

# Directory of Official Information

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Listings D-F



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If your department or agency's information is out of date, please email [official.correspondence@justice.govt.nz](mailto:official.correspondence@justice.govt.nz) with the necessary amendments.

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Official Correspondence Team  
Communications, Corporate Group

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# Ministry of Defence

## Functions and Responsibilities

The Ministry of Defence gives civilian advice on defence matters to enhance the security of New Zealand and its people.

The Secretary of Defence is the lead civilian advisor to the Government on defence matters. Both the Ministry and the New Zealand Defence Force contribute to New Zealand's security through:

- the promotion of a safe, secure and resilient New Zealand, including its border and approaches
- the preservation of a rules-based international order, which respects national sovereignty
- a network of strong international linkages
- the maintenance of New Zealand's prosperity via sea, air and electronic lines of communication.

The Ministry and the Defence Force work very closely together; drawing on their strong, separate civilian and military perspectives. The separation between the two agencies is part of New Zealand's constitutional arrangements.

The Ministry is a small civilian agency that undertakes the following core business activities:

**Defence Assessment and Policy Advice:** assessing and giving advice on the strategic environment, and assessing the benefits of capability and readiness of the Defence system

**International Defence Engagements:** providing policy advice on Defence Force deployments, and contributing to regional and international defence engagements

**Evaluation:** undertaking evaluations and assessments directed by the Minister of Defence

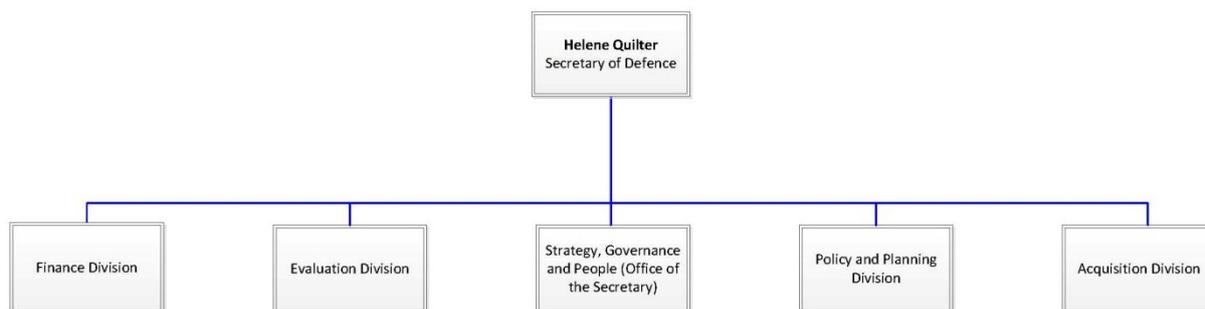
**Capability Governance:** administering the joint Defence capability management system

**Capability Definition:** defining and selecting military capability

**Acquisition:** acquiring and upgrading military capability

## Structure

The Ministry has three operating divisions, and is supported by the Secretary's office and finance divisions.



## Policy and Planning Division

The Policy and Planning Division, in consultation with the New Zealand Defence Force, provides advice on defence policy matters, including:

- the strategic environment
- defence and security policies
- military capabilities required to meet defence policy goals, including the costs, relative merits, and risks associated with proposed capability options, including technical analysis and advice
- the effective operation of the defence capability management system
- management of bilateral and multilateral defence relations, including deployments of the New Zealand Defence Force.

## Evaluation Division

The Evaluation Division carries out evaluations, assessments and audits, under s24(2)(e) of the Defence Act 1990, of any function, duty or project of the New Zealand Defence Force. The Division also conducts audits of the Ministry's activities relating to the procurement of major military capability.

## Acquisition Division

The Acquisition Division acquires equipment to be operated by the three services of the New Zealand Defence Force - the Royal New Zealand Navy, the New Zealand Army, and the Royal New Zealand Air Force. Generally where the whole of life value of the project is in excess of NZ\$15 million.

## Finance Division

Finance Division provides financial services and advice, manages cash and foreign currency funds, produces Estimates and reports on all financial aspects of Ministry business.

## Office of the Secretary of Defence

The Office of the Secretary of Defence supports the Secretary to make sure the Ministry is a sustainable, resilient organisation; plans effectively; is accountable as appropriate to its role as the Government's lead civilian advisor on defence matters; and supports the Ministry's staff to work effectively and in strong partnership with the New Zealand Defence Force and other defence and security sector agencies.

## Records

General administrative records relating to the divisions' work are held. Manuals are produced for internal guidance on administrative matters.

## Publications

The Ministry publishes the Defence White Paper, which sets out the government's expectations for the defence agencies over the coming decades. It also produces a Defence Capability Plan, which sets out detail about the capabilities that will make up the force structure described in the White Paper.

The Ministry also publishes a Statement of Intent and Annual Report.

## Contact

Secretary of Defence

Ministry of Defence

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# New Zealand Defence Force (NZDF)

## Te Ope Kaatua o Aotearoa

### Acts Administered

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

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

### Functions and Responsibilities

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

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

### Functions and Responsibilities

#### NZDF/Ministry of Defence Consultation

The Defence Act 1990 separated New Zealand's defence establishment into two components – the NZDF and the Ministry of Defence (MoD). The Secretary of Defence and

the Chief of Defence Force are required to consult about any advice on major matters of defence policy to be given to the Minister of Defence, or other ministers.

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

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

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

## Structure

The New Zealand Defence Force is under the control of the Minister of Defence, and comprises the Royal New Zealand Navy, the New Zealand Army and the Royal New Zealand Air Force, plus civilian staff, within New Zealand and overseas.

The Chief of Defence Force (CDF) of Lieutenant General-equivalent rank commands the Armed Forces through the three Service Chiefs:

- a Rear Admiral (Navy),
- a Major General (Army),
- an Air Vice-Marshal (Air Force)

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

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

The Chief of Defence Force chairs the NZDF's Executive Leadership Team (ELT). The ELT is the governance body for the strategic-level leadership of the NZDF. The eight members of the ELT are:

- Chief of Defence Force
- Vice Chief of Defence Force
- Chief of Navy

- Chief of Army
- Chief of Air Force
- Commander Joint Forces New Zealand
- Corporate Financial Officer
- General Manager of Organisational Support.

The Head of Planning participates in all ELT meetings, but does not vote.

Headquarters New Zealand Defence Force comprises the staffs of the three Services, seven branches, and other staff providing strategic policy and planning advice to the CDF and the ELT.

Branches reporting to the Chief of Defence Force through the Vice Chief of Defence Force are:

- Strategic Commitments and Intelligence Branch
- Strategic Commitments and Intelligence Branch (SCI Br) comprises two directorates:
  - Strategic Commitments (responsible for strategic operations policy and planning, inter-government department strategic liaison, Civil Defence liaison, strategic logistic planning and other government agency support policies); and
  - Defence Intelligence and Security (responsible for the provision of strategic level military intelligence support, analysis and security policy advice to the Chief of Defence Force, strategic level planning staffs, the Services and operational commanders).
- International Defence Relations. The International Defence Relations Branch (IDR Br) provides advice on defence relations and issues and manages New Zealand's bilateral and multilateral defence relationships. It is part of the Defence Policy & Planning Unit (DPPU) that reports to both the CDF and the Secretary of Defence. The DPPU has two sections, the second being Strategic Policy, which provides advice on defence policy and the military capabilities needed to meet the Government's defence policy objectives.
- Development Branch. Development Branch (Dev Br) develops broad policies for the Chief of Defence Force's contribution to defence policy, and to defence assessments. It also prescribes policies relevant to Defence Force goals and objectives, capabilities and force structures, and logistic and purchasing requirements to produce agreed outputs in the appropriate priority.
- Planning Branch. The Head of Planning is responsible for the management of:
  - strategic and annual planning and reporting
  - programme monitoring and support

- organisational development and learning.

Branches reporting directly to the Chief of Defence Force are:

- Finance Branch. Under the leadership of the Corporate Finance Officer (CFO), Finance Branch (Fin Br) is responsible for the development and maintenance of effective financial policy, systems, processes and corporate reporting, risk management and treasury functions. It also provides financial advice to management in general.
- Personnel Branch. Personnel Branch (Pers Br) is responsible for advice to the CDF on all matters affecting military personnel and civilian staff, including conditions of service, medical policy, accommodation assistance, superannuation, remuneration, equity issues, industrial relations and medallic issues. The Branch also coordinates the Defence Force's youth training initiatives and training assistance provided to the New Zealand Cadet Forces.

Branches and business units reporting to the CDF through the General Manager Organisational Support (GMOS) are:

- Defence Legal Services
- Communication and Information Systems Branch
- Joint Logistics and Support Organisation
- Defence Technology Agency
- Defence Public Relations Unit
- Office of the Judge Advocate General
- Programme Management and Change Office
- Defence Library
- Communication and Information Systems (CIS) Branch. CIS Branch delivers, operates and defends NZDF information systems and communication capabilities. The Branch's role is to maintain a modern and stable infrastructure (facilities), implement fit-for-purpose practices and processes, provide fit-for-purpose skills and expertise and to deliver effective information technology governance, leadership and direction.
- Joint Logistics Service Organisation (JLSO). The JLSO, established in 2006, is charged with delivering goods and services more effectively than is possible within a traditional fully-decentralised framework, by controlling operations centrally, but delivering services where they are required. The JLSO hub is at Trentham, and there is a JLSO presence at each NZDF camp/base to ensure close contact between NZDF "customers" and the service delivery elements of JLSO.

- Defence Technology Agency (DTA). The Director of DTA is the Chief Military Scientist, who coordinates and implements the annual Defence Science Programme. The DTA provides research and development facilities to HQ NZDF, the three Services and the Ministry of Defence. The DTA's activities are supported by the hydrographic survey ship HMNZS Resolution and other NZDF units. Many DTA projects form part of New Zealand's contribution to The Technical Cooperation Programme (TTCP), in which New Zealand participates with Australia, Canada, the United Kingdom and the United States of America. The DTA also operates under the bilateral memorandum with Australia on cooperation in defence science.
- Other Staff Functions. In addition to the seven branches, staff advice is provided on medical and dental matters, and by Defence Legal Services and the Defence Public Relations Unit. Some joint units are administered by one of the Services acting as agent for the Defence Force, including the National Codification Bureau.

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

# District Health Boards New Zealand Incorporated

## Relevant acts

District Health Boards New Zealand (DHBNZ) is an incorporated society under the Incorporated Societies Act 1908. DHBNZ's members are District Health Boards (DHBs) represented by DHB Chairs and DHB Chief Executives.

DHBs have statutory obligations under the New Zealand Public Health and Disability Act 2000 and are accountable to the Minister of Health. DHBNZ has no ability to direct DHBs.

## Functions and responsibilities

The overall purpose of DHBNZ is to assist the DHBs to meet their objectives and accountabilities to the Crown. DHBNZ facilitates and co-ordinates strategic activity across DHBs and links with other sector agencies as appropriate. DHBNZ supports DHBs collaboration and collective activity through:

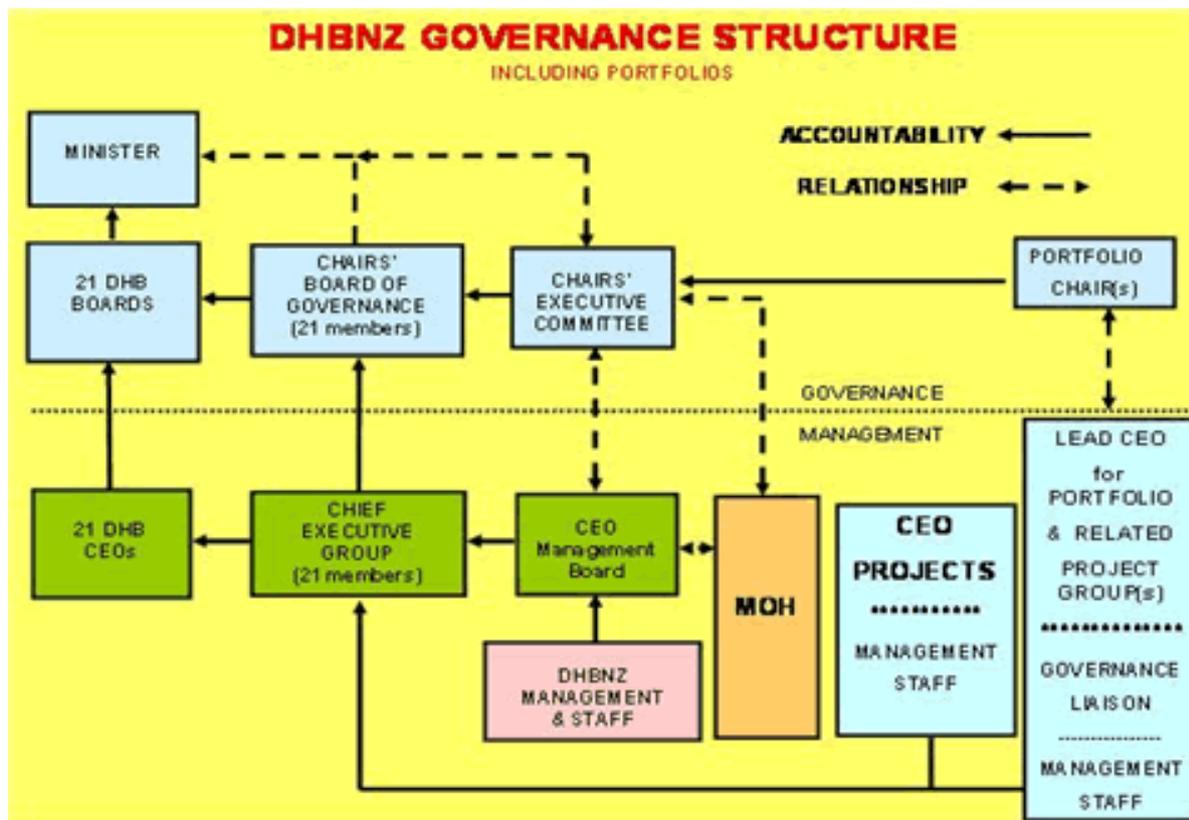
- support for Chairs' Board of Governance and Chairs' Executive Committee
- support for the Chief Executive Group
- activity through Portfolios and Programmes
- dedicated resource where required.

DHBNZ plays a role in co-ordinating responses to many of the issues faced by DHBs and providing links with sector groups, the Minister and Ministry of Health, and other government agencies as appropriate.

DHBNZ activity is guided by the Health Sector Work Plan agreed between DHBs and endorsed by DHBs, the Minister and the Ministry of Health.

## Structure

The Chief Executive Officer of DHBNZ is responsible for reporting to DHB Chairs and Chief Executives.



## Records

Records relating to all aspects of the DHBNZ's activities are maintained in either hard-copy or electronic form and are physically located in DHBNZ's offices.

## Publications

The following is a list of DHBNZ publications (all available on DHBNZ's website: [www.dhbnz.org.nz](http://www.dhbnz.org.nz)):

- Strategic Plan
- Annual Plan.

## Contact

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Wellington 6011  
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F 04 803 3870

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

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# Drug Free Sport New Zealand

## Governing Statutes

The Sports Anti-Doping Act 2006 came into force on July 1 2007 – the old New Zealand Sports drug Agency Act is repealed.

## Functions and responsibilities

The functions of Drug Free Sport NZ are to:

- make rules in accordance with sections 16 to 23 of the Sports Anti-Doping Act 2006
- do all things necessary to comply with and implement the rules
- do all things necessary to comply with and implement any Article of the Code that is not required to be reflected in the rules but requires Drug Free Sport NZ to do something
- ensure New Zealand complies with all international agreements and arrangements concerning doping in sport to which New Zealand is a party
- test athletes who are not citizens or residents of New Zealand, and notify the test results, in accordance with bilateral or multilateral agreements entered into with foreign governments, foreign anti-doping organisations, or other signatories to the Code, and enter into reciprocal testing agreements in relation to athletes who are citizens or residents of New Zealand
- consult with, advise, and assist:
  - government departments, local authorities, Sport and Recreation New Zealand, the New Zealand Olympic Committee Incorporated, national sporting organisations, athletes, and other bodies or persons on any matters concerned with doping in sport and related matters
  - government and non-government organisations and other persons overseas, for purpose of promoting the adoption of uniform international testing procedures for doping in sport
- advise the Minister on any matters related to doping in sport and related matters
- generally take all steps necessary or desirable to achieve the purposes of the Sports Anti-Doping Act 2006

- perform any other functions that: i. are conferred on Drug Free Sport NZ by this or any other enactment; or the Minister may direct in accordance with section 112 of the Crown Entities Act 2004.

## Structure

Drug Free Sport NZ is an Independent Crown Entity. The Governor-General appoints a Board of not more than five members on the recommendation of the Minister for Sports and Recreation. The Board reports to the Minister through the Chair. The Board appoints a Chief Executive who reports to it. The Chief Executive appoints staff as necessary. There is currently a total of 12 staff.

Some activities, and notably the Sports Drug Testing programme, are conducted by a network of independent contractors.

## Records

The categories of documents are:

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

## Documents relating to decision-making processes

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

## Publications

Drug Free Sport NZ must gazette and then publish the Sports Anti-Doping Rules, which are to be updated as necessary. <sup>11</sup>

## Contact

Drug Free Sport NZ

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Greenlane



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Central Park Corporate Centre

666 Great South Road

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1051

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

# Dunedin International Airport

## Relevant acts

Dunedin International Airport Limited is a company established pursuant to section 3(a) of the Airport Authorities Act 1966 and its subsequent amendments.

## Functions and responsibilities

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

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

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

## Structure

The company has two shareholders: the Crown holds 50 percent of the shares, with the other 50 percent being held by Dunedin City Holdings Limited, a wholly owned Dunedin City Council company. The company has four Directors (two appointed by each shareholder) and a Company Secretary. The Chairperson of the Board of Directors is appointed by the Directors.

The three-person management team of the company has a Chief Executive reporting to the Board of Directors, and a Business Manager (who acts as Company Secretary) and an Operations Manager reporting to the Chief Executive.

## Records

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

Dunedin Airport Exposition, consisting of the following manuals:

- Policy
- Aerodrome Emergency Plan
- Aerodrome Maintenance
- Aerodrome Fire Service Procedures
- Security Operations
- Quality Assurance
- Dunedin International Airport Ltd Business Plan
- Dunedin International Airport Ltd Environmental Management Systems
- Dunedin International Airport Ltd Quarantine Procedures
- Dunedin International Airport Ltd Occupational Health and Safety Policy
- Dunedin International Airport Ltd Terminal Evacuation Plan
- Airports Council International Policy Handbook
- Brookers Business & Employment Fact Book Manual
- New Zealand Society of Accountants Manuals
- Inland Revenue Department Tax Advisory Documents.

## **Publications**

The company has available the following categories of documents:

1. annual and half-year reports
2. master plan.

The company is involved with the following four advisory committees.

### **Audit Committee**

The company's auditor and two of the company Directors meet to review company accounts for auditing.

### **Facilitation and Security Committee**

The company's management, airline management, police, aviation security service and all emergency organisations meet to review emergency policy and procedures and periodically practise and test the Emergency Plan.

## **Emergency Committee**

The company's management is involved with the transportation committee of Civil Defence in the Dunedin area for the planning of transport systems in the event of civil emergency.

## **Civil Defence**

The company's management is involved with the transportation committee of Civil Defence in the Dunedin area for the planning of transport systems in the event of civil emergency. 13

## **Contact**

The Chief Executive

Dunedin International Airport Ltd

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DUNEDIN

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

# Earthquake Commission

## Acts Administered

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

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

## Functions and Responsibilities

The Earthquake Commission Act 1993 provides residential property owners in New Zealand, who have purchased fire insurance, with insurance cover for damage to residential dwellings, personal property, and land caused by:

- Earthquake, natural landslip, volcanic eruption, hydrothermal activity, or tsunami
- In the case of residential land, also storm and flood
- Fire resulting from any of these natural disasters.

The cover provided for residential properties is first loss replacement value to a maximum of \$100,000 (plus Goods and Services Tax (GST)) on residential dwellings. Residential land is provided outside of these limits. The cover provided for personal property is first loss replacement value to a maximum of \$20,000 (plus GST).

EQC's functions are to:

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

Such other functions as may be conferred on it by:

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

Premiums at the rate of 15 cents (plus GST) per \$100 cover are collected by insurance companies and brokers and paid to EQC.

EQC is:

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

## Structure

Board members are appointed by the Governor-General on the recommendation of the Minister Responsible for the Earthquake Commission for a period of up to three years.

## Board

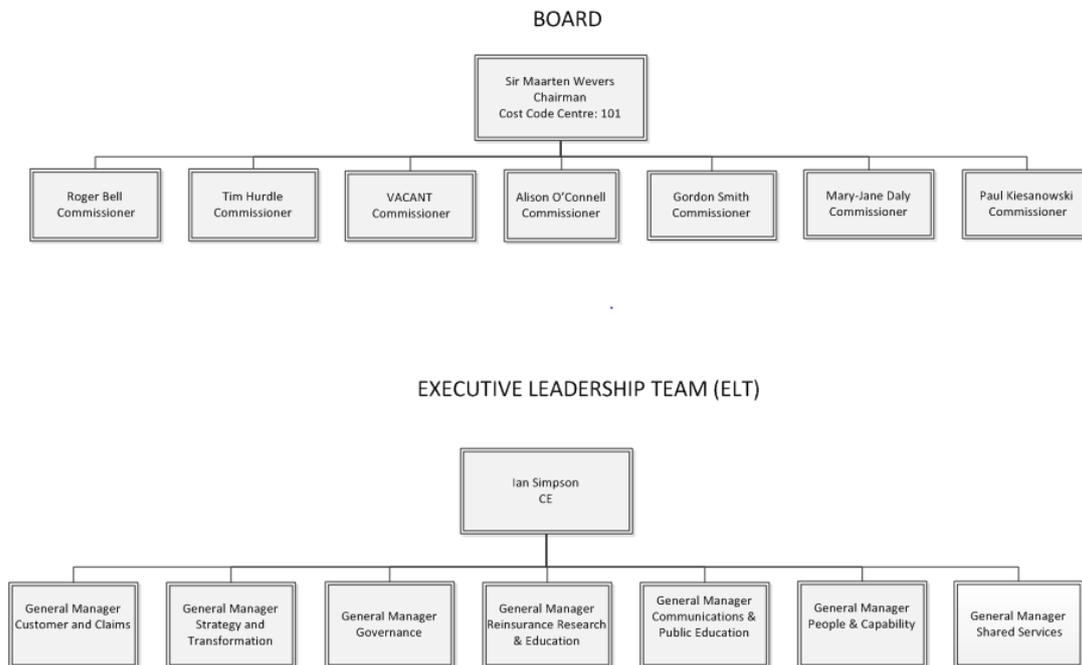
The Board (5-9 persons) consists of the:

- Chairperson
- Deputy Chairperson
- Commissioners
- Executive Officers

The executive officers are the:

- Chief Executive
- General Manager, Strategy and Transformation
- General Manager, Shared Services
- General Manager, Reinsurance, Research and Education
- General Manager, Governance
- General Manager, People and Capability
- General Manager, Communications and Public Education
- General Manager, Customer and Claims.

## Organisational Chart



This Organisation Chart is correct as at 1 August 2016. EQC's structure is changing as we complete our work in Canterbury.

## Records

Records held by EQC are as follows:

### Claim Files (electronic only)

These contain details of claims received from individuals together with loss adjusters' reports, engineers' reports, recommendations and details of payments made. They are not available to the public, but can be requested by the claimant.

### Series Files

These contain information relating to the day-to-day activities of EQC (other than claims) and include:

- Administration/governance of EQC
- Office accounts
- Contracts and agreements
- Staff matters
- Research grants
- General office administration

- Investments and fund protection
- Dealings with external stakeholders.
- Premium Records.

Copies of premiums collected from insurance companies and brokers. Under section 25 of the EQC Act, this information can only be issued in a form that does not allow the premiums or amounts of cover to be attributable to a particular insurance company or companies – or identify the company or companies.

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

Manuals held by EQC cover matters of procedures, policy, and catastrophe response planning.

## **Publications**

Further information is available as follows:

- EQC annual report
- EQC statement of intent
- EQC statement of performance expectations
- Information brochures
- Guidelines for customers, insurance companies, brokers, and loss adjusters.

## **Contact**

Earthquake Commission

Level 11

Majestic Centre

100 Willis Street

PO Box 790

WELLINGTON 6140

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

# Eastern Institute of Technology

## Te Whare Takiura O Kahungunu

### Acts administered

Eastern Institute of Technology (EIT) operates under the Education Amendment Act 1990.

### Functions and responsibilities

EIT's mission statement is "to support the economic and social development of Hawke's Bay communities by providing relevant, high quality and accessible education and training to individuals, professionals, businesses, community organisations and iwi".

### Structure

Council

Membership of the EIT Council is as follows:

- Nine members representing local organisations
- Chief Executive Officer of EIT
- Up to three co-opted members
- One tutorial representative
- One allied staff representative
- Two Students' Association representatives
- Four ministerial appointments.

The Chief Executive's Secretary acts as Secretary to Council. The Council's functions and responsibilities are:

- to endeavour to ensure that the institution attains the highest standards of excellence in education, training and research;
- to acknowledge the principles of the Treaty of Waitangi;
- to encourage the greatest possible participation by the communities served by the Institution so as to maximise the educational potential of all members of those

communities with particular emphasis on those groups in those communities that are under-represented among the students of the Institution;

- to ensure that the Institution does not discriminate unfairly against any person;
- to ensure that systems are established for the co-ordination of, and accountability for, activities within the Institution to ensure the responsible use of public resources; and
- to ensure that proper standards of integrity, conduct and concern for the public interest and well-being of students are maintained.

## Faculties

The five faculties of the Institute are:

- Faculty of Arts and Social Sciences
- Faculty of Business and Computing
- Faculty of Health and Sport Science
- Faculty of Māori Studies (Te Manga Māori)
- Faculty of Science and Technology.

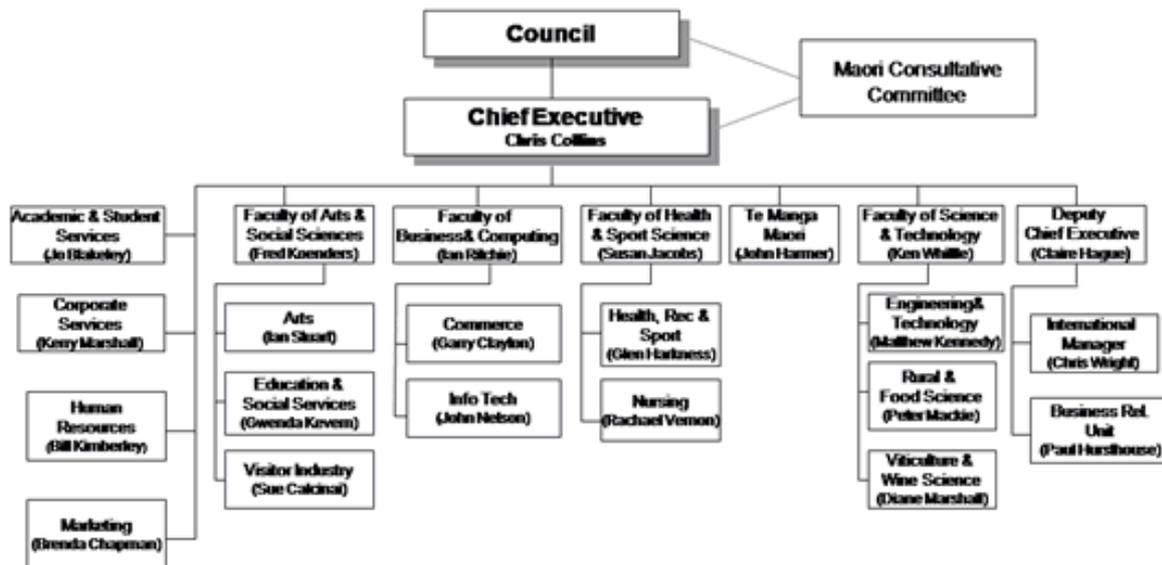
## Documents relating to decision-making processes

- Vision Statement and Strategic Plan
- Annual Profile
- Quality Management System (QMS).

## Organisational chart



## Organisation Structure 2007



## Contact

Deputy Chief Executive EIT

Private Bag 1201

Taradale

HAWKE'S BAY

Phone: (06) 974 8000

Fax: (06) 974 8911

# Education Review Office

## Te Tari Arotake Matauranga

### Governing Statutes

Department of the Public Service under the State Sector Act 1988

### Functions and Responsibilities

The Education Review Office (ERO) is a government department whose purpose is to evaluate and report publicly on the education and care of students in schools and early childhood centres.

ERO's findings inform decisions and choices made by parents, teachers, managers, trustees and others, at the individual school and early childhood level and at the national level by government policy makers.

The chief executive of ERO is the Chief Review Officer, who formally designates individual Review Officers to carry out reviews in schools and early childhood centres. The functions and powers of the Chief Review Officer are described in part 28, sections 325–328 of the Education Act 1989.

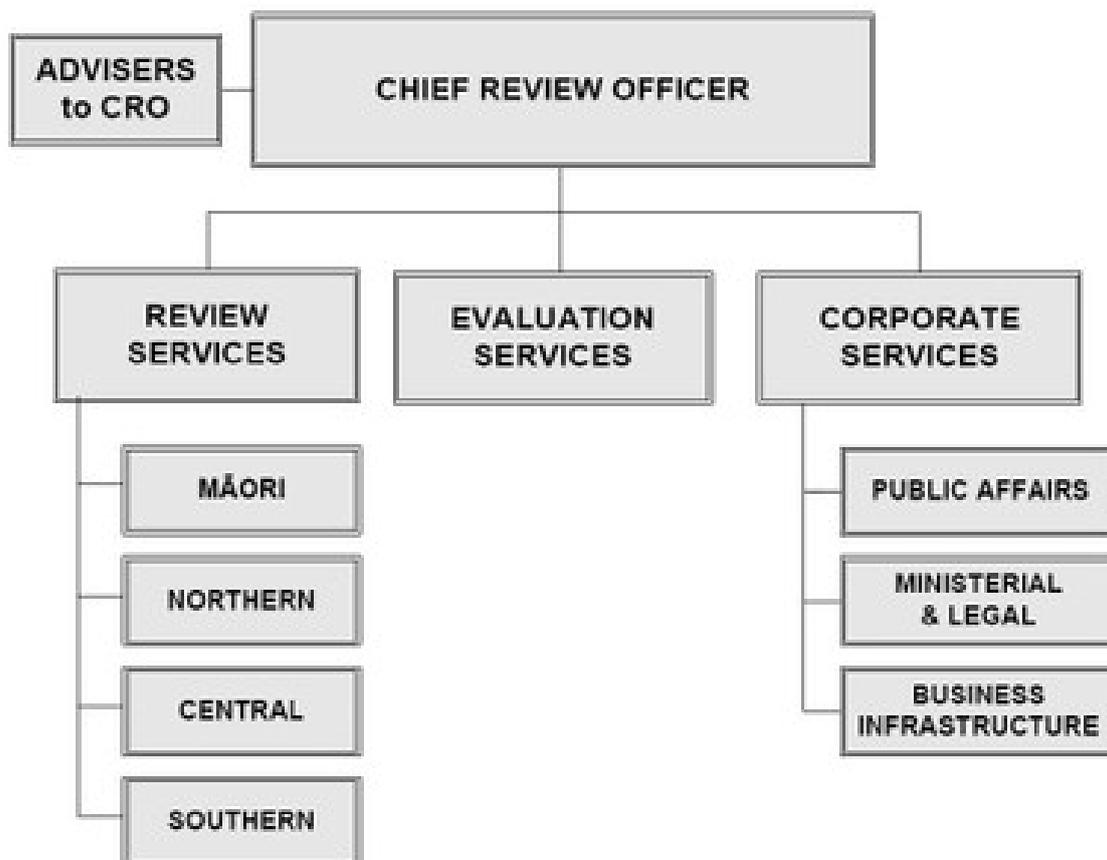
This Act gives the Chief Review Officer the power to initiate reviews, investigate, report and publish findings on the provision of education to all young New Zealanders.

The Chief Review Officer has approximately 150 designated Review Officers who are located throughout New Zealand, and in a Māori language immersion education review unit.

### Structure

ERO's structure covers the whole country and comprises:

- a corporate office with responsibilities allocated in line with outputs
- offices throughout New Zealand, organised into three geographical regions, for the delivery of school and early childhood education reviews, and one for the review of kura kaupapa Māori and kōhanga reo (based in Wellington);
- a specialist unit, Moana Pasefika (based in Auckland).



## Records

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

## Documents Relating to Decision-Making Processes

- Manual of Standard Procedures for Education Reviews
- Code of Conduct

## Contact

Mark Canning

National Manager

Ministerial and Legal Services Education Review Office

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Phone: (04) 474 1209 Fax: (04) 499 2482

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

# Ministry Of Education

## Functions and Responsibilities

The Ministry of Education is the lead advisor to the Government on education: early childhood education, primary and secondary education, tertiary and international education. We are also the steward of the education system. Stewardship in this context means two key things:

- a focus on the long-term health and performance of the education system as a whole
- providing support to enable sector leaders to raise achievement. As steward, we also ensure the system reflects and fulfils our responsibilities under the Treaty of Waitangi.

Stewardship is about making linkages. We have a clear view of the whole education system. This allows us to help ensure the different stages learners go through and the environments in which they learn effectively fit together to best support educational success.

We also make links between the education system and communities' needs and to the future of New Zealand's society and economy. We do this in our policy advice and at the front line, aiming to understand and respond to the needs of children and young people, helping them achieve.

Information about the Legislation that governs New Zealand's education system can be found at [www.education.govt.nz/ministry-of-education/legislation/](http://www.education.govt.nz/ministry-of-education/legislation/).

## What we do

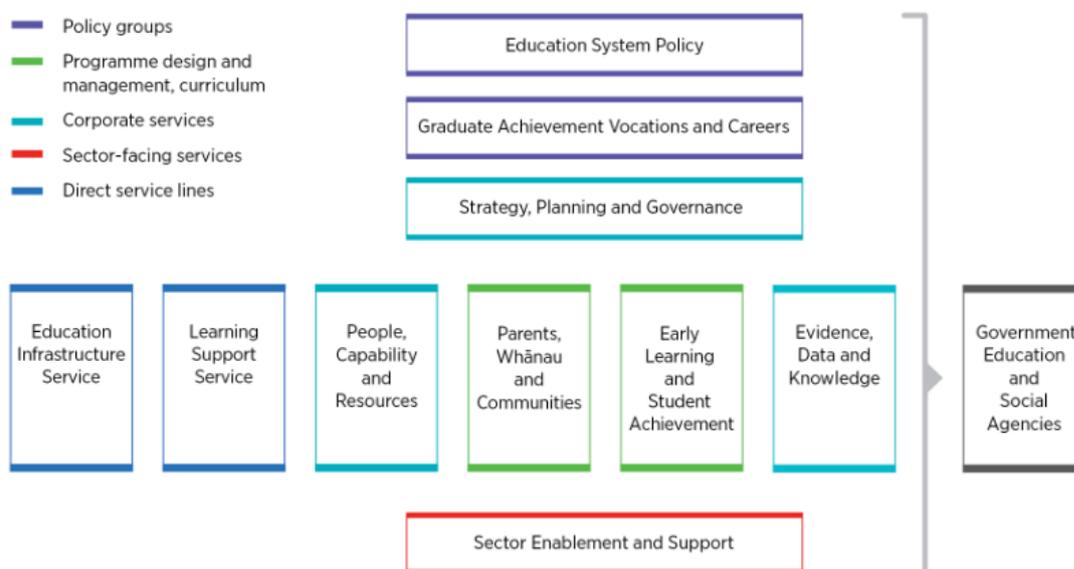
As stewards, we focus on the long-term health and performance of the education system as a whole.

At the heart of this is making sure the education system is designed to help children and students succeed. We work with sector leaders and other government agencies because we achieve more together. We work across organisational boundaries to consider, and influence, the complex factors that drive educational achievement.

We fund the system and make investment decisions that support its long-term sustainability. We also deliver infrastructure, Information Communication Technology (ICT), and other services that enable education professionals to focus on achievement.

Further information about the work of the Ministry can be found in our Four Year Plan which is available at [www.education.govt.nz/ministry-of-education/publications/four-year-plan-and-statements-of-intent/](http://www.education.govt.nz/ministry-of-education/publications/four-year-plan-and-statements-of-intent/).

## Structure



## Contact

### National Office physical address:

Mātauranga House  
Level 1  
33 Bowen Street  
Wellington 6011

### National Office postal address:

PO Box 1666  
Wellington 6140

### Enquiries

Phone - 64 4 463 8000

Fax - +64 4 463 8001

Email - [enquiries.national@education.govt.nz](mailto:enquiries.national@education.govt.nz)

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

Further contact details for the Ministry of Education are available at [www.education.govt.nz/header-utilities/contact-us/](http://www.education.govt.nz/header-utilities/contact-us/)

# Electricity Authority

## Te Mana Hiko

### Governing Statutes

The Electricity Authority was established under Part 2 of the Electricity Industry Act 2010 (Act), following the disestablishment of the Electricity Commission. Under section 15 of the Act, the Authority's objective is to "promote competition in, reliable supply by and the efficient operation of, the electricity industry for the long-term benefit of consumers".

### Functions and Responsibilities

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

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

## Structure

The Authority comprises a Board appointed under the Crown Entities Act and a staff of approximately 60 employees managed by the Chief Executive.

## Records

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

The Authority maintains and publishes a comprehensive range of electricity sector data portal ([www.emiea.govt.nz](http://www.emiea.govt.nz)).

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

## Documents Relating to Decision-Making Processes

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

## Contact

Chief Executive's Executive Assistant

Level 7, ASB Bank Tower

2 Hunter Street

P O Box 10041

Wellington

Phone: 04 460 8860

Fax: 04 460 8879

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

# Energy Efficiency and Conservation Authority

## Te Tari Tiaki Pūngao

### Trade name

EECA

EECA EnergyWise

EECA Business

### Governing Statutes

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

### Functions and Responsibilities

EECA works to make New Zealand a better place to live – economically, environmentally and socially – through the better use of energy.

It improves the energy efficiency of New Zealand homes and businesses and encourages the uptake of renewable energy. Its work is also aimed at reducing carbon emissions to help New Zealand transition to a low emissions economy.

It influences energy use across the economy by working towards:

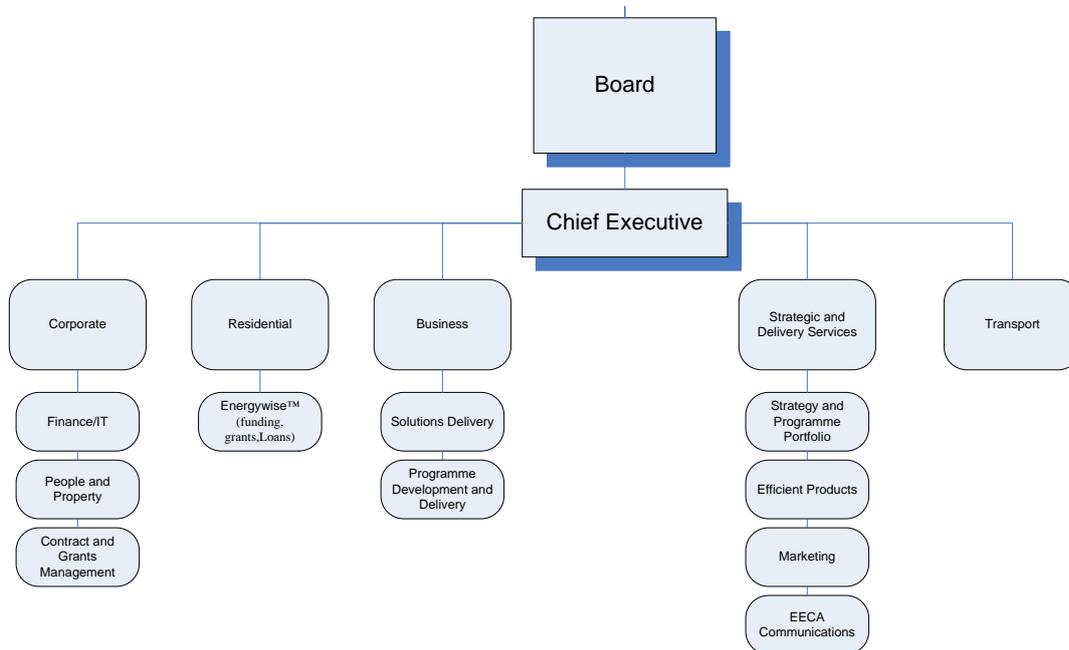
- Warm, dry and energy efficient homes
- Efficient, safe and low carbon transport
- Efficient, competitive and low carbon business.

### Structure

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

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

## EECA Team Structure



## Records

EECA retains documentation for:

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

Many of these documents are available on EECA's website at: [www.eeca.govt.nz](http://www.eeca.govt.nz).

## Documents Relating to Decision-Making Processes

- Local Government & Environment Annual Review
- Vote Science & Innovation: Financial Review
- Estimates of Expenditure
- Letter of Expectations

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

## Publications

EECA's corporate and strategic documents include:

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

These documents can be found on EECA's websites at: [www.eeca.govt.nz](http://www.eeca.govt.nz),  
[www.energywise.govt.nz](http://www.energywise.govt.nz) and [www.eecabusiness.govt.nz](http://www.eecabusiness.govt.nz).

## Contact

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

Energy Efficiency and Conservation Authority

### **EECA Wellington (Head office)**

Level 8

44 The Terrace

PO Box 388

Wellington, 6140

Phone 04 470 2200 or 0800 358676

Fax: 04 499 5330

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

### **EECA Auckland**

Level 7, AIG Building

41 Shortland Street

Auckland, 1010

Phone: 0800 358676

Fax: 04 374 3809

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

# Environmental Protection Authority

## Te Mana Rauhi Taiao

### Acts administered

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

- Hazardous Substances and New Organisms Act 1996;
- Resource Management Act 1991;
- Ozone Layer Protection Act 1996;
- Imports and Exports (Restrictions) Act 1988 and Imports and Exports (Restrictions) Prohibition Order (No. 2) 2004;
- Exclusive Economic Zone and Continental Shelf (Environmental Impacts) Act 2012; and
- Climate Change Response Act 2002.

### Functions and responsibilities

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

- advise the Minister on any matter relating to its functions under this Act or an environmental Act;
- exercise the powers, and carry out the functions and duties, conferred on it by or under this Act or an environmental Act; and
- if requested by the Minister provide technical advice to the Government and Crown entities on any matter related to its functions under an environmental Act;
- provide administrative assistance (including secretarial services) to a person or group of people appointed by the Minister to provide advice or report on any matter related to its functions under an environmental Act; and
- contribute to and co-operate with international forums and carry out international obligations related to its functions under an environmental Act.

The main activities of the organisation concern the following:

- natural and physical resources;
- national significant proposals under the Resource Management Act;
- support for other resource management processes at a national level, including consideration of proposed national policy statements and proposed water conservation orders;
- technical input into the development of national environmental standards;
- chemical and biological hazards;
- regulation of pesticides, fireworks, explosives and other hazardous substances;
- regulation of ozone-depleting substances, certain chemicals and hazardous waste controlled by international environmental agreements;
- regulation of new organisms, including (amongst others) genetically modified organisms;
- administration of the New Zealand Emissions Trading Scheme and the New Zealand Emissions Unit Register; and
- regulation of certain activities within the EEZ, for example oil, gas and mineral extraction.

## Structure

The EPA is classified as a Crown Agent under the Crown Entities Act 2004. This means that it is required to give effect to government policy relating to its functions and objectives, if so directed.

It has between six and eight members appointed by the Minister for the Environment. The Board is responsible for the governance of the organisation, including setting strategic direction and monitoring performance. It is also responsible for the statutory functions set out in legislation, some of which are delegated to Board committees or the Chief Executive, engage with communities of interest to understand the broader context in which the EPA operates, advise the Chief Executive and his team about contextual factors that could influence decision making so that the EPA is encouraged to consider the wider view, and oversee major change initiatives.

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

The staff of the EPA support the Board in carrying out its statutory functions and are responsible for delegated decision-making in a number of areas. The organisation is structured into six groups, each of which is led by a general manager. They are:

- Applications and Assessment

- Compliance
- Corporate Services
- Kaupapa Kura Taiao
- Emissions Trading Scheme
- Policy and Legal

## Records

The EPA maintains an electronic document management system for the management of corporate records. The key processes managed by this system include the:

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

The EPA is required to meet the requirements of the Public Records Act 2005 and the Official Information Act 1982 by providing appropriate responses to all requests within a statutory timeframe. It uses electronic document and records management system and paper records to ensure that information is easily searchable and that we retain and archive important documents.

## Decision-making processes

Information about decision-making processes are available on the EPA website, [www.epa.govt.nz](http://www.epa.govt.nz)

## Publications

The EPA publishes:

- Annual Report
- Statement of Intent
- Annual Monitoring Report
- a website – [www.epa.govt.nz](http://www.epa.govt.nz)
- information for applicants, submitters, and interested parties
- decisions

- newsletters

These are accessible via the website [www.epa.govt.nz](http://www.epa.govt.nz).

## Contact

Environmental Protection Authority

Level 10 Grant Thornton House, 215 Lambton Quay

Private Bag 63002

Wellington 6140,

New Zealand

Phone: +64 4 916 2426

Fax: +64 4 914 0433

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

Web: [www.epa.govt.nz](http://www.epa.govt.nz)

# Ministry for the Environment

## Manatū Mō Te Taiao

### Governing Statutes

The Ministry for the Environment has specific functions under the:

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

### Acts Administered

The Ministry for the Environment administers the following legislation:

- Soil Conservation and Rivers Control Act 1941
- Environment Act 1986
- Resource Management Act 1991
- Ozone Layer Protection Act 1996
- Hazardous Substances and New Organisms Act 1996
- Climate Change Response Act 2002
- Aquaculture – Reform (Repeals and Transitional Provisions) Act 2004
- Fiordland (Te Moana o Atawhenua) Marine Management Act 2005
- Waste Minimisation Act 2008.

### Functions and Responsibilities

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

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

## Publications

- Statement of Intent
- Annual Report
- Other publications available at [www.mfe.govt.nz/publications/](http://www.mfe.govt.nz/publications/).

## Contact

### Head Office, Wellington

Environment House  
23 Kate Sheppard Place,  
Thorndon  
Wellington  
New Zealand

PO Box 10362  
Wellington 6143  
New Zealand

### General enquiries

Freephone: 0800 499 700  
Phone: +64 4 439 7400  
Fax: +64 4 439 7700  
Email: [info@mfe.govt.nz](mailto:info@mfe.govt.nz)

Email addresses for Ministry staff use the formula: [firstname.lastname@mfe.govt.nz](mailto:firstname.lastname@mfe.govt.nz)

### Official Information Act Requests

[ministerials@mfe.govt.nz](mailto:ministerials@mfe.govt.nz)

Website: <http://www.mfe.govt.nz/>

# Environmental Science and Research Limited

## Governing Statutes

The primary legislation regulating ESR is the Crown Research Act 1992. Other legislation that impacts on ESR is the Companies Act 1993 and Part V of the Public Finance Act 1989. ESR is also subject to the Privacy Act 1993, Official Information Act 1982 and the Ombudsman Act 1975.

## Functions and Responsibilities

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

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

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

## Scope of Operation

ESR's science capabilities have a positive impact on the health and prosperity of New Zealand communities.

ESR is the lead CRI in:

- forensic science services
- harm prevention from drugs and alcohol
- surveillance of human pathogens and zoonotic diseases

- domestic and export food safety in partnership with the Ministry for Primary Industries
- impacts of the environment on human health, including groundwater, freshwater and drinking-water quality and safe biowaste use
- integrated social and biophysical research to support decision-making in the environmental, public health and justice Sectors
- radiation safety services and regulatory support.

## Public Health

Safeguard the health of New Zealanders through improvements in the management of biosecurity and threats to public health.

### Impacts:

- reduced burden of illness and communicable diseases
- reduced human biosecurity risks
- reduced risks to human health from radiation
- improved response to pandemics
- safer medicines through pharmaceutical testing
- better informed decisions on complex public and environmental health issues
- reduced spread of foodborne illness

## Forensics

Increase the effectiveness of forensic science services applied to safety, security and justice investigations and processes.

### Impacts:

- more crime prevented and solved
- criminal investigations are supported by independent, reliable evidence
- early elimination of the innocent and inclusion of suspects
- better forensically informed court decisions
- findings by Coroners are supported by reliable toxicology
- reduced drug and alcohol dependency of offenders.

## Food Safety

Enhance protection of New Zealand's foodbased economy through the management of food safety risks associated with traded goods.

### Impacts:

- improved integrity and reputation of New Zealand's food exports
- foodborne illness risks to human health and the financial burden on society are reduced
- episodes and outbreaks of foodborne illness are diagnosed and mitigated

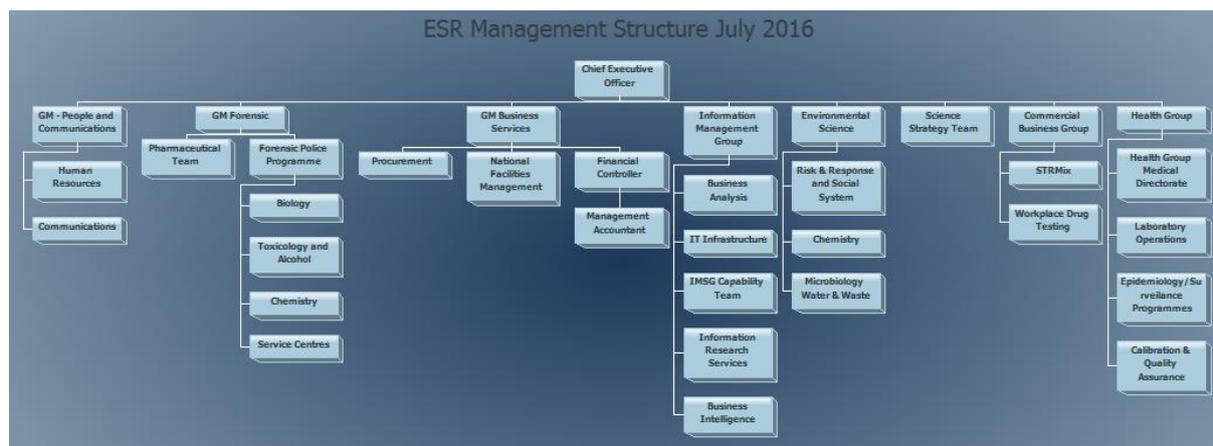
## Water and the Environment

Improve the safety of freshwater and groundwater resources for human use and the safer use of biowastes.

### Impacts:

- New Zealanders have assurance that drinking water is safe
- improved water quality in rivers, streams and groundwater
- safer use of biowastes and reduced waste to landfill
- reduced threats to human health from chemicals, microbes and physical contaminants

## Structure



## Records

Each business group is responsible for where and how its scientific research work is published, but in most cases papers are published internationally or in New Zealand in

appropriate research journals. Where services or research are provided for a client, enquiries for information will be directed to that client.

## Contact

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

Email: [enquiries@esr.cri.nz](mailto:enquiries@esr.cri.nz)

Kenepuru Science Centre (including the Corporate Office)

34 Kenepuru Drive

PORIRUA 5022

PO Box 50 348

PORIRUA 5240

Tel: (04) 914 0700

Fax: (04) 914 0770

ESR NCBID – Wallaceville

66 Ward Street

Wallaceville

UPPER HUTT 5018

PO Box 40158

UPPER HUTT 5140

Tel: (04) 529 0600

Fax: (04) 529 0601

Mt Albert Science Centre

Hampstead Road

Mt Albert

AUCKLAND 1025

Private Bag 92 021

AUCKLAND 1142

Tel: (09) 815 3670

Fax: (09) 849 6046



Christchurch Science Centre

27 Creyke Road

Ilam

CHRISTCHURCH 8041

PO Box 29 181

CHRISTCHURCH 8540

Tel: (03) 351 6019

Fax: (03) 351 0010

# External Reporting Board

## Governing Statutes

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

## Functions and Responsibilities

The functions of the External Reporting Board are prescribed by section 12 of the Financial Reporting Act 2013 and comprise:

- Developing and implementing an overall strategy for financial reporting standards and auditing and assurance standards (including developing and implementing tiers of financial reporting and assurance)
- Preparing and issuing accounting standards
- Preparing and issuing auditing and assurance standards, including the professional and ethical standards that will govern the professional conduct of auditors
- Liaising with national and international organisations that exercise functions that correspond with, or are similar to, those conferred on the External Reporting Board.

## Structure

The External Reporting Board consists of:

- The External Reporting Board - Board (XRB Board)
- The New Zealand Accounting Standards Board (NZASB)
- The New Zealand Auditing and Assurance Standards Board (NZAuASB)
- The XRB Staff Team (Staff)

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

The New Zealand Accounting Standards Board (NZASB) is responsible for developing and issuing accounting standards. This comprises 10 suitably qualified and experienced persons

with a diversity of perspective. The members of the NZASB are appointed by the XRB and are all part-time.

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

All Board meetings are open to the public, with prior registration required. All Board meeting dates, times and agendas are available at [www.xrb.govt.nz](http://www.xrb.govt.nz).

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

## Records

The External Reporting Board retains extensive documentation for:

- The development and administration of a financial reporting strategy as well as accounting and auditing & assurance standards;
- Board meeting agenda papers and proceedings; and
- Online communications and presentations to stakeholders.

All this material is available on our website.

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

## Documents Relating to Decision-Making Processes

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

## Publications

Each Board produces a Communiqué at the close of each Board meeting which any member of the public can subscribe to from our website at [www.xrb.govt.nz](http://www.xrb.govt.nz). All past Communiqués are available on the website.

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

## Contact

Level 7, 50 Manners Street, Wellington

P O Box 11250



Manners Street Central

Wellington 6142

Telephone: 64 4 550 2030

Fax: 64 4 385 3256

[www.xrb.govt.nz](http://www.xrb.govt.nz) [enquiries@xrb.govt.nz](mailto:enquiries@xrb.govt.nz)

# Families Commission

## Trading as Social Policy Evaluation and Research Unit (Superu)

### Acts administered

Families Commission Act 2004 as amended by the Families Commission Amendment Act 2014

### Functions and Responsibilities

Superu's main functions are:

- to act as an advocate for the interests of families generally (the advocacy function)
- to monitor and evaluate programmes and interventions in the social sector, and provide social science research into key issues, programmes, and interventions across that sector (monitoring, evaluation, and research function).

### Structure

The Board oversees governance and performance, sets strategic direction and priorities, appoints the Chief Executive, approves the annual work programme and budget, and approves the key accountability documents.

The Chief Executive is responsible for the management and delivery of Superu's work programme, appointing and managing staff and managing the operating and capital budget.

Staff work in cross-organisational teams led by Directors of Knowledge; Client Services and Sector Change; and Business Services and Operations; supported by a Chief Māori Advisor.

### Records

Apart from the usual internal, administrative and corporate documents, Superu holds documents relating to the projects that make up its work programme. As it is not a service delivery or regulatory body, Superu does not hold documents relating to individuals, specific cases or specific organisations.

## Documents relating to decision-making processes

For the reasons noted in records above, this item is not applicable.

### Contact

Wellington office:

Level 7,

110 Featherston Street

PO Box 2839, Wellington 6140

Telephone: (04) 917 7040

Fax: (04) 917 7059

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

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

# Office of Film and Literature Classification

## Te Tari Whakarōpū Tukuata, Tuhituhinga

### Governing Statutes

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

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

The classification of publications is governed by the following legislation:

- Films, Videos, and Publications Classification Act 1993
- Films, Videos, and Publications Classification Regulations 1994
- Films, Videos, and Publications Classification (Fees) Regulations 1994.

### Functions and Responsibilities

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

### Structure

The Chief and Deputy Chief Censors of Film and Literature are appointed by the Governor-General by Order in Council made on the recommendation of the Minister of Internal Affairs acting with the concurrence of the Minister of Women's Affairs and the Minister of Justice. The Chief Censor is Chief Executive.

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

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

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

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

Senior Classification Officers each supervise a team of Classification Officers. 62

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

## Records

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

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

## Documents Relating to Decision-Making Processes

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

## Publications

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

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

## Contact

The Office of Film and Literature Classification

Level 1, 88 The Terrace,

Wellington

6011

PO Box 1999, Wellington 6140

Phone: (04) 471 6770 or 0508 236 767

Web: [www.classificationoffice.govt.nz](http://www.classificationoffice.govt.nz)

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

Twitter: [twitter.com/NZOFLC](https://twitter.com/NZOFLC)

# Fiordland Marine Guardians

## Acts Administered

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

## Functions and Responsibilities

Pursuant to Section 13

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

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

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

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

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

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

(d) to assist management agencies to –

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

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

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

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

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

(ii) agree to conduct:

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

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

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

## Structure

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

## Publications

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

## Documents Relating to Decision-Making Processes

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

## Future Changes

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

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

## Contact

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Te Anau

9640

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

# Fish & Game New Zealand

## Governing Statutes

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

## Functions and Responsibilities

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

Its functions include:

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

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

## Structure

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

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

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

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

## Records

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

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

## Contacts

### **New Zealand Council**

Chief Executive

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Ngauranga

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

### **Northland Region**

Manager

Northland Fish & Game Council

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## **Auckland/Waikato Region**

Chief Executive

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## **Eastern Region**

Manager

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### **Nelson/Marlborough Region**

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### **North Canterbury Region**

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### **West Coast Region**

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### **Central South Island**

Chief Executive

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### **Otago Region**

Chief Executive

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### **Southland Region**

Manager



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# Ministry of Foreign Affairs and Trade

## Acts Administered

The Ministry of Foreign Affairs and Trade (the Ministry) administers 31 pieces of legislation and some of the regulations made under these. Links to this legislation online are available from the Ministry's website [www.mfat.govt.nz](http://www.mfat.govt.nz) under 'About us'.

### Foreign affairs

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

### Trade

- New Zealand Export-Import Corporation Dissolution Act 1992
- Peace, rights and security
- Anti-Personnel Mines Prohibition Act 1998
- Chemical Weapons (Prohibition) Act 1996
- Cluster Munitions Prohibitions Act 2009
- Geneva Conventions Act 1958
- International Crimes and International Criminal Court Act 2000 (jointly administered with the Ministry of Justice)
- Mercenary Activities (Prohibition) Act 2004
- New Zealand Nuclear Free Zone, Disarmament and Arms Control Act 1987
- Nuclear-Test-Ban Act 1999
- Terrorism Suppression Act 2002 (jointly administered with Ministry of Justice)
- United Nations Act 1946

## Antarctica

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

## Law of the sea

- United Nations Convention on the Law of the Sea Act 1996
- Continental Shelf Act 1964
- Territorial Sea, Contiguous Zone, and Exclusive Economic Zone Act 1977
- Realm of New Zealand and the Pacific
- Cook Islands Act 1915
- Cook Islands Constitution Act 1964
- Kermadec Islands Act 1887
- Niue Act 1966
- Niue Constitution Act 1974
- Pitcairn Trials Act 2002
- Tokelau Act 1948
- Tokelau (Territorial Sea and Exclusive Economic Zone) Act 1977
- Western Samoa Act 1961.

The Ministry administers export controls on strategic goods under the Customs Export Prohibition Order 2011. The Ministry also administers a number of statutory regulations made under the above Acts, particularly in the area of United Nations Security Council sanctions, diplomatic privileges and immunities, and Tokelau.

## Functions and Responsibilities

The Ministry acts in the world to make New Zealanders safer and more prosperous. It advances the Government's international priorities. It interprets changes, provides advice to the Government on their implications, and then acts to promote and protect New Zealand's interests. The Ministry builds connections and influence in other countries to secure the outcomes that matter to New Zealand.

The Ministry seeks to deliver value to New Zealand and New Zealanders, through:

- improved prosperity for New Zealand and our region

- the stability, security and resilience of our country, our people and our region
- leadership by amplifying New Zealand's influence and standing in the world, and
- kaitiakitanga or stewardship, by delivering solutions to global challenges for the benefit of present and future generations.

The Ministry administers two Votes on behalf of the Minister of Foreign Affairs: Vote Foreign Affairs and Trade, and Vote Official Development Assistance.

It provides a range of services for its stakeholders, which include business organisations and the private sector, academia and the media, non-government organisations (NGOs), Māori and interest groups, and the travelling New Zealand public.

## Structure

The Ministry's senior leadership team is led by Chief Executive Brook Barrington and comprises a Deputy Chief Executive, seven Deputy Secretaries and the Principal Capability Adviser. Its wider leadership team comprises Divisional Managers in New Zealand and senior diplomats around the world.

The Ministry's head office in Wellington is supported by offices in Auckland and Christchurch.

As at July 2016, its international network is made up of 58 overseas posts accredited to 167 countries and principal international organisations, and 72 Honorary Consuls.

Our international presence is led by senior diplomats. More than 1000 staff from other government agencies are also represented at our posts around the world.

For more information about our overseas representation, including contact details, visit our website [www.mfat.govt.nz](http://www.mfat.govt.nz) under 'Embassies'.

## Other positions held

The Secretary of Foreign Affairs and Trade is a member of a number of committees, boards and groups, including:

- Officials Committee for Domestic and External Security Coordination
- New Zealand China Council Executive Board
- Antarctic Heritage Trust
- Major Events Investments Panel
- The New Zealand Story Advisory Group
- New Zealand Trade and Enterprise Board (Special Adviser)
- Pacific Cooperation Foundation Board
- Asia New Zealand Foundation Board of Trustees
- Centre for Defence and Security Studies Strategic Advisory Board

- New Zealand National Commission for UNESCO (Associate Member)

## Publications

Read the Ministry's 2015-2019 Strategic Intentions and its 2014-2015 Annual Report at [www.mfat.govt.nz](http://www.mfat.govt.nz) under 'About us'.

## Contact

Ministry of Foreign Affairs and Trade

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# New Zealand Film Commission

## Te Tumu Whakaata Taonga

### Governing Statutes

The New Zealand Film Commission is established under the New Zealand Film Commission Act 1978, as amended in 1981, 1985, 1988, 1994, 1999 and 2004.

### Functions and Responsibilities

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

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

### Structure

The Commission is appointed by the Minister of Culture and Heritage and comprises a Chair and seven other Board members. It meets formally every two months. Day-to-day activities are carried out by a staff of 35 from a Wellington office.

### Records

The main classes of records held include:

- applications for financial assistance for development, production, distribution and promotion of New Zealand films
- contracts in respect of investments made by the Commission
- contracts in respect of sales of a New Zealand film represented by the Commission.



## Contact

### **The Chief Executive**

New Zealand Film Commission

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