

Directory of Official Information

Listings P-R



[New Zealand Government](#)

About

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

If your department or agency's information is out of date, please email oa@justice.govt.nz with the necessary amendments.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

Ministerial Relations and Services

Strategy, Governance & Finance

Ministry of Justice | Tāhū o te Ture

oa@justice.govt.nz

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The Pacific Islands Polynesian Education Foundation Board

Governing statutes

The Pacific Islands Polynesian Education Foundation (PIPEF) was established by the Pacific Islands Polynesian Education Foundation Act 1972 as a body corporate.

Functions and responsibilities

The general purpose of the Foundation is to promote and encourage the better education of Polynesian students and to provide financial assistance for that purpose. For the purposes of the Act, 'Polynesian' means a member of the Polynesian culture group living in New Zealand Aotearoa and is a native of one of the citizen or person who has been granted permanent residence, or who has been permitted to enter New Zealand with the intention of permanent residence and includes any descendant of any such member of Polynesian heritage.

Structure

The Board of Trustees comprises:

One trustee appointed by the Governor-General as Chairperson;

Three ex-officio members including:

- the Secretary of Education, Deputy Chairperson; and
- a person from the Ministry of Education appointed trustee by the Secretary of Education; and Five other trustees appointed by the Governor-General on the joint nomination of the Ministers of Education and Pacific Islands Affairs, one each representing the Niue, Cook Islands, Samoan, Tokelauan and Tongan communities in New Zealand Aotearoa.

Trustees appointed by the Governor-General serve a term of office of three years, and are eligible for reappointment.

Divisions

Contract Management – Ministry of Education

The Foundation is contracted by the Ministry of Education to carry out its responsibilities. An administrator is appointed by the Foundation to administer its affairs. The Ministry funds the administrative work of the Foundation.

Funding

The Foundation is an autonomous statutory body. Its revenue is received from government. The Contracts Management Division controls the amounts that the Foundation receives by way of contract. Funding is dependent on the Foundation receiving a clean report from Audit New Zealand, and meeting achievement targets.

The Ministry of Education provides PIPEF with funds for three distinct services:

Administrative Services; Individual PIPEF Scholarships awarded by the PIPEF Board; and The Dollar for Dollar Subsidiary programme, whereby funds are provided by PIPEF to participating institutions (who must match the funds provided by PIPEF) and then award scholarships to Pacific Island students studying with them.

Operations

The Board of Trustees may apply these funds within the provisions of the Act for the purpose of supporting tertiary education of Pacific Island students. These include:

- tertiary education for Pacific Island students attending New Zealand Universities, Colleges of Education, Polytechnics or Tertiary Institutions of similar status; and
- any other provision that the Board thinks expedient in order to further the purpose for which the Foundation was established.

Within the broad categories, it is the Board's responsibility to set and monitor policy on the investment and disbursement of the Foundation's funds.

Selection Committee

The full Board of PIPEF meets annually, usually in April or May, to award the PIPEF scholarships.

The institutions participating in the dollar for dollar programme select their recipients of the dollar for dollar scholarships. These institutions must use the selection criteria established by the PIPEF Board, and the successful applicants must be notified to PIPEF. Each institution is required to submit a report of the way it disburses its dollar for dollar grants.

Consideration of applications from tertiary institutions to participate in the dollar for dollar subsidy programme is given by the full board.

Records

Individual requests for financial assistance towards the cost of tertiary education are only accepted on the Foundation's official application form available from the administrator.

A confidential personal file is made up for each applicant. The Board's administrator holds these files.

Files for general correspondence and policy matters are kept by the PIPEF Administrator. The Board keeps a set of minutes that are held by the administrator.

Contact

Administrator

PIPEF

PO Box 48219

Silverstream 5142

Phone: 04 4740743

Fax: 04 4722350

www.education.govt.nz/further-education/information-for-students/scholarships/pacific-education-foundation-scholarships-pef/

Palmerston North Airport Limited

Governing statutes

Palmerston North Airport Ltd is an Airport Company established under the Airport Authorities Act 1966 by the Airport Authorities (Palmerston North Airport Limited) Order 1990.

Functions and responsibilities

The Company is authorised to exercise the powers of a Local Authority under section 3 of the Airport Authorities Act 1966. The Company operates Palmerston North Airport as a Certificated Airport pursuant to the Civil Aviation Rule Part 139 by virtue of an authority dated 29 September 2004.

Palmerston North Airport is also designated tier two “Security Aerodrome” by the Minister of Transport by notice in the New Zealand Gazette (26 April 1996).

The company is approved as a requiring authority under the Resource Management Act 1991 by the Minister for the Environment by notice in the New Zealand Gazette (8 June 1995).

The Palmerston North Airport Bylaws Approval Order 2003 approved bylaws of Palmerston North Airport pursuant to the Airport Authorities Act 1966.

The Company owns and operates Palmerston North Airport and the shares are held by the Palmerston North City Council.

Structure

The Directors of Palmerston North Airport Ltd are appointed pursuant to a Constitution under the Companies Act 1993.

Key positions:

- Chief Executive Officer, Commercial Manager, Finance Manager, Infrastructure Manager.
- The Company’s office and the records of the Company are held at the First Floor, Terminal Building, Palmerston North Airport, airport Drive, Palmerston North.

Records

The Company publishes an Annual Report and Audited Accounts. It also produces a Statement of Intent as the means of documenting the company's business with the shareholders. Recent copies of these documents are available from the company's website www.pnairport.co.nz/

Contact

The Chief Executive Officer
Palmerston North Airport Limited
First Floor, Terminal Building
Palmerston North International Airport
Airport Drive
PO Box 4384
Palmerston North
(06) 351 4415
pnal@pnairport.co.nz
www.pnairport.co.nz

Parliamentary Commissioner for the Environment

Te Kaitiaki Taiao A Te Whare Pāremata

Governing statutes

Established by the Environment Act 1986. No Acts are administered by the Parliamentary Commissioner for the Environment.

Functions and responsibilities

The Parliamentary Commissioner for the Environment is an independent Officer of Parliament appointed under the Environment Act 1986. The Act establishes the office, details the Commissioner's powers and functions, and provides for a five-year term of appointment.

The Commissioner's purpose is to provide an independent check on the capability of the New Zealand system of environmental management and the performance of public authorities in maintaining and improving the quality of the environment.

The Commissioner has wide-ranging powers to investigate environmental concerns. 'Independent' means independent of the government of the day, so the Commissioner reports not to a Government Minister but to Parliament through the Speaker of the House and the Officers of Parliament select committee.

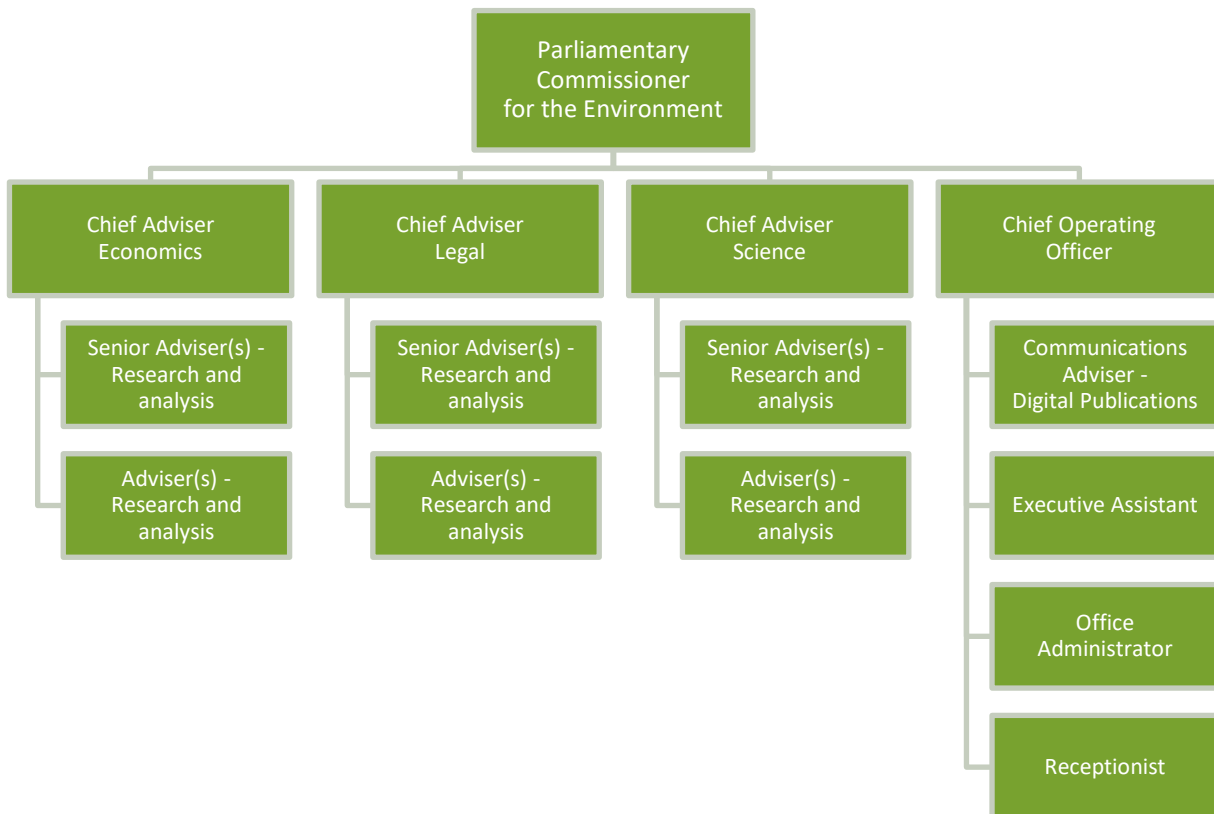
The Commissioner's functions are drawn from section 16 of the Environment Act 1986. He has wide discretion to exercise his functions, which are to:

- review the system of agencies and processes established by the Government to manage the allocation, use, and preservation of natural and physical resources, and report to the House of Representatives
- investigate the effectiveness of environmental planning and environmental management carried out by public authorities, and advise them on remedial action
- investigate any matter where the environment may be or has been adversely affected, advise on preventative measures or remedial action, and report to the House of Representatives
- at the request of the House of Representatives or any select committee, report on any petition, Bill or other matter which may have a significant effect on the environment

- on the direction of the House of Representatives, inquire into any matter that has had or may have a substantial and damaging effect on the environment and report to the House
- undertake and encourage the collection and dissemination of information relating to the environment
- encourage preventive measures and remedial actions for the protection of the environment.

The Commissioner can obtain information, protect the confidentiality of that information where appropriate, report findings, and make recommendations. However, the Commissioner does not have the power to make any binding rulings or to reverse decisions made by public authorities.

Structure



Records

Copies of reports and supporting documentation for all major investigations are held in the Commissioner's office. Publications are available through the Commissioner's website. The office also holds:

- operational files in relation to complaints and queries from members of the public
- administrative, personnel, and financial files relating to the office and staff.

Documents relating to decision-making processes

The office produces an Annual Report and a Statement of Intent.

Publications

The Annual Report and Statement of Intent are available on request, or from the office's website. The office also publishes reports of its major investigations.

Contact

Hon Simon Upton Parliamentary Commissioner for the Environment

Level 4 Reserve Bank Building

2 The Terrace PO Box 10-241

Wellington 6143

Telephone: (04) 471-1669

Fax: (04) 495-8350

pce@pce.parliament.nz

www.pce.parliament.nz

New Zealand Parole Board

Governing statute

The Parole Board is established by the Parole Act 2002.

Functions and responsibilities

The Board is an independent statutory body, responsible for decisions about the release of offenders from prison and, on application, the recall of offenders to prison to continue serving their sentence.

In every case, the Board's paramount consideration is safety of the community.

All parole cases are heard by the New Zealand Parole Board. The Board is made up members appointed from the community and the judiciary. The Board is subject to the Official Information Act and the Privacy Act.

Structure

The Board comprises about 40 members from the community and the judiciary. The Board sits in panels of three or four members, often with a Judge as convenor. The Board's chairperson is a former High Court Judge.

Records

Individual files on all offenders who are to be or have been considered by the New Zealand Parole Board. File contains various reports from the Department of Corrections, Judges sentencing notes, Police summary of facts, written submissions from victims and others including the offender and any other reports requested by the Board.

Documents relating to decision-making processes

Guide for New Zealand Parole Board Members

Contact

Level 12 Prime Property Tower

86-90 Lambton Quay

PO Box 939

Wellington

Phone: 0800 PAROLE

Fax: (04) 495 8432

info@paroleboard.govt.nz

www.paroleboard.govt.nz

Pharmaceutical Management Agency (PHARMAC, Te Pātaka Whaioranga)

Governing statutes

PHARMAC Te Pātaka Whaioranga, was established by the New Zealand Public Health and Disability Act 2000. It does not administer any Acts.

Functions and responsibilities

PHARMAC's objectives are:

- to secure for eligible people in need of pharmaceuticals, the best health outcomes that are reasonably achievable from pharmaceutical treatment and from within the amount of funding provided;
- any other objectives it is given by or under any enactment, or authorised to perform by the Minister by written notice to the board of PHARMAC after consultation with it.

PHARMAC is to perform the following functions, within the amount of funding provided to it and in accordance with its annual plan and any ministerial directions:

- to maintain and manage a pharmaceutical schedule that applies consistently throughout New Zealand, including determining eligibility and criteria for the provision of subsidies;
- to manage incidental matters arising out of paragraph (a), including in exceptional circumstances providing for subsidies for the supply of pharmaceuticals not on the pharmaceutical schedule;
- to engage as it sees fit, but within its operational budget, in research to meet the objectives set out above;
- to promote the responsible use of pharmaceuticals; and
- any other functions it is for the time being given by or under any enactment, or authorised to perform by the Minister by written notice to the board of PHARMAC after consultation with it.

When carrying out its functions PHARMAC must, when it considers it appropriate:

- consult on matters that relate to the management of pharmaceutical expenditure with any sections of the public, groups, or individuals that, in the view of PHARMAC, may be affected by decisions on those matters; and
- take measures to inform the public, groups, and individuals of PHARMAC's decisions concerning the pharmaceutical schedule. A pharmaceutical is defined in the New Zealand Public Health and Disability Act 2000 as “a medicine, therapeutic medical device, or related product or related thing”

PHARMAC must establish:

- a pharmacology and therapeutics advisory committee to provide objective advice to PHARMAC on pharmaceuticals and their benefits;
- a consumer advisory committee to provide input from a consumer or patient point of view.

PHARMAC may establish any other committees the PHARMAC Board considers appropriate.

The objective of the Pharmacology and Therapeutics Advisory Committee (PTAC) is to provide objective advice to PHARMAC on pharmaceuticals and their benefits. More information about PTAC is set out in the PTAC Terms of Reference.

The consumer advisory committee is to provide input from a consumer or patient point of view.

Structure

PHARMAC's structure is outlined in the organisational chart.

This structure reflects the key areas for which PHARMAC has responsibility and associated support functions.

PTAC has been providing advice to PHARMAC since 1993. It is a statutory committee established under the New Zealand Public Health and Disability Act (2000).

Promoting optimal use of medicines – The records of the development, management and evaluation of major campaigns provide evidence of PHARMAC’s performance against one of its statutory functions aimed at promoting the responsible use of medicines, and projects concerning implementation decisions. These records also include PHARMAC’s implementation of the externally-focused part of its Māori and Pacific Responsiveness strategies.

Pharmaceuticals – Managing the Community Pharmaceutical Budget through the list of subsidised pharmaceuticals published in the Pharmaceutical Schedule.

Managing the Community Pharmaceutical Budget – Summary records of forecasting and papers regarding budget setting, including descriptions of forecasting methodology, which are provided to the Audit & Forecast Subcommittee of the PHARMAC Board.

Supply management process – Records relating to supply management processes (e.g. Tender/RFP) are:

- data analysis regarding usage and cost of pharmaceuticals
- records of negotiations
- tender and RFP documents and responses
- evaluations of tenders or responses to requests for proposals, including medical committee evaluations
- correspondence with potential suppliers/respondents
- supply agreements
- recommendations to the Board regarding agreements and any resultant changes to the Pharmaceutical Schedule
- Board decisions on the outcome.

Managing special access to medicines – Case records for people who are provided with pharmaceuticals through the Named Patient Pharmaceutical Assessment (NPPA) scheme and other special access processes. These records also include meeting minutes for PHARMAC’s specialised panels, used to provide input on decisions.

Maintaining the Pharmaceutical Schedule – Information relating to the management of the Pharmaceutical Schedule. These records also contain projects to further develop the Schedule and/or to improve Schedule delivery.

External and stakeholder relations – Records covered by this class include conferences, seminars, workshops, etc organised by PHARMAC, and the specific records around PHARMAC’s stakeholder relationships. The records relating to PHARMAC’s Consumer Advisory Committee (CAC) cover input from a health consumer perspective.

Documents relating to decision-making processes

PHARMAC has a set of Operating Policies and Procedures which provide guidance on the way in which PHARMAC carries out its role. These include the Factors for Consideration which PHARMAC uses to inform decisions about changes to the Pharmaceutical Schedule and decisions relating to treatments for named patients. Other key documents relating to the decision-making process include the Guidelines for Funding Applications to PHARMAC, and the Prescription for Pharmacoeconomic Analysis, and the PHARMAC Board Governance Manual.

PHARMAC also has a Māori Responsiveness Strategy, Te Whaioranga, and a Pacific Responsiveness Strategy. It publishes regular accountability documents in accordance with the Crown Entities Act 2004 including a Statement of Intent, Statement of Performance Expectations, and Annual Report.

Contact

Level 9, Simpl House

40 Mercer Street

Wellington 6011

PO Box 10254

The Terrace, Wellington 6143

(04) 460 4990

www.pharmac.govt.nz

Pike River Recovery Agency

Te Kāhui Whakamana Rua Tekau mā Iwa

The Pike River Recovery Agency was established on 31 January 2018 as a department of the Public Service.

Functions and responsibilities

The strategic objective of the Agency is to conduct a safe manned re-entry and recovery of the Pike River mine drift (access tunnel) to:

- Better understand what happened at the Pike River mine in 2010 and help to prevent future mining tragedies;
- Give the Pike River families and victims closure and peace of mind; and
- Recover remains where possible.

The specific functions and responsibilities of the Agency are to:

- facilitate the Crown taking ownership of the Pike River mine assets from Solid Energy
- ensure the safe-keeping of all information and evidence held by public bodies, Pike River (2012) Ltd, Solid Energy and their receivers, relating to the disaster in a custodial role so as to ensure an accurate historical record and to enable any future decisions to be made, including on any inquiries into matters relating to Pike River
- identify, in close consultation with the families and their experts, potentially feasible methodologies for safely recovering the drift by examining and assessing existing information and commissioning expert advice on plans for and risks associated with manned re-entry of the drift
- undertake, in close consultation with the families and their experts, a publicly transparent and rigorous assessment of the risks and control measures associated with manned re-entry of the drift in light of this advice and other available information to confirm a feasible methodology
- if a feasible methodology for safely recovering the drift is confirmed, to develop a detailed plan
- provide advice to the Minister on the risk assessment and any consequent plan for re-entry

- if the Minister accepts advice to implement a plan for manned re-entry, implement that plan by undertaking recovery and investigation of the drift, including recovery of bodies where possible; this will involve working with other organisations within relevant statutory rules.
- maintain mine infrastructure and manage ongoing mine safety while work on re-entry is undertaken
- seal the mine and rehabilitate the site once work on re-entry is complete and no further human activity in the drift is required; the sealing of the mine will meet all relevant safety standards and would be a reversible seal (a seal that allows for the mine to be re-entered at a future date)

Structure

The Agency is headed by a chief executive appointed by the State Services Commissioner. The senior management team of the Agency also includes:

- the Chief Operating Officer who is the statutory Site Senior Executive for the mine and manages the technical staff of the Agency
- the Chief of Staff who manages a small team of people providing support to the Agency and to the Minister Responsible for Pike River Re-entry
- the Principal External Relations Adviser - Communications
- the Family Reference Group Liaison Officer
- the Principal Staff Officer who provides support for the Chief Executive and the Chief Operating Officer, particularly in relation to the forensic examination and site resealing/rehabilitation aspects of the project
- Senior Project Manager

Records

The Agency hold records about the establishment and operation of the Agency and its engagement with stakeholders, the maintenance and operation of the Pike River mine, and planning for safe manned re-entry and recovery of the mine drift. The Agency also holds operational records transferred from the previous owners of the mine – Pike River Coal Ltd and Solid Energy Ltd.

The Agency does not administer any legislation.

Contact

Pike River Recovery Agency

PO Box 414

Unit 2, 36-46 Tainui Street

Greymouth 7805

www.pikeriverrecovery.govt.nz

Access to information

Information on the work of the Agency, and advice provided by the Agency to the Minister Responsible for Pike River Re-entry is available on the Agency website:

www.pikeriverrecovery.govt.nz

This information is updated regularly. Interested parties can subscribe on the website to receive alerts when new information is posted.

Requests for information may be made by email to info@pikeriverrecovery.govt.nz

Plant & Food Research

Rangahau Ahumāra Kai

Governing statutes

Plant & Food Research is a Crown Research Institute (CRI), established under the Crown Research Institutes Act 1992 and formed through the merger of HortResearch and Crop & Food Research on 1 December 2008.

Functions and responsibilities

Plant & Food Research's purpose is to enhance the value and productivity of New Zealand's horticultural, arable, seafood and food & beverage industries, to contribute to economic growth and the environmental and social prosperity of New Zealand.

Structure

Plant & Food Research has more than 1000 staff based at 14 sites across New Zealand, as well as offices in Australia and the USA. Science Operations are managed through five Portfolios – Breeding & Genomics, BioProtection, Sustainable Production, Food Innovation and Seafood Technologies.

The Plant & Food Research Board, appointed by the Minister of Science & Innovation, sets the Institute's strategic direction and delegates responsibility for the management of the Institute to the Chief Executive.

Plant & Food Research has a Science Advisory Panel which provides the Board with insights on science quality, strategy and involvement in and uptake of new international developments.

Board of Directors

The Institute has a Chairperson (Michael Ahie), supported by a Deputy Chair and three directors. Day-to-day management of the company is the responsibility of the Chief Executive (David Hughes) supported by a senior management team of five general managers and the chief scientist. A science advisory panel of three eminent overseas scientists assists the company.

Records

- Administration records
- Research records
- Documents relating to decision-making processes
- Statement of Corporate Intent
- Code of Conduct & Ethics

The Statement of Corporate Intent and other corporate publications, including the Annual Report, can be found at www.plantandfood.co.nz

Contact

OIA Officer

Plant & Food Research

Private Bag 92169

Auckland 1142

ويا@plantandfood.co.nz

Department of the Prime Minister and Cabinet

Functions and responsibilities

The Department of the Prime Minister and Cabinet (DPMC) supports the effective conduct of executive government by the Prime Minister, the Governor-General the Cabinet and Ministers. The department's principal role is the provision of advice, on a daily basis, to the Prime Minister and Ministers on the wide range of complex issues that confront the Government – particularly its policy priorities.

DPMC provides assistance to the Prime Minister in three broad categories.

Issues that are the direct responsibility of the Prime Minister

This entails the provision of free and frank advice and support on constitutional issues relating to the conduct of executive government – including during elections and transitions between administrations – and issues associated with the operation of the Cabinet system.

Issues that arise across the full range of government business

DPMC provides a continuous flow of advice to the Prime Minister on major and daily issues, along with oversight of wider government activity and access to information and assessments. DPMC also works directly with Ministers on specific issues. Some Deputy Prime Ministers play a lead role on behalf of the Prime Minister over a number of the government's policy programmes and DPMC supports him/her on some of these matters from time to time.

DPMC works with central agencies to draw together departments in support of the Government's priorities, to focus agencies on providing options for action, to ensure implementation of agreed programmes and policies, to drive for enhanced agency performance, and to deal effectively with issues which affect the nation. DPMC also provides the secretariat support for decision making by the Cabinet and its committees.

Support to the Prime Minister

This includes preparation of replies to Parliamentary questions, and dealing with Official Information Act requests and other correspondence. The Prime Minister's Office, which is separate from DPMC, also advises the Prime Minister: it is the primary point of responsibility for managing political issues and relationships with other political parties and for providing administrative and media support.

DPMC plays a role in coordinating and leading the work of government departments and agencies, and other entities as appropriate, to ensure that decision making takes account of all relevant viewpoints and that advice is as coherent and complete as possible.

Support to the Governor-General

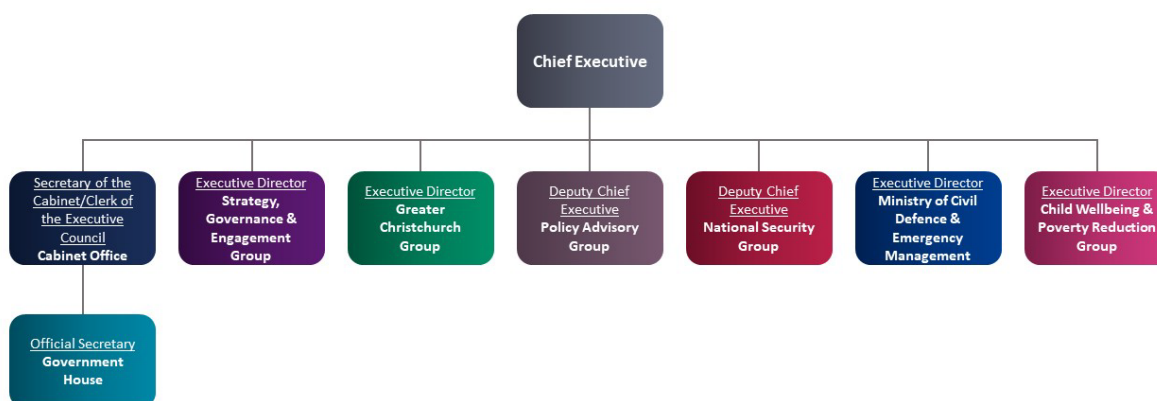
DMPC provides impartial advice, through the Clerk of the Executive Council and Government House, to the Governor-General.

Structure

DPMC is comprised of six business units headed by the Chief Executive. The Chief Executive is supported by eight Senior Managers:

- Secretary of the Cabinet/Clerk of the Executive Council
- Executive Director, Greater Christchurch Group
- Deputy Chief Executive, Policy Advisory Group
- Deputy Chief Executive, National Security Group
- Executive Director, Ministry of Civil Defence & Emergency Management
- Executive Director, Strategy, Governance & Engagement Office of the Chief Executive
- Executive Director, Child Wellbeing & Poverty Reduction Group
- Official Secretary, Government House

The Secretary of the Cabinet/Clerk of the Executive Council and the Official Secretary of Government House support the Governor General.



Cabinet Office

By convention, the roles of the Secretary of the Cabinet and the Clerk of the Executive Council are held by the same official.

The Secretary of the Cabinet, supported by the Cabinet Office, provides impartial secretariat services to support Cabinet and Cabinet Committee decision-making processes, and helps co-ordinate the government's legislation programme. The Cabinet Office has particular responsibility to ensure that executive government is well conducted and continues in

accordance with accepted conventions and practices. It is the custodian of knowledge and experience of the New Zealand system of Cabinet government. Much of this experience is codified in two resources:

- The Cabinet Manual provides authoritative guidance on central government decision making and records constitutional conventions and practices.
- The CabGuide, which is an online resource, provides more detailed procedural advice on Cabinet processes.

The Cabinet Office provides advice on the matters set out in these resources.

The Clerk of the Executive Council provides impartial secretariat support for the Executive Council and is the principal advisor to the Governor-General and the Prime Minister on constitutional issues. The Clerk of the Executive Council is the line manager for the Official Secretary to the Governor-General and has an overall responsibility for Government House.

The Cabinet Office includes the Honours Unit. The Honours Unit is responsible for the administration of the New Zealand Royal Honours System.

The statutory and formal responsibilities of the Secretary of the Cabinet and Clerk of the Executive Council are:

- to administer the Letters Patent Constituting the Office of the Governor-General of New Zealand 1983;
- to preserve and maintain the official records of Cabinet, and to administer the convention on access to documents of a previous administration;
- to prepare documents associated with electoral processes under the Electoral Act 1993 and the Constitution Act 1986;
- to administer the Oath of Allegiance and the Executive Councillor's Oath, and the Parliamentary Under-Secretary's Oath under section 23 of the Oaths and Declarations Act 1957;
- to administer the Governor-General Act 2010;
- to administer the Seal of New Zealand Act 1977;
- to administer the Royal Titles Act 1974;
- to administer the governing instruments for The Order of New Zealand, The New Zealand Order of Merit and The Queen's Service Order;
- to administer the Royal Warrants of the New Zealand Gallantry Awards and the New Zealand Bravery Awards (1999);
- to administer the Royal Warrant and regulations of The New Zealand Antarctic Medal (2006);

- to administer the Royal Warrants of The New Zealand Distinguished Service Decoration (2007); The New Zealand Customs Service Medal (2008), The New Zealand Defence Service Medal (2011), The New Zealand Defence Meritorious Service Medal (2013), The New Zealand Police Meritorious Service Medal (2013), The New Zealand Public Service Medal (2018);
- to certify certain instruments executed by the Governor-General under the Official Appointments and Documents Act 1919; and
- to countersign and seal documents of the New Zealand Government Property Corporation in terms of section 10 of the New Zealand Government Property Corporation Act 1953.

Records

The records held in the Cabinet Office are categorised broadly as: Cabinet documents, Cabinet Office working files, Honours files and administration files.

The majority of these records are papers relating to the activities of Cabinet and its Committees (i.e. agendas, submissions and minutes). They cover the entire spectrum of government business.

Most submissions to Cabinet and its Committees are drafted in government departments or agencies on behalf of their Ministers and copies are held in the records system of the relevant department or on CabNet (the electronic system that supports Cabinet processes).

When a Minister is satisfied with a draft submission, he or she will approve it for lodgement in CabNet, and Cabinet Office will then process it for consideration at the designated Cabinet or Cabinet committee meeting.

A prime consideration in the handling of Cabinet documents is the need to ensure that the decision-making process of government is protected, and that Ministers and officials can enter into a free exchange of views. This consideration is reflected in sections 9(2)(f) and 9(2)(g) of the Official Information Act 1982.

After Cabinet's decisions have been made, the sensitivity of many documents diminishes rapidly, and they can be considered for release if requested.

Access to Cabinet documents

A wide number of agencies (including all public service departments) are able to access Cabinet material online via CabNet, for the items they have been provided access to. This applies to material from August 2015 onwards that is classified up to and including Restricted.

Under the 'Proactive Release of Cabinet Material' policy, all Cabinet and Cabinet committee papers (excluding appointment papers) must be proactively released within 30 business days of final decisions being taken by Cabinet, unless there are good reasons not to publish all or part of the material, or to delay the release beyond 30 days (refer to [Cabinet Office](#)

Circular CO (18) 4 for full details. Proactively released Cabinet material is published on the relevant agency's website.

For copies of highly classified material, or material prior to August 2015, a request for a copy of a Cabinet document should be made first to the department or agency in which it originated or which is most closely associated with the subject matter. If the document is a Cabinet record of the current government, that department or agency may decide on the request itself or may transfer the request to the Minister under the provisions of section 14 of the Official Information Act. If the document is a Cabinet record of a previous government (currently in opposition), a special convention applies.

The Cabinet Office undertakes consultation with the Leader of the Opposition about the proposed release so that opposition views can be considered in deciding whether to release the information.

The Cabinet Office has certain archival responsibilities for State papers including the formal minutes of the Executive Council.

However, it should be noted that the original documents approved in the Executive Council are returned to the originating Minister in all cases, for referral to the relevant agency. Enquiries should be directed to the relevant agency in the first instance, or the relevant Order in Council or regulations may be found on the [New Zealand Legislation](#) website.

Government House

The Governor-General serves as the representative of The Queen of New Zealand, New Zealand's Head of State. The Governor-General's constitutional, ceremonial, international and community roles together seek to maintain national unity and foster national identity. The Clerk of the Executive Council and Government House staff support the Governor-General in carrying out his or her functions.

Government House is responsible for providing administrative and support services for the Governor-General to enable the Governor-General to carry out the functions of the office. This includes the maintenance of Government House and its grounds in Wellington, as well as the smaller Government House in Auckland.

The Governor-General's website is www.gg.govt.nz. The Governor-General is not subject to the OIA or the Privacy Act.

Child Wellbeing and Poverty Reduction Group

The Government wants New Zealand to be the best place in the world to be a child. Prime Minister, in her role as the Minister for Child Poverty Reduction, and the Minister for Children are the joint lead Ministers of this work. The work is being led by the Child Wellbeing and Poverty Reduction Group, which sits within the Department of the Prime Minister and Cabinet. The group was established in February 2018 and consists of two units:

Child Poverty Unit

The Child Poverty Unit has been established to support the Prime Minister as the Minister for Child Poverty Reduction. The Unit's role includes:

- supporting the implementation requirements of the recently passed Child Poverty Reduction Act 2018
- supporting agencies to implement the legislation
- working with others to identify actions and policies for reducing child poverty
- providing advice to Ministers on child related matters
- working closely with the Child Wellbeing Unit on poverty-related aspects of the Wellbeing Strategy.

Child Wellbeing Unit

The Child Wellbeing Unit has been established to support the development of New Zealand's first Wellbeing Strategy for children and young people. The Strategy will set out the actions the Government intends to take to improve the wellbeing of all New Zealand children – now and in the future. The Unit's role is to:

- seek input and advice from a range of individuals, groups and agencies to gather a wide range of ideas, perspectives and insights
- consider the needs of all children and young people, with a particular focus on child poverty and those with greater needs
- set out the outcomes sought for all children and young people, and the intended actions to improve the wellbeing of all New Zealand children

Chief Science Advisor – Child Poverty Reduction

In addition to the Units, Professor Richie Poulton CNZM has been appointed as Chief Science Advisor to the Minister for Child Poverty Reduction. The role provides a direct line of independent advice to the Minister, with a focus on child wellbeing and poverty reduction.

Records

The Group holds administrative records in relation to the policy development of the Child Poverty Reduction Programme and the Child and Youth Wellbeing Strategy.

Greater Christchurch Group (GCG)

The Greater Christchurch Group (GCG) was formed on 1 March 2016 (following the disestablishment of the Canterbury Earthquake Recovery Authority) to lead and coordinate central Government's ongoing role in the recovery and regeneration of greater Christchurch following the devastating earthquakes of 2010 and 2011.

The GCG's focus is on supporting the transition of leadership of greater Christchurch from central government to local institutions. Local leadership of regeneration efforts will enable the Crown to step back from its extraordinary role, moving to a normalised Crown relationship with greater Christchurch, heading towards the expiry of the Greater Christchurch Regeneration Act 2016 on 30 June 2021.

The GCG provides policy, planning, legal and monitoring support on a broad range of recovery and regeneration issues across the greater Christchurch region, including:

- the future uses of the Christchurch Ōtākaro Avon River Corridor residential red zone
- engaging with local leadership and the local community on regeneration issues
- coordination and brokering across agencies involved in the regeneration of greater Christchurch, including supporting the delivery of remaining anchor projects
- supporting Regenerate Christchurch - a joint central and local government entity tasked with regeneration planning for the Central City and the residential red zone and Ōtākaro Limited - established to deliver key anchor projects and precincts in Christchurch
- monitoring and reporting on the overall progress of recovery
- administering the part funding and /or joint governance of horizontal infrastructure repairs.
- Hosting the secretariat for the public Inquiry into the EQC.

The GCG works with colleagues across greater Christchurch, government and with Ōtākaro Limited and Regenerate Christchurch, to provide consistent and connected advice to Ministers and reports to the residents of greater Christchurch.

Records

The GCG files relate to policy and planning decisions concerning the recovery and regeneration of greater Christchurch, monitoring and reporting on overall recovery progress and the horizontal infrastructure programme.

GCG has established [facebook.com/GreatChchRegeneration](https://www.facebook.com/GreatChchRegeneration), as a channel for public updates from a range of agencies involved in the regeneration of greater Christchurch.

Assess to Canterbury Earthquake Recovery Authority (CERA) Records

CERA was initially established as a government department on 29 March 2011 to lead and coordinate the Government's response and recovery efforts following the earthquakes of 2010 and 2011. CERA was disestablished on 18 April 2016 as the government transitions from leading the recovery, to establishing long-term locally led recovery and regeneration arrangements. CERA files were transferred to DPMC when it was disestablished. To view archived information and publications produced by CERA, visit <http://ceraarchive.dPMC.govt.nz/>.

Ministry of Civil Defence & Emergency Management

Since 1 April 2014, the Ministry of Civil Defence & Emergency Management (MCDEM) has been a business unit within the DPMC.

New Zealand is vulnerable to a range of hazards including geophysical, meteorological, biosecurity outbreaks, pandemics, cyber incidents, infrastructure failure, and food safety incidents. It is important that we have an emergency management system that is well placed to reduce the risk of disasters occurring, is ready and able to respond when an emergency occurs and is able to support effective recovery. Strong and effective emergency management capabilities are part of a government's fundamental responsibility to protect communities.

The emergency management system includes all the people, capabilities, plans, infrastructure, assets, systems and processes needed to have effective risk management. MCDEM provides leadership for the emergency management system across risk reduction, readiness, response and recovery (the 4Rs).

MCDEM contributes to the national security outcome of having a high performing and resilient New Zealand. MCDEM is the Government's primary adviser on emergency management in New Zealand and it sets policy on how emergencies are managed in New Zealand. It advises the Government on the regulations and policies that form the framework for emergency management. It also has a role in monitoring the performance of the system and providing assurance that it is fit for purpose. MCDEM manages central government's response and recovery functions for emergencies and supports the management of local and regional emergencies and other agencies with responsibilities for specific hazards.

To achieve its outcomes, and lead the wider emergency management system, MCDEM works with a diverse range of organisations to uphold its responsibilities under the Civil Defence Emergency Management Act (2002), the National Disaster Resilience Strategy, National CDEM Plan and Department of the Prime Minister and Cabinet's (DPMC's) Strategic Intentions. This includes communities and their local authorities (regionally 16 CDEM Groups are formed from all the local authorities in that region. They work with other agencies to reduce risks, be ready for an emergency, respond when needed and lead recovery afterwards), central government agencies, emergency services, lifeline utilities and private sector organisations, education providers, researchers, and non-government

organisations. MCDEM also engages internationally with key counterparts as well as in support of New Zealand's foreign policy objectives.

On 30 May 2019 through Budget 2019, the Government provided funding for the establishment of the National Emergency Management Agency to be a departmental agency (to replace MCDEM) hosted by DPMC. The establishment of the new agency is expected in 2019/2020.


Records

MCDEM publishes and maintains emergency management information relating to mandated responsibilities, guidance and documentation as well as public education materials.

Strategy Governance and Engagement Group (SGE)

The SGE Group supports DPMC to achieve its strategic priorities and manage risk by working across the department to ensure it has sound strategy, effective governance, and efficient organisational systems and processes. The key elements of the OCE's role are:

- advice and support to the Chief Executive, the Executive Leadership Team and the Senior Management Team
- leadership of strategic planning and oversight of the Department's strategic and organisational development
- management of governance processes, legal risk, compliance, accountability reporting, assurance, security (in conjunction with the Chief Security Officer) and risk management across the Department
- coordinating OIAs, PQs and Ministerials
- the provision of legal advice and services to support DPMC's corporate roles and policy and operational responsibilities in the greater Christchurch regeneration, civil defence and emergency management and national security
- the provision of strategic communications at a whole-of-department level, including external and internal communications and supporting the Greater Christchurch Group's communications needs
- management of DPMC customer interface setting performance expectations and service performance monitoring with Central Agencies Shared Services to coordinate and prioritise services across the Department
- leading change management and oversight of change across DPMC
- oversight of portfolio, programme and project management across the Department.



In 2012, DPMC's finance, human resources, and information technology and information management functions were transferred to the Central Agencies Shared Services (CASS). CASS provides DPMC with accounting services and financial reporting, information and IT services, and human resources and payroll services.

Records

The SGE Group administers and stores information relating to the Department's business activities other than that which is the responsibility of its business units. The Group now holds limited information relating to financial records, staff and personnel records, and internal policies. In many cases, these records have been transferred to CASS.

Policy Advisory Group

The Policy Advisory Group is responsible for providing free, frank and impartial advice on issues of the day directly to the Prime Minister and, as appropriate, to other Ministers.

The Group contributes to policy development across the full range of government issues, and supports the Prime Minister in all Cabinet Committees. From time to time Advisors lead policy projects specially commissioned by the Prime Minister to "cut through" on issues of significance.

The Policy Advisory Group facilitates cross-government linkages amongst agencies working on related issues and seeks to ensure that officials' advice takes account of broader government priorities. Where possible the Group takes a medium to longer term view that incorporates a strategic perspective, to ensure policy coherence. The Group also has an important role in providing the Prime Minister with up-to-date information on emerging policy issues and giving support to his/her office.

Working with the State Services Commission and the Treasury, the Policy Advisory Group promotes a collective approach to lifting performance of the State sector. This collective approach provides leadership that enables the public service as a whole to carry out the business of government to best effect.

Records

A large part of the records held by the Group is advice to the Prime Minister and sections 9(2)(f) and 9(2)(g) of the Official Information Act may apply to information held. Where members of the Group lead or participate in a policy process, files will be maintained as appropriate.

National Security Group (previously S&I Group)

The National Security Group comprises three business units.

National Security Policy Directorate:

The National Security Policy Directorate comprises four teams:

- **Security and Intelligence Policy** leads policy advice on the government's overall priorities for intelligence collection and assessment; and the roles and functions of GCSB and NZSIS. Security and Intelligence Policy administers legislation on intelligence and security.
- **The National Cyber Policy Office** leads the development of cyber security policy advice, including advising on the investment of government resources in cyber security activities.
- **Civil Defence Emergency Management Policy** leads policy advice on civil defence emergency management and leads and supports cross-government policy and advice during large-scale emergencies. The CDEM policy team leads on civil defence emergency management legislation.
- **National Risk Unit** leads advice on the identification, assessment and management of national security risk across government. The unit houses the National Risk Register (NRR) as a primary tool to assist national security governance boards and those agencies that have responsibility for managing particular risks.

National Security Systems directorate:

- ensures that the system architecture performs as intended
- implements the decisions of the Officials' Committee for Domestic and External Security Coordination (ODESC) system
- builds specific capabilities and activates the system when necessary
- ensures that experience is retained as knowledge within the system.

Intelligence & Assessment directorate:

- ensures a coordinated and timely supply of intelligence and assessments to decision-makers
- operates quality-assurance standards for national intelligence and assessments
- operates a customer-requirements process
- leads the national intelligence and assessments community

- chairs the National Assessments Committee
- contains the National Assessments Bureau, which is New Zealand's central agency for assessments that draw on all forms of information available to the government. It provides analysis and reporting on issues of national security and foreign policy interest.

Records

The National Security Group holds information in relation to coordination within the intelligence sector, national security system, information relating to cyber security policy, including New Zealand's Cyber Security Strategy. Information held by the Group may be classified.

Special Units

DPMC often houses or coordinates special units, task forces or reviews that provide advice on a particular issue or issues over a period of time.

- Inquiry into EQC 2018/20
- The Insurance Taskforce 2018
- Flag Secretariat 2015
- The Policy Project 2014
- Canterbury Earthquake Recovery Team 2011
- Rugby World Cup 2011
- David Henry Inquiry into the leak of the Kitteridge Report 2013
- Youth Mental Health Project 2011
- Future State of the State Sector 2010/11
- Methamphetamine Action Plan 2009
- Prime Minister's Employment Summit Coordination 2009
- Government House Conservation Project 2008/11
- Infrastructure Resilience Review (Prof. Tom O'Rourke) 2007
- Broadband & Satellite Project 2007
- House Prices Unit 2007
- Urban Development Authorities Team 2006/07
- Education Sector Review 2005

- Foreshore and Seabed Group 2003/05 (transferred to Ministry of Justice at 31 January 2005)
- Climate Change Project 2001/03 (transferred to the Ministry for the Environment at 31 January 2003)
- Prime Ministerial Taskforce on Positive Ageing 1996/97 (see Ministry of Social Development)
- Prime Ministerial Taskforce on Employment 1994 (see Department of Labour)
- Health Reforms Directorate 1991/93
- Health Reforms Coordination and Communication Group 1991/94
- Crown Health Enterprise Establishment Unit 1992/94
- Crown Health Enterprise Monitoring Unit 1993
- National Interim Provider Board 1991/92 (refer to the Ministry of Health)
- Review of the Electricity Shortage 1992
- Inquiry into Nuclear Propulsion 1991/92
- Change Team on Targeting Social Assistance 1991/92

Contact

Written requests to the Department should be addressed in the first instance to: Chief Executive

Department of the Prime Minister and Cabinet Executive Wing

Parliament Buildings

Wellington 6011

(04) 830 5000

Electronic requests to the Department should be addressed to: information@dpmc.govt.nz

Inquiries can also be made through the contact form: www.dpmc.govt.nz/contact-us

Ministry of Pacific Peoples

Functions and responsibilities

The Ministry is Government's primary advisor on policies and interventions to promote the social, economic and cultural development of Pacific people in New Zealand. All of our work is designed to enable and foster our vision of successful Pacific peoples.

We bring a Pacific perspective to the work of central and local government agencies responsible for making policy that affects the lives of Pacific peoples. We also ensure effective communication and delivery of services to Pacific communities.

Our main functions are policy, research, communications and relationship management. We are mandated to:

- provide policy advice, information and assistance to the Minister of Pacific Peoples. This includes facilitating contact with Pacific communities in New Zealand and preparing briefings, speech notes and support as required, for Cabinet committees, select committees and Parliament
- provide advice and information to other public service departments on the context, circumstances, issues and opportunities faced by Pacific communities in New Zealand
- liaise and communicate with Pacific communities in New Zealand so that they are knowledgeable about government policies, processes and services of relevance to them, to foster greater engagement with, and participation by Pacific people in decision-making
- provide servicing for the Minister of Pacific Peoples' Advisory Council, draft replies to Ministerial correspondence, Official Information Act 1982 requests, Ombudsmen's enquiries and Parliamentary Questions, addressed to the Minister of Pacific Peoples or referred from other Ministers
- undertake other projects, including from time to time giving strategic advice, that are within our capability and required by the Minister of Pacific Peoples.

Structure

The Ministry has four offices: national office in Wellington and regional offices in Auckland, Christchurch and Wellington. The Ministry's current organisational structure, below, gives effect to and implements the key functions of the Ministry.

Government sector boards

Minister of Pacific Peoples' Advisory Council (MAC) The Council was established in 1984 to advise the Minister of Pacific Peoples' on matters relating to the social, cultural, economic

welfare of Pacific people in New Zealand and to assist in the dissemination of information from and to Pacific communities.

The Minister's Advisory Council is representative of the Pacific ethnic communities living in New Zealand and reports directly to the Minister of Pacific Island Affairs.

The Ministry of Pacific Peoples provides the administrative support to the Council.

Pacific Business Trust

The Trust exists to assist Pacific people to achieve economic prosperity through successful training and business development.

Contact

Auckland (Head Office)

Level 1, 101 C Station Rd

Penrose

Auckland

Telephone: (09) 270 1003

Fax: (09) 270 1004

Free Phone: 0800 287 7526

Wellington

Plimmer Towers. 2-6 Gilmer Terrace

Wellington 6011

Telephone: (04) 238 0050

Fax: (04) 238 0051

info@pacificbusiness.co.nz

www.pacificbusiness.co.nz

Records

The Ministry does not administer any Acts or Regulations, and hence does not publish external guidelines or manuals relating to any Acts or Regulations.

Documents relating to decision-making processes

The Ministry's policies and guidelines include the following key categories:

- Human resource policies
- Financial delegations
- Legislative compliance policy
- Risk management policy
- Probity policy
- Fraud prevention and investigation policy
- Information code of conduct
- Health and safety policy and guidelines
- Standards and integrity and conduct
- Accountability documents.

Publications

The Ministry publishes regional newsletters, the Ministry of Pacific Peoples Statement of Intent and Annual Report, and Leo Pasifika, a magazine-style document published three times a year.

- Pacific Progress series (joint publications with Statistics New Zealand):
- Pacific Languages Compendium; 2013 (web based directory)
- The Pacific Languages Framework; 2012
- Specifically Pacific: Engaging Young Pacific Workers; Nov 2011(EEO publication with assistance from MPIA and MSD)
- Pacific Island Communities and Social Enterprise Discussion Paper (this paper was commissioned by MPIA)
- Pacific Adolescent Career Pathways (the largest Pacific specific longitudinal study)
- Demographics of New Zealand's Pacific Population; 2010 7
- Education and Pacific Peoples in New Zealand; 2010
- A Report on the Economic Status of Pacific Peoples in New Zealand; 2002
- Career Futures for Pacific Peoples; October 2010 (joint publication with the Department of Labour)

- Pacific Pathways to Prevention of Sexual Violence report; October 2010 (commissioned by the Ministry)
- Mind Your Language series – Tau Gagana Tokelau (in collaboration with Tau Gagana Board and the Tokelau community) 2007
- Mind Your Language series – Tuatua Mai (in partnership with Toku Reo Tupuna Trust) 2007
- Mind Your Language series – Vagahau Niue; 2005 (in conjunction with Niue Development Inc.)
- Tupu Ola Moui: Pacific Health Chart Book; 2004 (joint publication with Ministry of Health)
- Ala Fou – New Pathways Strategic Directions for Pacific Youth in New Zealand; August 2003
- The Pacific Analysis Framework with Pacific Consultation Guidelines: Analysing Public Policy through Pacific Lenses; 2006
- Pacific Directions Report; 1999.

The Ministry also publishes its own website: www.mpp.govt.nz

Contact

Wellington (National Office)

Level 2 ASB House

101 - 103 The Terrace

PO Box 833

Wellington

Telephone: (04) 473 4493

Fax: (04) 473 4301

contact@mpp.govt.nz

Christchurch

Level 1 BNZ Centre, 120 Hereford Street

Christchurch City

Private Bag 4741



Christchurch 8011

Telephone: (03) 366 7202

Auckland

Te Puni Kokiri House

9 Ronwood Ave Manukau

Auckland 2104

Telephone: (09) 265 3200

Fax: (09) 265 3202

www.mpp.govt.nz

Ministry for Primary Industries

Manatū Ahu Matua

Acts administered

Public acts

- Aquaculture Reform (Repeals and Transitional Provisions) Act 2004
- Agricultural and Pastoral Societies Act 1908
- Agricultural Compounds and Veterinary Medicines Act 1997
- Animal Products Act 1999
- Animal Products (Ancillary and Transitional Provisions) Act 1999
- Animal Welfare Act 1999
- Apple and Pear Industry Restructuring Act Repeal Act 2001
- Biosecurity Act 1993
- Commodity Levies Act 1990
- Dairy Industry Restructuring Act 2001
- Fisheries Act 1996
- Fisheries (Quota Operations Validation) Act 1997
- Food Act 1981
- Forestry Encouragement Act 1962
- Forestry Rights Registration Act 1983
- Forests Act 1949
- Forests (West Coast Accord) Act 2000
- Hazardous Substances and New Organisms Act 1996 (relevant to MPI in respect of new organisms under section 97A)
- Hop Industry Restructuring Act 2003
- Irrigation Schemes Act 1990
- Kiwifruit Industry Restructuring Act 1999

- Māori Commercial Aquaculture Claims Settlement Act 2004
- Māori Fisheries Act 2004
- Meat Board Act 2004
- Ministry of Agriculture and Fisheries (Restructuring) Act 1995
- Ministries of Agriculture and Forestry (Restructuring) Act 1997
- Ministry of Agriculture and Forestry (Restructuring) Act 1998
- National Animal Identification and Tracing Act 2012
- New Zealand Horticulture Export Authority Act 1987
- Plants Act 1970
- Pork Industry Board Act 1997
- Primary Products Marketing Act 1953
- Public Works Act 1981 (Part XIX - Irrigation)
- Royal New Zealand Institute of Horticulture Act 1953
- Taratahi Agricultural Training Centre (Wairarapa) Act 1969
- Treaty of Waitangi (Fisheries Claims) Settlement Act 1992
- Veterinarians Act 2005
- Walking Access Act 2008
- Wine Act 2003
- Wool Industry Restructuring Act 2003

In addition to these Public Acts, the Ministry administers a significant number of Regulations related to the management of fisheries within New Zealand.

Private acts

- Auckland Agricultural Pastoral and Industrial Shows Board Act 1972
- Canterbury Agricultural and Pastoral Association Empowering Act 1982
- Clevedon Agricultural and Pastoral Association Empowering Act 1994
- Kumeu District Agricultural and Horticultural Society Act 1991
- Marlborough Agricultural and Pastoral Association Empowering Act 1974
- Telford Farm Training Institute Act 1963
- Tokoroa Agricultural and Pastoral Association Empowering Act 1968

- United Wheatgrowers Act 1936
- Waikato Show Trust Act 1965

Functions and responsibilities

On 1 July 2010, the New Zealand Food Safety Authority (NZFSA) and the Ministry of Agriculture and Forestry (MAF) were amalgamated. On 1 July 2011, the Ministry of Agriculture and Forestry and the Ministry of Fisheries merged to create one ministry focused on the success of the primary sectors for the benefit of all New Zealand. This new ministry became the Ministry for Primary Industries (MPI) on 30 April 2012.

MPI works to improve the productivity and environmental performance of the primary sectors, connect them with international markets, manage risk to New Zealand's biological foundations, and provide assurances about the integrity of food and other products.

Structure

Director-General: Martyn Dunne

Deputy Director-General Office of the Director General: Dan Bolger

Deputy Director-General Standards: Carol Barnao

Deputy Director-General Corporate Services: Nigel Prince

Deputy Director-General Māori Primary Sector Partnerships: Ben Dalton

Deputy Director-General Policy: Deborah Roche

Deputy Director-General Resource Management and Programmes: Scott Gallacher 20

Deputy Director-General Compliance and Response: Andrew Coleman

Deputy Director-General Verification and Systems: Roger Smith

MPI Branches

Office of the Director General

The Office of the Director General manages the organisational strategy and planning process. It also maintains the risk, evaluation and internal audit functions and is responsible for governance and ministerial servicing, communications, and the project office. It includes the stand-alone commercial operating functions of the Crown Forestry Unit.

Standards

This branch develops and reviews import, export and domestic standards and systems, and maintains the environmental standards for fisheries and aquaculture. This also includes food safety and biosecurity science capability and risk assessment functions.

Corporate Services

Corporate Services provides a broad range of business functions including financial, information, human resources, legal and business support services.

Māori Primary Sector Partnerships

This branch provides strategic and operational advice to support the organisation in staying abreast of Māori issues, and works to maximise the benefits from Māori primary sector assets.

Policy

The Policy branch is responsible for providing the regulatory processes and advice for legislation administered by the new Ministry. This branch has responsibility for the Primary Growth Partnership (PGP) and Irrigation Acceleration Fund/Community Irrigation Fund.

Resource Management and Programmes

This branch administers and implements a range of regulatory and non-regulatory frameworks, funding programmes and research funds for the primary sectors, as well as the delivery of services to implement the Emission Trading Scheme, fisheries management activities and the aquaculture business unit.

Compliance and Response

This branch is responsible for the surveillance, investigation, diagnostic and enforcement functions in relation to pest incursions, animal welfare, food safety and fisheries. 21

Compliance and Response is responsible for the Government Industry Agreements programme.

Verifications and Systems

The Verifications and Systems branch is tasked with the verification of cargo, passengers, animal products and food. This branch is also responsible for intelligence gathering, risk and targeting, planning, training and quality assurance for both operational branches.

Publications

MPI produces a range of publications, which are available on our website www.mpi.govt.nz

Contact

The Ministry's Head Office is in Wellington and it has offices in Auckland, Blenheim, Christchurch, Dunedin, Gisborne, Hamilton, Invercargill, Kaikoura, Kaitaia, Lyttleton, Masterton, Napier, Nelson, New Plymouth, Palmerston North, Queenstown, Rotorua, Tauranga, Timaru, Whanganui, Whakatane, Whangarei and Whitianga.

Head Office

Pastoral House 25 The Terrace Wellington

PO Box 2526

Wellington 6140

MPI General Enquiries: 0800 008 333, Fax: 04 894 0720

Exotic Pest and Disease Hotline: 0800 80 99 66

Biosecurity Import Clearances: 0800 222 018

Food Safety Consumer Helpline 0800 693 721

To report an animal welfare issue: 0800 008 333

Fisheries Poacher Line: 0800 476 224 (0800 4 POACHER)

Media Phone: 029 894 0328 Website: www.mpi.govt.nz

New Zealand Police

Nga Pirihimana O Aotearoa

Governing statutes

The Police operate under the Policing Act 2008.

Acts administered

Police administers the following legislation:

- Arms Act 1983
- Policing Act 2008
- Arms (Restricted Weapons and Specially Dangerous Airguns) Order 1984 SR 1984/122
- Arms Amendment Regulations 1998 SR 1998/155
- Arms Amendment Regulations 1998 SR 1998/466
- Arms Regulations 1992 SR 1992/346
- Land Transport (Blood Test Fee) Notice 2008 SR 2018/120
- Land Transport (Certificates of Compliance for Evidential Breath-Testing Device (Dräger 7510NZ) Notice 2015
- Land Transport (Certificates of Compliance for Evidential Breath-Testing Device (Dräger 9510) Notice 2009
- Land Transport (measurement of Weight) Notice 2019
- Queen's Police Medal Regulations 1959 SR 1959/191
- Royal Warrant – The Queen's Police Medal SR 1959/190
- The New Zealand Police Long Service and Good Conduct Medal SR 1994/107
- The New Zealand Traffic Service Medal SR 1994/108
- Transport (Approved Vehicle Surveillance Equipment) Notice 1994 SR 1994/202
- Transport (Breath Tests) Notice 2015
- Transport (Measurement of Weight) Notice 1997 SR 1997/375.

Functions and responsibilities

Be Safe Feel Safe is Police's purpose statement which describes our responsibility to make people feel safe and keep people safe. Our mission, to be the safest country, means that Police need to identify and plan for challenges and opportunities in our operating environment. This will support Police to ensure that areas in which we already excel remain world class.

To help fulfil our purpose and achieve our mission, Police will prevent crime and victimisation, target and catch offenders, and deliver a more responsive, community, focused police service. To achieve these goals, Police works collaboratively with a wide range of sector partners, iwi, and others.

Critical to fulfilling our purpose is to ensure that we have the trust and confidence of all, with a target of 90% of New Zealanders having high or very high trust and confidence in Police by 2021.

The Police motto is 'Safer Communities Together.' This embodies the collaborative approach we take in working in partnership with members of the community, iwi, community groups, government agencies, business partners and other non-government organisations to achieve our objectives.

To deliver outstanding results to our communities, we will need to become a world-leading police service, which means we must be highly effective and efficient in delivering our functions and services that address immediate need whilst while preventing future harm and reducing long - term demand.

The functions of Police as set out in the Policing Act 2008 include:

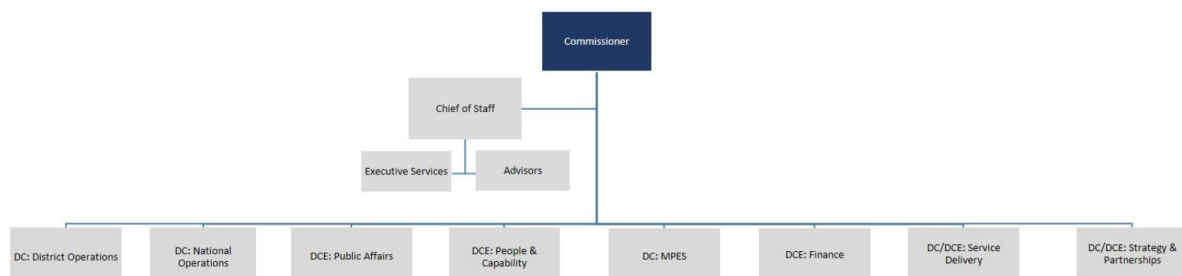
- Maintaining public safety
- Law enforcement
- Crime prevention
- Community support and reassurance
- National security
- Participation in policing activities outside New Zealand
- Emergency management response
- Keeping the peace

Structure

Police National Headquarters

The chief executive of Police is known as the Commissioner and is appointed by the Governor General. Mike Bush (MNZM) is the current Commissioner of New Zealand Police. The Commissioner of Police is accountable to the Minister of Police for the administration of police services, but acts independently in carrying out law enforcement decisions.

Nationally we have 12 districts, which are administered from Police National Headquarters in Wellington, and a number of national service centres that provide administrative and specialised support, such as forensic services. Each of the 12 districts have a District Commander and a team of Area Commanders who manage the day-to-day operations.



District Operations

New Zealand Police is divided into 12 districts, nine in the North Island and three in the South. Each district is divided into areas and has a central station from which subsidiary and suburban stations are managed.

National Operations

This group includes the wide range of nationwide policing services, including international and national security, serious and organised crime, prevention and road safety, response and operations.

Media and Communications

This group handles media relations, strategic communication, marketing activities, online design and publishing, the Royal New Zealand Police College Museum, and also are responsible for administering a number of external Police websites.

People and Capability

This group are responsible for providing strategic and operation human resources support across the organisation, recruitment, employee relations, payroll, wellness and safety, and the Royal New Zealand Police College, based at Porirua.

Māori, Pacific & Ethnic Services

This Māori, Pacific & Ethnic Services group provides advice and support services to Police on improving services, communication and relationships between Police and New Zealand's varied Maori, Pacific and ethnic communities. The group also provide support to all-of-government initiatives (e.g. Drivers of Crime and Whanau Ora) that contribute to confident, safe and secure and resilient communities.

Finance

Our Finance Group look after our financial operations, accounts processing, corporate and strategic finance, business analysis and financial reporting. The Finance group work across all business groups with New Zealand Police and provide advice and support in relation to budgets, projects, investment and financial decision making.

Service Delivery

Our Service Delivery Group aim is to ensure that everyone in New Zealand can access policing services anywhere and anytime. This group has three main work streams: modernising our service channels through online reporting, the new 105 non-emergency and providing mobile bases in the community; streamlining our back office functions in the areas of file management and transcription services; and enhancing customer connections

Strategy and Partnerships

The Strategy and Partnerships Group is responsible for ensuring New Zealand Police has a clear and well understood strategic direction. This group is also responsible for developing and maintaining a number of strategic partnerships focused on reducing crime, victimisation, and demand on Police services.

Records

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

Documents relating to decision-making processes

The Police Manual contains good practice guidelines and instructions for the New Zealand Police and includes General Instructions and Commissioner's Circulars.

Contact

Police National Headquarters

180 Molesworth Street

PO Box 3017

Wellington 6140

(04) 474 9499

Royal New Zealand Police College

Private Bag 50 906

Porirua 5024

(04) 238 3000

Northland District HQ

88 Cameron Street

Whangarei 0148

(09) 430 4500

Waitemata District HQ

7 Buscomb Avenue

Henderson

Auckland 0610

(09) 488 6200

Auckland District HQ

Cnr Cook and Vincent Streets

Auckland 1010

(09) 302 6400


Counties-Manukau District HQ

42 Manukau Station Road

Manakau City 2104

(09) 261 1300

Waikato District HQ

12 Anzac Parade

Hamilton 3216

(07) 858 6200

Bay of Plenty District HQ

1190 – 1214 Fenton Street

Rotorua 3010

(07) 349 9554

Eastern District HQ

77 Station Road

Napier 4110

(06) 831 0700

Central District HQ

404 Church Street

Palmerston North 4410

(06) 351 3600

Wellington District HQ

41 Victoria Street

Wellington 6011

(04) 381 2000



Tasman District HQ

188 Bridge Street

Nelson 7010

(03) 546 3840

Canterbury District HQ

40 Lichfield Street

Christchurch 8011

(03) 363 7400

Southern District HQ

25 Great King Street

Dunedin 9016

(03) 471 4800

New Zealand Pork Industry Board

Governing statutes

The New Zealand Pork Industry Board is a body corporate established under the Pork Industry Board Act 1997.

Functions and responsibilities

The Board consists of five members, four of whom are pig producers elected to the Board by registered producers. The Chairperson and Deputy Chairperson of the Board are elected from and by the directors of the Board. The Board of Directors comprises:

- four directors elected by pig farmers
- at least one, but not more than two directors (being people who, in the Board's opinion, are qualified by relevant expertise to be Directors) appointed by the Minister for Primary Industries on the Board's recommendation.

Its financial year ends 30 September and an annual report and statement of accounts are laid before Parliament. The object of the Board as set out in section 5 of the Pork Industry Board Act 1997 is as follows:

... to help in the attainment, in the interests of pig farmers, of the best possible net ongoing returns for New Zealand pigs, pork products, and co-products.

The functions of the Board are:

- with a view both to increasing the volumes sold and to obtaining higher returns for each unit sold, to increase the demand for New Zealand pork products and co-products (in existing and new markets);
- to maintain the confidence of consumers of pork products in the New Zealand pork and pig industries;
- to help obtain improved access to overseas markets for New Zealand pork products and co-products;
- to conduct (whether alone or jointly with other bodies) research and development into pigs, pork products, and co-products, including research and development into the breeding, rearing, finishing, handling, transport, and slaughter of pigs, and the production of pork products and co-products; and the handling, processing, packaging, product development, transport, and marketing of New Zealand pork products and co-products; and

- to encourage the adoption of more efficient processes and practices for the breeding, rearing, finishing, handling, transport, and slaughter of pigs, and the production of New Zealand pork products and co-products; and the handling, processing, packaging, product development, transport, and marketing of New Zealand pork products and co-products; and
- to collect, process, maintain, and make available, information for the purposes of assisting production, investment, processing, product development, and marketing decisions in respect of market requirements for pork products and co-products; and other matters relevant to the New Zealand pig and pork industries; and
- to account to pig farmers on the Board's activities and its use of levy money and other resources; and
- to discuss the Board's activities with any persons and organisations in the New Zealand pork industry the Board thinks fit; and
- to perform such other functions as are conferred on the Board by this Act or any other enactment.

Industry Vision

A sustainable, profitable industry giving farmers the confidence to invest.

Mission

100% New Zealand Pork – loved and consumed every week by every household in New Zealand.

Three key areas of focus:

- right to farm
- ability to farm
- relevancy (to consumers, supply chain and the New Zealand public).

Structure

The structure of the Pork Industry Board is as follows:

- at least twice yearly Delegates Meetings, with one meeting being the Annual Delegates Meeting, with delegates elected by popular vote; and
- Annual General Meeting held in July following the Annual Delegates Meeting.

Records

Records held at Head Office include:

- industry newsletters
- personal files of employment history for each employee
- accounting books of records and associated details (e.g., receipts, invoices)
- board minute book, containing records of all Board meetings
- general correspondence files.

Documents relating to decision-making processes

Strategic plan; Annual Operational plans; Budget Resolutions from Annual General Meetings.

Contact

New Zealand Pork

PO Box 20-176

Bishopdale

Christchurch 8543

0800 697 675

info@pork.co.nz

www.pork.co.nz

New Zealand Post Limited

Governing statutes

New Zealand Post Ltd was established under the State-Owned Enterprises Act 1987 and Companies Act 1993. It does not administer any Acts of Parliament.

Functions and responsibilities

New Zealand Post has been a critical part of New Zealand's landscape for over 170 years. Our 6,500 people connect customers, consumers and businesses across New Zealand and around the world 'delivering what people care about'.

We process and deliver items – parcels, packages and letters. We also provide logistics services for businesses, including many who are engaged in eCommerce here and internationally.

New Zealand Post's strong delivery and logistics capabilities and deep connection with New Zealanders are enabling the high growth occurring in online shopping. One of our key strategies is to be New Zealand's best partner for online shopping. Business-to-consumer sending is a key part of what we support.

New Zealand Post has also been responding to the decline in the number of letters people send with world class changes through a mix of technology, service changes, new delivery methods and price changes.

We provide solutions that support New Zealand communities to connect. The communities we support are largely everyday customers and small businesses, who interact with us via our retail network and our contact centre. This is an important area for us, not only because of the value these customers generate (as senders and receivers) but because of the contribution our reach has into these communities. Our goal is to enable us to sustainably provide our services and deliver better customer service and support to New Zealand communities.

We offer postal services to customers in hundreds of communities around the country. We work with local businesses to provide these services on our behalf. This approach also helps us meet our obligations to operate a network of 880 postal outlets. This is good for customers, providing access thanks to things like longer opening hours, it's great for the local business and it also means we can keep providing our services locally.

Structure

In addition to its New Zealand based operations, New Zealand Post Limited operates a wholly owned subsidiary, New Zealand Post Australia Holdings Pty Limited, in Australia and a branch in Singapore, which provide sales capability into key markets.

New Zealand Post owns 53% of Kiwi Group Holdings Limited (whose subsidiaries include Kiwibank Limited and its sister companies), and a 50% share in ReachMedia New Zealand Limited.

Documents relating to decision-making processes

Investor Centre

www.nzpost.co.nz/about-us/investor-centre

Reports and presentations – Statement of Corporate Intent, Annual Report, Half Year Report

www.nzpost.co.nz/about-us/investor-centre/reports-presentations

Deed of Understanding with the Government

www.nzpost.co.nz/about-us/postal-legislation/deed-of-understanding

Contact

Corporate Affairs
New Zealand Post House
7 Waterloo Quay
Wellington 6011

Private Bag 39990
Wellington Mail Centre
Lower Hutt 5045

Phone: 04 470 2086

nzpostcommunications@nzpost.co.nz

www.nzpost.co.nz

New Zealand Post National Contact Centre: 0800 501 501

Contact for Official Information Act requests:

OIA Officer

Oia.Officer@nzpost.co.nz

Office of the Privacy Commissioner

Te Mana Matapono Matatapu

Governing statutes

The Office of the Privacy Commissioner was established under the Privacy Act 1993.

Functions and responsibilities

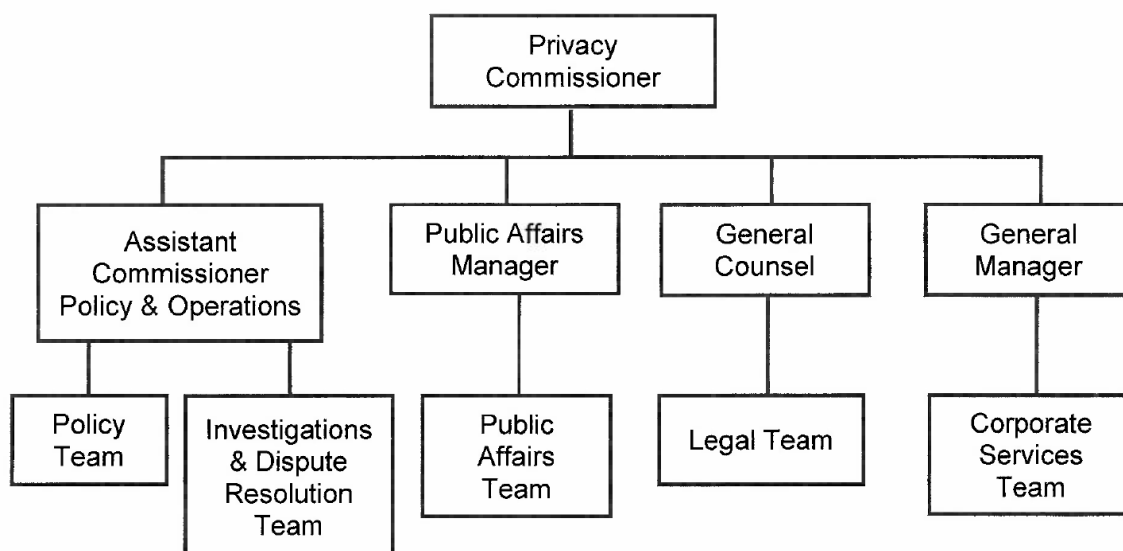
The Privacy Commissioner is responsible for promoting and protecting individual privacy in accordance with the information privacy principles and the public register privacy principles in the Privacy Act 1993. These functions include:

- to promote, by education and publicity an understanding and acceptance of the information privacy principles and of the objects of those principles
- to inquire into any matter including any enactment, practice, procedure or technical development where the privacy of an individual may be infringed
- to undertake educational programmes and make public statements on privacy matters
- to receive and invite representations from the public on any matter affecting the privacy of the individual
- to monitor developments in data processing and computer technology
- to report to the Prime Minister on any matter affecting the privacy of an individual
- to investigate and conciliate in complaints of an interference with the privacy of an individual
- to monitor the use of unique identifiers, and to report to the Prime Minister
- To examine any proposed legislation or Government policy that the Commissioner considers may affect the privacy of individuals, and in particular where information collected by a public-sector agency might be used for an information matching programme
- to issue codes of practice for specific industries, agencies, or types of personal information.

Structure

Staff are employed by the Privacy Commissioner in Auckland and Wellington offices. For further information go to www.privacy.org.nz/about-us/who-we-are/

Organisation chart



Records

Information is held electronically in an electronic document records management system. Third party providers are used to store and process data: privacy.org.nz/about-us/transparency-and-accountability/website-privacy-statement/storage-and-security/

The office of the Privacy Commissioner has entered into a contract with Microsoft to store all applications and data on external servers based in Sydney, Australia. The Privacy Impact Assessment can be found on the Privacy Commissioner's website: privacy.org.nz/assets/Files/OPC-cloud-PIA.pdf

Information about the Office and its functions, including a range of accountability documents, is available from the Privacy Commissioner's website: privacy.org.nz/about-us/transparency-and-accountability/

Contact

Wellington

Office of the Privacy Commissioner
Level 8, 109 Featherston Street
PO Box 10094
Wellington



Phone: (04) 474 7590

Fax: (04) 474 7595

Website: www.privacy.org.nz

Ask us: www.privacy.org.nz/ask

Email: enquiries@privacy.org.nz

Auckland

Office of the Privacy Commissioner

Level 13, 51 Shortland Street

Auckland

Phone: (09) 302 8680

Website: www.privacy.org.nz

Email: enquiries@privacy.org.

Private Security Personnel Licensing Authority

Governing statutes

The Private Security Personnel Licensing Authority is governed by the following legislation:

- Private Security Personnel and Private Investigators Act 2010
- Private Security Personnel and Private Investigators Regulations 2011
- Private Security Personnel and Private Investigators (Fees) Regulations 2011
- Private Security Personnel and Private Investigators (Specified Date) Order 2011 39
- Private Security Personnel and Private Investigators (Code of Conduct – Surveillance of Individuals) Regulations 2011
- Private Security Personnel and Private Investigators (Forms) Regulations 2011
- Private Security Personnel and Private Investigators (Minimum Training) Regulations 2011
- Trans-Tasman Mutual Recognition Act 1997

Functions and responsibilities

The Private Security Personnel Licensing Authority (the Licensing Authority) was established under the Private Security Personnel and Private Investigators Act 2010 (the Act). The Licensing Authority replaced the Private Investigators and Security Guards Registrar.

The Licensing Authority:

- issues licences and certificates of approval to some people working in the security industry and private investigators,
- disciplines licensees and certificate holders, and
- keeps the register of licensees and certificate holders.

The private security industry includes a broad range of people whose work involves:

- patrolling and monitoring private property and responding to alarm callouts – property guard
- acting as bodyguards – personal guard

- monitoring entry to and behaviour inside premises – crowd controller
- installing security equipment such as alarms and cameras – security technician
- destroying confidential documents – confidential document destruction agents
- consulting on general security – security consultants
- conducting private investigations – private investigator

Structure

The Licensing Authority is appointed by the Governor-General on the recommendation of the Minister of Justice. The Licensing Authority must be a barrister or solicitor of the High Court, with at least five years' experience. Appointments to the position are for a term of three years, and a person may be reappointed.

Records

The Licensing Authority keeps a register of licence and certificate holders.

The register helps you make an informed decision when recruiting an employee or engaging an individual or company to provide private security or private investigation services.

In particular, you can search the register to find out whether a person or company has ever had their licence or certificate suspended or cancelled. Use the register to:

- check whether a person is licensed or certified
- check whether a company is licensed
- check the history of a person's licence or certificate
- check the history of a company's licence.

Contact

Private Security Personnel Licensing Authority Phone: 0800 4PSPLA (477 752) + 64 9 916 9000 between 9am and 5pm, Monday to Friday, not public holidays

Email: PSPLA@Justice.govt.nz

Postal address: Private Security Personnel Licensing Authority DX Box: SX10042 Wellington For overseas mail: Private Security Personnel Licensing Authority Private Bag 32 001 Wellington New Zealand

Public Advisory Committee on Disarmament and Arms Control

Komiti Tohutohu Iwi Whanui Mo Te Tatari I Ngā Rākau A Tūmatatenga

Governing statutes

The New Zealand Nuclear Free Zone, Disarmament and Arms Control Act 1987 provides for the establishment of a Public Advisory Committee on Disarmament and Arms Control.

Functions and responsibilities

The functions of the Committee, as set out in the Act, are to advise the Minister of Foreign Affairs on disarmament and arms control issues, advise the Prime Minister on the implementation of the New Zealand Nuclear Free Zone Act, publish reports on these issues and make recommendations on grants from funds established to promote greater public understanding of disarmament and arms control. The committee makes recommendations for grants from the Peace and Disarmament Education Trust (PADET) and makes grants from the Disarmament Education UN Implementation Fund (DEUNIF). PADET and DEUNIF are administered by the Department of Internal Affairs.

Structure

The Committee consists of nine members, one of whom is the Minister for Disarmament and Arms Control, who is the Committee's chairperson. The Chair role is currently performed by the Undersecretary of Foreign Affairs / Undersecretary of Disarmament and Arms Control, as delegated by the Minister for Disarmament and Arms Control. The other eight members of the Committee are appointed by the Minister of Foreign Affairs. The Secretariat is provided by the International Security and Disarmament Division of the Ministry of Foreign Affairs and Trade.

Records

The Public Advisory Committee on Disarmament and Arms Control's grant decisions are on the department of Internal Affairs website.

Contact

Any communications relating to the Committee should be addressed to:

PACDAC Secretariat International Security and Disarmament Division Ministry of Foreign
Affairs and Trade

195 Lambton Quay

Private Bag 18901

Wellington 6001

Phone: (04) 439 8000

Fax: (04) 439 8519

Public Trust

Governing statutes

Public Trust is successor to the former Public Trust Office that was founded in 1873 to provide a stable, independent and impartial trustee. It is established by the Public Trust Act 2001 and has administrative responsibility for the Act and the Howard Estate Act 1978, as well as functions under a range of different statutes.

Functions and responsibilities

Functions

Public Trust is a statutory corporation and Crown entity. Its principal functions as set out in the PT Act are to:

- Develop, promote, conduct or otherwise participate in the business of providing comprehensive estate management and administration services, including associated legal, financial, and other services; and
- Carry out, perform, or otherwise fulfil functions conferred on Public Trust by the PT Act or any other Act; and
- Carry out, perform, or otherwise fulfil other functions requested by the Minister Responsible for Public Trust acting in agreement with the Minister of Finance (together, referred to as the Responsible Minister), and agreed to by Public Trust; and
- Develop, promote, conduct, or otherwise participate in such other business as Public Trust determines with the approval of the Responsible Minister.

Objectives

The principal objective of Public Trust prescribed in the PT Act is to operate as an effective business and to that end:

- Be as efficient as comparable businesses that are not owned by the Crown; and
- Prudently manage its assets and liabilities; and
- Maintain financial viability in the long-term; and
- Be a good employer; and
- Be an organisation that exhibits a sense of social responsibility by having regard to the interests of the communities in which it operates.

Independence

Public Trust is required by the PT Act to act in an independent manner free from any direction or other instruction from its owner, the Crown, in managing or administering estates and in fulfilling any other fiduciary obligations.

Business Activities

Public Trust's core business is:

- providing estate planning and management, including advising on and writing wills and enduring powers of attorney (EPAs) and assisting private executors through our Executor Assist service;
- trustee services for individuals, businesses (including managed investment schemes and private training establishments) and charities;
- Protection of Personal and Property Rights Act 1988 (PPPR) and personal management services;
- Investment services for fiduciary customers; and
- protective fiduciary services to New Zealanders where there is no other provider or where their needs are unlikely to be met by private sector trustee organisations, including acting as Trustee of Last Resort.

Structure

Governance and Management

Public Trust is governed by a Board of between five and nine members appointed by the Responsible Minister. The Board is required to supervise or direct the management of the affairs of Public Trust.

The Chief Executive of Public Trust is appointed by the Board and may not be a member of the Board. The Chief Executive is responsible to the Board for the efficient and effective management of the affairs of Public Trust.

Operational Structure

There are three major areas of the operational structure of Public Trust:

Retail

This area is responsible for Public Trust's activities relating to its individual, Fee Protect, Charitable Trust and farm customers including Fee Protect customers. Retail comprises a number of teams across New Zealand located at 23 Customer Centres, three corporate sites and a contact centre.

Corporate Trustee Services

This area is responsible for Public Trust's activities relating to its supervisory and trustee functions with teams based in Wellington and Auckland.

Corporate Office

This area provides a range of support services to Retail and Corporate Trustee Services, such as accounting and tax support, information services, legal advice, funds management, marketing and communications, and human resources.

Records

Retail and Corporate Trustee Services

Documents relating to Retail and Corporate Trustee Services customers are kept in a hardcopy file relating to that customer and in the central electronic document management system.

Documents kept in these files include:

- correspondence;
- governing documents, such as the Will or Trust Deed and minutes of meetings;
- decision sheets;
- court documents (if any);
- financial and tax information; and
- information relating to the estate's assets.

Corporate Office

Documents relating to the Corporate Office are kept in a central document management system and in hardcopy files where appropriate.

Such documents include:

- human resources records;
- accounting and tax information and records;
- commercial documents such as contracts;
- policies and procedures; and
- corporate governance documents.

Documents relating to decision-making processes

Public Trust has a number of policies, processes, procedures and system steps to guide decision-making in the following areas:

<ul style="list-style-type: none"> Core Business Wills Enduring Powers of Attorney Personal Assist PPPR Family and Inheritance Trusts Pre-paid Funeral Trusts Charitable Trusts Corporate Trustee Services Executor Assist Estates Fee Protect Tax 	<ul style="list-style-type: none"> Other services / legacy products Social Responsibility Investments Education Trust Insurance Conveyancing Home Loans Pre-paid Estate Admin
<ul style="list-style-type: none"> Common Functions Customer Management Client Risk Management Assets and Liabilities Time, Fees and Billing Payments and Receipts General Processing Accounting Finance 	<ul style="list-style-type: none"> Support Services Information Services Human Resources Legal and Risk Learning and Development Marketing and Communications

Disclosure of Information to the Public

Availability of information

Section 34 of the PT Act requires every Board and Committee member and every employee of Public Trust to:

maintain and aid in maintaining the secrecy of all matters coming to his or her knowledge about the affairs of any estate under administration in Public Trust, or in relation to the affairs of any person concerned in any such estate, except as may be authorised by law or for the purpose of assisting to carry out the powers and functions of Public Trust or the member's or employee's own proper duties.

Accordingly, aside from the exceptions outlined above under no circumstances will information about particular estates under administration or the affairs of customers be disclosed to inquirers other than the relevant customer or other persons who Public Trust determines are entitled to receive the information.

Under the Privacy Act 1993, individuals have the right to request personal information about themselves held by Public Trust.

Official Information within the meaning of the Official Information Act 1982 does not include information held by Public Trust in its capacity as a trustee or in any other fiduciary capacity. When acting as a trustee or in any other fiduciary capacity, Public Trust therefore cannot be required to disclose under the provisions of the Official Information Act any information relating to an estate, such as personal information held about a person or the reasons for making decisions in such capacity.

Contact

The best way to contact Public Trust and ensure that your query is directed to the correct person is via the Contact Centre:

Phone: 0800 371 471

Fax: 0800 371 001

Or from overseas:

Phone: +64 3 977 7956


Fax: +64 3 977 7901

info@publictrust.co.nz

Your call will be answered between 8.00am and 5.30pm, Monday to Friday. You can leave a message outside these hours.

A full list of our Customer Centres can be found at:

www.publictrust.co.nz/contact-us2/find-us.



Requests for general information about Public Trust's products and services can be made online via the enquiry form at www.publictrust.co.nz/contact-us2/request-information or by email to info@publictrust.co.nz.

Requests for personal information under the Privacy Act or official information under the Official Information Act should be made by email to privacy@publictrust.co.nz, or by post to:

The Privacy Officer

Public Trust

PO Box 1598

Auckland 1140

New Zealand Qualifications Authority

Mana Tohu Mātauranga O Aotearoa

Governing statutes

The New Zealand Qualifications Authority (NZQA) is a Crown Entity under the Education Act 1989.

Functions and responsibilities

NZQA's role is to ensure that New Zealand qualifications are regarded as credible and robust, nationally and internationally. Learners from all ages and stages, whānau, teachers, educators, iwi and industry all depend on NZQA to support their aims through managing and improving the New Zealand Qualifications Framework (NZQF), administering the secondary school assessment system, providing independent quality assurance of non-university tertiary education providers.

NZQA is a Crown entity. The Board provides governance and is accountable to the Minister of Education. Leadership and advice are provided by our Strategic Management Team, which is also responsible for the performance and deliverables of the organisation.

Our performance as a Crown entity is monitored by the Ministry of Education

Documents relating to decision-making processes

NZQA maintains on its website guidance material and/or Rules relating to its decision-making processes. This includes:

- Private Training Establishment Registration
- Student Fee Protection
- Approvals for:
 - listing of qualifications
- programmes leading to qualifications
- accreditation to provide approved programmes
- training schemes

- consents to assess against standards
- school courses for international students
- listing of standards on the Directory of Assessment Standards
- qualification recognition services
- National Certificate in Educational Achievement (NCEA) matters such as special assessment conditions, use of technology, breaches of the rules for external assessment, derived grades, reviews and reconsiderations of external assessment results
- complaints management
- Administration of the Code of Practice for the Pastoral Care of International Students including the granting of signatory status.

Structure

As at 30 April 2019 NZQA had 385.444 current permanent FTEs and 33.21 current fixed term FTEs.

Governance

NZQA is governed by an independent board of eight to ten members appointed by the Minister of Education. It was established in 1990 under the Education Act 1989, with its core roles and functions set out in Part 20.

The Board is accountable to the Minister of Education as NZQA's Responsible Minister. The Board is responsible for setting the strategic direction of NZQA in consultation with Ministers, and monitors performance.

The Board ensures also that NZQA carries out its legislative functions and complies with accountability requirements.

Two Board sub-committees support the work of the Board:

- the Audit Committee, which reviews and recommends actions to help the Board fulfil its responsibilities relating to accounting, reporting practices, internal audit and legislative compliance
- the Appointment and Remuneration Committee, which oversees the effective management of the appointment and remuneration of the Chief Executive and the remuneration of the Chief Executive's direct reports

Chief Executive

The Chief Executive of NZQA is Dr Karen Poutasi. The Chief Executive has a role managing the organisation's employees, who carry out NZQA's work based on the direction and

expectations of the Board and Ministers. The Board sets annual key result areas to guide the Chief Executive.

Divisions

NZQA is divided into three main Divisions, based around our key roles: Strategic and Corporate Services, Assessment, and Quality Assurance. Each of these Divisions is led by a Deputy Chief Executive. NZQA is also supported by three offices, the Office of the Deputy Chief Executive Māori, the Office of the Deputy Chief Executive Digital Assessment Transformation and the Office of the Chief Executive.

The Strategic and Corporate Services Division is responsible for:

- oversight of NZQA's Future State programme
- planning and performance, and customer insight
- finance, information services, people and capability, administration, and legal services
- internal audit.

The Assessment Division is responsible for:

- external assessment of achievement standards
 - NCEA and New Zealand Scholarship
 - logistical operations and support
- assessment and moderation services - moderation and support of school-based internal assessment for NCEA
- assessment quality assurance and liaison
- data and data analysis
- maintaining the standards-based Record of Achievement
- qualification services - development, implementation, maintenance, support and review of certain unit standards and related qualifications

The Quality Assurance Division is responsible for:

- making rules in regard to qualifications, programmes and training schemes that apply across the tertiary education sector
- registering private training establishments
- administering the New Zealand Qualifications Framework
- approving all qualifications and programmes developed by private training establishments, government training establishments, wānanga, and institutes of technology and polytechnics

- registering and quality assuring standards as part of the Directory of Assessment Standards
- administering the Code of Practice for the Pastoral Care of International Students.
- Qualification recognition services – for people from overseas who need their qualification recognised.

The Office of the Deputy Chief Executive Māori is responsible for the work across two teams led by the Manager Māori Strategy and Chief Advisor Pasifika. These two teams support NZQA by:

- Providing strategic leadership and influence to strengthen the organisational relationship with Māori and Pasifika stakeholders,
- Providing leadership and management of Te Kōkiritanga (NZQA's Maori Strategic Action Plan) and Takiala Pasifika (NZQA's Pasifika Strategic Action Plan),
- Giving effect to NZQA's commitment to Māori and Pasifika learners succeeding in education
- Contributing to and/or managing projects of significance relevant to NZQA's contribution to Maori and Pasifika educational achievement, and
- Building the cultural capability of NZQA staff so they are enabled to contribute effectively to relevant NZQA business outputs and deliverables and to develop business systems and processes that take account of cultural views and practises.

The Office of the Deputy Chief Executive Digital Assessment Transformation is responsible for:

- Oversight and implementation of NZQA's programme to move to online delivery of external assessment
- The Office of the Chief Executive is responsible for:
- executive support to the Chief Executive and Board
- communications
- Chief Executive and Ministerial services.

Records

All parts of NZQA maintain appropriate records, both in paper form and electronically. These records include:

- policy documents
- human resources, finance and administration
- correspondence, including with the Minister of Education

- parliamentary questions
- relevant Cabinet papers
- documents generated through its core roles and functions.

The New Zealand Qualifications Framework contains a comprehensive list of all quality-assured qualifications in New Zealand. It enables New Zealand to describe its quality-assured qualifications using internationally recognised levels of learning and defined qualification types, and is built around the concept of learning outcomes. It is the single, definitive source for accurate and current information on New Zealand qualifications. Searches for a qualification, or provider of the qualification, can be made on NZQA's website at www.nzqf.govt.nz or www.nzqa.govt.nz/nzqf.

The Directory of Assessment Standards lists all quality assured unit and achievement standards, known collectively as 'assessment standards'. The assessment standards listed on the Directory of Assessment Standards can contribute to standards-based (e.g. NCEA) or New Zealand qualifications.

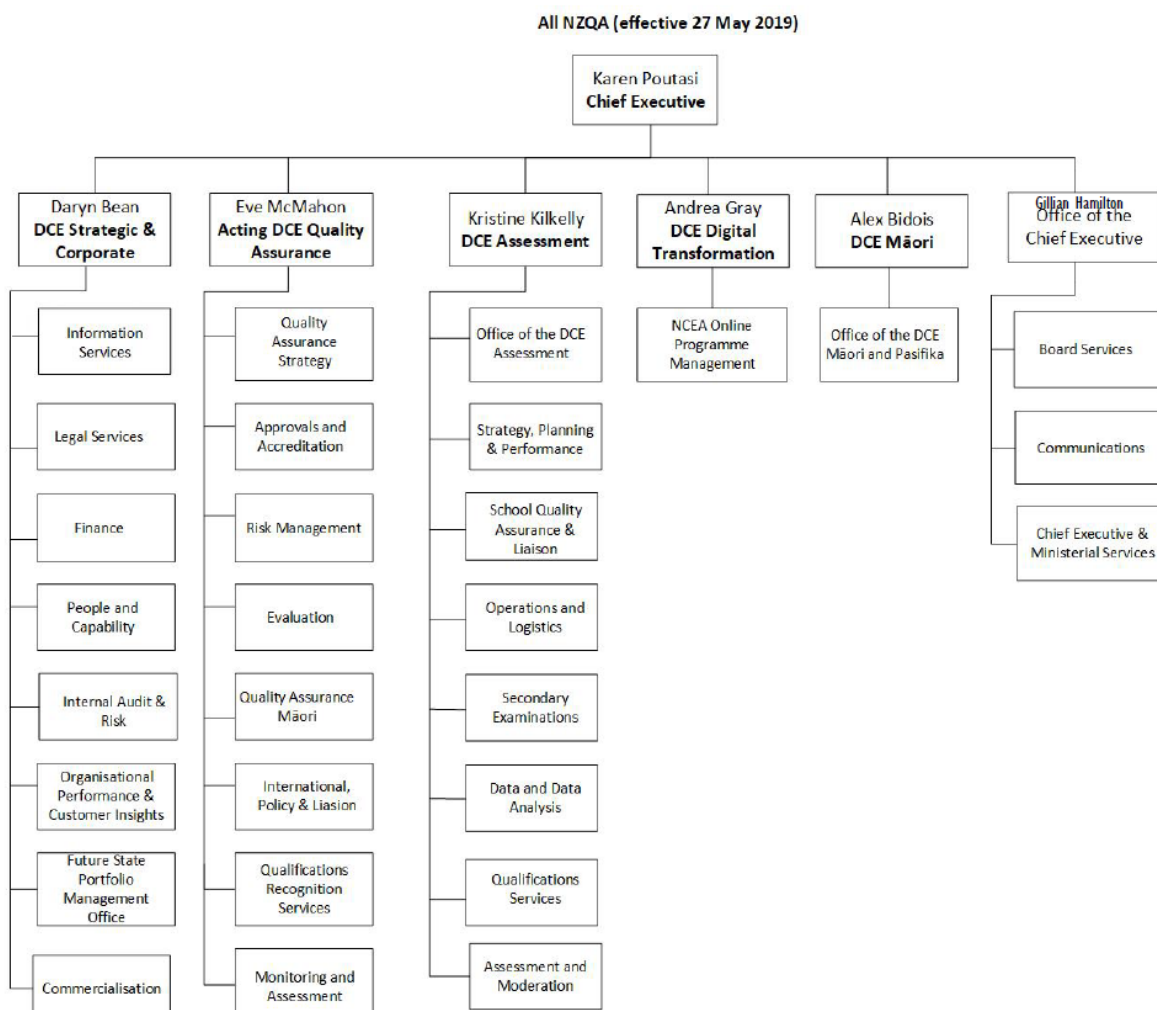
For Assessment Standards see: www.nzqa.govt.nz/qualifications-standards.

The NZQA website also contains the full list of registered private training establishments and information on the quality-assured training and education they provide.

Tertiary sector quality assurance

Quality assurance processes in the non-university tertiary sector ensure government and individuals are investing time and money in quality education and training. Quality assurance takes the form of entry processes (for organisations and qualifications) and then the ongoing maintenance of quality. NZQA's principal mechanism for evaluating ongoing quality is the process of external evaluation and review in which all tertiary education organisations must participate at least once every four years. External evaluation and review reports are available at: www.nzqa.govt.nz/providers-partners/registration-and-accreditation/external-evaluation-and-review .

Organisational chart



Publications

NZQA produces a number of publications. See www.nzqa.govt.nz/about-us/publications/.

These include: newsletters and circulars for the secondary and tertiary sectors, strategic documents and brochures about NCEA.

Future changes

The Ministry of Education has a number of proposed changes to legislation which may affect NZQA.

NZQA's Future State portfolio is focused on ensuring that NZQA's services are fit for purpose to meet the current and future needs of learners, education providers, employers and society in a world that is increasingly global, digital and connected. It has as its focus Kia noho takatū ki tō āmua ao: Qualify for the future World.

More information can be found at: www.nzqa.govt.nz/about-us/future-state/

Contact

L13, 125 The Terrace

Wellington 6011

PO Box 160

Wellington 6140

Phone (04) 463 3000

Fax (04) 463 3112

www.nzqa.govt.nz

Queen Elizabeth the Second National Trust

Open Space New Zealand/Ngā Kairauhī Papa

Governing statutes

The Queen Elizabeth the Second National Trust was established by the Queen Elizabeth the Second National Trust Act 1977 to encourage and promote the provision, protection, and enhancement of open space for the benefit and enjoyment of the people of New Zealand.

Functions and responsibilities

Our mission is to partner with landowners to protect special places on private land for the benefit of present and future generations. Our vision is to inspire new protection and stewardship and to inspire New Zealanders to work with, and support us, to protect private land.

We are an independent charitable trust that partners with private landowners to protect natural and cultural heritage sites on their land with covenants. A covenant is an agreement between us and a landowner to protect land forever. The landowner continues to own and manage the protected land, and the covenant protects the land, even when the property is sold to a new owner.

Our partnerships have created a growing network of over 4500 protected areas throughout Aotearoa, ranging from small backyard patches to huge swathes of high country. These covenants protect more than 180,000 ha of private land, and play a critical role as a refuge for some of New Zealand's rarest and most endangered biodiversity and ecosystems

QEII National Trust also plays an important role assisting local authorities meet their responsibilities under the Resource Management Act 1991. Under section 6, local authorities must recognise and provide for matters of national importance including:

- the preservation of the natural character of the coastal environment
- the protection of outstanding natural features and landscapes
- the protection of significant indigenous vegetation and habitats of indigenous fauna.

QEII National Trust works in partnership with councils offering an 'independent' relationship with landowners, legal expertise, and ongoing monitoring of covenants. As an environmental and resource management tool QEII covenanting is robust, simple and highly cost effective.

Summary at 20 June 2019

Agreement type	Number	Hectares
Registered covenants	4,579	174,941.9
Approved covenants	294	10,757.8
Formal agreements	33	928.3
TOTAL	4,906	186,628.0

Structure

Our Board is responsible for executive control and management of the QEII National Trust.

Our Board is made up of six directors. The Minister of Conservation appoints four directors who have the right mix of environmental and conservation values, and who can reflect the interests of rural landowners, and the interests of the Maori community. QEII National Trust members elect the remaining two directors.

We have around 20 people in our office in Wellington – this team covers legal, ecological, health and safety, and policy advice, and coordinates nationwide activities. We also have 26 Regional Representatives nationwide.

Records

QEII National Trust holds documents related to the areas we protect, pertaining to ecological information, landowner details, covenant negotiation, decisions of the Board and those made under delegated authority, and so on. We also hold records related to our general administration.

Documents relating to decision-making process

Our Act is the primary document related to our decision making. We also have policies and procedures related to our general operations.

Contact

QE II National Trust

PO Box 3341

Level 4, 138 The Terrace

Wellington

04 472 6626

info@qeii.org.nz

www.qeiiinternationaltrust.org.nz

Queenstown Airport Corporation Limited

Governing statutes

Queenstown Airport Corporation Limited is a Company established by the Airport Authorities Act 1966 and by virtue of the consent contained in the Airport Authorities (Queenstown Airport Corporation Limited) Order 1989.

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 a Company the power to establish, improve, maintain, operate, and manage airports and acquire land for those purposes.

Until 2 August 1989, Queenstown Airport was operated by the Crown, Queenstown-Lakes District Council and Arrowtown Borough Council as the Queenstown Airport Authority.

From that date, Queenstown Airport Corporation Limited has owned and operated Queenstown Airport situated at Frankton as a commercial undertaking. The shares in the Company are held by Queenstown-Lakes District Council and Auckland Airport Holdings (No.2) Limited.

Structure

Directors The Directors of Queenstown Airport Corporation Limited are appointed by the Shareholders. The number of Directors at any particular time is not to be less than three nor more than the maximum number determined by the Shareholders.

Management The corporate office of Queenstown Airport Corporation Limited is situated at Queenstown Airport. The Chief Executive Officer is responsible to the Directors for the day to day operation of the Airport.

Records

The records and files held are those records and files that a private company is required to hold by law and the additional records necessary for the conduct of an airport operation.

Committees

The statutory officers within the organisation are the officers required of private companies under the provisions of the Companies Act 1993.

Publications

Statements of Intent, Annual Reports (including audited financial statements), the Annual Profile or Review and Disclosure Accounts (as required under the Airport Authorities (Airport Companies Information Disclosure) Regulations 1999) detailing the operations of the Company are available from the Queenstown Airport website www.queenstownairport.co.nz.

Company documentation including the Constitution is available at the New Zealand Companies Register at www.business.govt.nz

Contact

The Chief Executive Officer

Queenstown Airport Corporation Limited

PO Box 2641

Queenstown 9349

Phone: 03 450 9031

Fax: 03 442 3515

sara.irvine@queenstownairport.co.nz

Quotable Value Limited

Governing statutes

Quotable Value was established under the State-Owned Enterprises Act 1987 and the Companies Act 1993 in 1998. It does not administer any Acts of Parliament.

Functions and responsibilities

Quotable Value has operations in New Zealand and Australia. QV offers independent and extensive valuation, rating and taxation and property services across the residential, rural, government, commercial and industrial sectors in New Zealand and Australia. Quotable Value has multiple brands offering different services tailored to different sectors of the market:

- QVratingvalue: Rating services for local authorities around New Zealand
- QVhomevalue: Residential property valuation and advisory services.
- Ruralvalue: Rural property valuation and advisory services.
- QV Australia: Rating services for local authorities in New South Wales.
- Darroch: Property management services and property valuation and advisory services specialising in commercial and industrial property.

Structure

The Board of QC consists of the Chairperson (Greg Fortuin), Deputy Chair and six directors.

QV has offices throughout New Zealand and locations in Australia. The corporate office is located in Petone, Lower Hutt. The Executive leadership team are:

- Jacquie Barker, Chief Executive
- Melanie Lewis, General Manager Operations, Brendan Bodger, General Manager Operational Transformation and Rochelle Clancy, Chief People Officer.

Records

Quotable Value holds property records on behalf of clients, as well as normal commercial business records.

Documents relating to decision-making processes

Quotable Value holds an array of policies and guidelines to assist with various decision-making processes.

Contact

Quotable Value Corporate Office

Ph: 0800 786 822 8.30am-5pm Mon-Fri.

Level 1, QV House 22 Nevis Street

Petone

Wellington

Private Bag 39818

Wellington Mail Centre

Lower Hutt 5045

For individual office contact details go to qvgroup.qv.co.nz/contact-us.

New Zealand Registered Architects Board

Governing statutes

Registered Architects Act 2005

Functions and responsibilities

Registers and disciplines architects

Structure

Board of six to eight members. Four staff.

Records

Board minutes

Documents relating to decision-making processes

Registered Architects Rules 2006

Publications

Annual Report

Contact

Paul Jackman, Chief Executive NZRAB

PO Box 11106

Wellington

04 471 1336

paul@nzrab.org.nz

www.nzrab.nz

Racing Board, New Zealand

Governing statutes

The New Zealand Racing Board is established as a body corporate under the Racing Act 2003.

Functions and responsibilities

The objectives of the New Zealand Racing Board are:

- To promote the racing industry; and
- To facilitate and promote racing betting and sports betting; and
- To maximise its profits for the long-term benefit of New Zealand racing

The specific functions of the New Zealand Racing Board are:

- To develop policies that are conducive to the overall economic development of the racing industry, and the economic well-being of people who, and organisations which, derive their livelihoods from racing.
- To determine the racing calendar each year and issue betting licences.
- To conduct race betting and sports betting and make rules relating to betting.
- To distribute funds obtained from betting to the racing codes.
- To administer the racing judicial system.
- To develop or implement or arrange for the development or implementation of programmes for the purposes of reducing problem gambling and minimising the effects of that gambling.
- To undertake or arrange for the undertaking of research, development and education for the benefit of New Zealand racing.
- To use its resources, including financial, technical, physical, and human resources, for purposes that, in the opinion of the Board, will directly or indirectly benefit New Zealand racing.
- To keep under review all aspects of racing and to advise the Minister of those aspects, either on its own initiative or at the request of the Minister.
- Any other functions that it is given by or under this Act or any other Act.

Structure

The governing body of the Board may consist of up to seven members appointed by the Minister of Racing. The governing Board, as at 11 June 2019, comprises Glenda Hughes (Independent Chair), Bill Birnie (Independent Member), Graham Cooney (Independent Member), Mauro Barsi (Greyhound Racing Nominated Member), Rod Croon (Harness Racing Nominated Member) and Greg McCarthy (Thoroughbred Racing Nominated Member). The Chair is appointed by the Minister in consultation with the racing industry.

Three persons are appointed by the Minister on the nomination of the New Zealand Thoroughbred Racing Inc, Harness Racing New Zealand In and the New Zealand Greyhound Racing Association Inc.

Three persons are appointed by the Minister on the advice of the nomination advisory panel. The New Zealand Racing Board, as at 11 June 2019, employs 863 people.

Heading the organisation is the Chief Executive Officer who is responsible for the overall management of the New Zealand Racing Board's business. The NZ Racing Board is structured functionally into six groups, each headed by an Executive General Manager who reports and is accountable to the Board's CEO.

Records

Comprehensive records, registers and information on products, services, departments and their activities is maintained at National Office including:

- Minutes of Board Meetings
- Statements of Intent
- Business Plans
- Annual Reports
- Code Statements of Intent
- Code Business Plans
- Code Annual Reports
- Code Rules (includes Constitutional Rules)
- Club Annual Reports
- Financial plans and reporting
- Audit reports
- Technical reports, standards and system specifications
- Policy documents

- Practice and procedure manuals
- Education and training manuals
- Programming standards
- Employment and commercial contracts and agreements
- Licences
- Trademark and patent registrations

Publications

Publications that are published by the New Zealand Racing Board for the industry and the public are available via the New Zealand Racing Board's website www.nzracingboard.co.nz.

Contact

Head Office

The Chief Executive's Office

New Zealand Racing Board

106-110 Jackson Street

Petone

Lower Hutt 5012

PO Box 38 899

Wellington Mail Centre

Lower Hutt 5045

Phone: (04) 576 6999

Fax: (04) 576 6942

Radiation Protection Advisory Council

Governing statutes

The Radiation Protection Advisory Council was established by the Radiation Protection Act 1965.

Functions and responsibilities

The functions of the Council are to advise and make recommendations to:

- the Director-General of Health in respect of applications for licences under this Act which are referred to it by the Director-General for its advice and recommendations thereon;
- the Minister of Health in respect of the exercise of any powers vested in the Minister by this Act;
- the Minister of Health in respect of any regulations made or proposed to be made under this Act; and
- the Minister of Health in respect of any other matter to which this Act relates or which is referred to the Council by the Minister".

Structure

The Council consists of seven members appointed by the Minister of Health, or ex officio. Membership of the Council is as follows:

- the Director-General of Health;
- the Director of the National Radiation Laboratory of the Ministry of Health;
- two persons, each of whom shall be either a radiologist or a radiotherapist;
- a medical practitioner; and
- two persons who by reason of academic or technical training have relevant knowledge of, or experience in, the use of ionising or non-ionising radiation, and of whom at least one is a qualified physicist.

Members hold office for a period of three years but may be reappointed for a second term.

Medical Licensing Advisory Committee

The Council is required in section 2(2) of the Radiation Protection Act 1965, to appoint an advisory committee to advise the Council if "any question arises as to whether any person has special knowledge in the safe use or application of irradiating apparatus or radioactive 72 materials for the purposes of diagnosing, treating, or alleviating any abnormal condition of the human body". The committee, titled the Medical Licensing Advisory Committee, has been established and meets regularly. It reports to the Radiation Protection Advisory Council.

Records

The Council presents an annual report to the Minister of Health. The report summarises the Council activities for the year and copies are retained by the Council's secretary.

The minute books for both the Council and the Medical Licensing Advisory Committee, and Council files are located at the National Radiation Laboratory, Christchurch.

Documents relating to decision-making processes

The Radiation Protection Act 1965 and Regulations arising from the Act are the main reference documents for the Council.

Future changes

The Radiation Protection Advisory Council will exist until March next year, and then it will be replaced with the Radiation Safety Advisory Council under the new Radiation Safety Act 2016.

More information is available on the Ministry of Health website:

www.health.govt.nz/publication/proposed-radiation-safety-regulations-consultation-document

Contact

Contact details for both the Council and the Medical Licensing Advisory Committee are:

Office of Radiation Safety

Ministry of Health

6 Hazeldean Road

Christchurch

Radio New Zealand

Te Reo Irirangi O Aotearoa

Governing statutes

Radio New Zealand Limited is a Crown Owned Company established in December 1997 by the Radio New Zealand Act 1995, and it functions in terms of this Act and the Broadcasting Act 1989 and Amendments.

Functions and responsibilities

The Radio New Zealand Amendment Act received Royal assent from 1 April 2016. The legislation makes some amendments to the Radio New Zealand Charter. The updated Radio New Zealand Charter is available at www.radionz.co.nz/about/charter

Radio New Zealand Ltd was formed as a Crown Owned Company by the Government following the separation of the commercial radio networks and the non-commercial networks and services funded by the Broadcasting Fee; the commercial states were then sold. The shareholders are the Minister of Finance and the Minister Responsible for Radio New Zealand. The Company also has a responsibility to the Minister of Broadcasting on broadcasting matters.

The Company's functions are set out in the Radio New Zealand Charter (c 7.1 of the Radio New Zealand Act 1995) which states:

1. The functions of the public radio company shall be to provide innovative, comprehensive, and independent broadcasting services of a high standard, and without limiting the generality of the foregoing, to provide:
 - a. Programmes which contribute towards intellectual, scientific, cultural, spiritual and ethical development, promote informed debate, and stimulate critical thought; and
 - A range of New Zealand programmes, including information, special interest, and entertainment programmes, and programmes which reflect New Zealand's cultural diversity, including Maori language and culture; and
 - Programmes which provide for varied interests and from a range of age groups within the community, including information, educational, special interest, and entertainment programmes; and
 - Programmes which encourage and promote the musical, dramatic, and other performing arts, including programmes featuring New Zealand and International composers, performers and artists; and

- A nationwide service providing programming of the highest quality to as many New Zealanders as possible, thereby engendering a sense of citizenship and national identity; and
 - Comprehensive, independent, impartial and balanced national news services and current affairs, including items with a regional perspective; and
 - Comprehensive, independent, impartial, and balanced international news services and current affairs; and
 - An international radio service to the South Pacific which may include a range of programmes in English and Pacific Island languages; and
 - Archiving of programmes which are likely to be of historical interest in New Zealand.
2. In providing broadcasting services, the public radio company shall take account of: a.
- Recognised standards of excellence; and
- Its responsibility as the provider of an independent national broadcasting service to provide a balance between programmes of wide appeal and programmes of interest to minority audiences; and
 - The broadcasting services provided by other broadcasters; and
 - Surveys, commissioned annually, of persons who are members of its current audiences to establish whether those members consider that the quality and quantity of its services are being maintained in accordance with subsection (1); and
 - Surveys, commissioned annually, of persons who are not members of its current audiences.

Subsections (1) and (2) of this section constitute the Charter of the public radio company. The Charter shall be reviewed by the House of Representatives at five-yearly intervals.

Structure

Radio New Zealand is headed by a board of eight directors appointed under statutory provisions and responsible to the Ministers. A chief executive is appointed by and responsible to the Board.

Responsible to the Chief Executive/Editor in Chief are:

- CFO / Business Transformation and Strategy
- Head of News
- Head of Digital Content
- Head of Radio and Music
- Head of Audience Strategy

- Chief Technology and Operations Officer
- Manager People and Development

Networks operated by Radio New Zealand are:

- RNZ National: a nationwide public radio network that focuses primarily on news and information;
- RNZ Concert: a nationwide network that provides classical music and music-related features;
- RNZ Pacific provides shortwave services to Pacific countries on behalf of the Ministry of Foreign Affairs and Trade; and
- AM Network: Broadcasts daily coverage of Parliament.
- www.rnz.co.nz

Records

Records Retained: Financial company and corporate records are kept at the Company's registered office in Radio New Zealand House, 155 The Terrace, Wellington. Files on all aspects of Company policy are kept in this location.

Retention of Records: In general, business, policy and planning files are retained for a seven year period; programme, news and current affairs scripts for from one to seven years; and programme and audio-insert tapes up to three months. Archive material is an exception, being retained indefinitely by Radio New Zealand Archives (Christchurch) Nga Taonga Korero.

Documents relating to decision-making processes

RNZ Charter RNZ Policy Manual HR Manual Payroll Manual Collective Employment Agreements

Contact


Radio New Zealand

PO Box 123 Wellington

(04) 474 1999

rnz@radionz.co.nz

www.rnz.co.nz



Official Information Act requests and Formal Complaints should be addressed to the Chief Executive.

Real Estate Authority

Governing statutes

The Real Estate Authority (REA) was established by the Real Estate Agents Act 2008 as the independent regulator of the real estate industry. It is a Crown agent under the Crown Entities Act 2004.

Functions and responsibilities

The main functions of REA are to:

- administer a licensing regime for agents, branch managers, and salespeople, including the granting and renewal of licence applications
- ensure that the register of licensees is established, kept, and maintained
- develop practice rules for the Minister's approval and maintain these rules for licensees, including ethical responsibilities
- set fees and levies
- appoint Complaints Assessment Committees and maintain a panel of persons suitable to serve as members of Complaints Assessment Committees
- develop consumer information on matters relating to real estate transactions, including approved guides on agency agreements and sale and purchase agreements
- develop and provide consumer information on matters relating to the provision of real estate services, including providing the public with information on how to make a complaint
- set professional standards for agents
- investigate and initiate proceedings in relation to offences under this Act and any other enactment
- investigate of its own motion any act, omission, allegation, practice, or other matter which indicates or appears to indicate unsatisfactory conduct or misconduct on the part of a licensee
- provide procedures for the lodging of complaints
- receive complaints relating to the conduct of licensees.

The Authority issues licences, receives complaints about the conduct of licensees and runs the first tier of the disciplinary system. It appoints Complaints Assessments Committees to deal with complaints and allegations about the conduct of licensees.

The Authority must make practice rules that provide for a code of professional conduct and client care. It may also make practice rules relating to continuing education. The Authority must consult with the industry on any practice rules that it proposes to make and the practice rules must be approved by the responsible Minister.

Structure

The REA Board consists of 6 members one of whom is the Chair. Members are appointed by the Minister. Appointment is for a term of up to 3 years, which is subject to renewal.

The Chief Executive has responsibility for the administration of REA. The Registrar has responsibility for maintaining the register of licensees and making decisions about licensing. REA employs about 50 staff.

Records

The main documents held by REA relate to licensing applications, and complaints about the conduct of licensees. REA also maintains a public register of all current licensees.

Publications

- Annual statement of intent and report to Parliament
- Practice rules, including a code of professional conduct and client care and any continuing education requirements.
- Approved consumer guides relating to agency and sale and purchase agreements.
- Consumer information on real estate transactions and services.
- Decisions made by Complaint Assessment Committees.

Contact

Real Estate Authority

Level 4, 95 Customhouse Quay

PO Box 25371

Wellington 6146

0800 367 7322

info@rea.govt.nz

www.rea.govt.nz

Remuneration Authority

Relevant acts

- Remuneration Authority Act 1977
- Governor General Act 2010
- Members of Parliament (Remuneration and Services) Act 2013
- Local Government Act 2002
- Crown Entities Act 2004

Functions and responsibilities

The Remuneration Authority Act 1977 defines the following areas of the Authority's jurisdiction:

- to determine salaries, allowances (basic expenses allowance and office-holder allowance) and superannuation rights and obligations of Members of the House of Representatives
- to determine salaries, principal allowances and superannuation rights and obligations of members of the Judiciary
- to determine the remuneration of specified statutory officers.

The Authority is required to, under the Governor-General Act 2010, determine the salary of the Governor-General and the yearly rate of annuity payable to a former Governor-General.

Under the Members of Parliament (Remuneration and Services Act) 2013, the Authority determines entitlements to all accommodation services in New Zealand for members of Parliament and Ministers, and entitlements to travel services within New Zealand for partners and dependents of members of Parliament and Ministers.

The Authority is also required to fix the rate of annuity payable to a former Prime Minister and to the surviving spouse or partner of a former Prime Minister; and determine the entitlements (if any) to travel services within New Zealand of former Prime Ministers and their spouses or partners.

The Authority prescribes procedures for resolving issues that arise about the eligibility of former members of Parliament (who were elected before the 1999 general election) for travel entitlements.

Under the Local Government Act 2002, the Authority is required to determine the remuneration, allowances and expenses of the elected members of local authorities.

The Crown Entities Act 2004 requires the Authority to determine the remuneration of members of independent Crown entities and members of Crown agents or autonomous Crown entities that are corporations sole.

Schedule 4 of the Remuneration Authority Act 1977 lists those independent statutory officers whose remuneration is determined by the Authority.

Structure

The Authority comprises a Chairperson and two other members appointed by the Governor-General by Order in Council. A Director and Analyst/Administrator are responsible to the Authority for its day-to-day functioning.

Records

The records held by the Authority relate to its function as a remuneration-fixing body, and include submissions from bodies and individual persons. In addition, it holds survey material related to the salaries and conditions of employment of senior positions in the public and private sectors. There are secrecy obligations placed on the Authority and its staff by virtue of section 9 of the Remuneration Authority Act 1977.

Publications

The Authority presents an annual report to Parliament, which is published on the Authority's website. The Authority's determinations which are published in the New Zealand Gazette are also made available on the Authority's website.

Contact

Remuneration Authority

PO Box 10 084

Wellington 6143

(04) 499 3068

info@remauthority.govt.nz

www.remauthority.govt.nz

Representation Commission

Te Komihana Whakataurahi Pōti

Governing statutes

The Representation Commission, established under authority of the Electoral Act 1993, is responsible for the periodical re-adjustment of electoral district boundaries (both General and Maori).

Functions and responsibilities

The Commission is convened by the Surveyor-General every five years, following receipt from the Government Statistician of a report on the electoral population of New Zealand, derived from the five-yearly population census and the electoral option given to New Zealand Maori.

In formulating electoral boundaries, the Commission follows prescribed population quotas and is also required to take into account existing electoral boundaries, community of interest, communications and topographical features, and, in the case of the Maori electorates, tribal affiliations. Details of the proposed boundaries are published with provision for objections and counter objections to be lodged and considered before final boundaries are determined. The Commission is required to submit its final report of names and boundary details to the Governor-General. These are proclaimed, and become effective at the next succeeding general election.

Structure

The Commission comprises:

- the Chairperson, who is appointed by the Governor-General following nomination by the members of the Commission;
- four official members, who are the Surveyor-General, Government Statistician, Chief Electoral Officer, and Chairperson of the Local Government Commission; and
- two members who represent the Government and the Opposition.

For the purpose of determining the boundaries of the Maori electoral districts the Commission also comprises:

- the Chief Executive of Te Puni Kokiri; and

- two persons of Maori descent who represent the Government and the Opposition.

Clerical services and funding are provided by the Chief Electoral Office of the Ministry of Justice, which is responsible for administration of the Electoral Act 1993. Technical services are provided by Land Information New Zealand and Statistics New Zealand.

Records

The following records are held by the Commission:

- electoral population statement from Deputy Government Statistician;
- calculations determining number of electoral districts, population quotas and tolerances – Surveyor-General;
- maps of provisional boundary proposals – Surveyor-General;
- statement of electoral population within provisional districts – Surveyor-General;
- draft statement of electoral population within proposed districts – Surveyor-General;
- Published Map Series NZMS90 depicting proposed district boundaries;
- description and any classification of the boundaries of the proposed districts together with a summary in respect of each proposed district of the reasons why the boundaries described are being proposed;
- objections to boundary proposals and a summary thereof as published in the New Zealand Gazette and counter-objections;
- written submissions received under section 34 of the Electoral Act;
- minutes of Commission proceedings;
- sundry correspondence relating to Commission activities, timetabling, objection process, etc;
- published final report to the Governor-General with description of final boundaries, names and classification of electoral districts together with summary of objections, counter-objections and decisions thereon – Parliamentary Paper H1; and
- Published Map Series NZMS90 (final edition) depicting district boundaries.

Contact

The Chief Electoral Officer

Level 9, 180 Molesworth Street

PO Box 3220

Wellington

Phone: (04) 495 0030

Fax: (04) 495 0031

chief.electoral.office@justice.govt.nz

www.elections.org.nz

REANNZ (Research and Education Advanced Network NZ)

REANNZ is New Zealand's designated National Research and Education Network (NREN) to support the research, education and innovation sectors.

REANNZ's high performance network enables researchers to connect, collaborate and contribute to world-leading research to benefit New Zealand and the world.

This network was formerly called KAREN – the Kiwi Advanced Research and Education Network.

Acts administered

Research and Education Advanced Network New Zealand Limited (REANNZ) is a Crown-owned company, under schedule 4 of the Public Finance Act 1989 and incorporated under the Companies Act 1993. Its shareholders are the Minister of Finance and the Minister of Research, Science and Innovation. It does not administer any legislation.

REANNZ is subject to the Official Information Act 1982 and the Ombudsman Act 1975.

Functions and responsibilities

REANNZ's purpose is to establish, own and operate a high-speed data network dedicated to New Zealand's research, education and innovation sector.

REANNZ's research, education and innovation objectives are to:

- enable and support data-intensive science, research and innovation.
- facilitate connectivity throughout the New Zealand and the international research and education community.

REANNZ's governance objectives are to:

- operate in a financially sustainable manner and manage foreseeable upgrades and increases in network capacity through the accumulation of reserves.

Structure

REANNZ's Board of Directors are appointed by its shareholding Minister. The Board appoints the Chief Executive, who is responsible for the day-to-day operations of REANNZ.

Publications

REANNZ's reporting documents and communications are available on its website:
www.reannz.co.nz

Contact

Research & Education Advanced Network New Zealand Limited

22 The Terrace

PO Box 3325

Wellington 60140

(04) 913 1090

info@reannz.co.nz

www.reannz.co.nz

Reserve Bank of New Zealand

Legislation

A Crown agency, the Reserve Bank exercises powers across the financial sector that are derived from several pieces of legislation:

- **The Reserve Bank of New Zealand Act 1989 (the Act):** Under the Reserve Bank of New Zealand Act 1989 ('the Act'), the Reserve Bank is responsible for formulating and implementing monetary policy, promoting a sound and efficient financial system, and carrying out other functions and exercising other powers as set out in the Act. The Act provides for the appointment of the Reserve Bank's Board of Directors, Governor and Deputy Governors, and its corporate powers. It also provides for the Bank's powers and functions in respect of banking supervision, and payments and settlement systems.
- **The Insurance (Prudential Supervision) Act 2010:** The Reserve Bank issues licences to insurers carrying on insurance business in New Zealand and undertakes prudential supervision of licensed insurers.
- **The Anti-Money Laundering and Countering Financing of Terrorism (AML/CFT) Act 2009:** The Reserve Bank supervises banks, life insurers, and non-bank deposit takers for compliance with measures to detect and deter money laundering and terrorism financing. Several other government sector agencies supervise other businesses for compliance with AML/CFT laws and regulations.
- **The Non-bank Deposit Takers Act 2013:** The Reserve Bank acts as the prudential regulator and licensing authority for non-bank deposit takers. Trustee companies also have obligations under the Act. These include ensuring certain prudential content is included in licensed NBDTs' trust deeds. Trustees must report to the Bank any non-compliance with the Act and regulations by the licensed NBDT. Trustees are licensed by the Financial Markets Authority under the Financial Markets Supervisors Act 2011.

Functions and responsibilities

The Reserve Bank regulates and supervises banks and insurance companies, issues banknotes and coins to banks, runs the inter-bank payment and settlement system, keeps inflation low and stable, and manages approximately \$25 billion of the nation's foreign reserves.

Monetary policy

Under the Reserve Bank of New Zealand Act 1989, the Bank, acting through the Monetary Policy Committee, is responsible for managing monetary policy to achieve and maintain overall price stability and support maximum sustainable employment.

Financial stability

The Act also directs the Bank to promote the maintenance of a sound and efficient financial system.

To achieve this, the Bank registers banks and operates a prudential supervision system designed to encourage banks, non-bank deposit takers (NBDTs) and insurance companies to manage their risks carefully. The Reserve Bank acts as banker to the banks, providing inter-bank settlement facilities and related payment services. It advises the Government on the operation of the financial system. It manages foreign exchange reserves to enable intervention in the foreign exchange market, if required.

A safe and efficient payments system is critical to supporting day-to-day financial transactions in the economy. For this reason, the Reserve Bank oversees and operates New Zealand's wholesale payment and settlement systems.

The Bank also monitors and liaises with financial markets to manage liquidity in the New Zealand banking system, and manages foreign reserves to support monetary policy objectives and maintain orderly markets.

Currency

The Reserve Bank issues New Zealand's currency. As required by statute, it controls the design and printing of the nation's currency. It then issues currency to banks, which they, in turn, provide to their customers. The Reserve Bank also withdraws from circulation and destroys damaged or unusable currency.

Structure

The Reserve Bank's internal structure is made up of several departments under six groups:

1. Financial Stability

- Supervision
- Financial System Policy & Analysis
- Data & Statistics

2. Economics, Financial Markets, and Banking

- Economics
- Financial Markets

- Banking

3. Finance

- Treasury
- Finance

4. Governance, Strategy, and Corporate Relations

- Performance and Corporate Relations
- Communications
- Risk and Audit
- Legal

5. People and Culture

- Human Resources – People & Advice
- Organisational Development – Culture & Capability

6. Business Operations

- Digital Services
- Property Assets & Security
- Auckland Office

Authority and Accountability

The Reserve Bank is wholly owned by the New Zealand Government. The Bank's authority and accountability are based on:

- the Reserve Bank of New Zealand Act 1989, which specifies the Reserve Bank's functions and duties
- the Bank's Funding Agreement, which is a five-yearly agreement between the Governor and the Minister of Finance that specifies how much of the Bank's income can be retained by the Bank to meet its operating costs
- the Statement of Intent (SOI), which is an annual statement provided to the Minister of Finance covering the Bank's operating environment, functions, objectives and strategies for the next three years, and projected income and expenditure for the first financial year
- Annual Report, an annual accountability document, including presentation of financial statements

- Memorandum of Understanding (MOU) with the Minister of Finance in respect of macro-prudential responsibilities.

The Reserve Bank also adheres to its purpose of promoting a sound, efficient and dynamic monetary and financial system. It also seeks to achieve its vision – A Great Team, Best Central Bank – with values of Integrity, Innovation, and Inclusion.

The Governor

The Reserve Bank Act makes the Bank's Chief Executive – the Governor – accountable for the Bank's actions. In most matters, decision-making authority resides with the Governor. Monetary policy is formulated by a Monetary Policy Committee, in which the Governor sits as chairperson.

The Governor is appointed for a five-year term. The current Governor, Adrian Orr, took up his appointment in March 2018.

Management Structure

The Reserve Bank is led by a group of seven people, who together, form the senior leadership team. This team is jointly responsible for progressing the Bank's vision (Great Team, Best Central Bank) and for all strategic, financial, legal, operational and reputational matters.

The Bank's senior leadership team is made up of the Governor; a Deputy Governor who is also the General Manager of Financial Stability; and five Assistant Governors (a Chief Financial Officer; a General Manager of Governance, Strategy and Corporate Relations; a General Manager of Business Operations; a General Manager of People and Culture; and a General Manager of Economics, Financial Markets and Banking).

The Governor receives advice from a number of internal committees within the Bank.

Board of Directors

The Reserve Bank has a Board of Directors whose primary function is to constantly review the Bank's performance and that of the Governor in carrying out their statutory functions.

The Board's monitoring of the Bank's performance is guided by a Letter of Expectations from the Minister of Finance. The Board reports regularly to the Minister during the year. The Board meets at least nine times a year, with two or more of the meetings taking place outside Wellington. As well as reviewing Monetary Policy Statements and Financial Stability Reports, the Board receives briefings on the Bank's activities and processes, policies, decisions, performance indicators, and financial and other risks, and the performance of the Bank's statutory functions and the exercise of its powers. At its meetings the Board may also provide advice to the Governor on the Bank's performance of its functions and the exercise of its powers.

Each year the Board prepares a report setting out its assessment of the Bank's and the Governor's performance. The report is provided as advice to the Minister of Finance and

made public later in the Bank's Annual Report. Through its Audit Committee the Board reviews the Bank's financial statements and internal and external audits.

When required, the Board makes recommendations to the Minister of Finance on the appointment or reappointment of the Governor. The Minister of Finance can only appoint a governor recommended by the Board. The Board can recommend to the Minister that the Governor be dismissed if it believes that the Governor's performance or conduct has been inadequate or inappropriate in any one of various respects set out in the Act. The Board appoints deputy governors on the Governor's recommendations.

Board members are appointed for five-year terms and are eligible for reappointment. The Governor is also a member of the Board.

Financial Management

The Bank receives no direct funding through the central government budgetary process. Instead, the Bank's main source of income is the return on the substantial investments the Bank holds, which are funded by the issue of currency and by the Bank's equity.

The Reserve Bank Act requires the Minister of Finance and the Governor to enter into five-year funding agreements to specify the amount of the Bank's income that may be used to meet operating expenses in each financial year. The Bank reports its expenditure against the funding agreement in its Annual Report. The current Funding Agreement, which was signed in 2015, covers the five-year period ending 30 June 2020.

The Reserve Bank Act requires the Bank to publish in its Statement of Intent a 'statement of dividend principles'. The statement of dividend principles states that the Bank should maintain sufficient equity for the financial risks associated with performing its functions. Equity in excess of that required to cover those risks will be distributed to the Crown.

Each year, the Bank makes a recommendation to the Minister of Finance about the amount to be paid as a dividend. The Minister decides how much should be paid, having regard for the Bank's recommendation, the views of the Board and any other relevant matters.

Within the Bank, all activities and expenditure must be authorised in accordance with a comprehensive set of Bank policies and procedures.

Records

The Reserve Bank's public documents are for the most part available on the Bank's website at www.rbnz.govt.nz.

Documents relating to decision-making processes

The main ways for externally communicating the Bank's views each year are:

- seven Official Cash Rate (OCR) decisions, four of them in the quarterly Monetary Policy Statements. The Monetary Policy Statement describes in detail the factors that go into the Reserve Bank’s monetary policy decisions;
- two Financial Stability Reports;
- the Bank’s SOI, Annual Report and financial statements;
- addresses given by the Governors and other senior Bank staff; and
- the Bank’s website (www.rbnz.govt.nz), digital publications and growing use of social media.

Contact

Main Office

Reserve Bank of New Zealand

2 The Terrace

PO Box 2498

Wellington 6140

64 4 472 2029

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www.rbnz.govt.nz

Retirement Commissioner

Whiriwhiria

Governing statutes

NZ Superannuation and Retirement Income Act 2001; Retirement Villages Act 2003

Functions and responsibilities

The Retirement Commissioner is an appointment under the New Zealand Superannuation and Retirement Income Act 2001. The Commission for Financial Capability (CFFC) is the office of the Retirement Commissioner and is an Autonomous Crown Entity under the Crown Entities Act 2004. CFFC leads the government response to help people to get ahead financially. We work to ensure the retirees of today and tomorrow are equipped with the financial knowledge, skills, and confidence to make responsible financial decisions at every stage of their lives and reach retirement in good financial health.

CFFC has three core responsibilities:

- Financial capability – we help all New Zealanders prepare financially for their retirement through programmes and initiatives designed to improve financial capability and drive sustainable and enduring behaviour change. We lead the National Strategy for Financial Capability and through our well-established brand Sorted which now operates as a website as well as tailored face to face education programmes in the Community, Schools and Workplaces.
- Retirement income – we raise awareness and understanding of retirement income policy issues and provide robust policy advice, including a three-yearly review of retirement income policies.
- Retirement villages – we monitor the provisions of the Retirement Villages Act (2003) and administer its dispute provisions, and provide information and education to the sector.

Structure

- Retirement Commissioner
- Head of Content
- Director of Learning

- Group Manager Community
- Operations Manager

Publications

- Statement of Intent
- Annual Report
- Statement of Performance Expectations
- National Strategy for Financial Capability

Records

Tools, calculators, and guides on personal financial management on www.sorted.org.nz

Corporate communications, retirement income research and retirement villages information on www.cffc.org.nz

Contact

Retirement Commissioner

Level 3, 108 Quay Street

Auckland 1010

PO Box 106-056

Auckland City 1143

09 356 0052

office@ccfc.org.nz

ccfc.org.nz sorted.org.nz

Rotorua Regional Airport Limited

Governing statutes

Airport Authorities Act 1967, Civil Aviation Act 1990, Local Government Act 2002, Companies Act 1993.

Functions and responsibilities

Rotorua Regional Airport Limited is wholly owned by the Rotorua Lakes Council.

Records

RRAL hold documents under the following categories:

- Aviation Industry Association, Legislation/Rules/Circulars/Bylaws/Policy
- Asset Management, Board of Directors/Company Documents, Contracts
- Capital Development Programme, Correspondence and Enquiries, Consultation, Employment
- Financial, General Administration, Legal Issues, Leases/Licences, Marketing, Media,
- Obstacle Management, Planning, Prices/Quotes/Product Information, Public Relations
- Shareholders/Rotorua Lakes Council, Safety and Security, Statistics.
- Structure

Rotorua Regional Airport is an independent company, with a 100 per cent shareholder, the Rotorua Lakes Council. The infrastructure assets are fully owned and operated by the Rotorua Lakes Council, with the Airport Company focusing on the day-to-day operations. The Airport is governed by a Board of Directors, which currently has five directors.

Documents relating to decision-making processes

Emergency plan, Civil Aviation Manual, CAA Exposition

Contact

Rotorua Regional Airport Limited

State Highway 30

Te Ngae

Rotorua

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Te Ngae

Rotorua

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New Zealand Government