcomes also negotiates and monitors contracts with providers.

## Records

Records held by Hutt Valley DHB include medical records, financial records, planning documents (Strategic Plan, Statement of Intent, Annual Plan, etc), various specialist strategic plans, HR records, papers and minutes for board and sub-committees, correspondence, internal memorandum, minutes and papers of various operational committees, contracts, reports from providers, etc.

## Documents relating to decision-making processes

The DHB uses a range of documents for administrative and clinical purposes including:

- Board Governance Manual
- Media and Communications policy
- Accounting policies and principles
- Business Travel policy
- Guidelines for service commissioning
- Antimicrobial use policy
- Sharps disposal
- Consumer feedback
- Risk management

The Communications team distributes information to the public; manages the production of publications; and manages all media activities for groups within the DHB.

The Hutt Valley DHB website can be found at: [www.huttvalleydhb.org.nz](http://www.huttvalleydhb.org.nz). It contains many of the DHB's publications (in the PDF format) as well as media releases, current vacancies and assorted corporate information. It also contains a variety of links of interest to both the medical professional and the general public.

## Contact

Hutt Valley DHB Corporate Office  
Pilmuir House  
Pilmuir St  
LOWER HUTT

Private Bag 31–907  
LOWER HUTT

Phone: (04) 566 6999  
Fax: (04) 570 4424  
Website: [www.huttvalleydhb.org.nz](http://www.huttvalleydhb.org.nz)

# Heritage New Zealand

## Pouhere Taonga

Formerly the New Zealand Historic Places Trust

## Governing statute

Heritage New Zealand Pouhere Taonga Act 2014 (HNZPT Act)

## Functions and responsibilities

The role of Heritage New Zealand Pouhere Taonga, as defined by the HNZPT Act 2014, is to “promote the identification, protection, preservation and conservation of the historical and cultural heritage of New Zealand”. Since 1954, through various iterations, it has become New Zealand’s leading national historic heritage agency and is seen by the public as the guardian of New Zealand’s national historic heritage.

While the powers and functions of Heritage New Zealand are established within the HNZPT Act, the organisation is governed and managed as an autonomous Crown Entity under the Crown Entities Act 2004. The primary source of funding for the organisation is the New Zealand Government through Vote Arts, Culture and Heritage.

Heritage New Zealand provides national leadership for the identification and protection of New Zealand’s historic heritage and delivers for the Crown those statutory requirements that it is charged with under the Act.

The functions of Heritage New Zealand are:

- Administering the archaeological authority provisions.
- Maintaining the New Zealand Heritage List/Rārangi Kōrero of historic places, historic areas, wāhi tūpuna/tipuna, wāhi tapu and wāhi tapu areas.
- Administering and allocating the National Heritage Preservation Fund.
- The maintenance of and additions to the National Historic Landmarks List/Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu.
- Assessing and making recommendations for the conservation of historic heritage prior to the disposal of Crown land.
- Promoting the protection of Māori heritage.
- Managing a portfolio of nationally significant heritage properties.
- Acting in accordance with heritage covenants with private owners.
- Monitoring compliance with archaeological authorities, heritage covenants, interim registration and heritage orders.
- Advocating heritage protection where Heritage New Zealand’s involvement is obligatory.
- Responding to enquiries.

- Making submissions on planning documents and resource consent applications.
- Achieving heritage protection by such methods as heritage covenants and heritage orders.
- Delivering heritage education, training and promotion programmes.

Within Heritage New Zealand the functions of the Māori Heritage Council include:

- Ensuring that in the protection of wāhi tūpuna/tipuna, wāhi tapu, wāhi tapu areas, historic places and historic areas of Māori interest, Heritage New Zealand meets the needs of Māori in a culturally sensitive manner.
- Developing Māori programmes for identification and conservation of wāhi tūpuna/tipuna, wāhi tapu, wāhi tapu areas, historic places and historic areas of Māori interest.
- Considering and determining proposals for the registration of wāhi tūpuna/tipuna, wāhi tapu, wāhi tapu areas.
- Assisting Heritage New Zealand to develop and reflect a bicultural view in the exercise of its function and powers.
- Advocating for the interests of Heritage New Zealand and the Māori Heritage Council so far as they relate to the matter of Māori heritage at any public or Māori forum.

## Structure

Heritage New Zealand is an autonomous Crown Entity. It is governed by a Board comprising eight members, all of whom are appointed by Government.

The functions and powers of Heritage New Zealand are vested in the Board. The Board is responsible for the strategic direction of the organisation but also has regard to government priorities and desired outcomes.

Heritage New Zealand also incorporates a Māori Heritage Council. The Council has eight members, all appointed by government. The council has specific statutory functions under the HNZPT Act for the promotion and conservation of many aspects of Māori heritage. While not in a governance role, the Council works very closely with the Board, often holding joint meetings to ensure that the work of the organisation is strategically aligned with the responsibilities and preferences of both bodies.

Management of the organisation is delivered through a decentralised organisational structure.

- The national office is located in Antrim House in Wellington.
- The Chief Executive is supported by three Deputy Chief Executives with responsibilities for: Operations; Policy, Strategy and Corporate Services; and Māori Heritage.
- Each of these sectors is comprised of teams for organisational development, policy, corporate and regional services, and regional based teams responsible for the nationwide delivery of the organisations functions.
- Heritage New Zealand's Māori Heritage Team, Te Tira o Te Pouhere Taonga operates nationally and regionally, undertaking and supporting work on Māori heritage.

- There are regional offices in Auckland, Wellington and Christchurch, and area offices in Kerikeri, Tauranga and Dunedin.
- There are 44 properties managed by Heritage New Zealand, of which 16 are staffed.
- Heritage New Zealand has around 22,000 members and philanthropic supporters.

Heritage New Zealand works in close co-operation with other stakeholders, including iwi, hapū, whanau, owners of heritage places, local and central government, communities, local heritage advocacy groups, individuals and other agencies nationally and locally.

## Records

The principal categories of documents held by Heritage New Zealand are:

- Documents relating to research and assessment of historic places, historic areas, wāhi tūpuna/tipuna, wāhi tapu and wāhi tapu areas, including those which are included on the New Zealand Heritage List or for which proposals for inclusion on the List have been received; archaeological authority applications and investigations; planning and local government liaison, heritage covenants, and other historic place related information.
- Documents relating to research, conservation, maintenance and management of 48 heritage properties administered by Heritage New Zealand.
- Documents relating to the servicing of the Board and the Māori Heritage Council, resourcing, administration and policy.
- Computer records including member records, the List database (over 7,200 entries) library and files database, Pātaka database, and archaeological authorities' database.

Heritage New Zealand retains a small specialist research library. In addition to books and magazines of professional interest, it contains properties research, archaeological site reports and surveys, journals, architectural plans and drawings, photographs, and negatives, slides and videos relating to the work of Heritage New Zealand. The library is not open to the general public, but bona fide research requests will be considered on application to the Information Services Advisor.

## Documents relating to decision-making processes

The decision-making processes associated with the key functions of Heritage New Zealand are contained in policies, procedures and guidelines that are held electronically in the organisation's intranet. Guidance documents relating to archaeology and the authority process, the National Heritage Preservation Incentive Fund, conservation and management of heritage are available from Heritage New Zealand's website.

Functional groups are responsible for the policies, procedures and guidelines involved with key functions such as registration, advocacy, organisational development, archaeology, heritage conservation and protection.

The Executive Team is responsible for the policies, procedures which govern organisational matters such as financial management, staff management, governance and organisational management, and the National Heritage Preservation Incentive Fund.

## Publications

Along with its annual reports, statements of intent and a suite of information brochures and booklets, Heritage New Zealand publishes a quarterly magazine *Heritage New Zealand* that is a key benefit of membership with the organisation. Recognised as New Zealand's leading heritage magazine, it features a wide range of interesting articles on the preservation and conservation of heritage places, as well as the people who work with them, helping to foster ongoing appreciation of New Zealand's heritage.

A full colour, 20-page publication *Heritage Quarterly* is also produced as an insert to the magazine and for wider distribution by staff. It contains articles on staff activities and engagement with stakeholders, promoting heritage success stories.

Twelve editions of the e-newsletter *Heritage This Month* are produced each year and sent to members and other subscribers to keep them up to date with Heritage New Zealand's work and heritage issues around New Zealand.

Every year the organisation produces a copy of 'Heritage New Zealand Annual Information' which is provided to all local authorities, regional councils and other stakeholders. It includes the New Zealand Heritage List/Rārangi Kōrero of historic places, historic areas, wāhi tūpuna/tipuna, wāhi tapu and wāhi tapu areas; Heritage New Zealand covenants and Heritage Orders. This information is available from all Heritage New Zealand National, Regional and Area Offices.

## Contact

National Office Heritage New Zealand Pouhere Taonga  
Antrim House  
63 Boulcott Street

PO Box 2629  
WELLINGTON

Phone: (04) 472 4341

Fax: (04) 499 0669

Email: [information@heritage.org.nz](mailto:information@heritage.org.nz)

Web: <http://www.heritage.org.nz>

# Inland Revenue

Inland Revenue makes sure money is available to the Government to fund what's important to New Zealanders. We collect more than 80% of Crown revenue that funds hospitals, schools and social care.

We work with customers in all regions of New Zealand to make it as easy as possible for people to pay tax, run their business, manage their debts and receive support, like Working for Families tax credits, Child Support and paid parental leave.

We administer the collection of student loan repayments. We also administer the KiwiSaver retirement savings scheme, by collecting members' contributions and passing them to providers.

## Organisational structure

Inland Revenue's Executive Leadership Team is led by the Commissioner of Inland Revenue (also the Chief Executive Officer of Inland Revenue) and ten direct reports who lead each of Inland Revenue's main business groups.

The Executive Leadership Team is made up of:

- Commissioner of Inland Revenue
- Chief Technology Officer
- Deputy Commissioner, Transformation
- Deputy Commissioner, Policy & Strategy
- Chief Tax Counsel
- Deputy Commissioner, Corporate Integrity & Assurance
- Deputy Commissioner, Information & Intelligence Services
- Chief Financial Officer
- Chief People Officer, People & Culture
- Deputy Commissioner, Customer & Compliance Services – Individuals
- Deputy Commissioner, Customer & Compliance Services – Business

## Executive governance and decision-making

Inland Revenue has a governance system in place to make sure we are doing the right things in the right way to achieve our strategic objectives, reduce our risks and meet Government expectations. Our governance system is made up of the Strategic Governance Board and five committees.

The Board is chaired by the Commissioner, and membership is made up of all of our Executive Leadership Team. Membership on the committees is based on having the right expertise from across the organisation and is a mix of executive leaders, senior leaders and external advisors where appropriate.

The five committees are:

- Performance & Investment Committee
- Portfolio Governance Committee
- Organisation Development Committee
- Customer-Centric Committee
- Technical Governance Committee.

### Corporate documents

Inland Revenue's *Statement of Intent* 2018–22 sets out the key areas we will focus on, so that managing taxes and social entitlements will be more certain and simpler for New Zealanders as we continue to transform.

The Commissioner of Inland Revenue issues an *Annual Report*, which the Minister of Revenue tables in Parliament. The *Annual Report* compares our performance against objectives set at the beginning of the financial year.

You can read our *Statement of Intent*, *Annual Report* and other key documents on our website at [ird.govt.nz](http://ird.govt.nz) by following the links *About us* and *Our publications*.

## Inland Revenue business groups

Inland Revenue is structured into the following business groups:

- Corporate Integrity & Assurance
- Customer & Compliance Services – Business
- Customer & Compliance Services – Individuals
- Information & Intelligence Services
- Information Technology & Change
- Office of the Chief Tax Counsel
- People & Culture
- Performance, Facilities & Finance
- Policy & Strategy
- Transformation
- **Corporate Integrity & Assurance** provides independent advice and assurance on the integrity of the tax system, Inland Revenue's governance, and role in the wider

state sector. The group manages corporate legal, procurement, and risk and assurance services.

- **Customer & Compliance Services** provide Inland Revenue services, information and support direct to customers. Customer & Compliance Services work with customers and other organisations to make it easy for people to pay tax, meet their obligations, and to give New Zealanders confidence that people pay and receive the right amount.
- **Information & Intelligence Services** manage and integrate Inland Revenue's corporate and customer information; research, evaluation and intelligence, and range of communications and stakeholder services.
- **Information Technology & Change** leads Inland Revenue's Information and Communication Technology (ICT) strategy and provides ICT operations and services to support business performance.
- **Office of the Chief Tax Counsel** provides technical advice and services on correct interpretation and application of taxation law, through public and taxpayer rulings, disputes resolution, and escalations and advice.
- **People & Culture** provide HR advice, tools and resources to build leadership, help shape organisational culture, and ensure Inland Revenue has the right people with the right skills in the right jobs.
- **Performance, Facilities & Finance** provides information to Inland Revenue on financial and business performance; provides planning and reporting services; manages our Crown accounting and reporting obligations, and manages Inland Revenue's property portfolio and facilities.
- **Policy & Strategy** is responsible for developing tax policy and related policy, strategic planning, forecasting & analysis and drafting tax law, and leads Inland Revenue's inter-agency engagement on policy.
- **Transformation** Inland Revenue is transforming. By 2021, our multi-stage transformation programme will have modernised our tax system. By streamlining our processes, policies and upgrading our online services, it will be easier for people to pay their tax and receive their entitlements.

## Relevant Acts

The Commissioner of Inland Revenue is a statutory officer responsible for administering the following legislation (including amendments), parts of a group of Acts known collectively as the Inland Revenue Acts:

- Tax Administration Act 1994
- Income Tax Act 2007
- Child Support Act 1991
- Student Loan Scheme Act 2011

- Goods and Services Tax Act 1985
- KiwiSaver Act 2006
- Taxation Review Authorities Act 1994
- Estate and Gift Duties Act 1968
- Stamp and Cheque Duties Act 1971
- Gaming Duties Act 1971

Inland Revenue also administers parts of other Acts, including the Unclaimed Money Act 1971, and paid parental leave under the Parental Leave and Employment Protection Act 1987. Under the Accident Insurance Act 1998, Inland Revenue collects ACC employee earners' levies as a component of PAYE deductions.

## Transformation – Inland Revenue is changing

The world is changing rapidly, and people expect much more from government. Inland Revenue is changing how we work to make it simpler, faster and more efficient for New Zealanders to do business with us.

Inland Revenue's transformation will simplify processes, policies and systems, and deliver integrated customer services that work across government. We're listening to our customers as we go, so we create a tax system that works for all New Zealanders.

Alongside change we continue to deliver our existing business efficiently. Every day we support customers, provide core services and maintain the integrity of the tax system.

You can read more about Inland Revenue's transformation at [ird.govt.nz](http://ird.govt.nz) by following the links *About us* and *Business transformation*.

## Reports and publications

Inland Revenue reports, publications and information booklets are available on our website: [ird.govt.nz](http://ird.govt.nz) by following the links *About us* and *Our publications*.

You can read tax policy news and publications on Inland Revenue's tax policy website: [taxpolicy.ird.govt.nz](http://taxpolicy.ird.govt.nz).

## Inland Revenue information

### Confidential Information

Inland Revenue deals with vast amounts of documents, forms, letters and returns that contain information about an individual's or Entity's income or assets. Section 18 of the Tax Administration Act 1994 imposes on Inland Revenue officers the obligation to maintain secrecy where:

- disclosure of the information would adversely impact the integrity of the tax system, or
- the maintenance of the law, or
- in respect of any information that relates to an individual or an Entity,

**and**

- which is capable of identifying the individual or Entity, or
- is of a nature that would be considered confidential, or
- would cause loss or harm to an individual.

However, there are specific exceptions where Inland Revenue may disclose information that relates to an individual that would be protected by the confidentiality provisions:

- Information may be disclosed to the person or Entity who the information relates to.
- An Inland Revenue officer may communicate a matter for the purpose of carrying out or supporting a function of the Commissioner, if the Commissioner considers the disclosure is reasonable and meets certain criteria.
- The Commissioner may also disclose information to another government agency under an information-sharing agreement, or where the individual or Entity has agreed to the disclosure.

## Requests for information

If you would like to make a request for your own information (under the Privacy Act 1993), please email: [privacy.officer@ird.govt.nz](mailto:privacy.officer@ird.govt.nz).

If you would like to make a request for official information (under the Official Information Act 1982), please email your request to: [OIA@ird.govt.nz](mailto:OIA@ird.govt.nz).

You can also call us on 0800 775 247, or write to:

Information Requests  
Inland Revenue  
PO Box 2198  
Wellington 6140

When you make your request, make sure you state that you're making a request for information, and include:

- the information you're requesting, e.g. documents or information on a topic created within a stated timeframe, such as January 2019 to June 2019

- your name
- your preferred address for receiving information (postal or email)
- a daytime contact phone number
- your IRD number (if you know it) when requesting personal information - this will help us identify you and make sure we give you the correct information.

To find out more about how to make privacy and official information requests, please go to Inland Revenue's website ([ird.govt.nz](http://ird.govt.nz)) and follow the links *About us* and *Requesting information*.

## Contact Inland Revenue

If you would like to contact Inland Revenue, you can:

- email: [CommissionersCorrespondence@ird.govt.nz](mailto:CommissionersCorrespondence@ird.govt.nz)
- write to: Commissioner of Inland Revenue, PO Box 2198, Wellington 6021
- phone the Commissioner's office at: (04) 472 1032.

Media enquiries should be directed to Inland Revenue's media desk on (04) 890 1698, or emailed to: [mediaqueries@ird.govt.nz](mailto:mediaqueries@ird.govt.nz).

General enquiries, or enquiries about your own tax affairs, should be directed to the following toll-free numbers:

- Business enquiries: 0800 377 774
- Child support enquiries: 0800 221 221
- Complaints Management Service: 0800 274 138
- Employers enquiries: 0800 377 772
- GST enquiries: 0800 377 776
- Personal enquiries: 0800 227 774
- Student loan enquiries: 0800 377 778
- Working for Families Tax Credits enquiries: 0800 227 773

Our website is: [ird.govt.nz](http://ird.govt.nz).

# Department of Internal Affairs

## Te Tari Taiwhenua

### Legislation administered by the Department of Internal Affairs

The following is a list of legislation that we administer (as at 30 June 2015), classified by Portfolio:

#### Internal Affairs

- Anti-Money Laundering and Countering Financing of Terrorism Act 2009\*\*\*\*
- Anti-Money Laundering and Countering Financing of Terrorism (Definitions) Regulations 2011\*\*\*\*
- Anti-Money Laundering and Countering Financing of Terrorism (Exemptions) Regulations 2011\*\*\*\*
- Anti-Money Laundering and Countering Financing of Terrorism (Requirements and Compliance) Regulations 2011\*\*\*\*
- Births, Deaths, Marriages, and Relationships Registration Act 1995
- Births, Deaths, Marriages, and Relationships (Non-Disclosure Direction) Regulations 2008
- Births, Deaths, Marriages, and Relationships Registration (Fees) Regulations 1995
- Births, Deaths, Marriages, and Relationships Registration (Prescribed Information) Regulations 1995
- Boxing and Wrestling Act 1981
- Citizenship Act 1977
- Citizenship Regulations 2002
- Citizenship (Western Samoa) Act 1982
- Civil Union (Prescribed Information, Fees, and Forms) Regulations 2005 \*
- Commissions of Inquiry Act 1908
- Commonwealth Games Symbol Protection Act 1974
- Electronic Identity Verification Act 2012

- Electronic Identity Verification Regulations 2013
- Electronic Identity Verification Act Commencement Order 2013
- Films, Videos and Publications Classification Act 1993 \*\*\*\*\*
- Films, Videos, and Publications Classification Regulations 1994\*\*\*\*\*
- Films, Videos, and Publications Classification (Fees) Regulations 1994\*\*\*\*\*
- Fire and Emergency New Zealand Act 2017
- Fire and Emergency New Zealand (Fire Permits) Regulations 2017
- Fire and Emergency New Zealand (Fire Plans) Regulations 2018
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018
- Fire and Emergency New Zealand (Levy Rates and Information Requirements in Transitional Period) Regulations 2017
- Fire and Emergency New Zealand (Local Advisory Committees) Regulations 2018
- Fire and Emergency New Zealand (Offences) Regulations 2018
- Gambling Act 2003
- Gambling (Class 4 Banking) Regulations 2006
- Gambling (Class 4 Net Proceeds) Regulations 2004
- Gambling (Fees) Regulations 2015
- Gambling (Forms) Regulations 2004
- Gambling (Harm Prevention and Minimisation) Regulations 2004
- Gambling (Non-gambling Activities) Regulations 2013
- Gambling (Infringement Notices) Regulations 2004
- Gambling (Licensed Promoters) Regulations 2005
- Gambling (Problem Gambling Levy) Regulations 2016
- Gambling (Prohibited Property) Regulations 2005
- Gambling (Venue Payments) Regulations 2016
- Human Assisted Reproductive Technology (Fees) Regulations 2005 \*
- Identity Information Confirmation Act 2012
- Inquiries Act 2013
- National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003

- National Library Requirement (Books and Periodicals) Notice 2004
- National Library Requirement (Electronic Documents) Notice 2006
- National Library Requirement (Phonographic Documents) Notice 2017
- New Zealand Daylight Time Order 2007
- New Zealand Fire Brigades Long Service and Good Conduct Medal (1981) (Royal Warrant)
- Official Appointments and Documents Act 1919
- Passport (Fees) Regulations 2015
- Passports Act 1992
- Public Lending Right for New Zealand Authors Act 2008
- Public Lending Right for New Zealand Authors Regulations 2008
- Public Records Act 2005
- Private Security Personnel and Private Investigators Act 2010\*\*\*\*
- Queen's Fire Service Medal Regulations 1955 (Royal Warrant)
- Time Act 1974
- Unsolicited Electronic Messages Act 2007 \*\*\*\*\*
- Unsolicited Electronic Messages Regulations 2007 \*\*\*\*\*

### **Local Government**

- Bylaws Act 1910
- Chatham Islands Council Act 1995
- Dog Control Act 1996
- Dog Control (Microchip Transponder) Regulations 2005
- Dog Control (National Dog Control Information Database Levy) Order 2006
- Dog Control (Prescribed Forms) Regulations 1996
- Dog Control (Certifying Organisations for Disability Assist Dogs) Order 2010
- Freedom Camping Act 2011 (administered jointly with Department of Conservation)
- Impounding Act 1955
- Impounding Regulations 1981
- Lake Taupo (Crown Facilities, Permits and Fees) Regulations 2004

- Lake Taupo Navigation Safety Bylaw 2010
- Land Drainage Act 1908
- Libraries and Mechanics Institutes Act 1908
- Local Authorities (Members' Interests) Act 1968
- Local Electoral Act 2001
- Local Electoral Regulations 2001
- Local Government Act 1974
- Local Government Act 2002
- Local Government Borrowing Act 2011
- Local Government (Infringement Fees for Offences: Navigation Safety Bylaws) Regulations (Various) 2002–2009
- Local Government (Infringement Fees for Offences—Lake Taupo Navigation Safety Bylaw) Regulations 2010
- Local Government (Alcohol Ban Breaches) Regulations 2013
- Local Government (Auckland Boundaries) Order 2010
- Local Government (Auckland Council) Act 2009
- Local Government (Auckland Transitional Provisions) Act 2010
- Local Government (Auckland Transitional Provisions) Act Regulations 2010-11 (Various)
- Local Government (Auckland Regional Parks) Order 2008
- Local Government (Auckland Wards and Local Boards) Determination 2010
- Local Government (Banks Peninsula District) Reorganisation Order 2005
- Local Government Elected Members (2017-18) Determinations (Various)
- Local Government (Manawatu District and Palmerston North City) Boundary Alteration Order 2012
- Local Government (Financial Reporting and Prudence) Regulations 2014
- Local Government Official Information and Meetings Act 1987
- Local Government (Prescribed Form for Seizure of Property Not on Private Land) Regulations 2009
- Local Government (Rating) Act 2002
- Local Government (Remuneration Authority Levies) Regulations 2005

- Local Government (Tamaki Makaurau Reorganisation) Council-controlled Organisations Vesting Order 2010
- Local Government (Tamaki Makaurau Reorganisation) Establishment of Council-controlled Organisations Order 2010
- Local Government (Tamaki Makaurau Reorganisation) Watercare Services Limited Vesting Order 2010
- Local Government (Waikato District and Hamilton City) Boundary Alteration Amendment Order 2012
- Local Government Act 2002 Amendment bill (No2)
- Canterbury Earthquake (Local Government Act 2002—Retaining Walls) Order 2013
- Hurunui/Kaikōura Earthquakes Recovery (Local Government Act 2002—Kaikoura District 3-Year Plan) Order 2018
- Local Government (Canterbury Museum Trust Board) Exemption Order 2006
- Local Government (City Rail Link Limited) Exemption Order 2017
- Local Government (Kaipara District Council—Cancellation of By-elections) Order 2012
- Local Government (Prescribed Form for Petition to Require Poll to Determine Whether or Not Final Proposal for Local Government Reorganisation Scheme to Proceed) Regulations 2014
- Local Government (Tauranga City Council) Order 2003
- Local Government (Whanganui District Council) Order 2015
- Local Government Reorganisation (West Coast Region) Final Proposal Order 2018
- Local Legislation Acts 1926-1992 (Search statutes by alphabetical listing)
- Public Authorities (Party Wall) Empowering Act 1919
- Public Bodies Contracts Act 1959
- Public Bodies Leases Act 1969
- Rangitaiki Land Drainage Act 1956
- Rates Rebate Act 1973
- Rates Rebate (Specified Amounts) Order 2018
- Rates Rebate (Witnessing of Declarations) Notice 1977
- River Boards Act 1908

## **Community and Voluntary Sector**

- Charities Act 2005
- Charities (Fees and Other Matters) Regulations 2006
- Trustee Banks Restructuring Act Repeal Act 1999
- Winston Churchill Memorial Trust Act 1965

## **Racing**

- Racing Act 2003
- Racing (Harm Prevention and Minimisation) Regulations 2004
- Racing (New Zealand Greyhound Racing Association Incorporated) Order 2009

## **Ministerial Services**

- Members of Parliament (Remuneration and Services) Act 2013 \*\*\*

## **Other legislation**

- In addition, the Department of Internal Affairs administers and provides advice on the following pieces of legislation which are the responsibility of the Minister of Finance:
- Community Trusts Act 1999
- Community Trusts (Fees) Regulations 2000

## **Notes**

\* Internal Affairs administers these regulations, but the Act is administered by the Ministry of Justice.

\*\* Internal Affairs enforces this Act, but it is administered by the Ministry of Justice.

\*\*\* Internal Affairs jointly administers these regulations, but the Act is administered by the Department of the Prime Minister and Cabinet, with the Parliamentary Service and the Department of Internal Affairs.

\*\*\*\* Internal Affairs jointly enforces the Act or regulation with other agencies, but the Act or regulation is administered by the Ministry of Justice

\*\*\*\*\* Internal Affairs jointly enforces the Act or regulation with other entities, and the Act or regulation is administered by Internal Affairs

\*\*\*\*\* Internal Affairs enforces this Act or regulation, but the Act or regulation is administered by the Ministry of Business, Innovation and Employment

# Crown entities, statutory bodies and trusts administered by the department of internal affairs

## Crown Entities

Minister of Internal Affairs (responsible minister)

The performance of the following Crown entities is monitored by the Policy, Regulation and Communities branch of the Department of Internal Affairs.

- **Fire and Emergency New Zealand (FENZ)**

FENZ is a Crown agent which was established in 2017 to combine urban and rural fire services into a single, integrated fire and emergency services organisation. Further information about Fire and Emergency New Zealand is available on its website at <https://fireandemergency.nz/>

- **Office of Film and Literature Classification**

The Office of Film and Literature Classification (OFLC) is an independent Crown Entity responsible for classifying publications such as films, books or computer files which may need to be restricted or banned; and providing information about classification decisions and the classification system. Further information about the Office of Film and Literature Classification is available on its website at <https://www.classificationoffice.govt.nz/>.

## Statutory bodies and trusts

The Department oversees the following statutory bodies and trusts, listed by responsible Minister.

### Minister of Internal Affairs

- Archives Council Te Rua Wānanga
- Chatham Island Enterprise Trust
- Film and Literature Board of Review
- Film and Video Labelling Body
- Gambling Commission
- New Zealand Lottery Grants Board and its lottery distribution committees
- Guardians Kaitiaki of the Alexander Turnbull Library
- Library and Information Advisory Commission Ngā Kaiwhakamārama i ngā Kohikohinga Kōrero
- Public Lending Right Advisory Group

### Minister for the Community and Voluntary Sector

- Charities Registration Board
- Norman Kirk Memorial Trust

- Winston Churchill Memorial Trust

#### Minister for Ethnic Communities

- Chinese Poll Tax Heritage Trust

#### Minister of Local Government

- Local Government Commission

#### Minister for Racing

- Racing Industry Transition Agency (previously New Zealand Racing Board)

#### Minister of Finance

- Community Trusts

#### Minister of Foreign Affairs

- Pacific Development and Conservation Trust
- Peace and Disarmament Education Trust

### **Non-statutory bodies**

The Department oversees the following non-statutory bodies:

- Local Government Funding Agency
- Racing Safety Development Fund Industry Working Group
- Royal Commissions, public inquiries and government inquiries

The Department of Internal Affairs provides administrative assistance to Public and Government Inquiries established under the Inquiries Act 2013. Inquiries are established to inquire into any matter of public importance or concern to the Government of the day. An inquiry takes an independent view of an issue of national significance, free from any preconceptions or personal interests.

Public Inquiries include Royal commissions, which are appointed by and report to the Governor-General, and the Inquiry report is tabled in Parliament. Government inquiries are appointed by and report to a Minister. The type of inquiry is decided upon after discussions between Ministers and officials, with advice from Crown Law Office and State Services Commission as required.

## **Structure, functions and responsibilities**

### **Ministerial portfolios**

The Department of Internal Affairs reports to seven Ministerial portfolios or responsibility areas.

- Internal Affairs (Minister responsible for the Department and Vote).
- Community and Voluntary Sector
- Ethnic Communities

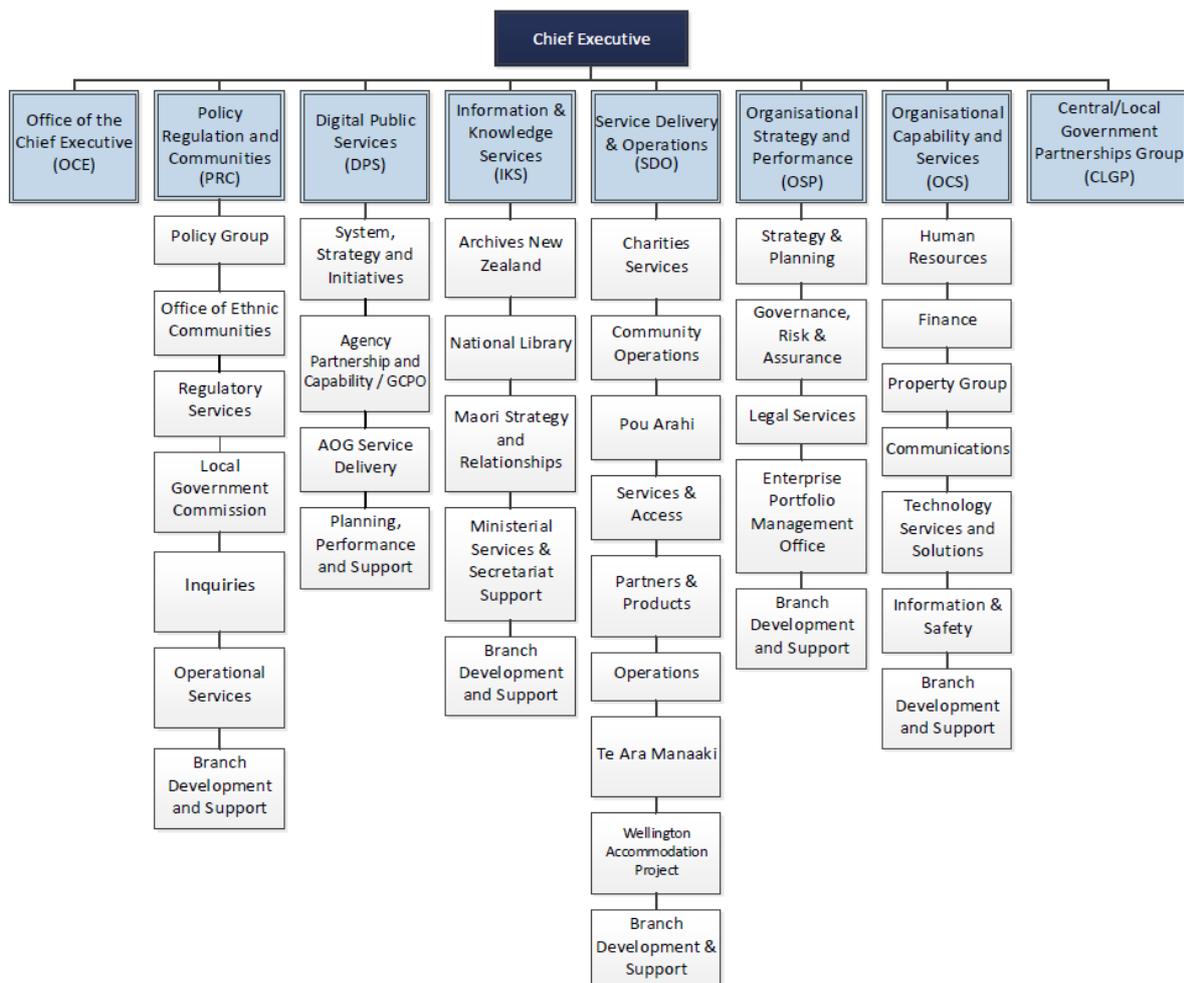
- Government Digital Services
- Local Government
- Ministerial Services
- Racing

### Branches, business groups and functions

The Department of Internal Affairs employs more than 2,000 staff, located from Kaitaia to Invercargill, to enable effective delivery of its services directly to the community. The Department also has offices in Sydney and London.

DIA is comprised of seven branches and a small team to provide support to the Chief Executive. The Department is led by an Executive Leadership team, comprising the Chief Executive, the Director of the Office of the Chief Executive, and the Deputy Chief Executives of each branch.

The table below provides an overview of the Department's Branches and business groups. For the most current information about the structure of the Department, see the [organisational chart](#) and [long description](#) of the Department's branches and business units, available on the Department of Internal Affairs website.



## The Office of the Chief Executive

The Office of the Chief executive comprises the Chief Executive, a Director, a Principal Advisor and an executive assistant. The Office provides strategic and operational advice, connecting across the Department to support the Chief Executive to undertake his leadership functions.

## The Policy, Regulation and Communities branch (PRC)

The Policy, Regulation and Communities branch includes the following business groups and functions:

- **The Policy Group** is responsible for providing public policy advice to the Department's portfolio Ministers with the goal of building a prosperous and respected nation. The Policy Group provides policy advice on:
  - gambling which includes advice on the fitness of the regulatory frameworks governing different classes of gambling (e.g. casinos, pokie machines, lotteries) and wider issues such as online gambling and harm mitigation;
  - fire services which includes advice on the Government on ongoing work relating to the Fire and Emergency New Zealand Act 2017, including reviewing Fire and Emergency New Zealand's operations and performance and providing advice on areas of potential reform (e.g. fire service funding);
  - idEntity which includes advice on a variety of idEntity issues, including passports and passport fees, the recognition of births, deaths and marriages (including changing gender idEntity) and citizenships;
  - censorship which includes advice on combating violent extremism online. Other current work includes reviewing the Films, Videos and Publications Classification Act 1993 to ensure it appropriately regulates commercial video on demand content (e.g. Netflix);
  - local government including advice on the regulatory and legislative frameworks (e.g. the Local Government Act 2002 and the Local Electoral Act 2001), and wider strategic policy issues facing local government (including natural hazard mitigation, funding and financing reform, the improvement of drinking, storm and waste water);
  - community and voluntary sector which includes advice to support effective public policy by conveying information about local needs to government and by creating responsive services. Currently, the key focus areas in the portfolio are modernising the Charities Act and supporting and expanding social enterprise; and
  - racing as the Department administers the Racing Act 2003, and currently leads a first principles review of the legislative and regulatory framework.
- **The Office of Ethnic Communities** leads work with government on ethnic diversity and inclusion in New Zealand. They provide information, advice and

services to, and for, ethnic communities in New Zealand. OEC's mandated communities include migrants, refugees, long term settlers, and those born in New Zealand who identify as African, Asian, Continental European, Latin American, and Middle Eastern.

- **Regulatory Services** is focused on strengthening community wellbeing and reducing harm to New Zealanders.
  - The Gambling group's role is to ensure that gambling is fair and run by trusted operators, harm is minimised, and New Zealand communities benefit from the proceeds of gambling. The Gambling Group regulates gambling activities such as raffles, housie, sweepstakes, electronic gaming machines and casinos to ensure compliance with the Gambling Act.
  - The Digital Safety group brings together the Department's responsibilities for censorship and electronic messaging compliance and investigation. Digital Safety's enforcement and compliance work stream is driven by the unsolicited distribution of unwanted electronic messages (spam); and by the availability of objectionable content (under the Films, Videos and Literature Classification Act) and its illegal consumption.
    - The Anti-Money Laundering group ensures specific business sectors put in place preventative measures to detect and deter money laundering and terrorist financing, in accordance with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009
- **The Local Government Commission** provides advisory and administrative support to the Local Government Commission. The team has specific statutory responsibilities under the Local Government Act 2002 relating to the local government reorganisation process.
- **The Inquiries Directorate** is responsible for providing effective sector and cross-departmental leadership, management, and support to Inquiries under the Inquiries Act 2013 that are administered by the Department.

This includes setting up inquiries, engaging across government during key phases; developing and actively managing an operational work programme ensuring each inquiry's activities comply with all relevant legislation, policies, and procedures, and each inquiry is able to proceed independently, impartially, and fairly. Inquiries are able to inquire into any matter of public importance or concern to the Government of the day.

- **Operational Services** provides a range of functions, including:
  - Support to Ministers in relation to OIA's, parliamentary questions, information briefings and status reports.
  - Completion of the statutory appointments processes for the 50 boards the Department has responsibility for.
  - Crown Entity monitoring for Fire and Emergency New Zealand, the Office of Film and Literature Classification and the Local Government Funding Authority.
  - Support to the Minister of Local Government to meet responsibilities under part 10 of the Local Government Act 2002 for interventions for local government.

- Support to the Minister of Local Government to meet responsibilities as the territorial Authority for 11 off-shore islands.
- Managing a contract with the Ākina Foundation for delivery of the Social Enterprise Sector Development Programme.
- Lake Taupō Harbourmaster provides the regulatory navigational safety function for the lake and maintains the Crown-owned assets on the lake.

### **The Digital Public Service Branch (DPS)**

The Digital Public Service branch supports the Chief Executive in his role as Government Chief Digital Officer (GCDO), to deliver his responsibilities as the functional leader of digital government. The Deputy Chief Executive responsible for the DPS Branch is also Deputy Government Chief Digital Officer.

The GCDO is responsible for setting digital policy and standards, improving investments, establishing and managing services, developing capability, and system assurance (assuring digital government outcomes).

The DPS branch includes the following business groups and functions:

- **System Strategy and Initiatives** develops and iterates *the Strategy for a Digital Public Service* and other Ministerial priorities, developing the building blocks for public sector digital transformation and addressing problems and opportunities at a system level. Supported by a multidisciplinary team and additional specialist functions, the Group is accountable for a work programme of initiatives and projects, strategic thinking and research that build public sector awareness, engagement and ownership of a digital Public Service.
- **Agency Partnerships and Capability** acts as the ‘change agent’, working with and through agencies to plan and execute the digital transformation of the public service – ensuring the transformation is underpinned by sound investment and embeds integrated standards for privacy, security and assurance practice. The business group also provides a point of central overview over agency relationships and agency activity in the area of digital transformation.  
  
The GM Agency Partnership and Capability also holds the functional leadership role of Government Chief Privacy Officer (GCPO). The GCPO leads an all-of-government approach to privacy and provides agencies with advice to help them build maturity and capability. This work is part of a wider Government Information Privacy and Security programme, led by the Government Chief Digital Officer.
- **AoG Services Delivery** comprises the Government Information Services (GIS) group and Commercial Strategy and Delivery (CSD) group. The group is responsible for standardising and consolidating agency ICT infrastructure and services and working with the vendor market to deliver modern digital procurement models for digital and ICT. It also develops and champions all of government web standards and use of common capabilities, and provides agencies with centralised ‘essential’ information products and services, including:
  - management of pan-government websites (such as Govt.nz, jobs.govt.nz, data.govt.nz, and the public sector intranet);

- delivering government online shared services (Shared Workspace, Domain Name Service, Common Web Platform and Services Panel)
- publishing the NZ Gazette.
- **Planning, Performance and Support** develops, maintains and governs the branch-wide workplan – supporting the leadership team to prioritise, commission and/or decommission work as appropriate across the wider GCDO work programme. The group leads corporate accountability planning, reporting and compliance activities for the branch, services ministerial and government stakeholders, and coordinates and supports the branch's international engagement.

### **The Information and Knowledge Services Branch (IKS)**

IKS brings together the documentary and heritage institutions of the Department. It is responsible for delivering specialist information services that connect people with information resources about New Zealand. The IKS branch includes the following business groups and functions:

- **Archives New Zealand Te Rua Mahara o te Kāwanatanga** is a government institution that acts as the official guardian of New Zealand's public archives and works to promote good information management as the government's recordkeeping authority. Archives New Zealand administers the Public Records Act 2005, which establishes the regulatory framework for information and records management across the public sector in New Zealand.  
The General Manager of Archives New Zealand is the Chief Archivist, who exercises a leadership role in facilitating and co-ordinating archival activities in New Zealand.
- **The National Library of New Zealand Te Puna Mātauranga o Aotearoa** enriches the cultural and economic life of New Zealand and its interchanges with other nations by:
  - collecting, preserving, and protecting New Zealand documentary heritage and making it accessible
  - supplementing and furthering the work of other libraries in New Zealand
  - working collaboratively with other institutions having similar purposes, including those forming part of the international library community.

The National Library of New Zealand administers the National Library of New Zealand Te Puna Mātauranga o Aotearoa Act 2003 through the statutory roles of the National Librarian and the Chief Librarian of the Alexander Turnbull Library.
- **The Māori Strategy and Relationships Director** supports the Department and IKS branch in delivering key accountabilities and obligations to external Māori groups by:
  - ensuring effective partnerships between staff at all levels throughout the institutions and the Department, with Māori, government agencies, and sector stakeholders
  - leading the negotiation of accords and other relationship agreements on behalf of the Department

- working alongside others within the Department in Māori-related roles to lead and support staff to build capability and capacity in the IKS institutions
- leading and facilitating cultural events, particularly those within the National Library of New Zealand and Archives New Zealand and the He Tohu permanent Exhibition
- **Ministerial and Secretariat Services** is responsible for providing a range of services to the executive arm of the New Zealand government, including:
  - providing office support to the Prime Minister and Ministers of the Crown
  - managing Ministerial entitlements in accordance with relevant legislation
  - providing a chauffeur-drive vehicle service to Ministers and other customers including the Leader of the Opposition, senior Judges, dignitaries
  - managing Ministerial self-drive vehicles
  - organising and co-ordinating guest of government visits, state and ministerial functions, and national commemorative events such as ANZAC Day
  - providing support for the Gambling Commission and the Film and Literature Board of Review.

### **The Service Delivery and Operations Branch (SDO)**

Service Delivery and Operations is one of DIA's most public facing branches, providing customers with a wide variety of services, products, and advice across the following business groups and functions:

- **Charities Services, Ngā Rātonga Kaupapa Atawhai** is legislated by the Charities Act 2005. Their role is to promote public trust and confidence in the charitable sector and to encourage the effective use of charitable resources. This is done by registering and monitoring charities and processing annual returns. They also encourage good governance and management practices by providing educational support, advice and materials.  
An independent Charities Registration Board meets regularly to apply the law and make decisions regarding the charitable status of organisations.
- **Community Operations** leads the Department's direct interface with New Zealand communities, primarily by providing information, resources and advice to communities, hapū and iwi groups, and the administration of a range of government and non-government funding.  
It is also responsible for supporting and working with communities using a community-led development approach and delivering community advisory services throughout New Zealand, to support communities to be resilient and achieve their aspirations. This Support is provided from a network of community advisors based in 16 regional offices from Kaitaia to Invercargill.  
Funding schemes administered include:
  - Lottery funding, through support to the Lottery Grants Board and its distribution committees
  - Community Organisation Grants Scheme (COGS) and other Crown Funding Schemes
  - the following Trusts and Fellowships:

- Chinese Poll Tax Heritage Trust
- New Zealand Winston Churchill Memorial Trust
- Norman Kirk Memorial Trust
- Pacific Development and Conservation Trust
- Peace and Disarmament Education Trust
- Viet Nam Veterans and their Families Trust
- Ethnic Communities Development Fund

Information about all the funding schemes can be found at [www.communitymatters.govt.nz](http://www.communitymatters.govt.nz)

- **Pou Ārahi** contributes to successful service delivery outcomes for whānau, hapū, iwi and Māori organisations by improving capability, visibility, service improvement and relationships across SDO. The unit is responsible for leading the implementation of Te Aka Taiwhenua, our Māori strategic framework, in SDO and working collaboratively to promote Te Aka Taiwhenua across the wider DIA. They provide leadership, guidance and support to Māori activities, ceremonies and events. They also support the development of Māori staff and administer our key external stakeholder group – Te Atamira Taiwhenua.
- **The Services and Access and Operations business groups** work to ensure that New Zealand's personal idEntity and life event information has integrity and assists people to re-use their information which is already held by government to access services online, securely and easily. They also provide idEntity assurance products and services to government agencies and the private sector, including:
  - Issuing passports and other travel documents including certificates of idEntity and refugee travel documents.
  - Providing passport data to border control agencies in New Zealand and overseas.
  - Operating and developing the RealMe idEntity verification service, which allows people to prove their idEntity online.
  - Supporting the Confirmation and Retrieval Services on the Data Access Platform.
  - Engaging with the public via the Contact Centre and providing face-to-face customer service at counters.
  - Administering the Rates Rebate scheme on behalf of Local Authorities.
  - The National Dog Database - maintaining the national register of dogs.
  - Registering and maintaining New Zealand birth, death, marriage, civil union and name change information and providing access to that information by issuing certificates and printouts.
  - Providing functions relating to citizenship operations and appointing marriage and civil union celebrants, and issues certificates of no impediment for people who wish to marry or enter into a civil union overseas.
  - Providing document authentication and translation services.
- **Partners and Products** business group has accountability for the design of life events products and information sharing services, including legislative change, product pricing and government services bundling opportunities, and the delivery and management of such services.

- **Te Ara Manaaki** business group is working to transform the way New Zealanders access idEntity and life event services, with the goal of making it easier for customers to access DIA services; to improve how information is shared with partners, to use technology to lift productivity; and to safeguard customer's information through improved resilience and protection

### **The Organisational Strategy and Performance Branch (OSP)**

The Organisational Strategy and Performance Branch supports the Chief Executive and Executive Leadership Team to provide effective organisational governance to enable the Department to navigate towards its future. It is composed of the following business groups:

- **Strategy and Performance** leads strategy development, departmental planning, performance and accountability processes, and budget coordination across the department to ensure the department optimises the use of its funding.
- **Governance, Risk and Assurance** oversees the internal system of governance and provides assurance, audit, and strategic risk management on behalf of the Department. It also leads the central coordination of Department's systems and processes for managing Official Information Act 1982 requests.
- **Legal Services** provides legal advice and assistance to business groups across the Department, and legal expertise on a wide range of practice areas. It identifies and advises on departmental legal risks, providing strategic advice and assurance to the Chief Executive, ELT, business owners and other public sector agencies.
- **Enterprise Project Management Office** is responsible for investment planning for the Department, ensuring a strategic lens and focus; oversight of programme and project delivery; planning and sequencing of the investment portfolio; and engagement with central agencies for key department programmes and projects. The office also provides assurance to the Chief Executive in the area of portfolio management.

### **The Organisational Capability and Services Branch (OCS)**

The Organisational Capability and Services branch supports the operational and strategic activity of the Department, by providing specialist advice, systems, services and support across the following business functions:

- **Human Resources** works to build organisation-wide capability, including leadership and management capability. It provides strategic advice and information to the Executive Leadership Team; delivers high quality HR services to meet business needs; and monitors and delivers transactional and compliance services, ensuring the Department meets legislative requirements
- **Finance** is primarily responsible for managing the finance and procurement-related activities for the Department.

- **The Property Group** supports the Department with management and advice on all leased and owned properties and property assets.
- **Communications** provides proactive and reactive internal and external communications advice, services and support to the Department.
- **Technology Services and Solutions** manages the Department's complex and diverse information, communication and technology (ICT) service assets
- **Information and Safety** brings together experts in health and safety, information management, privacy, security and risk, and resilience and recovery. The General Manager Information and Safety is also the Department's Chief Security Officer and Chief Privacy Officer.

### **The Central/Local Government Partnerships Group (CLGP)**

The CLGP Group operates at the system interface between local government and central government. Its purpose is to variously lead, broker and facilitate alignment on key matters of importance to both central and local government. CLGP collaborates with the other branches of the Department to support emerging priority policy matters impacting local government.

The Group's six Partnerships Directors each cover a regional "zone" where they connect with local government and gather and provide information. In addition, the Partnerships Directors have specific portfolio responsibilities, providing leadership for key joint initiatives between central and local government.

## **Records**

### **Records held by the Department of Internal Affairs, which may be requested under the Official Information Act 1982:**

- public policy briefings, reports, papers, aide memoire, status reports and minutes
- departmental internal policy, strategy, planning, reporting, and guidance documents
- statistics related to business functions
- correspondence, calendar and diary information, and other business administrative information
- records of applications, decisions and investigations in relation to community and regulatory functions.
- information formerly held by Royal Commissions or Inquiries under the Inquiries Act 2013 that received administrative support of the Department of Internal Affairs. Note, only information that is not subject to a section 15(1)(a) order restricting its access can be requested under the Official Information Act *after the inquiry has concluded*.
- records on government recordkeeping practices, appraisal and disposal of records, arrangement and description of archives, digital records management, access

management, support to community archives, intellectual and physical control of archives, and preservation

- financial records, including records of procurement processes, contracts, budget allocation and expenditure
- legal records, including legal contracts, agreements, memoranda of understanding, legal advice and opinions and legal investigations
- audit records, including declarations, interviews, research and audit reports
- records associated with the operation or maintenance of buildings the Department uses or has responsibility for.
- electronic data and metadata in IT systems

**Records held by the Department which are not accessible under the Official Information Act. This information must be requested under other enactments or through different channels:**

- birth, death and marriage registrations and certifications see: <https://www.govt.nz/organisations/births-deaths-and-marriages/>
- records held in the National Dog Register, rates rebates information and information covered by section 35A of the Local Government Act 2002  
*This information is only accessible by Local Government bodies. Please contact Councils directly to request information related to their zones.*
- Archives New Zealand collections material. Archives New Zealand holds the archives of the New Zealand government. Many records are publicly accessible online. Access to non-publicly available records can be requested under the Public Records Act 2005.
- National Library collections material. The public is able to directly access or to request access to books, manuscripts, newspapers, art and other collections holdings by contacting the National Library directly.

**Records not held by the Department of Internal Affairs, but which can be requested from the Department of Internal Affairs under the Official Information Act:**

- Information of former Ministers that is held by the Parliamentary Service  
As the Parliamentary Service is itself not subject to the Official Information Act, the Department of Internal Affairs engages with the Parliamentary Service to provide answer to Official Information Act requests in relation to information the service holds about former Ministers. Due to the complex assessment, consultation and confirmation procedures that must be applied in order to access this information, requesters should note that longer response timeframes are likely. Information is only able to be requested in respect of former Ministers of the Crown. Members of Parliament, and other parliamentary offices and staff are not subject to the Official Information Act.

## Documents relating to decision-making processes

In general, papers relating to policy and policy development are published on the Department's website ([www.dia.govt.nz](http://www.dia.govt.nz)).

Recordkeeping advice to the public sector is available on the Archives New Zealand website ([www.archives.govt.nz](http://www.archives.govt.nz)).

Other documents relating to the Department's decision-making processes include:

- manuals and guidelines related to funding schemes
- policy and enforcement process manuals
- procedures and training manuals
- effectiveness for Māori and Human Resources procedures
- guidelines on responding to requests for information, parliamentary questions and ministerial correspondence.
- National Library policy documents (Collections Policy, Preservation Policy, and Access Policy) contain guidelines on how the National Library acquires, preserves and provides access to items in their collections.
- Archives New Zealand's Appraisal Policy supports the Chief Archivist's decision making around the appraisal of government records for the purposes of disposal, as required by section 20 of the Public Records Act 2005.

### Publications

New Zealand Gazette

## Contact details

### General enquiries

Department of Internal Affairs  
45 Pipitea Street Wellington 6011

P O Box 805  
Wellington 6140

Phone (04) 495 7200

Freephone: 0800 25 78 87 (New Zealand only)

Email: [info@dia.govt.nz](mailto:info@dia.govt.nz)

### Official Information Act 1982 and Privacy Act 1993 requests

The Department's Official Information Act request inbox is [OIA@dia.govt.nz](mailto:OIA@dia.govt.nz).

The Department's Privacy Act request inbox is: [privacy@dia.govt.nz](mailto:privacy@dia.govt.nz)

Requests can however be submitted through any departmental contact channel. Requesters should make clear that they want to make an Official Information Act or Privacy Act request, to ensure their enquiry is promptly directed to the appropriate responder.

For more information about making Official Information Act requests:

<https://www.dia.govt.nz/Official-Information-Act-requests>

For more information about making Privacy Act requests: <https://www.dia.govt.nz/Legal-Privacy-Index>

### **Media enquiries**

Members of the media who would like to make a media query should email [media@dia.govt.nz](mailto:media@dia.govt.nz)

For urgent media enquiries outside standard business hours, please call: **+64 27 535 8639**

### **Access to historical central government records**

Central government records that are more than 25 years old may have been transferred to Archives New Zealand in accordance with the Public Records Act 2005.

Archives New Zealand's publicly accessible holdings are able to be searched online using the Archway database portal: <https://www.archway.archives.govt.nz/>.

For research assistance, or to ask a question of an Archivist, a research request can be made to Archives New Zealand here: <https://archives.govt.nz/search-the-archive/get-help>

*Please note that historical records of Local Government bodies are not held by Archives New Zealand, but by those bodies. Requesters should contact the relevant Council to enquire about them.*

### **Request information from the New Zealand Gazette**

Notices of the *New Zealand Gazette* (from year 2000 onwards) are publicly accessible online here: <https://www.gazette.govt.nz/>.

Members of the public searching for a specific notice from prior to the year 2000, or who have questions are able to contact the New Zealand Gazette Office via email [info@gazette.govt.nz](mailto:info@gazette.govt.nz).

Access to hardcopy editions of the New Zealand Gazette from 1841 onwards can be requested by contacting the National Library.

### **Further contact information for the functions of the Department of Internal Affairs**

Direct contact information for various functions of the Department is provided on the Department of Internal Affairs website here: <https://www.dia.govt.nz/Contact-Us>

Additional contact information is also available for a wider range of functions on the following webpages of the Department of Internal Affairs website.

- <https://www.dia.govt.nz/For-people-and-businesses>
- <https://www.dia.govt.nz/For-government>

Contact information for Archives New Zealand and the National Library is listed on their respective websites at <https://archives.govt.nz/contact-us> and <https://natlib.govt.nz/about-this-site/contact-us>

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

**justice.govt.nz**

official.correspondence@justice.govt.nz

0800 COURTS  
0800 268 787

National Office  
Justice Centre | 19 Aitken St  
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New Zealand Government