

Directory of Official Information

Listings J-L



[New Zealand Government](#)

About

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Ministerial Services

Strategy, Governance & Finance

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Ministry of Justice

Tāhū o Te Ture

ACTS ADMINISTERED

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

- Abolition of the Death Penalty Act 1989
- Administration Act 1969
- Admiralty Act 1973
- Adoption Act 1955
- Adoption (Intercountry) Act 1997
- Adult Adoption Information Act 1985
- Age of Majority Act 1970
- Animals Law Reform Act 1989
- Anti-money Laundering and Countering Financing of Terrorism Act 2009
- Arbitration Act 1996
- Arbitration (International Investment Disputes) Act 1979
- Aviation Crimes Act 1972
- Bail Act 2000
- Broadcasting Act 1989¹
- Canterbury Earthquake Insurance Tribunal Act 2019
- Care of Children Act 2004

¹ Administered jointly with the Ministry for Culture and Heritage and Te Puni Kōkiri.

- Charitable Trusts Act 1957
- Citizens Initiated Referenda Act 1993
- Civil Union Act 2004
- Constitution Act 1986
- Contraception, Sterilisation, and Abortion Act 1977
- Contract and Commercial Law Act 2017²
- Contributory Negligence Act 1947
- Coroners Act 2006
- Costs in Criminal Cases Act 1967
- Courts (Remote Participation) Act 2010
- Courts Security Act 1999
- Crimes Act 1961
- Crimes (Internally Protected Persons, United Nations and Associated Personnel, and Hostages) Act 1980
- Crimes of Torture Act 1989
- Criminal Case Review Commission Act 2019
- Criminal Disclosure Act 2008
- Criminal Investigations (Bodily Samples) Act 1995
- Criminal Procedure Act 2011
- Criminal Procedure (Mentally Impaired Persons) Act 2003
- Criminal Proceeds (Recovery) Act 2009
- Criminal Records (Clean Slate) Act 2004
- Criminal Records (Expungement of Convictions for Historical Homosexual Offences) Act 2018
- Crown Organisations (Criminal Liability) Act 2002

² Administered jointly with the Ministry of Business, Innovation and Employment.

- Crown Proceedings Act 1950
- Deaths by Accidents Compensation Act 1952
- Declaratory Judgments Act 1908
- Deeds Registration Act 1908
- Defamation Act 1992
- Department of Justice (Restructuring) Act 1995
- Disputes Tribunal Act 1988
- District Court Act 2016
- Domestic Actions Act 1975
- Domicile Act 1976
- Electoral Act 1993
- Electronic Courts and Tribunals Act 2016
- Evidence Act 2006
- Extradition Act 1999
- Family Court Act 1980
- Family Dispute Resolution Act 2013
- Family Proceedings Act 1980
- Family Protection Act 1955
- Family Violence Act 2018
- Fencing Act 1978
- Films, Videos, and Publications Classification Act 1993
- Financial Transactions Reporting Act 1996
- Flags, Emblems and Names Protection Act 1981³
- Habeas Corpus Act 2001

³ Administered jointly with the Ministry for Culture and Heritage.

- Harassment Act 1997
- Harmful Digital Communications Act 2015
- Hawke's Bay Regional Planning Committee Act 2015
- Hotel Association of New Zealand Act 1969
- Human Assisted Reproductive Technology Act 2004
- Human Rights Act 1993
- Imperial Laws Application Act 1988
- Imprisonment for Debt Limitation Act 1908
- Independent Police Conduct Authority Act 1988
- Inferior Courts Procedure Act 1909
- Innkeepers Act 1962
- Interest on Money Claims Act 2016
- International Crimes and International Criminal Court Act 2000⁴
- International War Crimes Tribunals Act 1995
- Interpretation Act 1999
- Joint Family Homes Act 1964
- Judicial Conduct Commissioner and Judicial Conduct Panel Act 2004
- Judicial Review Procedure Act 2016
- Juries Act 1981
- Justices of the Peace Act 1957
- Land Transfer Act 1952⁵
- Land Transfer (Hawke's Bay) Act 1931

⁴ Administered jointly with the Ministry of Foreign Affairs and Trade.

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

- Land Valuation Proceedings Act 1948
- Law Commission Act 1985
- Law Reform Act 1936
- Law Reform Act 1944
- Law Reform (Testamentary Promises) Act 1949
- Lawyers and Conveyancers Act 2006
- Legal Services Act 2011
- Legislation Act 2012⁶
- Limitation Act 1950
- Limitation Act 2010
- Maritime Crimes Act 1999
- Marriage Act 1955
- Mining Tenures Registration Act 1962
- Misuse of Drugs Act 1975⁷
- Mutual Assistance in Criminal Matters Act 1992
- New Zealand Bill of Rights Act 1990
- New Zealand Council of Law Reporting Act 1938
- Newspapers and Printers Act Repeal Act 1995
- Oaths and Declarations Act 1957
- Occupiers' Liability Act 1962
- Official Information Act 1982
- Ombudsmen Act 1975

⁶ Administered jointly with the Parliamentary Counsel Office.

⁷ Administered jointly with the Ministry of Health.

- Parole Act 2002⁸
- Perpetuities Act 1964
- Political Disabilities Removal Act 1960
- Prisoners' and Victims' Claims Act 2005
- Privacy Act 1993
- Private International Law (Choice of Law in Tort) Act 2017
- Private Security Personnel and Private Investigators Act 2010⁹
- Prohibition of Gang Insignia in Government Premises Act 2013
- Property (Relationships) Act 1976
- Property Law Act 2007
- Prostitution Reform Act 2003
- Protection of Personal and Property Rights Act 1988
- Public Trust Act 2001
- Real Estate Agents Act 2008
- Reciprocal Enforcement of Judgments Act 1934
- Referenda (Postal Voting) Act 2000
- Returning Offenders (Management and Information) Act 2015
- Royal Succession Act 2013
- Sale and Supply of Alcohol Act 2012
- Search and Surveillance Act 2012
- Secondhand Dealers and Pawnbrokers Act 2004
- Secret Commissions Act 1910
- Senior Courts Act 2016

⁸ Administered jointly with the Department of Corrections.

⁹ Sections 100 and 101 are administered by the Department of Internal Affairs.

- Sentencing Act 2002¹⁰
- Serious Fraud Office Act 1990
- Simultaneous Deaths Act 1958
- Status of Children Act 1969
- Statutory Land Charges Registration Act 1928
- Succession (Homicide) Act 2007
- Summary Offences Act 1981
- Summary Proceedings Act 1957
- Terrorism Suppression Act 2002¹¹
- Trans-Tasman Proceedings Act 2010
- Treaty of Waitangi (State Enterprises) Act 1988
- Trespass Act 1980
- Trusts Act 2019
- Trustee Companies Act 1967
- Unit Titles Act 2010¹²
- Victims' Orders Against Violent Offenders Act 2014
- Victims' Rights Act 2002
- Wills Act 1837 (UK)
- Wills Act 2007

FUNCTIONS AND RESPONSIBILITIES

The Ministry is responsible for these main functions:

¹⁰ Administered jointly with the Department of Corrections.

¹¹ Administered jointly with the Ministry of Foreign Affairs and Trade.

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

- Providing the administrative and other services necessary to:
 - support the delivery of New Zealand’s courts and tribunals,
 - support independent judicial decision-making,
 - oversee the collection of infringements, court fines and reparations,
 - serve court documents, and
 - enforce civil judgments and orders.
- Responding to requests for criminal records (also known as criminal conviction history checks).
- Administering the legal aid system. Under the Legal Services Act 2011, the Legal Services Commissioner is an employee of the Ministry who has a number of functions that must be carried out independently of the Ministry, including granting legal aid; determining legal aid repayments; assigning legal aid providers or services; and allocating legal aid cases to salaried lawyers, overseeing their conduct and managing their performance.
- Operating the Public Defence Service, which provides independent legal advice and representation to defendants who have legal aid in criminal cases.
- Providing administrative support to Te Arawhiti – the Office of Māori Crown Relations, a departmental agency established on 1 January 2019. Te Arawhiti negotiates the settlement of historic Treaty of Waitangi claims on behalf of the Minister for Treaty of Waitangi Negotiations, administers the Marine and Coastal Area (Takutai Moana) Act 2011, works to maintain the durability of settlements by ensuring Treaty settlement obligations are honoured, and supports the Minister for Māori Crown Relations to explore the opportunities that exist in the post-Treaty settlement environment for Māori and the Crown and to ensure the Crown understands and meets its Treaty obligations.
- Providing policy advice to Ministers that contributes to the development of government policy and the reform and development of legislation. Support and advice are also provided to several select committees, including the Justice Committee.
- Advising Ministers on applications for the exercise of the Royal prerogative of mercy, claims for compensation for wrongful conviction and imprisonment, and the consistency of proposed legislation with the New Zealand Bill of Rights Act 1990 (although the Crown Law Office reviews legislation developed by the Ministry of Justice).
- Leadership of the justice sector: the Ministry leads the justice sector and coordinates processes that ensure a collaborative, outcome-focused approach. This includes undertaking research and evaluation, providing advice in relation to sector outcomes, linking cross-sector strategies that contribute to those outcomes, and strengthening sector knowledge and information flows.

- Supporting the Minister of Justice, Minister for Courts, and the Attorney-General, along with Associate Ministers and the Parliamentary Under-Secretary to the Minister of Justice (Domestic and Sexual Violence Issues).
- Administering funding for justice services and programmes and administering funding for community law centres, which provide free legal services and law-related education.

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

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

STRUCTURE

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

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

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

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

Office of the Chief Executive

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

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

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

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

Sector

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

- Criminal Case Review Commission (to be established in 2020)
- Electoral Commission
- Human Rights Commission
- Independent Police Conduct Authority
- Law Commission
- Privacy Commissioner
- Real Estate Agents Authority

Policy

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

Operations and Service Delivery

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

- **Commissioning and Service Improvement** leads the development, evaluation, and ongoing improvement of services, standards, policies, and practices across the Ministry's Operations and Service Delivery function. Its work includes commissioning, procuring, managing and developing justice services that support people using or accessing the justice system (e.g., Family Dispute Resolution, restorative justice, domestic violence services, victim support and community law centres).
- **Courts and Tribunals Regional Service Delivery** is responsible for the administration, case management and support services for the District Court, specialist courts and tribunals across New Zealand. The District Court has civil and criminal jurisdictions and two specialist divisions, the Family Court and the Youth Court. Specialist courts and tribunals include the Māori Land Court, Māori Appellate Court, Employment Court, Environment Court, Coronial Services, Waitangi Tribunal, Disputes Tribunal, Tenancy Tribunal, Weathertight Homes Tribunal, Canterbury Earthquake Insurance Tribunal, and a wide range of other committees, tribunals and authorities that are judicial or quasi-judicial.
- **Senior Courts** is responsible for the administration, case management and services that support the Court of Appeal, High Court sole registries in Auckland, Wellington and Christchurch, and combined High and District Court registries in Whangārei, Hamilton, Tauranga, Rotorua, Gisborne, Napier, New Plymouth, Whanganui, Palmerston North, Nelson, Blenheim, Timaru, Greymouth, Dunedin and Invercargill.
- **National Service Delivery's** responsibilities include: administering legal aid for those who can't afford a lawyer; collecting court ordered fines and reparation, providing transcription and audio storage services for courts and tribunals; providing support for judicial libraries; and providing a centralised customer call and processing service. The Group is also responsible for the Criminal Records Unit, which processes requests for criminal records (also known as criminal conviction history checks).

Corporate and Digital Services

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

Strategy, Governance and Finance

The Deputy Secretary Strategy, Governance and Finance leads the Strategy, Governance

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

RECORDS

The Ministry holds:

- Records and information relating to its functions and responsibilities, including the services it delivers to the public and the advice it provides to Ministers. Records include briefings and advice to Ministers, and internal information and records relating to the development and delivery of services and the operation of the Ministry itself.
- Separate or collated administrative information and statistics taken primarily from case management systems to enable the Ministry to efficiently budget, plan, and administer the court system.
- Case-level information that is combined with Police, Corrections, and other government agency data to support policy formation, statistics, and research.
- Statistics (counts, averages, trends, etc) and performance measures (to assess achievement against operating targets, etc) about court processes and case outcomes.
- The Ministry also maintains custodianship of legacy file sets from the Department of Justice, the Department for Courts and the old Ministry of Justice, all of which are being managed through to final disposition under the Public Records Act 2005. Many of these have been transferred to, and are now available from, Archives New Zealand.

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

DOCUMENTS RELATING TO DECISION-MAKING PROCESSES

- Recruitment Policy
- Official Information Act Policy
- Privacy and Personal Information Policy
- Procurement Policy
- Contractors and Consultants Policy

- Information management policies
- [Legal Aid Services – Grants handbook \(August 2019\)](#)
- [High Cost Case Management \(HCC\) – Policy and procedure \(legal aid\)](#)
- [Granting aid for Waitangi Tribunal matters – operational policy \(June 2016\)](#)
- [Information relating to the approval of legal aid providers and the quality assurance framework for legal aid providers](#)
- [Family Legal Advice Service – Operational Policy for providing early legal advice for disputes under the Care of Children Act 2004 \(2014\)](#)
- [Family Dispute Resolution – Operating Guidelines \(2018\)](#)
- [Family Court practice notes, including for Lawyer for Child, counsel-led mediation, Family Court counsellors and specialist report writers](#)
- [Restorative justice – best practice framework \(2017\), Restorative justice standards for family violence cases \(2018\) and Restorative justice standards for sexual offending cases \(2013\)](#)
- [Information relating to the operation of the duty lawyer scheme, including the selection of duty lawyers and operational policy for duty lawyers](#)
- [Information on training and accreditation of restorative justice providers \(through Resolution Institute\)](#)
- Information relating to the nomination and appointment of Justices of the Peace – [Justice of the Peace Best Practice Manual \(2016\)](#)
- [Information on applying for compensation for wrongful conviction and imprisonment](#)
- [Information on applying for the Royal prerogative of mercy](#)
- [Charging Guidelines for Official Information Act 1982 Requests](#)
- [Public Sector Guidelines to the Bill of Rights Act 1990](#)

CONTACT

More information about the Ministry’s responsibilities and work can be found on the Ministry’s website: www.justice.govt.nz.

For Official Information Act requests and enquiries: www.justice.govt.nz/about/official-information-act-requests

NOTE: Court or tribunal records cannot be requested under the Official Information Act 1982. This is because the judiciary is independent of the Executive branch of government and the courts and tribunals (in their judicial functions) are not subject to the Act. To access court

documents, you must apply directly to the court (or appropriate tribunal registry). If you are not sure whether the information you are seeking is official information, email your enquiry to official.correspondence@justice.govt.nz – the Ministry can help you re-direct your request if necessary.

More contact details can be found at: www.justice.govt.nz/contact-us/

Postal address:

Ministry of Justice
Level 3, National Office
Ministry of Justice
SX10088
Wellington

Phone:

04 918 8800

New Zealand Kiwifruit Board

Governing statute

Established by the Kiwifruit Export Regulations 1999

Functions and Responsibilities

Authorise export of kiwifruit other than for Australia and determine collaborative marketing applications. Monitors and enforces the Kiwifruit Export Regulations 1999

Structure

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

Records

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

Document relating to decision-making processes

- Zespri Group Limited's Export Authorisation
- Collaborative Marketing Process and Criteria
- Information disclosure Handbook
- Schedule for the Disclosure of Information under Regulation 14 of the Kiwifruit Export Regulations 1999
- Policy on Exemption from the Information Disclosure Regime under Regulation 21 of the Kiwifruit Export Regulations 1999
- Previous Complaint Decisions
- Non-Diversification Procedure

Publications

Annual Report

Statement of Intent

Collaborative Marketing Results under Regulation 15 of the Kiwifruit Export Regulations 1999.

Contact

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81 Girven Road
Mt Maunganui 3116

PO Box 4683
Mt Maunganui South 3149

Email: admin@knz.co.nz

Kordia

Governing statute

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

Functions and Responsibilities

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

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

Kordia group delivers

Business Connectivity

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

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

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

Cyber Security

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

a leading web-shielding service, in New Zealand and Australia. Aura operates as a separate division within Kordia New Zealand.

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

Telecommunications Solutions

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

Kordia's key capabilities in telecommunication solutions include:

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

Specialised Solutions

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

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

Maritime Solutions

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

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

Broadcast Solutions

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

Key solutions include:

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

Media Solutions

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

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

In Australia

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

Structure

Kordia Group Ltd

Kordia has a Group Chief Executive Officer with responsibility across NZ and Australia, with

an executive team comprising direct reports from both countries.

Records

Kordia Limited

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

Kordia Pty Limited

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

Kordia Solutions Pty Limited

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

Contact

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Lakes District Health Board

Acts Administered

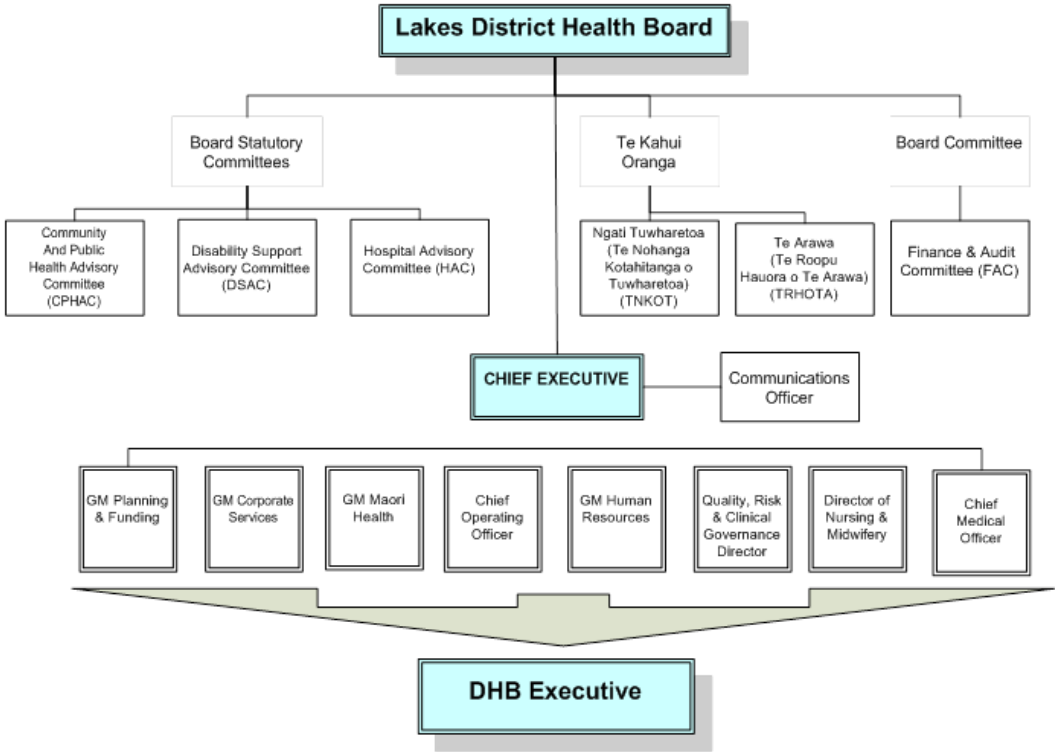
The Lakes District Health Board is one of 20 District Health Boards established on 1 January 2001 under the provisions of the New Zealand Public Health and Disability Act 2000 (NZPHD Act).

Functions and Responsibilities

Lakes DHB is the funder, planner and a key provider of health and disability services for the population of Lakes (about 105,000 people) which covers the area of Turangi-Taupo-Mangakino-Rotorua.

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

Structure



Governance

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

Board Role

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

Board Committees

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

1. Hospital Advisory Committee

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

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

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

2. Disability Support Advisory Committee

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

3. Community and Public Health Advisory Committee

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

Iwi Relationships

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

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

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

Māori Input to Decision Making

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

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

DHB Planning and Funding

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

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

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

Hospital and Secondary Specialist Services (HSSS)

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

There are nine services managed by the Chief Operating Officer:

Mental Health and Addictions Services

Surgical and Elective Services

Medicine Services

Woman, Child and Family Services

Taupo Hospital

Clinical Support Services

Emergency and Medical Management

Facilities Services

Te Aka Matua Service

RECORDS

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

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

DOCUMENTS RELATING TO DECISION-MAKING PROCESSES

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

- Clinical policies
- Human Resources policies
- Annual Plans
- Strategic Plans
- Statements of Intent
- Annual Reports
- Crown Funding Agreements
- Service agreements with providers

- Minutes of meetings (including Board, Board Committees and Clinical Board)
- Miscellaneous memoranda issued by staff holding positions of responsibility
- Financial instructions
- Industrial awards and agreements and health service determinations.

Lakes DHB maintains filing systems for all relevant material.

CONTACT

Lakes District Health Board
Pukeroa Street
Private Bag 3023
Rotorua, 3046

Phone: (07) 349 7822 Fax: (07) 349 7868

Website: www.lakesdhb.govt.nz

Email: ceoffice@lakesdhb.govt.nz

Land Information New Zealand

Toitu Te Whenua

Acts administered

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

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

Functions and Responsibilities

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

- make geographic information accessible and useable

- protect New Zealanders' property rights
- ensure the Crown Estate is sustainably managed
- ensure international investments in our valued assets benefit New Zealand
- Providing the secretariat for the New Zealand Geographic Board.

Geographic information: LINZ collects core geographic information and maintains the infrastructure that produces this information. LINZ uses the information to produce maps and charts. It also releases information for others to use through the LINZ Data Service and data.govt.nz.

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

Crown Estate: The Crown (both directly and through its various land holding agencies) is the largest single land holder in New Zealand. The Crown Estate is estimated to comprise over 40% of the total land area of New Zealand and is valued at over \$49 billion. LINZ directly manages around 1.8 million hectares and more than 16,000 properties on behalf of 11 agencies, and this is continuing to grow. LINZ also regulates the acquisition and disposal of land for public works.

Overseas investment: The Overseas Investment Office (OIO) sits within LINZ. The OIO administers the overseas investment regime which regulates overseas ownership of sensitive New Zealand assets.

Minister	
Minister for Land Information	Eugenie Sage
Management	
Chief Executive* as at 19 August 2019	Gaye Searancke
Deputy Chief Executive Corporate	Mandy McDonald
Deputy Chief Executive Crown Property	Jerome Sheppard
Deputy Chief Executive Location Information	Jan Pierce
Acting Deputy Chief Executive Policy and Overseas Investment	Jamie Kerr
Deputy Chief Executive Property Rights	Kathy Mansell
Deputy Chief Executive Property System Infrastructure	Aaron Jordan

Deputy Chief Executive Strategy and Stewardship	Robbie Muir
Chief Information Officer	Clive Eastwood
Regulatory roles	
Acting Surveyor-General	Anselm Haanen
Commissioner of Crown Lands	Craig Harris
Registrar-General of Land	Robbie Muir
Valuer-General	Neill Sullivan
Statutory Boards	
New Zealand Geographic Board Chair	Anselm Haanen
New Zealand Geographic Board Secretary	Wendy Shaw Secretary
Valuers Registration Board	Neill Sullivan

Records

LINZ holds many records, the details of which are provided at the LINZ Internet site at www.linz.govt.nz.

These include:

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

Documents relating to decision-making processes

- Code of Conduct

- Change management policy
- Contractors and Consultants policy
- Disciplinary policy
- Flexible working arrangements policy
- Information gathering policy
- Internal Fraud and Corruption Control policy
- Learning and development policy
- Māori Language and Culture policy
- Performance management policy
- Protected Disclosures Act policy
- Privacy policy
- Reward and recognition policy
- Health and safety policy
- Wellbeing and safety policy overview
- A Workplace Free from Unwelcome and Inappropriate Behaviour
- News media policy
- Social media policy
- Sponsorship policy

Finance and procurement

- Financial and contractual delegations policy
- Financial delegation schedules
- Procurement policy
- Sensitive expenditure policy

Legal

- Legislative compliance policy
- Prosecutions policy

- Protected disclosures policy

Management

- Data and information management policy
- Delegations policy
- Mobile and data usage policy
- Official Information and Correspondence policy
- Project Management policy
- Risk management policy
- Business Continuity Management policy
- Physical security policy

Contact

National Office
Level 7 Radio New Zealand House
155 The Terrace

PO Box 5501
Wellington 6145

Telephone: (04) 460 0110 Facsimile: (04) 472 2244

Email: customersupport@linz.govt.nz Website: www.linz.govt.nz

Processing Centres Freephone: 0800 665 463 Email: customersupport@linz.govt.nz

Landcare Research New Zealand Ltd

Manaaki Whenua

Governing statute

Established by Crown Research Institutes Act 1992.

Functions and Responsibilities

Landcare Research is New Zealand's leading provider of solutions and advice for sustainable development and the management of land-based natural resources. We passionately believe that excellent science and its effective application can contribute significantly to the economic transformation necessary to provide a higher quality of life for New Zealanders, while also ensuring our land environments are protected and respected.

Our research focuses on six key areas:

- conserving and restoring our biodiversity and the healthy resilience of natural ecosystems
- reducing pest, disease and weed impacts in our natural and managed ecosystems
- understanding, mitigating and adapting to the impacts of climate change
- Sustaining the long-term health of soils, waterways and landscapes for the continued viability of our rural environments
- enhancing urban biodiversity and developing low-impact approaches for built environments
- fostering environmentally sustainable and globally competitive business practices.

Balancing economic growth, quality of life and ecological sustainability in the face of globalisation, population growth, increased economic activity and climate change is a considerable challenge.

It requires innovative science about business design and processes, institutional frameworks, our ecosystems and how they respond to change.

Many of our science teams are at the forefront of developing and sharing knowledge in their specialist areas. We collaborate here in New Zealand and internationally with respected research organisations and partner closely with key customers to maximise the relevance and effectiveness of our research.

Independent Crown Research Institutes (CRIs) were founded in 1992 from a reorganisation of Government funded research in New Zealand.

We have about 380 staff, in nine locations. The largest of our research sites is at Lincoln, which is also home to our corporate office. We also have regional offices in Auckland, Palmerston North and Hamilton, plus offices at Gisborne, Nelson, Dunedin and Alexandra.

Befitting a company that advises other businesses about sustainability, we are serious about reducing our own impacts on the environment. Our operations have been certified as carbon neutral, we have an ISO 14001 certified environmental management system, and we are a founding member of the New Zealand Business Council for Sustainable Development.

Manaaki whenua – care for the land; Manaaki tangata – care for the people; Pūtaiao kōkiri whakamua – science strengthening our future.

Structure

The Board is led by the Chairperson (Jane Taylor) and supported by a Deputy Chairperson and five board members. The Company is headed by a Chief Executive (Richard Gordon) and supported by a leadership team of seven general managers and the chief scientist. There are seven science groups focused:

- Biodiversity and conservation
- Ecosystems and global change
- Informatics
- Landscape policy and governance
- Soils and landscapes
- Systematics
- Wildlife ecology and management

The Head Office is based in Lincoln, Canterbury, and the company also has sites in Alexandra, Auckland, Dunedin, Hamilton, Nelson, Palmerston North, and Wellington.

Records

We do not hold any official documents.

Documents relating to decision-making processes

- Business Plan (confidential).
- Statement of Corporate Intent (public document).
- Numerous policies, systems, manuals, codes of practice, and standard operating procedures.

Contact

National Office
54 Gerald St
Lincoln 7608

PO Box 69040
Lincoln 7640

Phone: +64 3 321999

Fax: +64 3 321 9998

Landcorp Farming Limited (Landcorp)

Governing statutes

Landcorp Farming is a State-Owned Enterprise under the State-Owned Enterprises Act 1986. It is also a company registered under the Companies Act 1993.

Functions and Responsibilities

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

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

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

Landcorp Farming Ltd

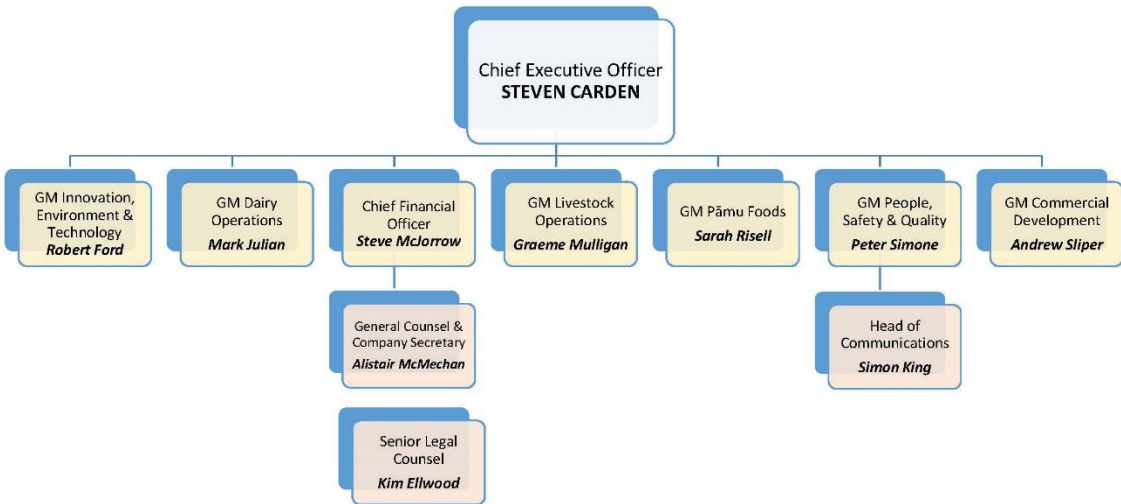
The Farming and parent company farms 1.6 million stock units on 108 properties totalling 370,738 hectares, including the 180,486 hectares lease of New Zealand’s largest farm, Molesworth Station.

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

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

Structure

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



Records

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

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

Publications

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

Documents relating to decision-making processes

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

Contact

Company Secretary
Landcorp Farming Ltd
15 Allen Street

PO Box 5349
WELLINGTON

Phone: (04) 381 4050

Fax: (04) 384 1194

Law Commission

Te Aka Matua O Te Ture

Governing Statutes

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

Functions and Responsibilities

The principal functions of the Commission are:

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

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

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

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

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

Structure

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

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

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

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

Publications

The Law Commission has four series of publications:

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

Publications are available for free online and a full list of publications can be found on our website at www.lawcom.govt.nz

Contact

General enquiries should be made to:

Law Commission
PO Box 2590
DX SP 23534
70 The Terrace
WELLINGTON

Phone: (04) 473 3453

Email: com@lawcom.govt.nz

Enquiries in relation to particular projects may be addressed to the relevant researcher or commissioner. Enquiries about publications and subscriptions may be emailed to: com@lawcom.govt.nz

Learning Media Limited

Te Pou Taki Kōrero

Governing Statutes

On 25 January 2005 Learning Media Limited became a State-Owned Enterprise under the State-Owned Enterprises Act 1986. It is also a company under the Companies Act 1993. The two shareholders are the Minister of Finance and the Minister of Education.

Functions and Responsibilities

Learning Media Te Pou Taki Kōrero is a state-owned enterprise whose services and products contribute significantly to education in New Zealand and internationally. Learning Media designs and develops many of the educational resources the New Zealand Ministry of Education provides to teachers and students and creates and implements key professional development programmes on the Ministry's behalf. It is the largest publisher of te reo Māori educational resources and publishes in five Pasifika languages.

Learning Media manages the Ministry of Health's health education resources and produces curriculum-aligned educational resources in a variety of media for other New Zealand public and private sector organisations. The company also provides contract publishing services to major publishers in the United States and Canada, and exports literacy materials to many countries.

Learning Media's vision is to be New Zealand's premier designer, developer, and provider of educational products and services that enable and enhance effective teaching and learning.

The statutory objectives of Learning Media are:

- to provide, pursuant to contracts with the Secretary for Education, the basic materials and services necessary to support the National Education Guidelines (within the meaning of section 60 of the Education Act 1989)
- to operate as a successful business and specifically to achieve the following objectives:
To operate an efficient, effective, and profitable business and provide to the owners a commercial return on the capital employed
- to be a good employer
- to exhibit a sense of social responsibility by having regard to the interests of the community in which it operates, and by endeavouring to accommodate or encourage these when able to do so.

Its business objectives are:

- to build sustainable profitability
- to optimise intellectual capital and intellectual property
- to create a customer-focused culture
- to meet our obligations to New Zealand education.

Structure

The company is accountable through its board of directors and chief executive to the Minister of Education and the Minister of Finance (the Shareholding Ministers). The Board, which consists of six non-executive directors, is responsible for the proper direction and control of the company's activities.

Day-to-day management of the company is delegated to the Chief Executive, who is supported by a Leadership Team responsible for the following areas:

- Professional Learning and Student Materials
- Māori and Pasifika Educational Publishing
- Sales, Consulting and Publishing
- Publishing Services
- Corporate Services.

Records

In line with the requirements of the State-Owned Enterprises Act 1986, the company tables a Statement of Corporate Intent and an Annual Report in Parliament each year.

Contact

Learning Media Limited
Level 4, Willeston House
22 -28 Willeston Street

PO Box 3293
Wellington 6140

Phone: (04) 472 5522 Fax: (04) 472 6444

Email: info@learningmedia.co.nz Website: www.learningmedia.co.nz

Lincoln University

Te Whare Wānaka O Aoraki

Governing statutes

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

Functions and Responsibilities

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

Structure

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

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

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

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

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

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

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

- Sustainable Tourism for Regions Landscapes and Communities
- Designing Future Productive Landscapes
- Food for Future Consumers

The University has the following major service and corporate units:

- Vice-Chancellor's Office
- Māori and Pasifika Engagement
- Finance
- Human Resources
- Information Technology Services
- Library, Teaching and Learning
- Research Management Office
- Lincoln University Farms
- Customer Engagement & Insights
- Facilities Management
- Campus Development Group
- Student Administration
- Campus Life – Accommodation, Sports and Recreation Centre, Childcare, and Catering and Events.

Records

Lincoln University maintains:

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

Publications

Lincoln University publishes:

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

Documents Relating to Decision-Making Processes

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

The University has relevant policies and procedures.

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

Contact

Lincoln University
corner Springs & Ellesmere Junction roads
Lincoln
Canterbury

PO Box 85084
Lincoln 7647

Phone: (03) 423 0000

Email: info@lincoln.ac.nz

Website: www.lincoln.ac.nz

Official Information requests should be directed to: Vice-Chancellor

New Zealand Lotteries Commission (Lotto New Zealand)

Governing statute

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

Functions and Responsibilities

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

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

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

Structure

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

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

The senior management team reporting to the Chief Executive are the Chief Financial Officer, Chief Innovation and Technology Officer, Chief Marketing Officer, General Manager Strategy and Communications, General Manager People and Culture, and General Manager Retail. As at 30 June 2018, the Commission employed 133 staff. Lotto NZ's head office is in Auckland. A small number of our retail support staff work from offices in Wellington and Christchurch.

Records

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

Documents Relating to Decision-Making Processes

Retailer Agreements

Lotto NZ products are sold by retailers, each of whom has a commercial agreement with Lotto NZ. As at 30 June 2018, there were 1,472 retailers.

Retailer Operations Manual

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

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

Rules

Pursuant to section 243 of the Gambling Act 2003, Lotto NZ makes rules, approved by the Minister of Internal Affairs, governing the operation of any type of New Zealand lotteries. Rules in force as at 30 June 2018 govern the following lottery games:

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

Copies of these rules are available from MyLotto.co.nz.

Policy and Procedure Manual

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

Health and Safety Manual

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

Publications

Publications available to the public are as follows:

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

Contact

GM, Corporate Communications
New Zealand Lotteries Commission
PO Box 8929
Symonds Street
AUCKLAND

Phone: (09) 356 3800

Fax: (09) 366 1605

Website: www.mylotto.co.nz

Email: info@lottonz.co.nz

New Zealand Lottery Grants Board

Te Puna Tahua

Governing statutes

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

Functions and Responsibilities

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

Structure

Membership of the Lottery Grants Board consists of the Minister Responsible for the New Zealand Lottery Grants Board (currently the Minister of Internal Affairs), who is Presiding Member, a representative each of the Prime Minister and the Leader of the Opposition, and three community members appointed by the Governor-General. Lottery distribution committees consist of up to five members appointed by the Minister of Internal Affairs for up to three years. Funding decisions are made by these committees, which comprise individuals from the community with specialist skills and knowledge. The committees determine funding priorities in line with the Board's general policy and directions. The Service Delivery and Operations Branch of the Department of Internal Affairs provide grant administration and secretariat services to the Lottery Grants Board. There are 20 lottery distribution committees and a Minister's Discretionary Fund. Each provides funding for different purposes:

Lottery Community

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

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

Individuals with Disabilities Committee

Makes grants to people with mobility and communications-related disabilities for the

purchase and adaptation of vehicles, scooters and other mobility and communication equipment.

Lottery Environment and Heritage

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

Lottery Marae Heritage and Facilities

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

Lottery Health Research

Funds research that promotes the health of New Zealanders.

Lottery Outdoor Safety

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

Lottery Community Facilities Fund

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

Lottery Significant Projects Fund

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

Lottery Community Sector Research

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

Minister's Discretionary Fund

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

Records

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

Documents Relating to Decision-Making Processes

The Gambling Act 2003

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

Contact

The Secretary
New Zealand Lottery Grants Board
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