

Directory of Official Information

Listings S-U



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[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If your department or agency's information is out of date, please email oa@justice.govt.nz with the necessary amendments.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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New Zealand Security Intelligence Service

Legislation

The New Zealand Security Intelligence Service (NZSIS) operates under the Intelligence and Security Act 2017, as well as other legislation, such as the Privacy Act 1993.

Our work is also guided by Ministerial Policy Statements, which set out principles that the NZSIS must have regard to when planning and carrying out activities. The Intelligence and Security Act 2017 requires that the Minister responsible for the intelligence and security agencies issue Ministerial Policy Statements in relation to the lawful activities of the agencies.

Functions and responsibilities

The NZSIS is a public service agency with an objective to contribute to the protection of New Zealand's national security, the international relations and well-being of New Zealand, and the economic well-being of New Zealand.

The NZSIS undertakes designated functions relevant to New Zealand's security. These include:

- Collecting, analysing, and reporting on intelligence relevant to New Zealand's security;
- Providing protective security services including advice about personnel security, information security, physical security and national security risks; and
- Co-operating with the Government Communications Security Bureau, New Zealand Defence Force and New Zealand Police to facilitate their functions and co-operating with other agencies to respond to an imminent threat to life or safety.

In exercising its functions, the NZSIS acts in accordance with the law and human rights obligations, independently and impartially, and in a manner that facilitates democratic oversight.

Warrants

The NZSIS is able to seek a range of authorisations from urgent to very urgent to Type 1 and Type 2 intelligence warrants that allow the agency to carry out activity that would otherwise be unlawful. The NZSIS is able to seek authorisation to undertake authorised activities. Those activities are listed in section 67 of the ISA and are as follows:

- Conducting surveillance;
- Intercepting private communications;
- Searching places or things

- Seizing communications, information or things;
- Human intelligence activity;
- Taking action to protect a covert collection capability; and
- Requesting the assistance of a Government in another jurisdiction to carry out an authorised activity

Where the authorisation is in the form of an intelligence warrant, section 68 of the ISA confers on the NZSIS additional powers for the purpose of giving effect to an intelligence warrant. The NZSIS has a duty to only act within the scope of the authorisation and to only exercise the agency's powers when necessary to carry out authorised activities.

There are two primary types of intelligence warrants: Type 1 and Type 2. A Type 1 warrant will be sought when the NZSIS intends to carry out authorised activities in relation to a New Zealand citizen or a permanent resident of New Zealand. A Type 2 warrant will be sought when the NZSIS intends to carry out any authorised activities in circumstances when a Type 1 warrant is not required.

Type 1 warrants are issued by the Minister responsible for the NZSIS and the Commissioner of Security Warrants. Type 2 warrants are issued only by the Minister responsible for the NZSIS.

Structure

The NZSIS head office is located in Pipitea House, Pipitea Street, Wellington. The NZSIS is led by the Director-General of Security. The Director-General is supported by an internal Senior Leadership Team.

Apart from the name of the Director-General of Security, it is an offence under section 227 of the Intelligence and Security Act 2017 to publish the fact that any person is a member of the NZSIS or is connected in any way with a member of the NZSIS.

Related Offices

Commissioner of Security Warrants

The functions of the Commissioners include considering:

- Type 1 intelligence warrants jointly with the Minister responsible for the NZSIS;
- Applications for Practice Warrants, which enable the agencies to test, maintain and develop their capabilities or train their staff;
- Applications to access restricted information under section 136 of the ISA Act; and
- Applications for business records approval, which in turn authorise a Director-General to issue business records directions under section 145 of the ISA Act.

The Governor-General, on the recommendation of the Prime Minister, appoints a Chief Commissioner of Intelligence Warrants, and can appoint up to two additional Commissioners of Intelligence Warrants. Commissioners must have previously held office as a Judge of the High Court and are appointed for a term of three years.

Commissioners apply their significant judicial experience, ensuring robust scrutiny is applied to their areas of responsibilities.

Inspector-General of Intelligence and Security

The Inspector-General of Intelligence and Security (IGIS) is a statutory officer providing independent external oversight and review of the intelligence and security agencies.

The IGIS is responsible for reviewing issues of legality and propriety and provides an independent determination of complaints about the conduct of the NZSIS and GCSB. The IGIS also reviews the agencies' compliance procedures and systems.

The IGIS role is independent of the Minister responsible for the NZSIS. The Inspector-General is authorised to see any material held by the NZSIS, including sensitive operational information, and has a right of access to NZSIS staff, premises and records in order to fulfil these oversight and review functions.

The Inspector-General conducts inquiries into matters, including individual complaints, report findings and recommendations to the Minister. Those reports, excluding matters of security concern, may be found in the Reports section of the Inspector-General's website (www.igis.govt.nz).

Records

Documents held by the NZSIS fall within the following general categories:

Intelligence Records

These contain intelligence relevant to security. Intelligence records include sources, methods of collection and information about groups, organisations and individuals of security interest.

Security Clearance Vetting Records

This category comprises information collected while undertaking security clearance vetting inquiries and includes information obtained from the vetting candidate, their referees, and other sources.

Administrative, Organisational and Operational Records

Most records not covered within the intelligence or security clearance vetting categories fall into this general category. These records include administrative matters, such as ministerial briefings, internal structure, finance, personnel matters, equipment and travel as well as operational procedures and policy.

Correspondence

This category contains correspondence with government departments and other organisations on security matters. It also contains correspondence with members of the public in relation to vetting matters, requests for access to official and personal information, and complaints.

Documents relating to decision-making processes

The NZSIS uses the 'Protective Security Requirements' in respect of security clearance vetting and protective security matters. There are also other classified internal policy documents that are used in the conduct of NZSIS's work.

Publications

In addition to the public Annual Report, the NZSIS has the following external publication:

- An Introduction to Vetting for a Security Clearance –Information for Candidates and Referees.

Publications are available on the NZSIS website.

Contact

New Zealand Security Intelligence Service (NZSIS)

PO Box 900

Wellington

Telephone: 64 4 472 6170

Free Phone: 0800 SIS 224 (0800 747 224)

Facsimile: 64 4 472 8209

Media: media@nzic.govt.nz

Official Information Act and Privacy Act requests: oia.privacy@nzsis.govt.nz

Correspondence with the Inspector-General of Intelligence and Security should be addressed to:

Inspector-General of Intelligence and Security

PO Box 5609

Wellington 6140

www.nzsis.govt.nz

Serious Fraud Office

Te Tari Hara Taware

Governing statutes

The Serious Fraud Office was under the Serious Fraud Office Act 1990 and is a government department under the State Sector Act 1988.

Acts administered

The Serious Fraud Office Act 1990

Functions and responsibilities

The Serious Fraud Office was established as a specialist law enforcement agency whose purpose is to detect, investigate and prosecute New Zealand's most serious and complex financial crimes. The work of the SFO contributes to the justice outcome of safer communities where there is reduced crime, and the economic outcome of increased confidence and participation in New Zealand's financial markets.

The Serious Fraud Office administers Vote: Serious Fraud and the Minister responsible for the Serious Fraud Office is responsible for the financial performance.

It is important constitutional principle in New Zealand that decisions by law enforcement agencies on the investigation and prosecution of individuals should not be subject to political control or direction. Therefore, all the SFO's operational decisions are made without ministerial direction. Section 30 of the Act provides that "in any matter relating to any decision to investigate any suspected case of serious or complex fraud, or to take proceedings relating to any such case or any offence against this Act, the Director shall not be responsible to the [responsible Minister], but shall act independently".

The complexity of financial crimes, and the sheer volume of documentary evidence associated with investigations, creates an enormous challenge for a law enforcement agency. For this reason, the SFO has particular statutory powers to compel the production of documents and to require witnesses or suspects to answer any question put to them. These powers, although coercive, are an essential tool in uncovering evidence of fraud but also ensure that any witness is relieved of any liability for otherwise unlawful disclosure of evidence. For this reason, by far the most frequent use of coercive powers is at the request of an otherwise willing witness.

Structure

The Serious Fraud Office is based in Auckland. The Director, General Counsel and four General Managers form the senior management team. Central to the work of the Serious Fraud Office is the concept of teamwork in the investigation and prosecution of serious and/or complex fraud. Inter-disciplinary teams of forensic accountants, investigators and lawyers are assigned to cases with each member of the team bringing their special expertise to the enquiry.



Records

The following records are held by the Serious Fraud Office:

- operational files in respect of investigations – these include complaints, correspondence, investigation reports and decisions, witness statements, exhibits, briefs of evidence, documents
- administration files –correspondence and records concerning the day to day running and financial affairs of the Serious Fraud Office
- personnel files of staff members
- general files used as reference material by the professional staff;
- indexes of records.

Documents relating to decision-making processes

The Serious Fraud Office has internal guidelines and procedures for aspects of its office administration (which encompasses personal and financial matters), investigations and prosecutions.

The Director follows the Prosecution Guidelines (as established by the Solicitor General) when determining whether or not to commence a prosecution and in the general conduct of all prosecutions.

Contact

Serious Fraud Office

Level 6, Zurich House

21 Queen Street

P O Box 7124

Wellesley Street

Auckland 1141

Phone: 09 303 0121 or 0800 109 800

Fax: 09 303 0142

sfo@sfo.govt.nz

www.sfo.govt.nz

Ministry of Social Development

Te Manatū Whakahiato Ora

Functions and responsibilities

The role of the Ministry of Social Development (MSD) is to promote social development for all New Zealanders. We centre everything we do on helping people, whānau, families and communities, and we work to contribute positively to the wellbeing of people today and into the future.

MSD helps New Zealanders by fulfilling a broad range of responsibilities and functions, including:

- providing employment, income support and superannuation services
- allocating funding to community service providers
- providing student allowances and loans
- providing public housing assessment and services
- being the primary provider of social policy and advice to Government
- monitoring three Crown entities and providing advice to the responsible Minister
- ensuring the legislation MSD administers is effective and fit-for-purpose
- working with other agencies and the wider social sector to support Government priorities and improve the wellbeing of all New Zealanders.

A full comprehensive list of services that can be accessed through MSD, categorised by type of service, is listed in the MSD Annual Report 2018-19 (pp 235-242) at www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/corporate/annual-report/2019/annual-report-2018-19.pdf

Acts administered or relevant Acts

Primary legislation MSD manages and administers are:

- Social Security Act 2018
- New Zealand Superannuation and Retirement Income Act 2001 (Part 1 and Schedule 1)
- Social Welfare (Reciprocity Agreements, and New Zealand Artificial Limb Service) Act 1990

- Student Allowances Regulations 1998 and Part 25 of the Education Act 1989
- Social Workers Registration Act 2003
- Vulnerable Children Act 2014 (Part 2 only)
- Children’s Commissioner Act 2003
- New Zealand Sign Language Act 2006
- Disabled Persons Community Welfare Act 1975 (except Part 2A)
- Employment Services and Income Support Integrated Administration Act 1998
- Family Benefits (Home Ownership) Act 1964
- Department of Child, Youth and Family Services Act 1999
- Department of Social Welfare Act 1971
- Residential Care and Disability Support Services Act 2018.

Structure

MSD senior leadership team is led by Chief Executive, Debbie Power. Refer to the following link for information about the leadership team: <http://msd.govt.nz/about-msd-and-our-work/about-msd/leadership-team/index.html>.

MSD head office is in Wellington. We are one of New Zealand’s larger government departments employing people in over 200 locations around the country to provider our diverse range of services in the best possible way. Refer to link for more information on our structure: <http://msd.govt.nz/about-msd-and-our-work/about-msd/our-structure/index.html>

Records

MSD maintains records in accordance with the Public Records Act 2005.

Documents relating to decision-making processes

MSD has a comprehensive range of policy and procedures, manuals and guidelines that operate at different levels of the organisation e.g. MSD-wide, Business Group level, functional responsibility. All information relating to the MSD’s policies and procedures can be found at: www.msd.govt.nz/about-msd-and-our-work/publications-resources/official-information-responses/index.html

Publications

A range of publications and resources produced by MSD are available at:
<https://www.msd.govt.nz/about-msd-and-our-work/publications-resources/index.html> .

Publications and resources are listed under the following headings and can be categorised by date of publication or alphabetically:

- Statistics
- Journals
- Corporate Publications
- Consultations
- Planning and Strategy
- Research and archives
- Official Information Act
- Evaluation reports
- Monitoring reports
- Literature reviews
- Working papers
- Regulatory Impact Statements
- Funding Contracting Service Guidelines
- Information Releases (MSD proactively released information).

Contact

Ministry of Social Development

PO Box 1556

Wellington 6140

Phone: 04 916 3300

Fax: 04 918 0099

Official Information Act enquiries and requests may be emailed to
OIA_Requests@msd.govt.nz

If you would like information that MSD holds about you under the Privacy Act 1993, requests may be emailed to info@msd.govt.nz.

www.msd.govt.nz

Social Workers Registration Board

Kāhui Whakamana Tauwhiro

Governing statutes

The Board is established under the Social Workers Registration Act 2003 and operates under the Social Workers Registration Board Code of Conduct.

Functions and responsibilities

The statutory purpose of the SWRB is to protect the safety of members of the public, by prescribing or providing for mechanisms to ensure that registered social workers are competent to practise and accountable for the way in which they practise. The SWRB also has a responsibility to enhance the professionalism of registered social workers.

The functions of the SWRB are:

- to receive and consider applications for registration;
- to authorise the registration of social workers;
- to maintain the Register;
- if it thinks fit, to adopt conditions subject to which all practising certificates, or the practising certificates of all registered social workers of a particular description, must be issued;
- to consider applications for practising certificates referred to it by the Registrar;
- to recognise or prescribe New Zealand educational qualifications for the purposes of the Act;
- to review the competence of registered social workers;
- to review registered social workers' fitness to practise;
- to establish and maintain a code of conduct for social workers;
- in consultation with providers of social work education and training in New Zealand and bodies that set standards for social work education and training in New Zealand, to promote and set standards for such education and training for the purposes of this Act;
- to promote the benefits of registration:
 - to departments of State, other instruments of the Crown, other bodies and organisations that employ social workers, and the public; and

- among people practising as social workers;
- to promote the establishment by departments of State, other instruments of the Crown, and other bodies and organisations that employ social workers, of accessible and efficient procedures for making, considering, and determining complaints relating to social workers they employ;
- to advise, and make recommendations to, the Minister in respect of matters relating to the regulation of the social work profession;
- to promote and encourage high standards of practice and professional conduct among social workers and the employers of social workers;
- to consider the cases of registered social workers who may be unable to satisfactorily perform the functions required to practise as a social worker;
- to set criteria for reporting serious misconduct or issues of competence or fitness to practise;
- to disclose to the employers or prospective employers of social workers information it has obtained under this Act relating to people who are or have been :
 - applicants for registration; or
 - social workers;
- to provide administrative and related services for the Social Workers Complaints and Disciplinary Tribunal.

Structure

The SWRB employs 14 full-time equivalent staff, including:

Corporate services:

- Chief Executive
- Executive/Board Advisor
- Communications Manager
- Administration Team

Regulatory services:

- Registrar
- Principal Social Work Practice Advisor
- Education, Policy and Research Chief Advisor
- Registration Team
- Professional Standards Team

Records

The following records are held by the SWRB:

- a register of registered social workers
- information about applicants for registration
- information about registered social workers, including in relation to competence, conduct and fitness to practice

Documents relating to decision-making processes

Copies of the SWRB'S policy statements relating to Registration, Scope of Practice (in development), and recognised New Zealand Social Work Qualifications are available on the SWRB's website.

The SWRB also holds records of meetings, correspondence files, operational manuals, annual reports and records relating to complaints and enquiries. Annual reports, strategic plans and the Tribunal's decisions are also available on the SWRB's website.

Contact

Social Workers Registration Board

Level 7, 110 Featherston Street

Wellington 6011

PO Box 3452

Wellington 6140

Phone: (04) 931 2650

Fax: (04) 931 2651

info@swrb.org.nz

www.swrb.org.nz

Solid Energy New Zealand Limited (Subject to Deed of Company Arrangement)

Governing statutes

Solid Energy is a state-owned enterprise under the State-Owned Enterprises Act 1986 and the Companies Act 1993. Solid Energy does not administer any Acts.

Functions and responsibilities

Solid Energy operates under the State-Owned Enterprises Act 1986 which specifies the principles governing the operation of State-Owned Enterprises.

Solid Energy's principal objective as set out in Part 1 of the State Owned Enterprises Act 1986 is to operate as a successful business and, to this end, be:

- as profitable and efficient as comparable businesses that are not owned by the Crown; and
- a good employer; and
- an organisation that exhibits a sense of social responsibility by having regard to the interests of the community in which it operates and by endeavouring to accommodate or encourage these when able to do so.

Our specific business activities are primarily carried out in New Zealand. They include resource development, production, processing and marketing of coal.

These activities are supported by:

- logistics management, transportation and distribution of coal
- marketing, sales and trading of coal (in New Zealand and internationally)
- management of land and resources required for these activities.

Solid Energy is now operating under a Deed of Company Arrangement which was approved at a meeting of creditors on 17 September 2015.

As a State-Owned Enterprise, Solid Energy is required to deliver to the shareholding Ministers:

- a report of the operations of the State-Owned Enterprise and those of its subsidiaries during that financial year

- audited consolidated financial statements for that financial year consisting of statements of financial position, profit and loss, changes in financial position, and such other statements as may be necessary to show the financial position of the State-Owned Enterprise and its subsidiaries and the financial results of the operations during that financial year
- the auditor's report on those financial statements.

In addition, Solid Energy must deliver to the shareholding Ministers a half yearly report within two (2) months of the end of the first half of each financial year. These reports are to include the information required by the Statement of Corporate Intent.

Structure

A Leadership Team (LT) reporting to the Chief Executive Officer undertakes company business activities. Each member of this group is responsible either for a regional market sector or for functional activities. The Chief Executive Officer reports to the Board.

The Chief Executive Officer reports to the Board at regular Board meetings. In addition, as requested, LT members attend the Board's meetings or the Board's subcommittee meetings.

Solid Energy has in place delegated authorities which cover budgeted and unbudgeted expenditure.

Solid Energy has in place a comprehensive risk management system that integrates all aspects of the business. All material risks and issues are reported to the Board on a monthly basis.

Records

Business information relevant to the business of Solid Energy and its subsidiaries including mining licences, permits and resource consents; sales and trading information; accounting and financial data; personnel information; and contracts entered into by Solid Energy.

Documents relating to decision-making processes

Documents held by Solid Energy include those set out above and the various policies and procedures.

Requests for details of company documents relating to the decision-making processes should be directed to the Legal Services Manager.

Publications

Solid Energy publishes a variety of information including:

- Annual Reports
- Statement of Corporate Intent

- Media Releases
- Fact Sheets

Publications can be located on our website: www.coalnz.com

Contact

Legal Services Manager

Solid Energy New Zealand Limited

25 Sir William Pickering Drive

PO Box 1303

Christchurch

Phone: (03) 345 6000

Fax: (03) 345 6016

www.coalnz.com

South Canterbury District Health Board

Governing statutes

The South Canterbury District Health Board was established under the New Zealand Public Health and Disability Act 2000 (NZPHD).

Functions and responsibilities

South Canterbury District Health Board (SCDHB) is responsible for planning, funding and providing health and disability support services for all people living in a geographic region bounded by the Rangitata River to the north, the Waitaki River to the south, and the Southern Alps to the west. Within its available funding from the Ministry of Health, SCDHB works to enhance the health status and improve health outcomes of a resident population of about 59,500.

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

Structure

Document Management

Central patient information is stored at Timaru Hospital and in electronic form on various patient management and information systems. Additional information is stored in local offices for the services provided from those offices.

Financial information is stored by the finance department, including some electronic records in the financial management systems.

In addition, each department has its own filing system which stores the documents created or used by it. The Board also accesses and uses information held by the Ministry of Health and its agencies.

Library

The Board Office has a collection covering the fields of health planning, health economics, health service management, biomedicine, public health and healthcare quality.

Documents relating to decision-making processes

The Board uses the following documents for administrative purposes:

- New Zealand Health Strategy
- New Zealand Disability Strategy
- SC District Health Board Strategic Plan 2001–2010
- SC District Health Board Annual Plan
- Crown Funding Agreements
- Policy and Procedures Manuals
- Specific department procedures
- Emergency procedures
- Board and Committee papers.

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

Health statistical reports are produced for internal use and reporting to the Ministry or Crown. Some information will become available for public use over time.

The South Canterbury DHB website is www.scdhb.health.nz/

Contact

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

South Canterbury District Health Board

Private Bag 911

Timaru

Phone: (03) 687 2100

Fax: (03) 688 0238

ceo@scdhb.health.nz

Southern Institute of Technology

Te Whare Wananga O Murihiku

Relevant acts

Southern Institute of Technology was established in accordance with the Education Act 1964.

Functions and responsibilities

Southern Institute of Technology was established in 1971 to provide tertiary and continuing education to the Southland region.

Statement of Purpose

The Institute's statement of purpose is: "Southern Institute of Technology will provide students with quality education and training services".

Corporate Goals

The Corporate Goals of Southern Institute of Technology are to:

Provide for and encourage student participation and achievement in a range of quality learning opportunities and services; Foster our social and professional obligations to both stakeholders and staff; and operate a viable educationally directed business entity.

Responsibilities to Government

Polytechnic responsibilities to government are outlined in the Education Amendment Act 1990. Our Charter is submitted to the Minister of Education and profiles are supplied annually.

Services

Southern Institute of Technology offers educational services to students on campus and via distance delivery. Students are offered support services to ensure their learning is more easily undertaken.

Structure

Southern Institute of Technology has a Council of 8 members whose functions, powers and duties are detailed in clauses 180, 181 and 193 of the Education Amendment Act 1990.

Divisions

Southern Institute of Technology is organised into teaching and non-teaching divisions as follows:

Teaching

- Faculty of New Media, Arts and Business
- Faculty of Health, Humanities and Computing
- Faculty of Trades and Technology
- SIT2LRN

Non-teaching

- Directorate
- Academic Operations
- Human Resources
- Facilities
- Corporate Services
- Marketing/International Department
- Information Technology

Records

Records include:

Student records which cover students' attendance (last 10 years), assessment and examination results; Financial records which cover annual reports and all associated documents; Personal files which cover salary records, leave records, personal reports, appointment documents; Correspondence which covers correspondence files, minutes of meetings, circulars.

Documents relating to decision-making processes

Manuals for both Council Policy and Institute Policy are constantly updated and are in accordance with all Acts and regulations which cover and control tertiary education.

Publications

Further information includes:

- Annual report
- Prospectus published annually
- Brochures from Corporate Services on all courses.

Contact

Southern Institute of Technology

133 Tay Street

Private Bag 90114

Invercargill 9840

Phone: (03) 211 2699

Freephone: 0800 4 0 3337

Fax: (03) 214 4977

info@sit.ac.nz

www.sit.ac.nz

Southern District Health Board

Governing statute

Otago and Southland District Health Boards were established under the New Zealand Health and Disability Act (2000). In 2010 the two District Health Boards merged to become Southern District Health Board (Southern DHB).

Functions and responsibilities

Southern DHB exists to support everyone across our district to live well, and access the right care when they need it, by delivering high quality, patient-centred and equitable health services to our diverse communities.

We are responsible for planning, funding and providing health and disability services to a population of over 326,280 located South of the Waitaki River. Our catchment area encompasses Invercargill City, Queenstown - Lakes District, Gore, rural Southland, Clutha, Central Otago, Waitaki District and Dunedin City. This means Southern DHB serves the largest geographic region of all New Zealand's health boards.

To achieve this we work in partnership with Iwi, primary care and community providers, rural trust hospitals and education and research partners across the district. Altogether, we receive government funding of over \$900 million per annum, of which approximately half is applied to traditional hospital and mental health services delivered from Southland Hospital (Invercargill), Lakes District Hospital (Queenstown), Dunedin Hospital (Dunedin) and Wakari Hospital (Dunedin). The other half of our funding is applied through contracts with a range of primary and community health providers. This funding is distributed to providers such as Primary Health Organisations (general practices), pharmacies, laboratories, aged residential care facilities, Pacific Islands and Maori Health providers, non-governmental mental health services, rural hospitals and primary maternity facilities.

Our statutory purpose is to:

- improve, promote and protect the health of our population
- promote effective care and support for people in need of personal health or disability services
- reduce health outcome disparities
- manage national strategies and implementation plans
- develop and implement strategies for the specific health needs of our local population.

Southern DHB has a staff of approximately 4,600 and is currently governed by a Commissioner and three deputy Commissioners appointed by her. The Commissioner is

accountable to the Minister of Health and holds office until the persons elected at the next election of members of Boards, scheduled for late 2019, take office as Board members.

Records

Southern DHB has two distinct sets of file management systems. The patient file management system is an electronic system backed up by retention of paper files for the management and storage of all patient data files. The Southern DHB records system is a predominantly paper filing system due to the devolution of all Ministry and HFA files to DHBs and contains primarily provider information, contracts, correspondence and monitoring returns. Southern DHB also has a system whereby correspondence and documentation (relating to Board and Committee minutes and agendas) is filed on a generic drive that can be accessed by all staff.

Southern DHB has a library which houses an extensive book and journal collection and a growing e-journal collection. There is easy desk-top access to clinical literature databases including Medline, Cochrane, Psychinfo, Harrisons Online and other electronic resources. The library service also offers an inter-loan service and has a close working relationship with the University of Otago. The Library resources are available to both DHB and Provider arm staff as well as to community based health service providers including General Practitioners.

Documents relating to decision-making processes

Southern DHB uses numerous organisational policies in its decision-making processes, including:

- Delegation of Authority
- Expenditure Probity
- Code of Conduct
- Human Resources Policies
- Treasury
- Capital Expenditure
- Privacy Request for Information
- Financial Verification
- Occupational Health and Safety
- Clinical and Medical Policies
- Travel Governance Policy
- Executive Management Policy

Southern DHB has a robust Quality programme which ensures the ongoing development and review of the Clinical Practice Policy Manual, General Policies and Procedures Manual, and

Human Resources Policies Manual. In addition, Southern DHB is regularly audited to ensure compliance to the Ministry of Health Certification standards and Quality Health NZ Accreditation standards.

Contact

All requests for official information should be directed to:

OIA Coordinator

Private Bag 1921

Dunedin 9054

(03) 476 9454

OIA@southerndhb.govt.nz

General queries should be directed to:

The Chief Executive Officer

Private Bag 1921

Dunedin 9054

(03) 476 9456

ceopa@southerndhb.govt.nz

www.southerndhb.govt.nz

Sport and Recreation New Zealand (Sport NZ)

Ihi Aotearoa

Governing statutes

Sport and Recreation New Zealand (Sport NZ) is a Crown Entity established under the Sport and Recreation New Zealand Act 2002 (the Act).

Functions and responsibilities

Sport NZ is a Crown entity established under the Act. The Act establishes Sport NZ's purpose as – “to promote, encourage, and support physical recreation and sport in New Zealand”. Sport NZ's role is to undertake the functions identified in s8 of the Act. These can be summarised as follows:

- develop and implement national policies and strategies for physical recreation and sport
- allocate funds to organisation and regional bodies in line with its policies and strategies
- promote and advocate the importance of participation in physical activity by all New Zealanders for their health and well-being
- promote and disseminate research relevant to physical recreation and sport
- provide advice to the Minister on issues relating to physical recreation and sport
- promote and support the development and implementation of physical recreation and sport in a way that is culturally appropriate to Maori
- encourage participation in physical recreation and sport by Pacific peoples, women, older New Zealanders, and people with disabilities
- recognise the role of physical recreation and sport in the rehabilitation of people with disabilities
- facilitate the resolution of disputes between persons or organisations involved in physical recreation and sport
- work with schools, regional, central and local government, and physical recreation and sports organisations to ensure the maintenance and development of the physical and organisational infrastructure for physical recreation and sport

- work with health, education, and other agencies to promote greater participation in physical recreation and sport through policy development, advocacy, and support in line with the New Zealand health strategy
- provide advice and support for organisations working in physical recreation and sport at national, regional and local levels
- facilitate coordination between national, regional and local physical recreation and sport organisations
- represent the Government's policy interests in physical recreation and sport internationally.

Sport NZ's Vision and Mission

Sport NZ's Vision for New Zealand is "more kids, more adults, more winners". To realise this vision Sport NZ mission is to foster an environment where:

- more New Zealanders will be physically active in sport and recreation;
- more New Zealanders will participate in supporting and delivering sport and recreation
- more New Zealanders will win on the world stage.

Structure

Sport NZ has a wholly-owned subsidiary, High Performance Sport NZ. It also funds the operations of the Sports Tribunal of New Zealand (Sports Tribunal).

High Performance Sport New Zealand

High Performance Sport NZ was established as a wholly-owned subsidiary in 2011 to enable it to dedicate its entire operational focus to high performance sport, in particular on ensuring more of our athletes win on the world stage.

As the 'parent' Sport NZ has accountability for the functions of the entire Group (including ratifying the key decisions of the HPSNZ Board) and oversight of the whole sporting pathway – from community sport through to high performance. This latter component ensures alignment, efficiencies and removes duplication; and is strongly supported by the sector.

Sports Tribunal

The Tribunal is an independent statutory body that determines certain types of disputes for the sports sector. Originally established in 2003 by the Board of Sport and Recreation New Zealand (SPARC) under the name of the Sports Disputes Tribunal of New Zealand, the Tribunal was renamed the Sports Tribunal of New Zealand and its functions, powers and duties continued under the Sports Anti-Doping Act 2006. The Tribunal's mission is to ensure that national sporting organisations, athletes and other parties involved in

sports disputes within the Tribunal's jurisdiction have access to a just, affordable and speedy means of resolving sports disputes.

Records

Sport NZ has a central depository.

Documents relating to decision-making processes

Decision-making with regard to organisational practices is determined by internal policies and procedures as set down in Sport NZ Staff Intranet.

Further information

Further information on Sport NZ, High Performance Sport NZ and the Sports Tribunal of New Zealand can be found on the following websites

www.sportnz.org.nz

www.hpsnz.org.nz

www.sportstribunal.org.nz

Contact

Sport New Zealand

Level 1, 29 Brandon Street

Wellington 6140

04 472 8058

State Services Commission

Te Kawa Mataaho

Acts administered

The State Services Commission (SSC) administers the following Acts:

- Crown Entities Act 2004, parts 1-3 and part 5 (The Treasury administers part 4)
- Fees and Travelling Allowances Act 1951, and any regulations under the Act
- Government Service Equal Pay Act 1960
- Ministry of Works and Development Abolition Act 1988
- Protected Disclosures Act 2000
- State Sector Act 1988, and any regulations under the Act
- Terralink NZ Limited (Transfer of Employees) Act 1996.

Functions and responsibilities

The role of the State Services Commissioner

The office of State Services Commissioner (the Commissioner) is central to New Zealand's politically neutral, professional and permanent Public Service.

The current office of Commissioner descends directly from that of the Public Service Commission. The Public Service Commission was established in 1912 to employ all public servants, protecting the Public Service from political interference, and enabling the preservation of the political neutrality of the Public Service.

The Commissioner's role is two-fold:

As the holder of a statutory office, the Commissioner acts independently in a range of matters to do with the operation of the Public Service, State Services and the wider State sector.

As Chief Executive of the SSC, the Commissioner is responsible to the Minister of State Services for SSC's capability and performance.

The Commissioner and Deputy State Services Commissioner are appointed by the Governor-General in Council on the recommendation of the Prime Minister. The Deputy State Services Commissioner has all the functions, duties, and powers of the Commissioner, subject to the Commissioner's control.

Reach of the State Services Commissioner

The Commissioner has roles in both the State Services and the State sector.

The State Services

"State Services" is the term for the organisations that serve as instruments of the Crown in respect of the Government of New Zealand. It consists of:

- all Public Service departments, including any departmental agency hosted in a department
- other departments in the executive branch of government that are not part of the Public Service ("Non Public Service Departments")
- all Crown entities (except tertiary education institutions)
- a variety of organisations listed on Schedule 4 to the Public Finance Act 1989
- companies listed on Schedule 4A to the Public Finance Act 1989
- the Reserve Bank of New Zealand
- registered teachers employed by a free kindergarten association.

The State sector

Some of the Commissioner's responsibilities extend beyond the State Services to the wider State sector. The "State sector" is broader than the "State Services", and consists of the organisations whose financial situation and performance is reported in the government's annual financial statements under the Public Finance Act 1989. It consists of:

- all the State Services (as described above)
- non Public Service departments in the legislative branch of government
- tertiary education institutions
- Offices of Parliament
- Mixed-ownership model companies listed on Schedule 5 to the Public Finance Act 1989
- State-owned enterprises.
- Mandate of the State Services Commissioner

The Commissioner's authority is received in four ways:

1. from the State Sector Act 1988 and other pieces of legislation, including the Crown Entities Act 2004 and the New Zealand Public Health and Disability Act 2000.
2. by the Prime Minister and the Minister responsible for any part of the State Services directing the Commissioner to perform functions and exercise the powers that apply to the Public Service in relevant parts of the State Services.

3. by the head of any part of the State Services requesting the Commissioner to perform functions and exercise the powers that apply to the Public Service in relevant parts of the State Services.
4. by Cabinet agreeing that the Commissioner should perform a specific function.

What the Commissioner does

In July 2013, a range of amendments to the State Sector Act 1988 broadened the Commissioner's mandate from a Public Service focus to providing leadership and oversight of the State Services. This role is explicit in section 4A of the Act.

As part of this mandate, the Commissioner now has a broader function, set out in section 6(a), to review the State sector system in order to advise on possible improvements to agency, sector, and system-wide performance. The Commissioner's mandate includes acting as the Government's principal advisor on the machinery of government (MoG). This function in section 6(b) of the Act involves reviewing governance and structures across all areas of government (until 2005, this function applied only to the Public Service). The Commissioner has a right to be involved in any policy proposal for Ministers with implications for MoG.

These and other amendments to the State Sector Act 1988 formalise the Commissioner's role agreed by Cabinet in January 2012 as Head of State Services.

The Commissioner continues to exercise other functions critical to the operations and performance of the Public Service. The Commissioner:

- appoints and employs Public Service chief executives
- reviews the performance of Public Service chief executives and their departments
- investigates and reports on various matters relating to departmental performance, including matters of integrity and conduct.

The Commissioner also performs these functions in relation to departments outside the Public Service, either as a statutory responsibility, or by Cabinet mandate, or at the request of the Speaker of the House (in relation to legislative branch agencies).

The Commissioner has other responsibilities relating to the operation of the Public Service as a whole, the State Services or wider State sector. These include to:

- promote leadership capability in departments and other agencies
- promote strategies and practices concerning government workforce capacity and capability
- promote good employer obligations in the Public Service
- promote and reinforce standards of integrity and conduct in the State services
- promote transparent accountability in the State services
- negotiate collective employment agreements applicable to employees of Public Service departments and to employees of the Education Service. (These

responsibilities have been delegated by the Commissioner to departmental chief executives and the Chief Executive of the Ministry of Education respectively.)

The Commissioner has a variety of important roles with regard to employment relations. These include:

The State Sector Act 1988 requires the boards of tertiary education institutions to obtain the written concurrence of the Commissioner to the terms and conditions of employment for their chief executives.

The New Zealand Public Health and Disability Act 2000 requires district health boards to obtain the consent of the Commissioner to the terms and conditions of employment for their chief executives.

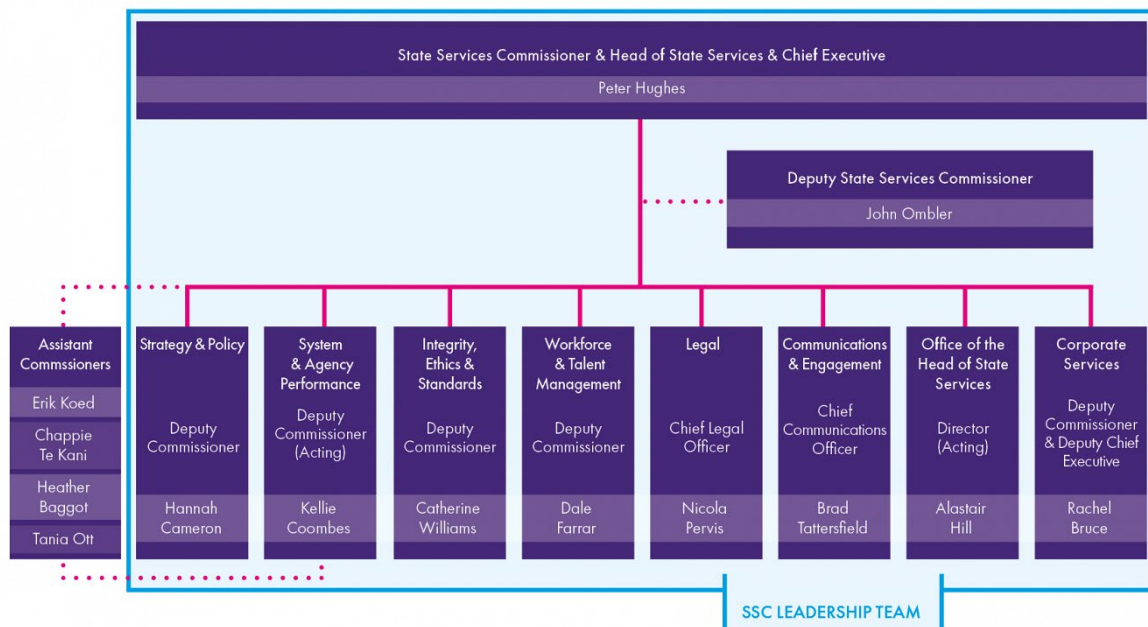
The Crown Entities Act 2004 requires boards of statutory entities to obtain the Commissioner's written consent to the terms and conditions of employment for their chief executives.

There is also a limited number of other agencies whose enabling legislation requires the Commissioner to be involved in setting the terms and conditions of employment for their chief executives.

Structure

STATE SERVICES COMMISSION ORGANISATIONAL STRUCTURE

Correct at April 2019



Documents relating to decision-making processes

A number of SSC publications including Annual Reports, Statements of Intent, and a range of guidance for State servants, are available on SSC's website: www.ssc.govt.nz.

Contact

State Services Commission

Reserve Bank Building, 2 The Terrace Wellington

PO Box 329

Wellington 6011

Phone: +64 4 495 6600

Fax: +64 4 495 6686

commission@ssc.govt.nz

www.ssc.govt.nz

Statistics New Zealand

Tatauranga Aotearoa

Acts administered

Statistics New Zealand administers the Statistics Act 1975. Under section 14 of the Act, the department is authorised to collect, with the written approval of the Minister of Statistics, information concerning any or all of the classes of official statistics specified in section 4 of the Act. Section 37 of the Act sets out the confidentiality safeguards for statistical information given to the department. The independence of the Government Statistician is guaranteed by section 15 of the Act.

Functions and responsibilities

Our vision is to unleash the power of data to change lives, which will enable data-led innovation across society, the economy, and the environment. At the centre of this vision is the knowledge that the data that we and others we steward contains insights into New Zealand's greatest problems, challenges, and opportunities. The role we play, and our products and services offer further enable all New Zealand decision makers to make well-informed decisions to change lives for the better.

We are a leader of the New Zealand data ecosystem, which consists of all those who generate, share and use data. The data eco-systems include individual citizens, communities, businesses, government agencies, non-government organisations, Māori and iwi and international organisations who generate and use data.

Our goal is to create a ten-fold increase of the value of data by 2030.

How We Add Value

We provide value to New Zealand by

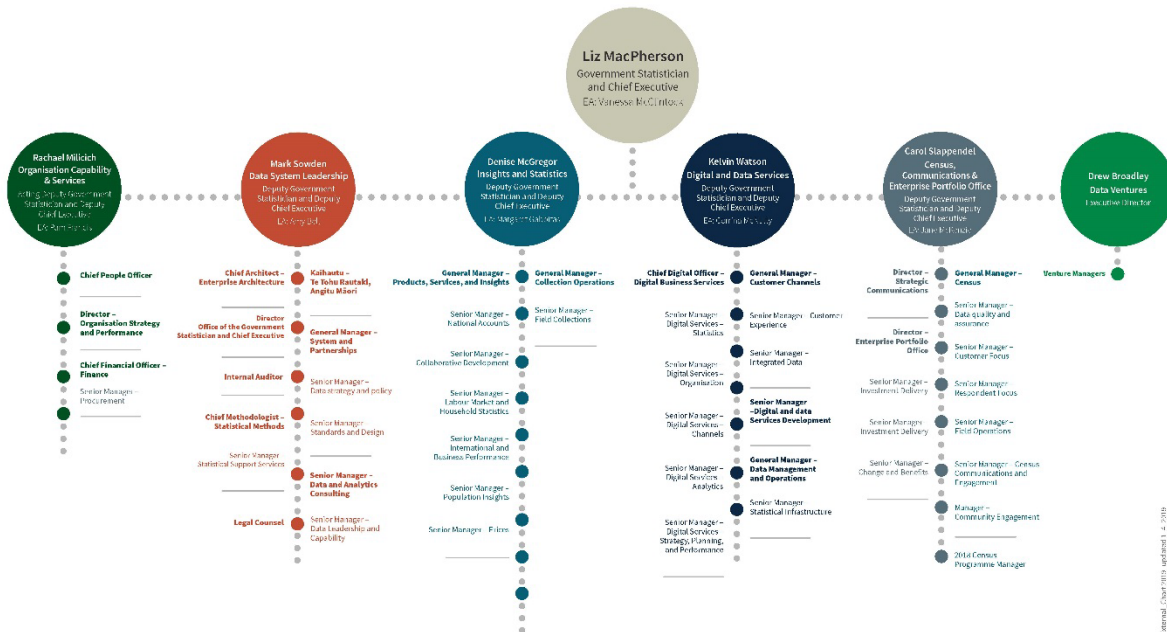
- providing trusted official statistics data to support research and insights
- providing leadership in how best to steward and use data and protect the privacy and confidentiality of New Zealanders and NZ organisations
- enabling others to make better use of their data by working with them to grow their data government, management and analysis capabilities
- exploring ways to make sure that our statistics and data evolve to meet changing customer needs

Contact info@stats.govt.nz to find out how we can help you find the data and statistics you need to make decisions.

Structure

The Executive Leadership Team (ELT), which also includes the Government Statistician, oversee and set the direction of the organisation. Our Executive Leadership Team lead five organisational groups and promote and protect the long-term interests of Statistics NZ and the Official Statistics System.

Organisation Chart 2019



Records

The Statistics Act 1975 governs the use of data we collect from individuals, households, and businesses. Our data collection is for statistical purposes, and for research that's necessary to support decision-making by New Zealanders, businesses, and government.

We are also guided by the Privacy Act 1993, The Official Information Act 1982 and the Public Records Act 2005.

We keep your information safe by:

- collecting only the information we need and using it for that purpose
- keeping data safe from unauthorised access and use
- protecting information that could identify individuals, households, or businesses.

Publications

Statistics New Zealand publishes a range of statistical releases, papers, newsletters, and guidelines. Almost every working day the department produces an official statistical output. The department's publications are available at www.stats.govt.nz.

Organisation Internal Chart 2019, updated 14/09/2019

Documents relating to decision-making processes

Statistics New Zealand works to a range of plans, strategies, and agreements that set out goals, actions, and directions for management work and strategic directions.

http://www.stats.govt.nz/about_us/who-we-are/our-strategic-direction.aspx

The department's principles, policies and protocols are documented online on our website.

<https://www.stats.govt.nz/about-us/legislation-policies-and-guidelines/>

Contact

Official Information Act and Privacy Act Enquiries

All requests to Statistics New Zealand for information under the Official Information Act 1982, should be addressed to the Government Statistician, Statistics New Zealand, PO Box 2922, Wellington or emailed to info@stats.govt.nz

Information Centre

Request statistical information or ask a question from our information advisers – they can help you find statistics on our website or use our online tools.

info@stats.govt.nz

Phone: 0508 525 525 from New Zealand (toll-free)

+64 4 931 4600 from overseas (not free)

Fax: +64 4 931 4049

Hours: We're open from 8:30am to 5.00pm, Monday to Friday (excluding public holidays).

Our offices

Wellington (head office)

Phone: +64 4 931 4600 Fax: +64 4 931 4049

Address 8 Gilmer Terrace, PO Box 2922, Wellington 6011

Auckland

Phone: +64 9 920 9100 Fax: +64 9 920 9395

Address 80 Greys Ave, Auckland, 1010

Christchurch

Phone: +64 3 353 9464 Fax: +64 3 353 9499

Address BNZ Centre Level 1 120 Hereford Street Private Bag 4741 Christchurch 8011

www.stats.govt.nz

New Zealand Symphony Orchestra

Governing statutes

The New Zealand Symphony Orchestra is established under the New Zealand Symphony Orchestra Act 2004 and is an Autonomous Crown Entity under the Crown Entities Act 2004.

Functions and responsibilities

The New Zealand Symphony Orchestra (NZSO) is the country's national orchestra – a full-time professional symphony orchestra, consisting of 90 players, performing as many as 100 concerts annually throughout New Zealand, many of which are broadcast on radio and television, and recording soundtrack music for film and television productions.

The NZSO has a strong international profile through its numerous CD recordings (mostly under the NAXOS label) and its periodic overseas touring. It was nominated for a Grammy Award in 2016. It is also strongly committed to a national programme of education and outreach activities. The NZSO National Youth Orchestra assembles annually and is administered by the New Zealand Symphony Orchestra.

Structure

The NZSO's responsible minister is the Minister for Arts, Culture and Heritage. The NZSO is controlled by a Board consisting of seven members appointed by government. The orchestra is headed by its Chief Executive whose line managers have responsibility for:

- Corporate Services
- Marketing & Development
- Artistic Planning
- Orchestral Management.

Records

The following records are held by the New Zealand Symphony Orchestra:

- Administration and artistic files
- Orchestral music library
- Personnel documentation.

Documents relating to decision-making processes

New Zealand Symphony Orchestra Players Collective Agreement and supporting policy manuals.

Publications

- Individual concert programmes
- The New Zealand Symphony Orchestra: the first forty years by Joy Tonks (Reed Methuen 1986)
- Bravo! The NZSO at 50 by Joy Tonks (Exisle Publishing 1996)
- The NZSO National Youth Orchestra: Fifty Years and Beyond by Joy Tonks (Victoria University Press 2011)

Contact

For Official Information Act enquiries contact:

Head of Corporate Services

New Zealand Symphony Orchestra

Level 8, Nokia House

13-27 Manners Street

PO Box 6640

Wellington

Tel: (04) 801 2035

Fax: (04) 801 7887

info@nzso.co.nz

www.nzso.co.nz

Tai Poutini Polytechnic

Governing statutes

Tai Poutini Polytechnic was established in 1989 and functions under the Education Act 1989.

Functions and responsibilities

Tai Poutini Polytechnic provides vocational education and training for our communities and learners.

Structure

Tai Poutini Polytechnic is governed by the Polytechnic Council which consists of four members appointed by the Minister for Tertiary Education and four members appointed by the Council.

- The Chief Executive leads a leadership team, consisting of:
- Leader - Academic
- Leader - Student Life
- Leader - Engagement
- Leader - Corporate Support
- Te Kaiwhakahaere o Mātauranga Māori

Records

Records maintained include:

- Financial records as per Public Finance Act and other relevant legislation
- Staff personnel files and records
- Student academic records and enrolment forms
- Minutes of the Council and its committees

Documents relating to decision-making processes

- Tai Poutini Polytechnic Council Policy document
- Tai Poutini Polytechnic Quality Management System Policies and Procedures

- Tai Poutini Polytechnic Investment Plan
- Tertiary Education Strategy
- Acts and Regulations
- Collective and Individual Employment Agreements

Publications

- Programme and course booklets and guides
- Annual Report
- Investment Plan
- Student Handbooks

Contact

Chief Executive's Office

Tai Poutini Polytechnic

73-87 Tainui Street

Private Bag 607

Greymouth 7840

(03) 7699 400

ceoffice@tpp.ac.nz

www.tpp.ac.nz

New Zealand Teachers Council

Te Pouherenga Kaiako O Aotearoa

Governing statutes

The Teaching Council of Aotearoa New Zealand was established by the Education Act 1989.

Functions and responsibilities

The Council's purpose as stated in the Act is "to ensure safe and high-quality leadership, teaching, and learning for children and young people in early childhood, primary, secondary, and senior secondary schooling in English medium and Māori medium settings through the raising the status of the profession."

Key functions include:

- setting expectations of practice and behaviour for teachers;
- setting requirements for Initial Teacher Education programmes;
- approving Initial Teacher Education programmes;
- sharing best practice for teaching;
- promoting appraisal for both accountability and development of teachers;
- processing teacher registration and certification;
- managing complaints related to competence and conduct of teachers; and
- maintaining an online register of teachers (See Records below).

Structure

The Teaching Council was established as an independent statutory body in July 2015 (called the Education Council of Aotearoa New Zealand) and replaced the New Zealand Teachers Council (an autonomous crown entity). The name was changed to the Teaching Council of Aotearoa New Zealand in September 2018.

The Teaching Council Governing Board is comprised of seven elected members representing separate education sectors and elected by teachers from those sectors, and six members appointed by the Minister of Education. The Governing Board is responsible for setting the strategic direction and policy of the Council while the Chief Executive and staff are primarily responsible for implementing the strategic determinations and policy set by the Board.

The Governing Board is supported by an organisation of about 100 employees led by a Chief Executive. Our staff are working to implement our statutory functions and strategic direction across two main areas; Operational Services, and Professional Services.

Operational Services

- Communications
- Corporate Services
- Customer Support
- Finance
- Human Resources
- Registration and Certification

Professional Services

- Innovation and Collaboration
- Policy and Implementation
- Professional Responsibility (Conduct and Competence)
- Teacher Capability and Development

Reporting

A five-year strategic plan is set out at least every three years following consultation with teachers, the Government and the public.

The Council is required to:

- Table an annual report on its operations in Parliament, including audited financial statements.
- Provide statistical information relating to the discharge of the functions of the Council or any of its committees at the request of the Minister of Education.
- Provide information required for an independent audit of the Council's regulatory and disciplinary functions at the request of the Minister of Education.
- Operational Services managers report directly to the Deputy Chief Executive and Professional Services managers report directly to the General Manager Professional Services.
- Board meetings govern the approvals processes for major work underway, policy ratification, and new initiatives the Council may take. The Board reviews progress against strategic objectives and approves annual business plans and budgets.

Records

The Teaching Council has hard copy files and electronic records systems. Hard copy records primarily consist of Teaching Council corporate records, publications, applications for registration, practising certificates and limited authority to teach, and case files for conduct and competence complaints. Corporate records, applications and case files are increasingly retained electronically. Financial records are kept in hard copy and electronically.

The Teaching Council maintains an online register of teachers. There are over 100,000 registered teachers in New Zealand with a current practising certificate and the online register makes public these teachers' category of certification and fitness to practise. It shows the expiry date of a teacher's practising certificate and when necessary, cancellation or conditions imposed through the conduct and competence processes. The Teaching Council maintains a similar register of those with a Limited Authority to Teach.

Contact

Teaching Council of Aotearoa New Zealand

Level 7, 80 Boulcott Street

Wellington 6011

PO Box 5326

Wellington 6140

enquiries@teachingcouncil.nz

www.teachingcouncil.nz

New Zealand Trade and Enterprise

Te Taurapa Tūhono

Governing statute

New Zealand Trade and Enterprise (NZTE) was established by the New Zealand Trade and Enterprise Act 2003. The Crown Entities Act 2004 also applies to NZTE.

Functions and responsibilities

New Zealand Trade and Enterprise (NZTE) is the Government's international business development agency. Our purpose is to grow companies internationally – bigger, better, faster – for the of New Zealand.

We work to increase New Zealand companies' international success by helping them boost their global reach and build capability. We use our connections and government influence on behalf of businesses, and apply local knowledge – from the NZTE team and a network of private sector experts – to help them enter and grow in international markets.

We also link businesses with services designed to improve efficiency and operations, spark innovation, refine strategy, enhance leadership, and access capital – building the capability they need to be successful. More successful international businesses will grow our economy to benefit all New Zealanders, by providing jobs and raising our standard of living.

NZTE currently works with around 4,000 New Zealand businesses, and focuses intensively on around 700 of these customers.

We also work alongside our NZ Inc partners within government and the business community to protect and build credibility in our national brand – helping businesses to open doors in global markets.

Records

NZTE has hard copy files and electronic records systems. Hard copy records primarily consist of NZTE corporate records, publications, New Zealand business publications, economic data and some overseas journals and directories. NZTE corporate records and New Zealand company records are increasingly retained electronically. Financial records are kept in hard copy and electronically. NZTE also has a range of New Zealand product/sector videos and photographs.

Documents relating to decision-making processes

NZTE retains copies of policies/guidelines relevant to each business unit including: business process manuals, training and general information. NZTE also has a document management system used to store all official documents. NZTE has a wide range of process manuals, operating guidelines and best practice guides tailored to the specific requirements of each business unit.

Contact

Level 15, The Majestic Centre, 100 Willis Street

Wellington 6011

PO Box 2878

Wellington 6140

Phone: +64 4 816 8100

Fax: +64 4 816 8101

www.nzte.govt.nz

Te Puni Kōkiri

Ministry of Māori Development

Acts administered

As well as complying with general legislation under which Te Puni Kōkiri and other government agencies are required to conduct their affairs, Te Puni Kōkiri and therefore the Minister of Māori Development, is responsible for administering the following Acts of Parliament. This administrative role includes responsibility for: monitoring compliance, reviewing the legislation, and enacting any required amendments.

Primary legislation

- Broadcasting Act 1989 (with Ministry for Culture and Heritage and Ministry of Justice)
- Hauraki Maori Trust Board Act 1988
- Kaiapoi Maori Reserve Act 1905
- Lake Waikaremoana Act 1971
- Maniapoto Maori Trust Board Act 1988
- Maori Affairs Restructuring Act 1989
- Maori Community Development Act 1962
- Maori Housing Act 1935
- Maori Land Amendment and Maori Land Claims Adjustment Act 1926
- Maori Language Act 2016 / Te Ture mō Te Reo Māori 2016
- Maori Purposes Act 1931
- Maori Purposes Act 1933
- Maori Purposes Act 1934
- Maori Purposes Act 1936
- Maori Purposes Act 1937
- Maori Purposes Act 1938
- Maori Purposes Act 1939
- Maori Purposes Act 1941

- Maori Purposes Act 1943
- Maori Purposes Act 1945
- Maori Purposes Act 1946
- Maori Purposes Act 1947
- Maori Purposes Act 1948
- Maori Purposes Act 1949
- Maori Purposes Act 1951
- Māori Purposes Act 1952
- Maori Purposes Act 1953
- Maori Purposes Act 1954
- Maori Purposes Act 1956
- Maori Purposes Act 1959
- Maori Purposes Act 1961
- Maori Purposes Act 1962
- Maori Purposes Act 1963
- Maori Purposes Act 1964
- Maori Purposes Act 1966
- Maori Purposes Act 1967
- Maori Purposes Act 1969
- Maori Purposes Act 1970
- Maori Purposes Act 1972
- Maori Purposes Act 1973
- Maori Purposes Act (No 2) 1973
- Maori Purposes Act 1974
- Maori Purposes Act 1975
- Maori Purposes Act 1976
- Maori Purposes Act 1978
- Maori Purposes Act 1979
- Maori Purposes Act 1980
- Maori Purposes Act 1983

- Maori Purposes Act 1985
- Maori Purposes Act 1991
- Maori Purposes (Wi Pere Trust) Act 1991
- Maori Purposes Act 1993
- Maori Purposes Act 1991 Amendment Act 2001
- Maori Purposes Act 2011
- Maori Purposes Fund Act 1934-35
- Maori Reserved Land Act 1955
- Maori Schools Sites Act Extension Act 1890
- Maori Soldiers Trust Act 1957
- Maori Television Service (Te Aratuku Whakaata Irirangi Maori) Act 2003
- Maori Trust Boards Act 1955
- Maori Trustee Act 1953
- Maori Vested Lands Administration Act 1954
- Mauao Historic Reserve Vesting Act 2008
- Ministry of Maori Development Act 1991
- Mokomoko (Restoration of Character, Mana, and Reputation) Act 2013 / Te Ture mō Mokomoko (Hei Whakahoki i te Ihi, te Mana, me te Rangatiratanga) 2013
- Runanga Iwi Act Repeal Act 1991
- Tarawera Forest Act 1967
- Tauranga Moana Maori Trust Board Act 1981
- Te Runanga o Ngati Whatua Act 1988
- Te Ture Whenua Maori Act 1993 / Maori Land Act 1993
- Treaty of Waitangi Act 1975
- Whakarewarewa and Roto-a-Tamaheke Vesting Act 2009

Legislative instrument

- Aorangi Maori Trust Board Order 2010
- Aorangi Māori Trust Board Order 2017
- Hauraki Maori Trust Board Order 2012

- Hauraki Maori Trust Board Order 2016
- Maori Assembled Owners Regulations 1995
- Maori Community Development Regulations 1963
- Maori Housing Regulations 1960
- Maori Incorporations Constitution Regulations 1994
- Maori Land Court Fees Regulations 2013
- Maori Land Court Rules 2011
- Maori Occupation Orders Regulations 1994
- Maori Purposes Fund Regulations 1937
- Māori Reservations Regulations 1994
- Maori Trust Boards (Transitional Provisions) Order 2012
- Maori Trust Boards Regulations 1985
- Maori Trustee Regulations 2009
- Mawhera Incorporation Order 1976
- Parininihi Ki Waitotara Incorporation Order 1976
- Rotoaira Trout Fishing Regulations 1979
- Taranaki Maori Trust Board Order 2009
- Taranaki Maori Trust Board Order 2012
- Taupo District Order 1983
- Te Runanga o Ngai Tahu (Declaration of Membership) Order 2001
- Wakatu Incorporation Order 1977
- Whakarewarewa and Roto-a-Tamaheke Vesting Act Commencement Order 2010

Te Puni Kōkiri's statutory roles and responsibilities are prescribed by the Ministry of Māori Development Act 1991 and have been further developed by Cabinet. The roles and responsibilities describe how Te Puni Kōkiri will do its job in achieving the Government's objectives for Māori.

Functions and responsibilities

Te Puni Kōkiri was established under the Māori Development Act 1991 to promote "increases in the levels of achievement attained by Māori". Its roles and responsibilities have been further developed by Cabinet.

The Ministry works across a range of sectors and thematic areas, spanning culture, social and economic issues. Its activities can broadly be described as:

- Leading work towards policy and legislative change, as well as innovative approaches that will deliver improved outcomes for Māori;
- Influencing the mahi of others by working in partnership and monitoring performance for Māori across the public sector, as well as bringing Māori voices to decision-makers; and
- Investing with whānau, hapū and iwi to enable the achievement of the goals they hold mutually with government, and to enable whānau to lead development in their own communities.

In June 2019, Cabinet considered the role of Te Puni Kōkiri and other public sector agencies to improve Māori wellbeing, and agreed that Te Puni Kōkiri would:

- commence a formal monitoring programme to provide assurance that the strategies, policies and services of public sector agencies are effective in uplifting Māori wellbeing outcomes;
- continue to lead policy advice and strengthen its approach to implementation on issues of specific importance to Māori, such as whenua, te reo Māori, mātauranga and intellectual property, Māori media and digital innovation;
- target interdepartmental advice to those matters most likely to have a direct impact on wellbeing outcomes for whānau, hapū, iwi and Māori;
- co-create strategic advice, as appropriate, with the State Services Commission and the Treasury on system levers and frameworks that will lift the quality of the wider public-sector system performance for Māori;
- broker opportunities with whānau, hapū, iwi and Māori through its regional footprint in areas that are strategic priorities for the government and provide core hub support for government agencies;
- invest in innovative initiatives that build the capability and readiness of whānau and Māori communities to achieve their aspirations, leading to intergenerational transformation.

Structure

Te Puni Kōkiri is divided into four functional groups, or te puni, relating to: policy development; investment and funding; regional relationships and engagement; and organisational support.

Te Puni Kōkiri also maintains a number of regional offices across New Zealand. These ensure strong connections with whānau, hapū and iwi Māori across Aotearoa, facilitating a flow of information on issues importance to Māori.

Documents relating to decision-making processes

Te Puni Kōkiri has developed manuals for internal office use.

Contact

National Office

Te Puni Kōkiri House

143 Lambton Quay

Wellington 6011

PO Box 3943

Wellington 6140

Phone: (04) 819 6000

Fax: (04) 819 6299

www.tpk.govt.nz

Te Aho o Te Kura Pounamu

Governing statute

Te Aho o Te Kura Pounamu (Te Kura) operates under the Education Act 1989.

Functions and responsibilities

Te Kura is New Zealand's largest school, with around 24,000 students a year (approximately 13,000 students enrolled at any one time) studying full or part-time, and staff based around the country. Te Kura provides personalised learning programmes for students from early childhood to Year 13, as well as for adult learners and those with special education needs. Its students live in every part of the country and overseas and come from all walks of life. Te Kura works closely with local communities, schools and agencies that support its students, and has regional offices in Auckland, Hamilton, Wellington and Christchurch.

Te Kura is funded by the Ministry of Education, which sets the school's enrolment criteria. It has service level agreements with New Zealand schools whose students are dual registered. The Board of Trustees is responsible for ensuring the School is governed and managed according to the relevant legislation and the National Education Guidelines.

Structure

Te Kura has around 450 teaching and specialist staff. Although its main office is in Wellington, and many teaching and support staff are now based in regional or local offices around the country.

Te Kura's Senior Leadership Team comprises Chief Executive Mike Hollings, Deputy Chief Executive – Operations and Performance Viv Rogers, Deputy Chief Executive – Ako Margaret McLeod and Chief Advisor, Strategy Regan Dooley. Staff are organised into two main wahanga (divisions) called Learner Services and Operations and Performance. These wahanga are supported by the Chief Executive's office.

The Learner Services wahanga comprises four regional teaching teams – Northern, Central North, Central South, and Southern. Teachers from different subject areas and disciplines work together within regional teams. There is also a separate early childhood service and a curriculum team.

The Operations and Performance wahanga comprises Finance; Human Resources; Enrolment Services; Information Resources Group; Media Services and Distribution.

The school's Board of Trustees differs from other schools in that its members are appointed by the Minister of Education.

Records

The records held by Te Kura include the following:

- board minutes
- board administrative files
- staff files for present and previous staff members
- administrative and correspondence files
- students' records for present and some previous students
- complaints
- Official Information Act and Privacy Act requests.

Documents relating to decision-making processes

Te Kura publishes its policies and procedures on an internal intranet. Externally published documentation containing information on processes and guidelines includes various student guides, and the school's website at www.tekura.school.nz.

Publications

In addition to its student guides and extensive information on its website, Te Kura produces an annual plan and charter, strategic plan, an annual report and a school magazine, which are available online at www.tekura.school.nz.

Contact

The Chief Executive

Te Aho o Te Kura Pounamu

Private Bag 39992

Wellington Mail Centre

Lower Hutt 5045

Phone (04) 473 6841 or 0800 65 99 88

Fax (04) 471 2406

info@tekura.school.nz

www.tekura.school.nz

Te Arawhiti

The Office for Māori Crown Relations – Te Arawhiti

The Office for Māori Crown Relations – Te Arawhiti (Te Arawhiti) was legally established on 1 January 2019 as a departmental agency hosted by the Ministry of Justice (MOJ). MOJ maintains responsibility for the administration of relevant legislation to the work of Te Arawhiti including:

-
- Affiliate Te Arawa Iwi and Hapu Claims Settlement Act 2008
- Central North Island Forests Land Collective Settlement Act 2008
- Heretaunga Tamatea Claims Settlement Act 2018
- Hineuru Claims Settlement Act 2016
- Iwi and Hapū of Te Rohe o Te Wairoa Claims Settlement Act 2018
- Maraeroa A and B Blocks Claims Settlement Act 2012
- Marine and Coastal Area (Takutai Moana) Act 2011
- Maungaharuru-Tangitū Hapū Claims Settlement Act 2014
- Ngaa Rauru Kiihahi Claims Settlement Act 2005
- Ngā Mana Whenua o Tāmaki Makaurau Collective Redress Act 2014
- Ngā Rohe Moana o Ngā Hapū o Ngāti Porou Act 2019
- Ngāi Tahu Claims Settlement Act 1998
- Ngāi Tahu (Tūtaepatu Lagoon Vesting) Act 1998
- Ngāi Tai ki Tāmaki Claims Settlement Act 2018
- Ngāi Takoto Claims Settlement Act 2015
- Ngai Tāmanuhiri Claims Settlement Act 2012
- Ngāti Tamaoho Claims Settlement Act 2018
- Ngāti Tūwharetoa Claims Settlement Act 2018
- Ngāruahine Claims Settlement Act 2016
- Ngāti Apa ki te Rā Tō, Ngāti Kuia, and Rangitāne o Wairau Claims Settlement Act 2014

- Ngāti Apa (North Island) Claims Settlement Act 2010
- Ngāti Awa Claims Settlement Act 2005
- Ngāti Hauā Claims Settlement Act 2014
- Ngāti Kahu Accumulated Rentals Trust Act 2015
- Ngatikahu ki Whangaroa Claims Settlement Act 2017
- Ngāti Kōata, Ngāti Rārua, Ngāti Tama ki Te Tau Ihu, and Te Ātiawa o Te Waka-a-Māui Claims Settlement Act 2014
- Ngāti Koroki Kahukura Claims Settlement Act 2014
- Ngāti Kuri Claims Settlement Act 2015
- Ngāti Mākino Claims Settlement Act 2012
- Ngāti Manawa Claims Settlement Act 2012
- Ngāti Manuhiri Claims Settlement Act 2012
- Ngāti Mutunga Claims Settlement Act 2006
- Ngāti Pāhauwera Treaty Claims Settlement Act 2012
- Ngati Porou Claims Settlement Act 2012
- Ngāti Pūkenga Claims Settlement Act 2017
- Ngāti Rangī Claims Settlement Act 2019
- Ngāti Rangiteaorere Claims Settlement Act 2014
- Ngāti Rangiwewehi Claims Settlement Act 2014
- Ngati Ruanui Claims Settlement Act 2003
- Ngati Tama Claims Settlement Act 2003
- Ngati Toa Rangatira Claims Settlement Act 2014
- Ngati Turangitukua Claims Settlement Act 1999
- Ngāti Tuwharetoa (Bay of Plenty) Claims Settlement Act 2005
- Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010
- Ngāti Whare Claims Settlement Act 2012
- Ngāti Whātua o Kaipara Claims Settlement Act 2013
- Ngāti Whātua Ōrākei Claims Settlement Act 2012
- Nga Wai o Maniapoto (Waipa River) Act 2012

- Port Nicholson Block (Taranaki Whānui ki Te Upoko o Te Ika) Claims Settlement Act 2009
- Pouakani Claims Settlement Act 2000
- Rangitāne o Manawatu Claims Settlement Act 2016
- Rangitāne Tū Mai Rā (Wairarapa Tamaki nui-ā-Rua) Claims Settlement Act 2017
- Raukawa Claims Settlement Act 2014
- Rongowhakaata Claims Settlement Act 2012
- Tapuika Claims Settlement Act 2014
- Taranaki Iwi Claims Settlement Act 2016
- Te Arawa Lakes Settlement Act 2006
- Te Atiawa Claims Settlement Act 2016
- Te Aupouri Claims Settlement Act 2015
- Te Awa Tupua (Whanganui River Claims Settlement) Act 2017
- Te Kawerau ā Maki Claims Settlement Act 2015
- Te Rarawa Claims Settlement Act 2015
- Te Roroa Claims Settlement Act 2008
- Te Ture Haeata ki Parihaka 2019 / Parihaka Reconciliation Act 2019
- Te Uri o Hau Claims Settlement Act 2002
- Treaty of Waitangi (State Enterprises) Act 1988
- Tūhoe Claims Settlement Act 2014
- Waikato Raupatu Claims Settlement Act 1995
- Waikato-Tainui Raupatu Claims (Waikato River) Settlement Act 2010
- Waitaha Claims Settlement Act 2013
- Whanganui Iwi (Whanganui (Kaitoke) Prison and Northern Part of Whanganui Forest) On-account Settlement Act 2011

Functions and responsibilities

The key purpose of Te Arawhiti is to support the Crown towards true Treaty partnership. The key responsibilities of the agency are:

- Completing Treaty settlements (under the leadership of the Minister for Treaty of Waitangi Negotiations).

- Administering the Marine and Coastal Area (Takutai Moana) Act 2011 (under the leadership of the Minister responsible for applications under that Act).
- Ensuring the Crown meets its Treaty settlement commitments.
- Developing engagement, co-design and partnering principles that ensure agencies generate optimal solutions across social, environmental, cultural and economic development.
- Strengthening the public sector capability.
- Ensuring the engagement of public sector agencies with Māori is meaningful.
- Providing an independent cross Government view on the health of the Māori Crown relationship.
- Providing strategic leadership and advice on contemporary Treaty issues.
- Brokering solutions to challenging relationship issues with Māori.
- Coordinating significant Māori/Crown events on behalf of the Crown.
- Providing strategic advice to the Minister for Māori Crown Relations: Te Arawhiti on the risks and opportunities in Māori Crown partnerships.
- Any other matter for which the Minister for Māori Crown Relations: Te Arawhiti has a portfolio interest, such as work on the constitutional and institutional arrangements supporting Māori/Crown.

As a departmental agency, Te Arawhiti is hosted by MOJ which provides payroll, finance, information communication technology and other administrative support services.

Te Arawhiti was created to consolidate a range of distinct but related government functions that support Māori Crown partnerships and help the Crown build on the sense of renewal in Māori Crown relations established through the Treaty settlements process. It is comprised of:

- Te Kāhui Whakatau (Treaty Settlements)
- Te Kāhui Takutai Moana (Marine and Coastal Area)
- Te Kāhui Whakamana (Settlement Commitments)
- Te Kāhui Hīkina (Māori Crown Relations)
- Te Hāpai Ō Strategy and Policy
- Te Hāpai Ō Organisational Services.

Te Arawhiti is led by an Executive Leadership Team comprising the Tumu Whakarae (Chief Executive) and four Deputy Chief Executives responsible for setting the strategic direction and ensuring the development, performance and maintenance of each kāhui and hāpai:

- The Deputy Chief Executive Settlements and Takutai Moana, through the Treaty Settlements and Marine and Coastal Area kāhui, supports the Crown to complete Treaty settlements and administer the Marine and Coastal Area (Takutai Moana) Act

2011. The Deputy Chief Executive Settlements and Takutai Moana provides the Minister for Treaty of Waitangi Negotiations with policy and process advice, and negotiation services for the settlement of historical claims arising under the Treaty of Waitangi. They also provide advice on matters relating to the administration of Marine and Coastal Area (Takutai Moana) Act 2011.

- The Deputy Chief Executive Partnerships, through the Settlement Commitments and Māori Crown Relations kāhui, leads the work to build the Crown's capability and performance as a Treaty partner in the longer term by strengthening public sector capability to engage with Māori and monitoring the health of the Māori-Crown relationship. The role also ensures the crown meets its commitments to settled iwi, brokering solutions to challenging relationship issues with Māori, and leads on significant Māori-Crown events. With the Tumu Whakarae, the Deputy Chief Executive Partnerships leads the agency's relationship with the Minister for Māori Crown Relations: Te Arawhiti, providing strategic advice on risks and issues within the portfolio.
- The Deputy Chief Executive Strategy and Policy leads the development of both a short and long-term strategy for Te Arawhiti and the Māori Crown Relations sector. They provide leadership across the policy and legal functions to ensure these are aligned with the long-term strategy, that policy is focused on enabling consistent decision-making processes and implementation across each of the areas of Te Arawhiti business, and that the legal function is strategic and forward-looking.
- The Deputy Chief Executive Organisational Services leads Te Arawhiti organisational and workforce strategy, the provision of a corporate service that supports Te Arawhiti to operate effectively, and oversees the provision of technical expertise and advice to deliver the mahi. This role is the primary lead on the relationship with MOJ.

Records

Te Arawhiti holds records and information relating to its functions and responsibilities, including the advice it provides to Ministers. Records include briefings and advice to Ministers, and internal information and records relating to the development and delivery of services and the operation of Te Arawhiti as an organisation.

Documents relating to decision-making processes

As Te Arawhiti is a departmental agency hosted by the Ministry of Justice, many of the Ministry's policies continue to apply. These include:

- Recruitment Policy
- Procurement Policy
- Contractors and Consultants Policy
- Information management policies

- Charging Guidelines for Official Information Act 1982 Requests
- Public Sector Guidelines to the Bill of Rights Act 1990.

Contact

The Office for Māori Crown Relations – Te Arawhiti

Level 3 Justice Centre

SX10111

Wellington

04 494 9800

OfficialCorrespondence@tearawhiti.govt.nz

www.tearawhiti.govt.nz.

Te Reo Whakapuaki Irirangi - Māori Broadcasting Funding Agency

Te Māngai Pāho

Relevant legislation

Te Māngai Pāho is a Crown Entity established under the Broadcasting Amendment Act 1993. Te Māngai Pāho is subject to some provisions of Te Ture Reo mō Te Reo Māori 2016 (The Māori Language Act 2016).

Functions and responsibilities

Statutory Role

Te Māngai Pāho's statutory role is to promote the Māori language and Māori culture by making funds available, on such terms and conditions as it thinks fit, for broadcasting and the production of programmes to be broadcast. It also makes funds available for online content, archiving and other activities to promote Māori language and culture.

Te Māngai Pāho meets its statutory obligations primarily by funding te reo Māori and tikanga Māori content and music for distribution on multiple platforms and for television and radio broadcast. To ensure that its outcomes are achieved, Te Māngai Pāho currently:

- funds 21 recognised iwi radio stations to deliver a specified amount of Māori language content each day;
- allocates funding directly to Māori Television for the production of in-house content and the acquisition of local programmes of interest to Māori audiences;
- manages a contestable pool of funding for the production of independently made Māori language content to be distributed on multiple platforms and broadcast on television and radio, including music tracks and special broadcast events;
- purchases archiving services for Māori radio and television content.
- funds other activities to promote Māori language and culture.

Structure

Te Māngai Pāho is governed by a Board of five members appointed by the Minister, three of whom are at the recommendation of Te Mātāwai. The Board's governance role is to:

- Set the agency's goals and overall direction;
- Make policies and decisions about its programme funds;
- Ensure the agency complies fully with its legal and other obligations.

The Board employs a Chief Executive and eleven other staff to carry out the functions of Te Māngai Pāho. The core work of the agency staff is to manage over \$64 million (plus GST) in funding contracts between the agency and various programme makers, broadcasters and service providers.

The operational structure of the agency comprises the office of the Chief Executive, the Content Team and Corporate Services.

Documents relating to decision-making processes

Te Māngai Pāho's Statements of Intent, Statements of Performance Expectations and Annual Reports are accessible from its website:

www.tmp.govt.nz/accountability-documents

Media releases, funding RFPs and funding decisions are also published on the website.

Contact

Level 2, Te Puni Kōkiri House

143 Lambton Quay

Wellington 6011

PO Box 10 004

Wellington 6143

04-915 0700

info@tmp.govt.nz

www.tmp.govt.nz

Te Taura Whiri i Te Reo Māori (Maori Language Commission)

Acts administered

Te Taura Whiri i te Reo Māori is a Crown entity first established under the Māori Language Act 1987 and continued under Te Ture mō Te Reo Māori 2016 (the Act).

The 2016 Act provided for two complementary Māori Language Strategies – Te Maihi Karauna Māori (the Crown’s Māori Language Strategy) and Te Maihi Māori (a Māori language strategy for iwi Māori). The legislation recognises that iwi and Māori are kaitiaki of te reo Māori, while recognising that the Crown is able to advance the revitalisation of the Māori language by promoting strategic objectives in the wider New Zealand society.

Functions and responsibilities

Te Taura Whiri i te reo Māori is responsible for leading the coordination of the implementation of Te Maihi Karauna (the Government’s Māori Language Strategy). Te Mātawai (established in 2016) is responsible for Te Maihi Māori. The two parties are required to work in active partnership to promote the knowledge and use of te reo Māori.

Functions of TTWh:.

- to take such steps as are reasonably necessary in the opinion of Te Taura Whiri to give effect to the status of Māori as an official language of New Zealand
- to promote the Māori language as a living language; and as an ordinary means of communication
- to take the lead in co-ordinating the implementation of the Maihi Karauna strategy
- to make provision for, and to grant, certificates of competency in translation and interpretation of the Māori language and maintain, and publish a register of persons who hold certificates
- to consider and report to the Minister on matters relating to the Māori language

It includes:

- supporting and evaluating language planning for government and private sector agencies
- promoting initiatives for “Wider New Zealand” including Māori who are not engaged with te reo Māori

Structure

In 2019 Te Taura Whiri i Te Reo Māori reorganised into four interdependent teams.

- Corporate Services – financial management, reporting, human resources
- Policy and development – research, monitoring and evaluation, Māori language services
- Partnerships and promotions – communications, promotions, relationship management
- Language planning – developing and supporting language planning for organisations

Te Taura Whiri i te Reo Māori is responsible to the Minister for Māori Development for the expenditure of public funds. Each year, the Minister issues a Letter of Expectations outlining the specific objectives for the following financial year.

Documents relating to decision-making processes

A Statement of Intent (SOI) is produced at least every three years to describe strategic intentions for the next four years. A Statement of Performance Expectations (SPE) details projected budgets and performance measures for the next year. We report against our SOI, SPE and the Minister's Letter of Expectations in our Annual Report. All these documents are presented to Parliament and published on our website.

Te Taura Whiri i te Reo Māori is governed by a board of five members. A Chief Executive reports to the board. Current appointments are listed on our website.

Contact

Te Taura Whiri i Te Reo Māori

PO Box 411

Level 11 Co-operative Bank Building Corner Balance and Featherston Streets

Wellington 6140

Phone (04) 471 0244

Fax (04) 471 2768

info@tetaurawhiri.govt.nz

www.tetaurawhiri.govt.nz

Te Wānanga o Aotearoa

Proper Name or Trade Name: Te Wānanga o Aotearoa Te Kuratini o Nga Waka (New Zealand Gazette 1/6/97) more commonly known as Te Wānanga o Aotearoa.

Governing statute

Te Wānanga o Aotearoa is a Wānanga as established under section 162(4)(b)(iv) of the Education Act 1989 by Education (Aotearoa Institute) Order 1993 SR 1993/183.

Functions and responsibilities

A wānanga is characterised under the Education Act 1989 by teaching and research that maintains, advances, and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom).

Te Wānanga o Aotearoa (formerly Aotearoa Institute) had its beginnings in the mid-1980s. It achieved Crown recognised tertiary status as a Wānanga in 1993 and enrolled its first students under the current name in 1994. Te Wānanga o Aotearoa has tertiary campuses throughout the country and offers degree and sub degree qualifications to its students.

Structure

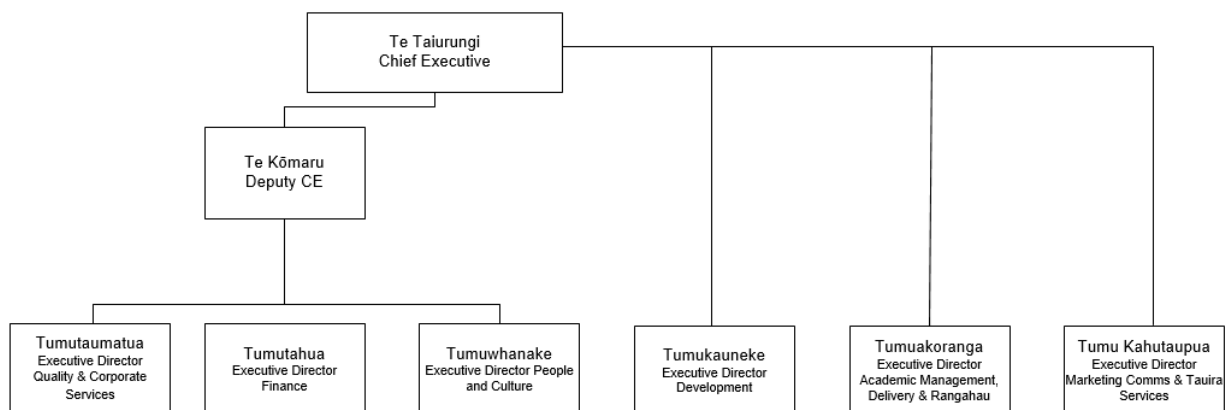
Te Mana Whakahaere (The Council) is the governing body.

There are five sub-committees of Te Mana Whakahaere:

- Te Rautiaki Mātauranga (The Academic Board)
- Te Ārai Tūpono (The Audit and Risk Management Committee)
- Te Ohu Paearu (HR/Remuneration)
- Te Komiti Marupainga (The Health & Safety Committee)
- Te Komiti Haumi Pūtea (Investment Committee)

Te Taiurungi is the Chief Executive Officer of the organisation.

Te Wānanga o Aotearoa has a structure below Te Taiurungi consisting of an Executive Management Team whose membership is derived from the following key functional areas:



The curriculum function is organised into the following core areas:

- Tūāpapa – Learning to Study
- Umanga – Professional Skills and Trades
- Angitu – Māori and Indigenous Development
- Te Arawhānui – Business
- Te Hiringa – Education
- Hauora – Health and Fitness
- Te Ro Rangatira – Māori Language
- Toi – Māori and Indigenous Arts
- Te Arawhānui – Computing
- Ratonga Pāpori – Social Services

The Delivery function is divided into regions throughout the country with campus service centres and a number of programme delivery sites within each region:

- Te Ihu (Auckland/Northland)
- Te Waenga (Waikato/Bay of Plenty/East Coast/Poverty Bay)
- Te Kei (South Island/Wellington/Central North Island)

Records

Records held by Te Wānanga o Aotearoa include:

- Official Minutes of Te Mana Whakahaere meetings and sub-committees
- Student Records

- Personnel Records

Documents relating to decision-making processes

A Quality Management System (QMS) and Policy Framework are maintained that include all academic and non-academic policies and procedures. Staff are able to access the QMS in electronic or paper-based formats.

Publications

Publications held by Te Wānanga o Aotearoa include:

- Te Pae Tawhiti 2027 – our long-term strategic plan
- Te Pūrongo (Annual Report)
- Student Handbook
- Prospectus

Contact

Head Office

Te Wānanga o Aotearoa

320 Factory Road

Te Awamutu 3800

0800 355 553

www.twoa.ac.nz

Te Whare Wānanga o Awanuiārangi

Governing statutes

The Whare Wananga is established under the Education Act 1989 whose purpose has been described within the Act as: "A Wananga is characterised by teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence and assists the application of knowledge regarding ahuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)."

Functions and responsibilities

Te Whare Wananga o Awanuiārangi has created three Schools:

- School of Iwi Development (SID);
- School of Undergraduate Studies (SUS);
- School of Graduate Studies (SGS).

Each School comprises three distinct programme entities. Each in time will also be augmented by discrete 'Centres of Excellence', such as the 'Institute for Indigenous Research and Advancement' (IIRA) in the School of Graduate Studies.

The key central element to the three Schools will be the Office of the CEO supported by the Finance Department, Plant and Operations and the Academic Registry.

These changes will enable us to:

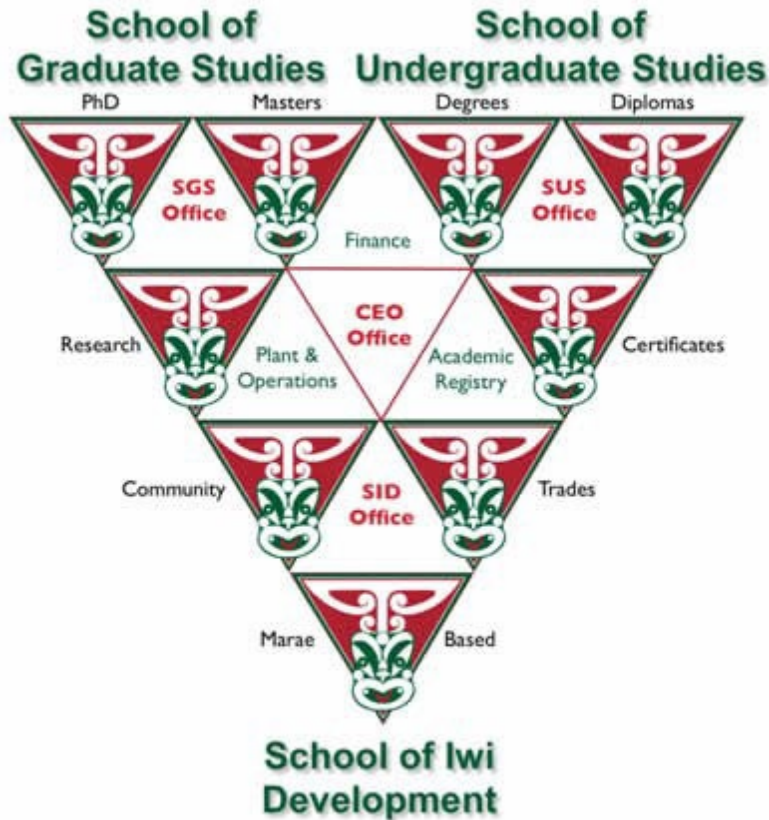
- reflect the original 'special character' elements of Te Whare Wananga o Awanuiārangi
- emphasise education and learning outcomes as a more fundamental consideration in our decision-making, rather than being solely driven by EFTS
- develop a unique, culturally appropriate network of provision in the Tertiary Sector.

The Whare Wananga provides tertiary level education and research. Its purpose is described under the Education Act:

Structure

The Wananga is made up of 4 Campus sites with Whakatane being both the headquarters and campus site. The other campus sites are Poneke (Wellington), Tamaki Makaurau (Auckland) and Te Ataarangi which has headquarters located in Kirikiriroa (Hamilton). The Wananga continues to be governed by a Council with representatives from the Iwi

associated with the Mataatua rohe, appointees of the Crown, student and staff representatives.



Records

- the Council holds minutes and reports relating to its meetings and those of its committees
- academic records
- administrative records
- each discipline holds minutes and papers relating to the meetings of the discipline and its committees
- the CEO's office holds minutes and papers relating to its meetings and those of its committees
- each school holds minutes and papers relating to the meetings of the School and its committees.

Archiving Student Results – The provider should be able to access results of any individual student easily and with the minimum of fuss. Final results of assessment should be archived indefinitely, but it is not necessary to keep copies of actual learner work indefinitely. There are no firm rules about how long to keep learner work but it is recommended that it is kept

until timelines for reassessment and lodging appeals has passed and the final results have been lodged with the Qualifications Authority and the learner has completed the course.

Documents relating to decision-making processes

Documents that guide the activities of the Wananga are:

The Charter which outlines the broad directions and intent of the Wananga and requires approval from the Tertiary Education Commission every five years.

The Investment Plan which outlines how the Wananga will respond to government direction, how the needs of their own stakeholders – student, employers and communities on a regional and national basis – will be met. The plan is to be approved annually by Tertiary Education Commission.

The Annual Business Plan and Budget which outlines the way cost centres will account for their financial resource needs, how those will be allocated and aligned to the overall budget of the Wananga.

The Quality Management System that contains both operational and academic policies is to be located in the Academic Registry.

The Prospectus, which sets out the programmes of the Wananga and is annually updated for prospective students.

Terms of Reference, which are set out for committees who oversee and co-ordinate designated operation processes.

Contact

info@wananga.ac.nz

www.wananga.ac.nz

Whakatane Headquarters

The Chief Executive Officer

Te Whare Wananga o Awanuiārangi

Private Bag 1006

Whakatane

Phone: (07) 307 1467

Fax: (07) 307 1475


Poneke (Wellington) Campus

Campus Director

11–17 Church St Central Business District

PO Box 27–376

Wellington

Phone: (04) 917 3550

Fax: (04) 917 4315

Tamaki Makaurau (Auckland) Campus

Campus Director

16 Canning Cres

Mangere

PO Box 76674

Manukau City

Phone: (09) 256 5901 ext 8994

Fax: (09) 256 5900

Television New Zealand Limited

Te Reo Tataki

Functions and responsibilities

Television New Zealand Limited (TVNZ) is a Crown entity established under the Television New Zealand Act 2003 (the TVNZ Act). TVNZ is charged with giving effect to its Charter (which can be viewed on www.tvnz.co.nz) while maintaining its commercial performance.

TVNZ operates two terrestrial television networks known as TV ONE and TV2, and sells advertising time on them. Its major production centres are in Auckland and Lower Hutt. The Company's administration base is the Television Centre in Auckland.

TVNZ operates a major news website (www.tvnz.co.nz) which has links to the websites for both TV ONE and TV2.

TVNZ Broadcast Services provides production facilities and services to independent television and film producers and production houses, both local and international, as well as providing outside broadcast services. This division includes the NZ Television Archive which licenses images, sounds and music to customers throughout the world. The Archive houses New Zealand's largest audio visual production library.

TVNZ Emerging Business licenses the use of television content and brands across multiple media platforms and markets.

Structure

The Chief Executive Officer, appointed by the Board under the TVNZ Act, is responsible to that Board for ensuring that policies relating to company activities are carried out, for the management, administration, development and efficient operation of the television services and subsidiary operations and ensuring compliance with the statutory obligations contained in the TVNZ Act and in the Broadcasting Act 1989.

Seven senior executives report to the Chief Executive Officer.

They are:

- Head of Television
- Chief Financial Officer
- Head of Advertising Sales
- Head of Human Resources
- Head of Marketing/Head of Emerging Business

- Head of Broadcast Services
- Head of Corporate Affairs.

Contact

Company Secretary/General Counsel Television New Zealand Limited

100 Victoria Street West

PO Box 3819

Auckland

Phone: (09) 916 7935

Fax: (09) 916 7900

david.lazarus@tvnz.co.nz

www.tvnz.co.nz

Main locations

Auckland Registered Office Television Centre 100 Victoria Street West PO Box 3819
Auckland Phone: (09) 916 7000 Fax: (09) 916 7934 Website: www.tvnz.co.nz

Hamilton 533 Angelsea Street PO Box 889 Hamilton Phone: (07) 97 6300 Fax: (07) 957 6311

Wellington Sales 97–99 Courtenay Place PO Box 1752 Wellington Phone: (04) 914 5198
Fax: (04) 914 5140 84

News and Current Affairs 86–90 Lambton Quay PO Box 1910 Wellington Phone: (04) 914 5000
Fax: (04) 914 5043

New Zealand Television Archive Percy Cameron Street Lower Hutt PO Box 30–945 Lower
Hutt Phone: (04) 914 5300 Fax: (04) 914 5319

Avalon Studios Percy Cameron Street PO Box 30–945 Lower Hutt Phone: (04) 914 5600
Fax: (04) 914 5888

Christchurch 202 Gloucester Street PO Box 1945 Christchurch Phone: (03) 961 8500 Fax:
(03) 961 8555

Tertiary Education Commission

Te Amorangi Mātauranga Matua

Governing statutes

The Tertiary Education Commission is established under the Education Act 1989 and the Crown Entities Act 2004. Also relevant to its work is Industry Training and Apprenticeships Act 1992

Functions and responsibilities

Tertiary education is vitally important to the future of New Zealand. The skills and knowledge people gain through tertiary education can improve their chances of employment and increase their earnings. Tertiary education drives better economic, social, and cultural outcomes, creates new knowledge and helps the country's productivity.

The TEC is responsible for investing over \$3 billion of government funding in tertiary education and career systems to ensure New Zealanders are equipped with the knowledge and skills needed for lifelong success. It does this by:

- investing government funding, through Investment Plans and contracts with tertiary education organisations
- monitoring and managing the performance of tertiary education organisations (TEOs)
- providing information and advice to the Government about how well TEOs and the tertiary education sector are performing.

The tertiary sector includes universities, polytechnics, wānanga, private training establishments, industry training organisations and other providers of post-secondary education and training.

The TEC works in partnership with TEOs and the sector, the community and industry, to improve outcomes for learners. It also works closely with other government agencies to support TEOs.

The TEC took over the careers function on 1 July 2017. This gave TEC's the ability to work with tertiary providers and employers, so they can provide better careers information to schools, and coordinate with schools and employers on the skill needs of the labour market. Improving connections between educators and employers will support students to successfully transition to further study and employment.

Our statutory functions and legal framework

The TEC is a Crown entity established under section 159C of the Education Act 1989. Its functions include giving effect to the Government's Tertiary Education Strategy 2014–2019, funding and monitoring the performance of the tertiary education sector, and providing advice to the Minister of Education.

TEC's strategic context is set by the Tertiary Education Strategy

The TEC is guided in its investment decisions by the targets set out in the Tertiary Education Strategy 2014–2019. The TES sets out the Government's long-term strategic direction for tertiary education and includes six priorities that guide TEC's strategy and decisions, and shape its investments in tertiary education. The six priorities are:

- Priority 1 Delivering skills for industry
- Priority 2 Getting at-risk young people into a career
- Priority 3 Boosting achievement of Māori and Pasifika
- Priority 4 Improving adult literacy and numeracy
- Priority 5 Strengthening research-based institutions.
- Priority 6 Growing international linkages

Monitoring performance and reporting

The TEC monitors and supports the performance of the tertiary education organisations (TEOs) it funds. It does this to make sure they are delivering the programmes outlined in their Investment Plans and to review their overall performance from the point of view of the Government as an investor. TEOs also have to meet certain reporting requirements.

Together with each TEO, the TEC monitors:

- the delivery and performance commitments set out in each TEO's Investment Plan
- the courses, qualifications, programmes and number of enrolments each TEO has committed to in their Investment Plan
- how well each TEO is delivering on the priority outcomes of the Tertiary Education Strategy
- its compliance with legislation and regulation
- its compliance against other TEC funding conditions.

The TEC also monitors and audits the financial and non-financial performance of TEOs. This work helps the TEC to make informed funding allocation decisions.

At times, TEC's monitoring of TEOs requires it to review or investigate specific TEOs, either because it has concerns or because it has received a complaint.

In some cases, the TEC commissions an external consultancy to carry out a review and/or more in-depth investigation of processes and procedures at that TEO.

Structure

The TEC is governed by the Board of Commissioners, which is appointed by, and responsible to, the Minister of Education. Currently, there are eight commissioners on the Board.

Chief Executive Tim Fowler heads the organisation, with the support of five deputy chief executives who provide leadership and strategic advice to their teams, and are responsible for the performance and deliverables of the organisation.

The TEC has around 350 staff.

The organisational structure is as follows:

Delivery Directorate

The Delivery directorate is focused on delivery of the investment and careers products and services. The Directorate is responsible for the implementation/delivery of all TEC products and services, relationship management, negotiation, performance management and monitoring. Area of accountability include managing tertiary education organisation (TEO) investment cycles, the reviewing of financial performance of TEOs and tertiary education institutions (TEIs), brokering careers solutions in regions aligned with the Ministry of Education regions, and managing sector relationships including the provision of support and advice to TEOs, schools, and employers.

Strategy and Design Directorate

The Strategy & Design Directorate ensures the TEC takes a strategic approach to its role in the tertiary education sector by developing the TEC's short and longer term strategies that give effect to the tertiary education strategy (TES). This Directorate also plays an important role in the design and development of implementation plans, operational policies and products, and evaluation, in order to give effect to these strategies.

Information Directorate

The information Directorate delivers the information and communication technologies (ICT) infrastructure and information tools to support the business and develops data, data products, information, and new tools for colleagues, customers, TEOs, and other agencies to support TEC's invest and champion goals.

Corporate and Finance Directorate

The Corporate & Finance Directorate is responsible for the development and delivery of financial and business support services to enable the organisation to operate effectively and efficiently. It provides assurance to the Board and Crown monitoring agencies regarding the effective governance, management of financial risk and integrity of the financial management system. It delivers financial control and monitoring, and business support and advice around HR management, organisational planning and reporting, programme management, risk, procurement and property services.

Ōritetanga Learner Success Directorate

The Ōritetanga Learner Success Directorate's role is to support a TEC wide approach to learner success. The TEC has a focus on ensuring that the Tertiary education system works for all learners through intentional design, with a specific focus on Maori, Pacific, learners from socio-economically disadvantaged circumstances and disabled learners. The Directorate provides specialist knowledge and capability, and undertakes specific pieces of work to build wider TEC and sector capability. One of our projects is developing a learner success approach with partner TEOs based on data analytics and system design.

Records

The TEC produces a wide range of publications and reports for TEOs and the public. These include guidelines to help TEOs in their investment planning, resources covering a range of tertiary education programmes, corporate publications (such as annual reports, statements of intent and strategic plans), consultation papers, information sheets and brochures.

Contact

General enquiries

If you want to contact the Tertiary Education Commission/Te Amorangi Mātauranga Matua (TEC) with a general enquiry, the Sector Helpdesk is your first point of contact.

Email: sectorhelpdesk@tec.govt.nz

Freephone: 0800 601 301 (Sector Helpdesk)

Phone: +64 4 462 5200 (for callers within New Zealand)

Phone: +64 4 462 5201 (for international callers)

Written enquiries

The Tertiary Education Commission/Te Amorangi Mātauranga Matua
PO Box 27048
Wellington 6141
New Zealand

Street address

Reception
Level 9
44 The Terrace
Wellington 6011
New Zealand



Media enquiries

Email: media@tec.govt.nz

Phone: +64 27 838 5301 (Media enquiries only)

Specific information requests

If you're requesting specific information from us (for example under the Official Information Act or for research purposes), email our Sector Helpdesk with the words "Request for information" in the subject line. Please clearly state why you need the information and your deadline, if appropriate.

Takeovers Panel

Governing statutes

The Takeovers Panel is established by the Takeovers Act 1993.

Functions and responsibilities

The functions of the Takeovers Panel are set out in section 8 of the Takeovers Act 1993 and section 14 of the Crown Entities Act 2004. In summary the Panel's functions are:

- to keep under review the law relating to takeovers of specified companies and to recommend to the Minister any changes to that law it considers necessary
- to keep under review practices relating to takeovers of specified companies
- to investigate any act or omission or practice for the purpose of exercising its powers under the enforcement provisions of the Act
- to make determinations and orders and to make applications to the Court under the enforcement provisions of the Act
- to promote public understanding of the law and practice relating to takeovers of specified companies
- to co-operate and communicate with any overseas regulator information properly obtained by the Panel which it considers may assist the other regulator in the performance of its functions.

In exercising its functions and powers the Panel shall comply with the principles of natural justice.

The Panel's main powers are set out in Parts 3 and 4 of the Takeovers Act and sections 16 and 17 of the Crown Entities Act. In summary the powers of the Panel are:

- To carry out inspections and obtain evidence;
- To issue summonses and to take evidence on oath;
- To make confidentiality orders;
- To authorise the Registrar of Companies to undertake inspections;
- To grant exemptions from the Code; and
- To enforce the Takeovers Code by:
 - Making determinations on whether a person is complying with the Code;
 - Issuing restraining orders and compliance orders; and

- Applying for Court orders.

Under the Takeovers Code the Panel has powers to approve independent advisers and appoint independent experts.

Structure

The Panel must have not less than five and not more than eleven members appointed by the Minister of Commerce. The Minister appoints one member as the Chairperson of the Panel and another member and Consumer Affairs as the Deputy Chairperson.

At least one member must be a barrister or solicitor of the High Court of not less than seven years' practice. All other members must be qualified or experienced in business, accounting or law.

Records

The following records are held:

- papers presented at Panel meetings
- minutes of Panel meetings
- files containing correspondence, background papers, submissions, proposals, and transcripts of meetings.

Some records of the Panel are subject to privacy and confidentiality orders of the Panel.

Documents relating to decision-making processes

- Guidance Note on independent advisers
- Guidance Note on Schemes of Arrangement
- Guidance Note on Cost Recovery
- Guidance Note on Upstream Acquisitions
- Guidance Note on Exemptions
- Guidance Note on section 32 of the Takeovers Act 1993

Publications

The Panel has published a number of Guidance Notes for market participants.

Contact

Takeovers Panel

Level 3, Solnet House

70 The Terrace

Wellington

Phone: (04) 815 8420

Fax: (04) 815 8459

takeovers.panel@takeovers.govt.nz

www.takeovers.govt.nz

The Treasury

Te Tai Ōhanga

Acts administered

The Treasury is primarily responsible for administering legislation relating to the Finance, State Owned Enterprises, and Housing and Urban Development portfolios. The key statutes that Treasury administers are: Public Finance Act 1989, Crown Entities Act 2004 (Part 4 only), State-owned Enterprises Act 1986, as well as all legislation relating to the annual Budget (i.e., Appropriation and Imprest Supply Acts). There is a detailed lists of Acts we administer at: <https://treasury.govt.nz/about-treasury/our-work/legislation-we-administer>

Functions and responsibilities

The Treasury is the Government's lead economic and financial adviser. We provide advice to the Government on its overarching economic framework, on its fiscal strategy and on achieving value for money from its investments. We implement government decisions and are also responsible for the Financial Statements of the Government, for ensuring effective management of the assets and liabilities on the Crown's balance sheet and for publishing economic and fiscal forecasts.

Our vision is to be a world-leading Treasury working towards higher living standards for New Zealanders. We want to grow wellbeing through improving the country's human, social, natural and financial/physical capital.

We work with others – across both the government and non-government sectors, in New Zealand and overseas – to turn our vision into reality. We believe in applying rigorous analysis to the best available evidence, using our Living Standards Framework (LSF) to guide us.

We embrace diversity and inclusion because they strengthen us, as individuals and as an organisation.

We believe in the importance of a trusted, professional, public service. Our stewardship responsibilities embody kaitiakitanga – we work to support the Treaty partnership between the Crown and Māori; we are transparent, objective, impartial and free and frank in our advice.

The Treasury's core statutory and operational responsibilities include:

- Lead economic and financial adviser to the government and steward of the public sector financial management and regulatory systems
- Manage State sector and public finances

- Manage the balance sheet
- Produce the government's monthly and annual financial statements
- Produce economic and fiscal forecasts
- Produce the Long-term Fiscal Statement
- Produce the Investment Statement
- Tax strategy
- Manage investment and asset performance
- Provide commercial policy advice and execute commercial transactions
- Manage Government borrowing requirements and associated financial market activities – cash management, Crown lending, capital markets advice and risk management
- Provide financial guarantees and trade credit insurance to promote and support New Zealand exports
- Central agency role – alongside Department of the Prime Minister and Cabinet (DPMC) and the State Services Commission (SSC) – providing State sector leadership

Our business objectives are:

- Fiscal, monetary and regulatory frameworks result in a stable and sustainable economic environment
- The Crown's finances and the financial and non-financial balance sheet are managed efficiently, effectively and sustainably
- Institutional and regulatory settings support the State sector system to increase equitable, intergenerational wellbeing for New Zealanders

In addition to our core statutory and operational responsibilities we are focusing our investment on three strategic priorities:

- Intergenerational wellbeing
- System stewardship
- Performance reporting

Structure

Executive Leadership Team

Secretary and Chief Executive – Dr Caralee McLeish

Deputy Secretary, Chief Economic Adviser – Tim Ng

Chief Operating Officer and Deputy Secretary, Corporate and Shared Services – Ruth Shinoda

Deputy Secretary, Budget and Public Services – Struan Little

Acting Deputy Secretary, Financial and Commercial – Andrew Hagan

Deputy Secretary, Macroeconomics and Growth – Bryan Chapple

Director, LSF Implementation Programme – Stacey Wymer

Records

The Treasury holds records relating to the functions identified for each of the teams above. The Treasury also has responsibility for managing residual records for a number of disestablished government departments. As the Treasury is a public office it must comply with the Public Records Act 2005.

Documents relating to decision-making processes

Research and policy publications, guidance and instructions, and information releases published by the Treasury are available on the Treasury website:

treasury.govt.nz/publications

Contact

Information Management Team

The Treasury

PO Box 3724

Wellington 6140

ministerial.services@treasury.govt.nz

Taranaki District Health Board

Governing statutes

The Taranaki District Health Board (TDHB) was established by the New Zealand Public Health and Disability Act 2000.

Functions and responsibilities

In accordance with section 23(1) of the New Zealand Public Health and Disability Act 2000, the functions of the Taranaki District Health Board are as follows:

- To ensure the provision of services for its resident population and for other people as specified in its Crown Funding Agreement.
- To actively investigate, facilitate, sponsor and develop co-operative and collaborative arrangements with persons in the health and disability sector or in any other sector to improve, promote and protect the health of people and to promote the inclusion and participation in society and independence of people with disabilities.
- To issue relevant information to the relevant population, persons in the health and disability sector, and persons in any other sector working to improve, promote and protect the health of people for the purposes of (a) and (b) above.
- To establish and maintain processes to enable Maori to participate in and contribute to strategies for Maori health improvement.
- To continue to foster the development of Maori capacity for participating in the health and disability sector and for providing for the needs of Maori.
- To provide relevant information to Maori for the purposes of (d) and (e) above.
- To regularly investigate, assess and monitor the health status of its resident population, any factors that the TDHB believes may adversely affect the health status of that population and the needs of that population for services.
- To promote the reduction of adverse social and environmental effects on the health of older people and communities.
- To monitor the delivery and performance of services by it and by persons engaged by it to provide or arrange for the provision of services.
- To participate, where appropriate, in the training of health professionals and other workers in the health and disability sector.
- To provide information to the Minister for the purposes of policy development, planning and monitoring in relation to the performance of the TDHB and to the health and disability support needs of New Zealanders.

- To provide or arrange for the provision of services on behalf of the Crown or any Crown entity within the meaning of the Public Finance Act 1989.
- To collaborate with pre-schools and schools within Taranaki's geographical area on the fostering of health promotion and on disease prevention programmes.
- To perform any other functions it is for the time being given by or under any enactment or authorised to perform by the Minister of Health by written notice to the Board of TDHB after consultation with it.

Board and Board Committees

Board of TDHB Functions and Responsibilities The Board of Taranaki District Health Board has all powers necessary for the governance and management of the TDHB. The Board of the TDHB is responsible for ensuring that the best possible health and disability outcomes are achieved in the Taranaki region. The Board of the TDHB works constructively with the Chief Executive and management to deliver improved health and disability outcomes to the community.

When acting in their official capacity, a Board Member must act:

- in good faith; and
- with reasonable care, diligence and skill; and
- with honesty and integrity; and
- in accordance with the Code of Conduct.

Collectively, Board members have a duty to ensure that the TDHB and any subsidiaries act:

- in a manner consistent with the purposes and objectives of the New Zealand Public Health and Disability Act 2000
- in a manner consistent with the TDHB's strategic plan, annual plan, statement of intent and any Ministerial directions
- in an efficient and effective manner that reflects the spirit of service to the public
- with regard to the interests of creditors of the TDHB and endeavour to ensure that the DHB operates in a financially responsible manner.

The focus of the Board is on governance and policy issues, particularly the making of the delegation's policy. In order to implement policy, the Board must delegate to the Chief Executive the power to make decisions on management matters on such terms and conditions as is appropriate. The following documents provide the framework for the governance of the District Health Board:

- Delegations of Authority
- Code of Ethics

- Code of Conduct
- Standing Orders
- Conflicts of Interest Policy
- Advisory Committee Terms of Reference.

The Taranaki District Health Board is responsible for:

- approving the governance framework and its constituent documents
- the development and approval of a job description for the Chief Executive
- developing performance objective measures and standards for evaluating the performance of the Chief Executive
- developing an appropriate contract and remuneration package for the Chief Executive
- developing and approving the Vision, Mission and Values of the TDHB
- approving the process for the development of the District Strategic Plan
- approving the District Strategic Plan
- approving the Annual Plan
- approving the draft operating and capital budgets for the TDHB
- approving the Funding Agreement between the Government and the TDHB
- approving the TDHB Statement of Intent
- approving various strategies and strategic direction of the Board's operations
- approval of specific strategies as may be determined by the Board from time to time.

Policy Approval

- approving Board and Organisation wide policies.

Reporting

- approving the CEO's reports to the TDHB, including monthly financial statements and other reports to the Minister of Health and/or the Ministry as may be appropriate
- approving the Annual Report

Health Sector Structures

- approving Shared Services arrangements with other District Health Boards.

Recommendations to the Minister

- approving recommendations and applications to the Minister for the sale, exchange, mortgage or lease exceeding a 5 year term of any lands
- approving recommendations and applications to the Minister for investment in joint ventures and other arrangements
- approving recommendations and applications to the Minister for major capital investments.

Appointments

- appointing Trustees to the Taranaki Health Trust and the Taranaki Health Foundation
- appointing Board representatives to subsidiary companies/organisations
- appointing members of the statutory advisory committees and Board committees

Litigation

- approving any decisions to instigate, defend and settle litigation.

Collective Employment Agreements

- approving through the Annual Plan the parameters and criteria relating to the formation or renewal of collective employment agreements.

Advisory Sub-Committees

- receiving recommendations from the advisory committees of the TDHB
- establishing from time to time a list of providers with whom the Board retains the right to approve contractual arrangements
- approving the level of funding for the provider arm of the TDHB including:
 - Hospital and Community Services
 - Public Health
 - Mental Health
- approving any contractual arrangement involving amounts in excess of \$2 million per annum (excluding GST) and is outside the DAP, or the contracted term exceeds 5 years.

Services

- approving the introduction of new clinical services or the withdrawal of existing clinical services outside the DAP where the related loss of revenue exceeds \$1m (Excluding GST) pa.

Expenditure

- approving all items of capital expenditure that exceed the approved capital budget in the DAP by \$100k (excluding GST)
- approving any major site redevelopment projects in excess of \$3m (excluding GST).

Board Advisory Committees

TDHB has the following Advisory Committees:

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

Hospital Advisory Committee

The functions of the Hospital Advisory Committee of the TDHB are to:

- monitor the financial and operational performance of the hospitals (and related services) of the TDHB
- assess strategic issues relating to the provision of hospital services by or through the TDHB
- give the TDHB advice and recommendations on that monitoring and that assessment.

Responsibilities

The Committee is responsible for:

- Providing advice on the overall performance of the hospital and related specialist services delivered by the TDHB.
- Providing advice on strategic issues related to the delivery of hospital and related specialist health services.
- Monitoring the hospital and related specialist services performance against expectations set in the District Annual Plan and other relevant accountability documents.
- Ensuring a framework is developed and implemented to manage clinical and operational risk.
- Ensuring a framework is developed to oversee the hospitals capital development programme.
- Monitoring the management of operational and financial risk.
- Reporting regularly to the Board on their findings (generally the minutes of each meeting will be placed on the agenda of the next Board meeting).

Community and Public Health & Disability Support Advisory Committees

Functions/Responsibilities

With the refresh of the New Zealand Strategy in 2016 and the Taranaki DHB's growing commitment to taking a strategic and integrated approach to health as espoused in the Taranaki Action Health Plan, CPHAC/DSAC advising the Board will be done by:

- Understanding the health needs and disability issues of the district's resident population and what is important to them;
- Evaluating the role, capacity and capability of primary care, community-based services, disability support, and public health initiatives and their support to empower whānau and families to manage their own health outcomes;
- (Monitoring how individuals and their whānau, with and without disabilities, access health services delivered in the community and how it can be done better;
- (Monitoring strategies and initiatives that aim to reduce health inequities and improve health outcomes;
- Evaluating the impact and contribution of public and health policy to the eight strategic outcomes identified in the New Zealand Disability Strategy 2016-2026 (see Appendix A);
- Understanding and informing the priorities and planning for the use of the health funding provided;
- Promoting effective co-ordination between the Primary and Secondary Health Sectors and between Disability Support Services, Public Health Services and Hospital Services.

Board Sub-committees

TDHB has the following Board sub-committees:

- Finance, Audit and Compliance Committee
- Compensation and Appointments Committee.

Finance Audit and Compliance Committee

Functions

The committee is responsible for:

Financial Planning, Performance, Funding and Reporting

- Providing advice to TDHB on proposals (business cases) for the investment of DHB financial resources in new enterprises / major projects, which are of strategic interest to the DHB's development.
- Monitoring of DHB compliance with Ministry of Health policy guidelines covering borrowings and recommend to DHB action within established policy in relation to individual requirements.

- Receiving timely financial statements and information (i.e. capital plan) in order to monitor the ongoing financial viability of the organisation.
- Monitor the overall financial performance of TDHB, including performance of provider arm.
- Monitor financial performance against annual budgets, capital plans and savings initiatives.
- Recommending acceptance of the Annual Report and Financial Statements of the TDHB and its subsidiaries.
- Reviewing and recommending the TDHB's long term financial strategy, and the annual financial plan.
- Reviewing and advising the Board regarding finance-related policies and procedures requiring board approval, including delegation policies.
- Reviewing any additional budget request or commitment of funds above the Chief Executive's delegated authority limit and make recommendations to the Board on these.
- Monitoring strategic, structural and savings plan initiatives.

Audit

- Providing assurance that all audit processes required by statute and the Board are completed.
- Ensuring that all issues identified by audits are appropriately addressed.
- Recommending the appointment of the external auditors.
- Recommending the internal audit arrangements.
- Recommending audit fees payable to external and internal auditors.
- Directing the Internal Auditor or an audit specialist to conduct special audits on its behalf or under the direction from the Board.
- Reviewing the audit programme / plan for the TDHB, including:
 - Financial audit of providers funded by the TDHB
 - Internal audit
 - Annual external audit of the DHB
 - Receiving the external auditor's report and management letter
 - Receiving the internal auditor's reports on audits undertaken.
 - Receiving timely reports on significant financial audit issues of providers funded by the TDHB.

Risk Management

- Reviewing the risk management framework for the TDHB, and monitoring its implementation. (Excludes clinical risk which is reviewed at TDHB Board meetings).
- Receiving timely reports on significant risk management issues (projects, insurance, Health and Safety) and emerging risks.
- Regularly reviewing technology risks with a focus on:
 - Adequacy of systems to achieve objectives
 - IT Disaster Recovery planning
 - Regional and national initiatives
- Obtaining assurance of adequacy of business continuity management.
- Receiving and investigate under the DHB's "whistle-blowing" policy where it is not appropriate for these to be received and investigated by the Chief Executive.

Compliance

- Obtaining assurance that Taranaki District Health Board is complying with all relevant statutory, regulatory and policy obligations and requirements.

Compensation and Appointments Committee

Function

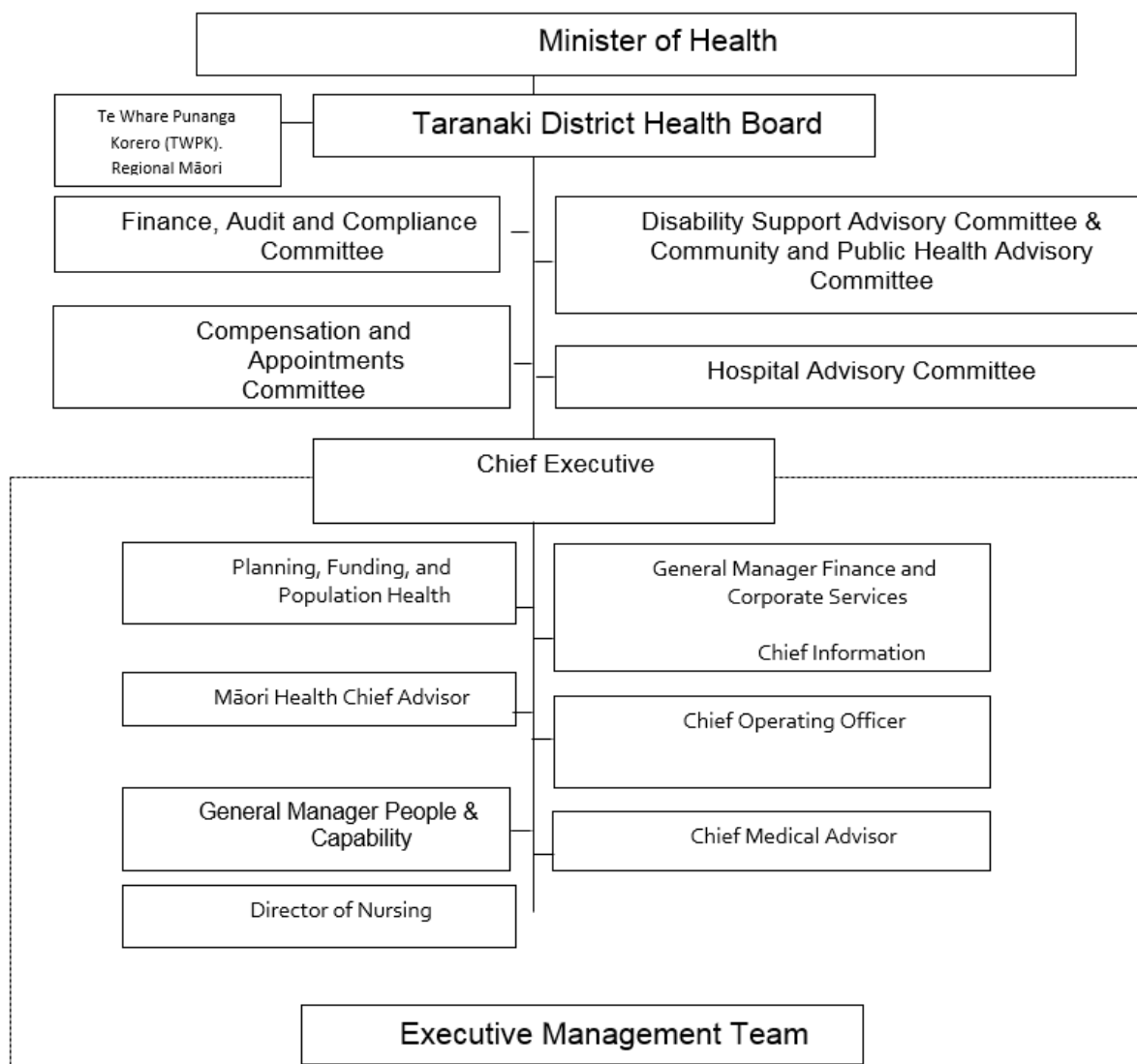
On behalf of the Board the Compensation and Appointments Committee will:

- Review and determine by agreement with the Chief Executive on an annual basis, the remuneration of the Chief Executive including establishing the overall benefits and incentives. (Note the Committee must not finalise those terms and conditions or agree to any amendments to any or all of those terms and conditions once they have been finalised, without first obtaining the consent of the State Services Commissioner.)
- Determine an annual performance work plan with the Chief Executive to ensure that the key goals of Taranaki District Health Board are achieved.
- Meet with the Chief Executive quarterly to discuss the annual performance work plan and appraise the Chief Executive's performance annually.
- Feedback to the Board on the remuneration review and performance appraisal of the Chief Executive.

Structure

The organisation's operations are the responsibility of the TDHB's Chief Executive Officer who reports to the Board of the TDHB. The organisational structure of the TDHB reflects its wider responsibilities as:

- Service Hospital Provider (including Mental Health): Managed by General Manager Hospital and Specialist Services
- Service Planner and Funder: Managed by General Manager Planning, Funding and Population Health, and supported by the organisation's shared service agency HealthShare Limited, an entity owned by the five Midland Region District Health Boards
- Service Maori Health: Managed by the Chief Advisor Maori Health
- Corporate Services: Managed by General Manager Finance and Corporate Services. Support in the areas of finance, technologies and information systems, human resources, quality and risk management, support services and materials management are provided under the umbrella of the General Manager Finance and Corporate Services.



Records

The general categories of documents held by the TDHB are as follows:

- Non-Clinical or Revenue: Company documents, contracts, licences, registers, agreements, certificates
- Contract Register
- Generic Contract Information
- Contracts for the provision of healthcare services
- Private Insurers
- Contracts for the purchase of health and disability services
- Contracts for Capital Expenditure
- Contracts for supply of commercial services

- Maintenance contracts
- Contracts for supply of professional services
- Contracts for use of facilities, equipment or services
- Contracts for the supply of goods
- Financial loan agreements
- Licenses/authorisation/delegation/permits/certificates
- Purchase arrangements (non-contractual)
- Lease agreements
- Supply maintenance and support of information systems
- Subsidiary and joint venture agreements
- Memorandum of Understanding
- Alliance (non-monetary).

Health Policy

- Ministry of Health
- Ministry of Health Advisory Committees
- ACRI Policy
- Mental Health Commission
- Governance Agencies

Legal Action and Legislation

- Legal Action
- Legislation (Acts) and Codes of Practice

Meetings, Reporting and Monitoring

- Reporting
- Monitoring
- Meetings

Organisations

- Regulatory Bodies
- Professional Associations
- Standards Committee
- Educational organisations

- Health and community organisations
- Local Authority
- Health and Hospital Service
- Health Funding Authority
- Government Agencies
- Overseas organisations

Planning

- Business planning
- Capital planning
- Risk assessment
- Emergency planning
- Facilities maintenance management

Public Relations and Communications

- Media releases and speech notes
- Requests for information
- Communications – plans and strategies
- External communication
- Internal communication
- Presentations/workshops

Services

- Governance
- Corporate services and administration
- Financial services and accounting
- Trusts
- Trusts outside the company and non-trusts
- Financial services – department functions

Human Resources

- Quality systems
- Information systems
- Departments/Functions

- Subsidiary companies
- Financial statements
- Patient medical records for services provided

Documents relating to decision-making processes

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

Crown Funding Agreement

The terms and level of service coverage for which the TDHB is held accountable by the Minister of Health.

TDHB District Annual Plan

The Annual Plan which describes the activities and outputs for the TDHB for the plan year and outlying two financial years.

TDHB Statement of Intent

The Statement of Intent sets out the intentions and objectives of TDHB for a 12 month period.

TDHB Strategic Plan

The Strategic Plan that outlines the direction of the organisation for the next five to ten years.

Board and Organisation-wide Policy Manual

Governance and operational policies and guidelines covering activities related to the running of the organisation.

Risk Management Manual and Quality Manual

This outlines the risk management and quality procedures for the organisation.

Human Resource Manual

Outlines the policies relating to human resource issues. 65

Information Systems Manual

Outlines the procedures and policies relating to information systems and technologies for the organisation.

Emergency Plan

Outlines the procedures and plans in the event of an emergency.

Departmental Service Manuals

Outlines individual departments' procedures and guidelines, including clinical practices.

Contact

All information requests to be addressed to:

Chief Executive

Taranaki District Health Board

David Street

Private Bag 2016

New Plymouth 4310

(06) 753 6139

corporate@tdhb.org.nz

www.tdhd.org.nz

Timberlands West Coast Limited

Functions and responsibilities

Timberlands West Coast Limited was established as a State-Owned Enterprise in 1990 under the State-Owned Enterprises Act 1986 and is a forestry company based on the West Coast of the South Island.

Structure

Ownership

As a State-Owned Enterprise all shares in Timberlands West Coast Limited are held on behalf of the Crown by the Minister of Finance, and the Minister for State-Owned Enterprises.

Board of Directors

All decisions relating to the operation of Timberlands West Coast Limited are made by or pursuant to the authority of the Board of Directors of Timberlands West Coast Limited in accordance with the Statement of Corporate Intent.

Organisation

The Chief Executive is responsible for implementing the Board's decisions. Three Business Unit Managers (Sales and Harvesting, Forestry; and Office) report to the Chief Executive.

Records

Paper records of commercial activities are held by the organisation.

Documents relating to decision-making processes

Human Resource Management System Manual

Contact

Timberlands West Coast Limited

PO Box 515 95

Tainui Street

Greymouth

Phone: (03) 768 6424

Fax: (03) 768 6425

info@timberlands.co.nz

www.timberlands.co.nz

Toi Ohomai Institute of Technology

Toi Ohomai Institute of Technology is a tertiary education institution situated in the Bay of Plenty, established on 1 May 2016 following merger of Waiariki Institute of Technology and Bay of Plenty Polytechnic.

Governing statutes

Toi Ohomai Institute of Technology operates under the following Acts:

- Education Act 1989
- Education Amendment Act 1990
- Education (Polytechnics) Amendment Act 2009

Functions and responsibilities

Toi Ohomai Institute of Technology's purpose is to provide quality tertiary education services and qualifications in order to meet the post-compulsory education needs of people in the wider Bay of Plenty region.

This encompasses the area of Tauranga defined as Mai I ngā Kurī-a-Whārei ki Tihirau, Mai i Maketū ki Tongariro, Tae noa ki te Kaokaoroa o Patetere which includes the regions identified under the Bay of Connections strategic development work of Eastern Bay of Plenty (Whakatane, Kawerau, Opotiki, Te Kaha), Western Bay of Plenty (Waihi, Katikati, Tauranga, Te Puke, Papamoa) Central Bay of Plenty (Rotorua region and Tokoroa) and southern Bay of Plenty (including Taupo and Turangi).

Toi Ohomai Institute of Technology has two main campuses in Rotorua and Tauranaga, as well as three regional campuses in Tokoroa, Taupo and Whakatane.

Toi Ohomai Institute of Technology provides learning opportunities in areas including agriculture, animal care, forestry, tourism and hospitality, business and computing, legal studies, Maori development, nursing and health studies, English language, social work and services, arts, music and media studies, trades, manufacturing, hairdressing and beauty services, engineering, transport and logistics, surveying, architectural technology and construction management, fishing, marine and environmental studies, horticulture, sports, recreation and fitness and a wide range of courses in foundation studies, te reo and tikanga Maori.

Undergraduate degrees offered are Bachelor of Applied Management; Bachelor of social Work; Bachelor of Applied Information Technology; Bachelor of Nursing; Bachelor of Teaching Early Childhood Education; Bachelor of Teaching Early Childhood Education (TE Reo Maori); Bachelor of Community Health; Bachelor of Tourism Management; Bachelor of Creative Industries and Bachelor of Creative Technology.

Postgraduate degrees offered include Master of Teaching Early Childhood Education; Master of Early Childhood Education (Bilingual); Master of Management; and Master of Applied Professional Studies.

Structure

General

Toi Ohomai Institute of Technology is governed by a Council of eight members, four of whom are elected or nominated to represent various sector interests, and four are appointed by the Minister of Tertiary Education. Standing Committees of Council include the Audit and Risk Committee; Academic Board (comprising predominantly of staff members); and the Chief Executive Employment Committee. The council also works in partnership with the Te Kahui Maturanga – a governance body comprising representatives from the different iwi of the region.

Executive Leadership Team (ELT)

Executive Leadership Team includes:

- Chief Executive
- Executive Director Corporate Services
- Executive Director Strategic Partnerships and Maori Success
- Executive Director Teaching + Learning
- Executive Director Academic Development Innovation + Research
- Executive Director People Engagement + Capability
- Executive Director Student Engagement + Experience
- Strategic Project Manager

Records

Under the Public Records Act 2005 Toi Ohomai Institute of Technology is required to keep certain records. Historically these have been held in paper format in a centralised archive system. More recently, an electronic system of record keeping has replaced traditional paper records.

Below is a summary of the records held by Toi Ohomai Institute of Technology and the length of time these records are required to be held:

Academic records including Academic Board agendas and minutes; records relating to strategic decision including agendas and minutes of senior leadership team meetings and the governing Council, must be kept indefinitely.

Financial records; personnel records; records relating to student complaints; contracts and MOU's must be kept for seven years.

Enrolment records must be kept for ten years.

Administrative records must be kept for between two and seven years, depending on the nature of the record created.

Manuals

Toi Ohomai Institute of Technology produces a number of publications that provide policy guidance for its staff and students. Publications are also produced that are specifically required by the Tertiary Education Commission. These publications include:

- Course Guide (published annually)
- Regulatory Framework including an Academic Statute; Academic Regulations; and Staff and Student Codes of Conduct
- Special brochures and other course information
- Investment Plan
- Strategic Plan
- Annual Report
- Quality Management System

Contact

Publication and detailed information about Toi Ohomai Institute of Technology activities are available from the Rotorua or Tauranga campuses.

Rotorua

Private Bag 3028

Rotorua 3046

Tauranga

Private Bag 12001

Tauranga 3143

enquiries@toiohoma.ac.nz

www.toiohoma.ac.nz

Tourism NZ

Manaakitanga Aotearoa

Governing statutes

Tourism New Zealand (the New Zealand Tourism Board) was established by the New Zealand Tourism Board Act 1991. The Act defines Tourism New Zealand's functions and powers.

Tourism New Zealand is the trading name for the New Zealand Tourism Board.

Functions and responsibilities

The object of Tourism New Zealand, under the New Zealand Tourism Board Act 1991, is to ensure that New Zealand is marketed as a competitive visitor destination internationally to maximise long-term benefits to New Zealand.

Tourism New Zealand is the crown entity responsible for attracting high-value visitors to New Zealand and providing advice to government and the tourism industry. Tourism New Zealand do this by targeting visitors from 15 key markets who stay longer, visit outside of peak season, spend more and visit more regions – spreading the benefits tourism of international tourism across the country and across the year.

Structure

Although the major portion of funding for Tourism New Zealand is received from the Government, Tourism New Zealand has a Board of Directors (7) with a predominantly private sector background.

Tourism New Zealand employs around 160 people, and has offices in Wellington and Auckland as well as in a number of its priority offshore markets.

Tourism New Zealand has an Executive Team made up of the Chief Executive, General Manager People and Culture, Director Creative and Content, Director Commercial, Chief Financial Officer, General Manager Customer Experience, Technology and Data and General Manager New Zealand.

Offshore

Tourism New Zealand operates a global network of representation with 14 offices worldwide. Tourism New Zealand's offshore offices have marketing, public relations and trade capability and play a vital role in communicating the message of 'destination New Zealand'.

Onshore

Tourism New Zealand has offices in Auckland and Wellington which support the work of the offshore teams.

Records

Below is a summary of the documents and records produced by Tourism New Zealand.

- Statutory
- Statement of Intent
- Annual Report
- Corporate Profile
- Marketing, Research and Communication Information
- Websites:
www.newzealand.com, www.tourismnewzealand.com, www.traveltrade.newzealand.com, www.newzealand.com/travel/media, www.images.newzealand.com, www.footage.newzealand.com, www.businessevents.newzealand.com

Documents relating to decision-making processes

Tourism New Zealand has a comprehensive Policy and Procedures Handbook. Style Guides are also used for advertising and corporate identity material.

Contact

Enquiries in the first instance should be made to Tourism New Zealand's Head Office in New Zealand.

Head Office

Tourism New Zealand

Level 23 Aon Centre, 1 Willis Street

PO Box 95

Wellington

Phone: (04) 462 8000

Fax: (04) 917 5495



For visitor information please refer to the Visitor Information Network

Visitor website: www.newzealand.com

Corporate website: www.tourismnewzealand.com

Please refer all Official Information Act requests and enquiries to:

Candice Johanson – Communications Manager

Tourism New Zealand

PO Box 95

Wellington

04 462 8028

Candice.johanson@tnz.govt.nz

Transport Accident Investigation Commission

Te Komihana Tirotiro Aitua Waka

Relevant acts

- Transport Accident Investigation Commission Act 1990 (administered by the Ministry of Transport)
- Commissions of Inquiry Act 1908
- Crown Entities Act 2004

Functions and responsibilities

The principal purpose of the New Zealand Transport Accident Investigation Commission (the Commission) is “to determine the circumstances and causes of accidents and incidents with a view to avoiding similar occurrences in the future, rather than to ascribe blame to any person” (Transport Accident Investigation Commission Act 1990).

The Commission will hold an inquiry into a marine, rail or air accident or incident when it believes lessons or recommendations to help improve transport safety might result.

Investigating road accidents (unless there is another mode involved, such as rail) or investigating accidents involving only military vehicles are not the Commission’s responsibility.

The Minister of Transport may direct the Commission to hold an inquiry into an event which does not meet the usual criteria for investigation.

Structure

The Commission is a standing Commission of Inquiry and an independent Crown entity established and empowered by the: Transport Accident Investigation Commission Act 1990, Commissions of Inquiry Act 1908, and the Crown Entities Act 2004.

Commissioners are appointed by the Governor-General on recommendation of the Minister of Transport for fixed, renewable terms. There are usually three Commissioners, but there may be up to five. The Commission may appoint Assessors on an ad hoc basis to provide Commissioners with independent expert advice.

The Commission employs a chief executive who in turn employs the other staff of about 20, comprising 10 investigators headed by a Chief Investigator of Accidents, along with management, finance, legal, communications, research, investigation support, and administration support roles. Most information technology and financial accounting functions are contracted in. Technical expertise and services appropriate to the needs of individual inquiries may also be contracted in.

Records

The Commission has two main categories of records:

- Inquiry records – many of which are protected from general disclosure by the Transport Accident Investigation Commission Act 1990.
- Corporate records – including Statement of Intent, sub-ordinate business plans, and related reports and records, including financial and non-financial information, and general management files.

Documents relating to decision-making

- Relevant legislation (listed above)
- Logic guide to assist decision-making on whether to open an inquiry
- Policy Manual (and associated guidelines/desk files)
- Duty Investigator Brief
- Major Accident Investigation Manual

Publications

All inquiry reports and safety recommendations are published to the Commission's website www.taic.org.nz in a searchable and sortable database, where information about inquiries in progress and how to order printed copies of published reports is also available.

All other publications may also be found on the Commission's website:

- Statement of Intent
- Annual Report
- Safer transport through investigation learning and influence (corporate profile pamphlet)
- Providing evidence to a TAIC inquiry (witness pamphlet)

Contact

Transport Accident Investigation Commission

Level 16, 80 The Terrace

PO Box 10 323

Wellington 6143

Phone: +64 4 473 3112 or 0800 188 926

inquiries@taic.org.nz

www.taic.org.nz

Ministry of Transport

Te Manatū Waka

Acts administered

The Ministry of Transport is charged with administering the following Acts:

- Airport Authorities Act 1966
- Auckland Airport Act 1987
- Auckland Harbour Bridge Authority Dissolution Act 1983
- Christchurch-Lyttelton Road Tunnel Authority Dissolution Act 1978
- Civil Aviation Act 1990
- Customs Law Act 1908
- Government Roothing Powers Act 1989
- Land Transport Act 1998
- Land Transport Management Act 2003
- Maritime Security Act 2004
- Maritime Transport Act 1994
- Meteorological Services Act 1990
- New Zealand National Airways Corporation Dissolution Act 1978
- Port Companies Act 1988
- Railways Act 2005
- Road User Charges Act 2012
- Ship Registration Act 1992
- Shipping Act 1987
- Submarine Cables and Pipelines Protection Act 1996
- Taranaki Harbours Act 1965
- Transport Accident Investigation Commission Act 1990
- Waterfront Industry Restructuring Act 1989

- Wellington Airport Act 1990

Major Statutory Regulations

- Airport Authorities (Airport Companies Information Disclosure) Regulations 1999
- Carriage by Air (New Zealand Currency Equivalents) (No 2) Notice 1998
- Civil Aviation Charges Regulations (No 2) 1991
- Civil Aviation (ANZA Mutual Recognition Agreement) Order 2007
- Civil Aviation (Cape Town Convention and Aircraft Protocol Declarations) Order 2010
- Civil Aviation (Offences) Regulations 2006
- Civil Aviation (Safety) Levies Order 2002
- Direction to Require Screening Notice 2007
- Engine Drivers' Examination Regulations 1952
- Foreshore Licence Regulations 1960
- Goods-service Vehicle (Constructional) Regulations 1936
- Heavy Motor Vehicle Regulations 1974
- Land Transport (Administrative Fees for Recovery of Unpaid Tolls) Regulations 2008
- Land Transport (Alcohol Interlock) Regulations 2012
- Land Transport (Alcohol Interlock Devices) Notice 2012
- Land Transport (Approved Laboratory and Analyst in Charge) Notice 2000
- Land Transport (Assessment Centre and Accident Report Fees) Regulations 1998
- Land Transport (Certification and Other Fees) Regulations 1999
- Land Transport (Driver Licensing and Driver Testing Fees) Regulations 1999
- Land Transport (Driver Licensing) Rule 1999
- Land Transport (Infringement and Reminder Notices) Regulations 2012
- Land Transport (Motor Vehicle Registration and Licensing) Regulations 2011
- Land Transport (Offences and Penalties) Regulations 1999
- Land Transport (Ordering a Vehicle off the Road) Notice 1999
- Land Transport (Requirements for Storage and Towage of Impounded Vehicles) Regulations 1999
- Land Transport (Road User) Rule 2004

- Land Transport (Storage and Towage Fees for Impounded Vehicles) Regulations 1999
- Land Transport (Trade Plates) Notice 2011
- Land Transport Management (Apportionment and Refund of Excise Duty and Excise-Equivalent Duty) Regulations 2004
- Land Transport Management (Road Tolling Scheme for ALPURT B2) Order 2005
- Marine Protection (Offences) Regulations 1998
- Marine Safety Charges Regulations 2000
- Maritime (Offences) Regulations 1998
- Maritime Security Regulations 2004
- Maritime Security (Designated Authority) Order 2004
- Maritime Security (Maritime Security Organisations) Order 2004
- Maritime Transport Act (Conventions) Order 1994
- Maritime Transport (Fund Convention) Levies Order 1996
- Maritime Transport (Infringement Fees for Offences Relating to Major Maritime Events) Regulations 1999
- Maritime Transport (Marine Protection Conventions) Order 1999
- Maritime Transport (Maximum Amounts of Liability for Pollution Damage) Order 2003
- Maritime Transport (Oil Pollution Levies) Order 2013
- New Zealand Railways Corporation (Staff) Regulations 1982
- Railways Regulations 2008
- Road User Charges (Administration Fees) Regulations 2012
- Road User Charges (Applications for Exemption for Certain Classes of Light RUC Vehicles) Regulations 2013
- Road User Charges (Classes of RUC Vehicles) Exemption Order 2012
- Road User Charges (Exemption Period for Light Electric RUC Vehicles) Order 2012
- Road User Charges (Infringement Offences) Regulations 2012
- Road User Charges (RUC Collector) Order 2012
- Road User Charges (Rates) Order 1996
- Road User Charges (Rates) Regulations 2013

- Road User Charges Regulations 2012
- Ship Registration (Fees) Regulations 2013
- Shipping (Charges) Regulations 2000
- Submarine Cables and Pipelines Protection Orders 2006 and 2009
- Submarine Cables and Pipelines Protection (Kupe Gas Project) Order 2008
- Submarine Cables and Pipelines Protection (Maari Development) Order 2008
- Submarine Cables and Pipelines Protection (Tui Area Development) Order 2007
- Traffic Regulations 1976
- Tram-drivers Regulations 1947
- Transport (Towage Fees) Notice 2004
- Transport (Vehicular Traffic Road Closure) Regulations 1965
- Transport Services Licensing Regulations 1989

Functions and responsibilities

Our role

The role of the Ministry is as a trusted, impartial, expert adviser to government: shaping transport for New Zealand. We give effect to this role through our professional services operating model.

Nature and scope of functions

The Ministry is the government's principal transport adviser, and the bulk of our work is in providing policy advice to the Minister and Associate Minister to shape transport policy for New Zealand. We help the government give effect to its policy by supporting the development of legislation, regulations and rules, non-regulatory approaches and by accounting for funds invested in transport. We also take a long-term view of the transport system.

We assist the government in its relationship with the transport Crown agencies to ensure they are effectively governed, capable, well performing and accountable. We work across government to provide a transport perspective on initiatives when appropriate, and we also provide advice on the level and collection of road user charges (RUC) and fuel excise duty needed to fund transport investment.

The Ministry is also responsible for some other functions, including:

- Administering transport legislation, rules and regulations
- contracting the NZ Transport Agency (NZTA) to administer fuel excise duty refunds

- representing New Zealand at international fora
- licensing all international airlines operating to and from New Zealand
- managing the Milford Sound/Piopiotaahi Aerodrome
- overseeing the Crown's interest in joint venture airports (airports operated by local authorities in partnership with the government)
- administering a contract with the Meteorological Service of New Zealand Limited (MetService) for the provision of a public weather warning and forecast service

Structure

The Ministry of Transport is led by a Chief Executive supported by a Ministry Leadership Team partnership.

As at December 2016, the Ministry Leadership Team is made up of:

- Chief Executive: **Peter Mersi**
- Deputy Chief Executive: **Andrew Jackson**
- General Manager Road and Rail: **Mike James**
- General Manager Sector Performance: **Gareth Chaplin**
- General Manager Aviation and Maritime: **Nick Brown**
- General Manager Organizational Development (Acting): **David Bowden**

What we are part of

The New Zealand government transport sector includes the Minister and Associate Minister of Transport, the Ministry of Transport, four Crown entities (the Civil Aviation Authority (including the Aviation Security Service), Maritime New Zealand, the NZ Transport Agency, and the Transport Accident Investigation Commission), three State-owned enterprises and one Crown established trust.

Records

The categories of documents held by the Ministry relate to the following areas of activity:

- Providing the government with policy advice for the transport sector. This includes strategic advice to establish the broad legislative and regulatory frameworks within which the sector operates, implementation of strategy, advice on the day-to-day issues that the sector throws up and drafting ministerial correspondence, speeches, parliamentary questions and Official Information Act responses.
- Working with Parliamentary Counsel and others to prepare legislation, and assisting the government in carrying it through parliamentary processes.

- Responsibility for the preparation and oversight of the government's Rules Programme.
- Liaison with its family of Crown entities, eg, developing performance agreements with them on the Minister's behalf and monitoring their performance. Some of the Secretary for Transport's responsibilities are contracted to transport Crown entities.
- Administration, communications, finance, human resources (including personal files and pay records for all Ministry staff), audit and assurance, accommodation, planning, information technology and information management files.
- Airports and air services agreements — this includes international air services agreements and treaties, governance and operations of Milford Sound Aerodrome, and the governance and operations of joint venture agreement and partly owned airports.
- International transport treaties (non-air).
- Emergency Management — strategy and planning, exercises and real life events.

Documents relating to decision-making processes

The Ministry maintains or uses documents relating to:

Policy

- advice to the Minister on transport policy
- development and management of policy for the transport sector
- monitoring national and international developments and activities in transport legislation
- management of transport legislation development
- consultation, publicity and information leading to legislation and proposals
- development and implementation of policy in relation to the facilitation of passengers and cargo through New Zealand's international airports, and International Civil Aviation Organization (ICAO) correspondence on facilitation issues
- material relating to the development and implementation of international air services policy and to current developments elsewhere, including multilateral issues (GATS, OECD, APEC)
- material relating to the Ministry's planning process

Legal

- Legislative programme and general Bills which cover the Ministry of Transport and other legislation of concern to the Ministry, copies of Bills, Acts, regulations, rules and amendments.

- Delegations — registers containing instruments of delegation and summaries of delegated powers.
- Administration — precedents, opinions, advice, guides to Acts and regulations.
- Case law — various court decisions.

Human Resources

Development and implementation of the Ministry's:

- human resources policy
- remuneration policies
- bicultural programme
- salary personnel administration
- ministry establishment monitoring
- EEO programme
- New Zealand Disability Strategy
- Pay and Employment Equity Response Plan outcomes
- staff development programme
- training and capability building
- occupational safety and health

Administration and Finance

- Vote Transport Estimates of Appropriation
- annual reports to Parliament
- financial records and reports
- details of records and equipment
- Fixed Asset Register
- accommodation policies
- policy on risk management
- security policies
- finance policies

Operations

- material relating to the administration of the Crown's interest in joint venture airports (partnerships between the Crown and local authorities), including joint venture airport agreements
- minutes of the meetings of the New Zealand Air Facilitation Committee
- material related to landing charges at joint venture aerodromes
- schedule of landing charges and material related to the operation of Milford Sound/Piopiotaahi Aerodrome
- material relating to the ICAO, including the Convention on International Civil Aviation and amendments, protocols, and annexes; ICAO reports and state letters
- material relating to air services relations with other countries, including air service agreements and associated documents
- material relating to New Zealand and foreign airlines holding international air service licences, including nature of service filings and tariff applications
- applications relating to operation of non-scheduled international flights
- material related to contract management activity
- medical convener administration (aviation)
- applications for exclusion zones around submarine cables and pipelines
- applications relating to domestic operations by international shipping (section 198 of the Maritime Transport Act)

Contact

The Ministry is located in Wellington, Auckland and Christchurch.

The Wellington office is the base for the Chief Executive.

www.transport.govt.nz

Wellington


Ministry of Transport

3 Queens Wharf

Wellington 6011

PO Box 3175

Wellington 6140



Telephone: 04 439 9000

Fax: 04 439 9001

info@transport.govt.nz

Auckland

Ministry of Transport

Level 6 Tower Centre

45 Queen Street

Auckland 1010

P O Box 106 238

Auckland 1143

Telephone: 09 985 4827

Fax: 09 985 4849

Transpower New Zealand Limited

Governing statutes

Transpower New Zealand Limited has since 1 July 1994 been a limited liability company incorporated under the Companies Act 1993 and a State Owned Enterprise under the State Owned Enterprises Act 1986. Neither Transpower nor its four subsidiaries are responsible for the administration of any Acts of Parliament.

Functions and responsibilities

Transpower plans, builds, maintains and operates New Zealand's high voltage electricity transmission network - the national grid – which transports bulk electricity from where it is generated by companies to cities, towns and some major industrial users. Transpower also manages the power system as the System Operator.

Transpower's functions are primarily controlled by its Constitution and the State-Owned Enterprises Act 1986, which sets out the objectives and powers of the company and defines its relationship with the Crown and shareholding ministers. The Act requires Transpower to produce an annual Statement of Corporate Intent (SCI) specifying objectives, planned activities and essential financial performance requirements for the forthcoming year, a half yearly report and an annual report. The financial year runs from 1 July to 30 June.

A variety of legislation impacts, to a lesser extent, on Transpower's operations ranging from industry-specific electricity legislation such as the Electricity Act, to more general Acts such as the Resource Management Act 1991, the Commerce Act 1986, the Companies Act 1993 and the Fair Trading Act 1986. Transpower comes within the jurisdiction of the Official Information Act 1982, the Ombudsman Act 1982, the Privacy Act 1993 and the Public Records Act 2005.

Structure

Transpower's head office is located in Wellington with regional offices in Auckland, Hamilton, Palmerston North and Christchurch. Transpower employs around 750 FTEs. There are two national coordination centres, which coordinate the power system in real time, located in Wellington and Hamilton.

Heading the organisation is the Chief Executive, who is responsible for the overall management of Transpower's business. The company is structured functionally into nine divisions, each headed by a General Manager who reports to the Chief Executive (Corporate Services, External Affairs, Grid Development, Grid Projects, Grid Service Delivery, Information Services & Technology, Operations, People, and Strategy).

Transpower has four subsidiary companies. The principal trading subsidiaries are:

- emsTradepoint Ltd, which is a commodity exchange designed to provide anonymity, transparent pricing and transactional certainty to physical energy markets;
- Risk Reinsurance Ltd, which provides insurance services to the Transpower Group.

Records

These include contracts and agreements that Transpower has entered into with other organisations, financial institutions, individuals, financial records, company governance documents and personnel records.

Documents relating to decision-making processes

Documents held by Transpower include contracts, agreements, operating manuals, policies and procedures.

Contact

The public can obtain further information about Transpower by contacting the following:

Head office:

Wellington

Waikoukou

22 Boulcott Street

PO Box 1021

Wellington 6011

(04) 590 7000

Regional Offices:

Auckland

Gate 1, Gridco Road

Otara

Auckland 2023

(09) 590 6000

Hamilton

Hamilton National Coordination Centre

25 Hall Road

Rukuhia

Hamilton 3282

(07) 843 6512

Palmerston North

Level 5, IRD Building, Corner Ashley Street & Ferguson Street

PO Box 640

Palmerston North 4440

(06) 357 0919

Christchurch

31 Gilberthorpes Road

Islington PO Box 21154

Christchurch 8042

(03) 590 7600

All enquiries under the OIA should in the first instance be addressed to:

David Knight

General Counsel & Company Secretary

Transpower New Zealand Limited

Waikoukou

22 Boulcott Street

PO Box 1021

Wellington 6140

(04) 495 7000

Unitec Institute of Technology

Te Whare Wānanga O Wairaka

Functions and responsibilities

Unitec Institute of Technology is an institution established under the Education Act 1989. It is also subject to, amongst other statutes, the Public Finance Act 1989, the State Sector Act 1988, the Local Government Official Information and Meetings Act 1987, the Official Information Act 1982 and the Employment Relations Act 2000.

Unitec is a large institute of technology providing vocational and professional education through learning, teaching and applied research to develop work-ready graduates and lifelong learners. Led by the principles of Te Noho Kotahitanga we enable better futures for our students and communities.

Unitec is committed to the principles of Te Noho Kotahitanga

- Rangatiratanga (Authority and Responsibility);
- Wakaritenga (Legitimacy);
- Kaitiakitanga (Guardianship);
- Māhi Kotahitanga (Co-operation); and
- Ngākau Māhaki (Respect).

Structure

In accordance with section 195D (1) of the Education Act 1989 (Act) the Minister of Education dissolved the Council and appointed a Commissioner (effective 23 July 2018) whose powers and functions are set out in section 195E of the Act.

The Commissioner is supported by an Advisory Committee appointed by the Minister of Education. The purpose of the Committee is to provide support and advice in the exercise of the Commissioner's functions, duties and powers.

The Commissioner is also supported by the Fono Faufautua Committee (our Pacific Community Board).

The Chief Executive is supported by the Rūnanga (Māori Advisory Committee).

The Executive Leadership Team is responsible for all operational matters of Unitec. It comprises the Interim Chief Executive, the Interim Executive Director – Finance, the Te

Tumu - Executive Director - Student Success, Executive Director - People and Infrastructure, and Executive Director – Partnerships and Student Recruitment.

Schools

Organisational changes were made in 2018 to better support academic delivery and student success through the creation of a simpler structure with 11 schools with aligned support services. In addition, support was strengthened for priority groups, particularly Māori and Pacific students as well as under 25's and international students. The 11 schools are as follows:

- Engineering and Applied Technology
- Building Construction
- Trades and Services
- Architecture
- Creative Industries
- Bridgepoint
- Computing and Information Technology
- Applied Business
- Healthcare and Social Practice
- Environment and Animal Sciences
- Community Studies

Campuses

Unitec currently delivers its programmes from two campuses:

- At its Mt Albert (Wairaka) campus
- At its Henderson (Waitakere) campus

Records

Unitec holds many records relevant to a tertiary institution including:

- Minutes of meetings of Council, Advisory Committee, its subcommittees, and the Executive Leadership Team
- Staff records relating to salary and leave and personal files
- Student records regarding enrolment, academic performance and financial records;

- Contracts and other documentation recording formal and informal relationships with external parties

Documents relating to decision- making processes

- Renewal Plan
- Renewal Strategy
- Investment Plan
- Committee Terms of Reference
- Institute Policies
- Academic Statutes

Publications

- Annual Report
- Prospectus
- Investment Plan

Contact

All requests for information under the OIA should be addressed to:

The Chief Executive

Unitec Institute of Technology

Private Bag 92025

Auckland 1003

(09) 815 4321

mdavis2@unitec.ac.nz

Contact on other matters may be made through the website:

[rede@unitec.ac.nz](mailto:red@unitec.ac.nz)

www.unitec.ac.nz

Universal College of Learning (UCOL)

Te Pāe Mātauranga Ki Te Ao

Universal College of Learning (UCOL), formally Manawatu Polytechnic, was so named by the Associate Minister of Education on 18 September 2000 and was notified in the New Zealand Gazette Notice, (21 September 2000). Wairarapa Community Polytechnic was incorporated into UCOL on 1 January 2001 and Wanganui Regional Community Polytechnic was incorporated into UCOL on 1 April 2002.

Maori Name

Te Pāe Mātauranga ki te Ao is the Māori name associated with UCOL; it is not a Māori version of the name.

Functions and responsibilities

UCOL provides vocational tertiary education for communities in the lower North Island and in niche specialist areas.

Strategic Direction

UCOL's strategic story 2018-2021 builds upon the solid foundations set in place by earlier successes and expands them into new directions. The result is an overarching vision that embraces students, businesses, and communities within a holistic culture that is focused on success. UCOL's vision is to inspire students, businesses, and communities to succeed.

UCOL's mission, to develop great graduates who make a difference wherever they work in the world, is supported by four goals:

- UCOL is a preferred provider of learning
- UCOL students succeed
- UCOL collaborates with key stakeholders to find unique solutions and mutually beneficial outcomes
- UCOL is a high performing tertiary education institute

Campuses

UCOL has four central campus locations in Palmerston North, Whanganui, Wairarapa and Horowhenua.

Structure

The UCOL Council is the institution's governing body, with legislative functions and duties and a tradition of celebrating outstanding contribution to society.

UCOL Council members are made up of eight members operating under the Education Act 1989 and are appointed by the Minister for Tertiary Education, Skills and Employment, iwi, and the Council itself.

The UCOL Council has a number of functions and duties in accordance with State Sector Act 1998.

Functions

Appoint a Chief Executive in accordance with the State Sector Act 1988, and monitor and evaluate his or her performance.

Prepare and submit a proposed plan if the institution is seeking funding under a mechanism that provides for funding via plans. Ensure that UCOL is managed in accordance with the plan; and determine policies to implement that plan.

Determine, subject to the State Sector Act 1988, the policies of UCOL in relation to the management of its affairs.

Undertake planning relating to UCOL's long-term strategic direction.

Duties

Strive to ensure the institution attains the highest standards of excellence in education, training and research.

Acknowledge the principles of the Treaty of Waitangi.

Encourage the greatest possible participation by the communities served by UCOL, to maximise the educational potential of all members of those communities, with particular emphasis on those groups that are under-represented among the students of the institution.

Ensure UCOL does not discriminate unfairly against any person.

Ensure UCOL operates in a financially responsible manner that ensures the efficient use of resources and maintains the institution's long-term viability.

Ensure that proper standards of integrity, conduct, and concern for the public interest and the wellbeing of the students attending UCOL are maintained.

Documents relating to decision-making processes

- Academic Statute and General Regulations.
- Quality Management Systems.
- Academic, Human Resource, Finance, Administration and Health and Safety Policies, Procedures and Guidelines.
- Council and Chief Executive delegations.

Contact

Chief Executive

UCOL Private Bag 11-022

Palmerston North 4442

Phone: (06) 952 7000

Fax: (06) 952 7020

enquiry@ucol.ac.nz

www.ucol.ac.nz

Universities New Zealand (The New Zealand Vice-Chancellors' Committee)

Te Pōkai Tara

Relevant acts

The New Zealand Vice-Chancellors' Committee is established under the Education Act 1989 and exercises authorities under that Act relating to quality assurance in the universities and the administration of scholarships. The Committee adopted the name Universities New Zealand – Te Pōkai Tara in 2010.

Functions and responsibilities

The functions of the Committee under the Education Act are:

- to act as the body primarily responsible for quality assurance matters in the universities
- to set up inter-university course approval and moderation procedures
- to exercise in relation to universities in accordance with section 253A the powers of the Qualifications Authority under sections 249 to 251C, 254A(2)(b), and 255
- to list university qualifications on the Qualifications Framework
- to grant scholarships to students enrolled or proposing to enrol at universities out of money under its control on such terms as the Committee considers appropriate
- where another body has power to grant such scholarships—
 - (i) if authorised to do so, to make appointments to that body
 - (ii) if requested by that body to do so, to advise that body on the grant of such scholarships
- to make recommendations to the Qualifications Authority on criteria for entrance to universities for the purposes of the performance by that Authority of its functions under section 257

- if requested by the councils of the universities to do so, to consider applications by foreign students for enrolment at any of those universities and make recommendations to the councils in respect of those applications
- to liaise with the councils of institutions other than universities in respect of procedures for enrolling foreign students
- to issue certificates relating to degrees and other academic qualifications and courses of, or examinations conducted by, the University of New Zealand as if that University had continued in existence and to charge such reasonable fees for the certificates as the Committee determines
- to perform any other functions conferred on it by the Act or any other enactment.

In addition, Universities NZ represents the interests of New Zealand's eight universities on a wide range of other matters.

Structure

The New Zealand Vice-Chancellors' Committee comprises the Vice-Chancellors of the eight universities. Universities NZ's quality assurance responsibilities are undertaken by its Committee on University Academic Programmes and through the independent organisation the Academic Quality Agency for New Zealand Universities, formerly known as New Zealand Universities Academic Audit Unit, established in 1993.

Much of the work of Universities NZ is undertaken through committees and working groups which generally include a representative of each university. The work of Universities NZ is supported by a small secretariat based in Wellington.

Records

Universities NZ maintains records relating to:

- Minutes of meetings and papers considered at those meetings
- Approval and moderation of university academic programmes
- Administration of scholarships
- General correspondence, reports and documents.

Universities NZ also administers the historical records of the University of New Zealand (disestablished in 1961).

Publications

- Information brochure on the role and functions of Universities NZ
- Information brochure on Academic Quality Assurance of New Zealand Universities

- Committee on University Academic Programmes Handbook
- Occasional reports

Contact

Chief Executive

Universities New Zealand – Te Pōkai Tara

PO Box 11915

Wellington 6142

Level 9, 142 Lambton Quay

Wellington

Phone: (04) 381 8500

Fax: (04) 381 8501

enquiries@universitiesnz.ac.nz

www.universitiesnz.ac.nz

University of Auckland

Te Whare Wananga O Tamaki Makaurau

Governing statutes

The University of Auckland was established under the Auckland University College Act 1882 and administered as a college of the University of New Zealand. The University was established as a university in its own right by the University of Auckland Act 1961. The current governing legislation is the Education Act 1989 and the University of Auckland Act 1961.

Functions and responsibilities

The University of Auckland is a degree-granting tertiary education institution. The objects of the University include the advancement of knowledge and the dissemination and maintenance thereof by teaching and research.

Structure

The Vice-Chancellor

The Vice-Chancellor is the head of the University. He is its chief academic and administrative officer and the employer of all staff. He is an ex-officio member of the University's Council and he chairs Senate.

Council

The University's governing body is the Council. It comprises lay, staff and student members and is chaired by the University's Chancellor. Council controls the affairs, concerns and property of the University. It is authorised by legislation to act in the ways best calculated to promote the interests of the University.

Senate

On academic matters the Council is required to seek the advice of the Senate, which the Vice-Chancellor chairs. This body includes all the professors, as well as representatives of sub-professorial staff and students. The Senate takes advice from a range of committees such as Research, Education, Academic Programmes, and Library committees. It also takes advice from the faculties.

Faculties and departments

The University has eight faculties bringing together related disciplines for the purposes of teaching and research. Each faculty is headed by a Dean who is responsible for management of the teaching, research and administrative activities of the faculty as well as its finances. Most faculties comprise a number of schools and departments.

Records

The University keeps minutes and reports relating to meetings of Council, Senate, and the committees of Council and Senate; policies and procedures; strategic documents; and correspondence. It maintains academic records of students, employment-related files on individual members of staff, and contact details of graduates and other alumni.

Documents relating to decision-making processes

The University Calendar, containing general information, academic and general statutes and regulations, programme regulations, course prescriptions, and staff lists, is published annually. The Annual Report contains both financial and non-financial performance data and information for the calendar year in question.

For further information see the University's website www.auckland.ac.nz

Contact

General enquiries:

University of Auckland

Private Bag 92019

Auckland

Phone: (09) 373 7999

Fax: (09) 373 7407

legal@auckland.ac.nz



Official Information Act requests:

General Counsel

Office of the Vice-Chancellor

Private Bag 92019

Auckland 1142

Phone: (09) 373 7599 ext 87746

legal@auckland.ac.nz

University of Canterbury

Te Whare Wānanga O Waitaha

Governing statutes

There are no Acts administered by the University of Canterbury. The University has been established pursuant to the University of Canterbury Act 1961 and the Education Act 1989.

Functions and responsibilities

The University of Canterbury is established for the advancement of knowledge and the dissemination and maintenance thereof by teaching and research.

Statutory Officers:

- The Chancellor is a member of the University Council and presides over the Council; in the absence of the Chancellor, the Pro Chancellor deputises.
- The Vice Chancellor is the full time academic and administrative head of the University (the Chief Executive Officer).

Structure

Council

The governing body of the University is the Council. The Council consults the Academic Board on academic matters.

Academic Board

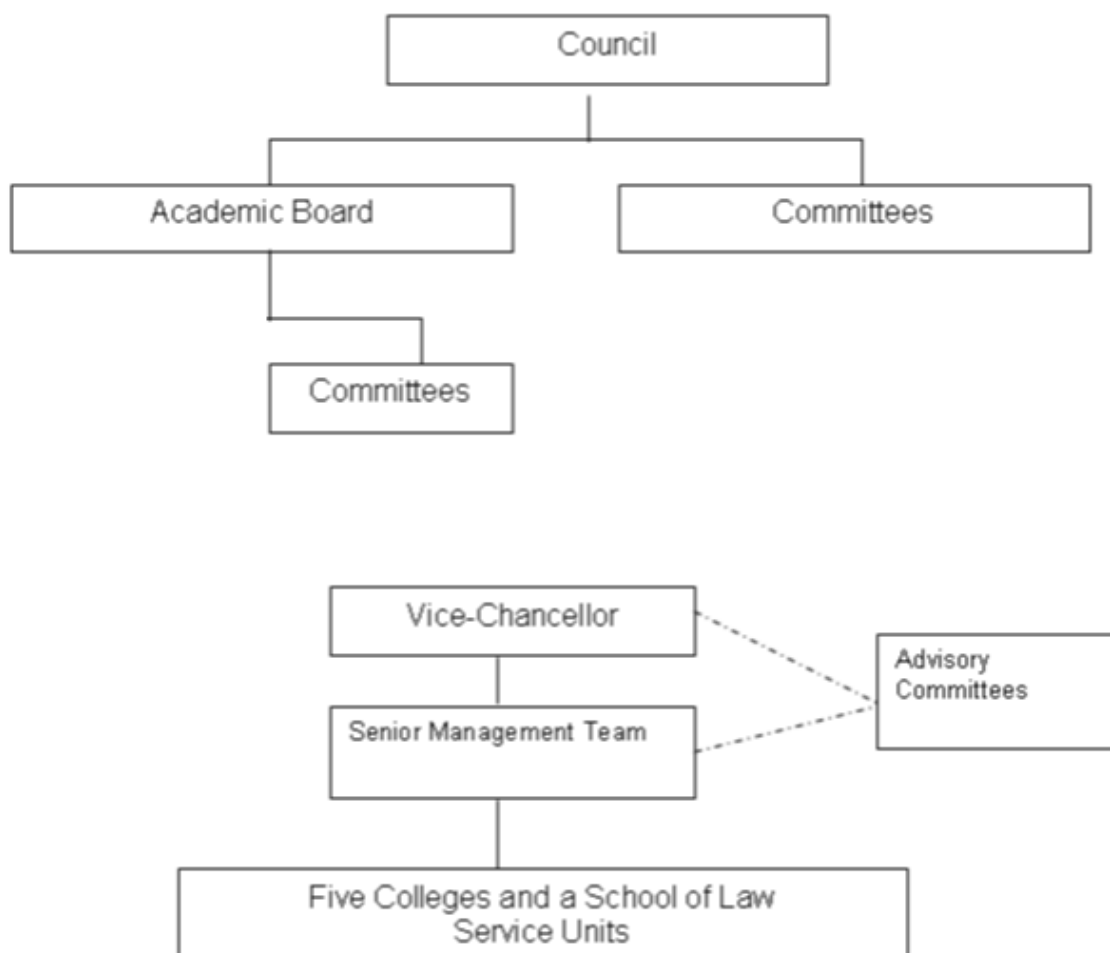
The Board is the principal academic body and has power to make recommendations and reports to Council on any academic matter affecting the University, including on research, courses of study, attendance of students, bursaries, prizes and examinations.

Colleges

Academic Schools and Departments are grouped within five Colleges (College of Arts, College of Business and Economics, College of Education, College of Engineering, College of Science) and a School of Law. They have responsibilities for academic business within their particular areas of study and they consider regulations for academic qualifications and transact any other academic business pertaining to the College.

Service Units

Service Units are constituted with responsibility to the Vice Chancellor and members of the Senior Management Team.



Records

The University holds the following records:

- minutes and reports of public meetings of the Council;
- general files concerning the conduct of the University's affairs, e.g. correspondence from students and prospective students, decisions on students' courses of study, enrolment, examination and graduation materials;
- personal files which contain brief details of the employment history of each staff member; and
- official student records which are updated annually.

Documents relating to decision-making processes

The University Calendar, containing general information, general regulations, course regulations and course prescriptions is published annually.

The Student Guide, aimed at prospective students, contains information about courses and other aspects of University life.

The Annual Report contains both financial and non-financial performance data and information for the calendar year in question.

There are also many University and departmental brochures and handbooks published from time to time.

Policies, procedures and strategic documents are accessible on the University's website: www.canterbury.ac.nz

Contact

The legislative compliance officer for the University is the Registrar. The Privacy Officer for the University is also the Registrar.

The Registrar

University of Canterbury

Ilam Road

Christchurch

Private Bag 4800

Phone: +64-3-364-2854

Fax: +64-3-364-2856

registrar@canterbury.ac.nz

www.canterbury.ac.nz

University of Otago

Te Whare Wānanga O Otago

Governing statutes

The University of Otago was founded in 1869 by an Ordinance of the Provincial Council of Otago. Its present power to grant degrees derives from the University of Otago Amendment Act 1961 and is continued by the Education Act 1989.

Functions and responsibilities

The University of Otago is a degree-granting tertiary education institution. Its primary functions and responsibilities are to engage in research and scholarship; to provide advanced-level teaching that is primarily informed by research; to engage in community service through the provision of informed debate and expert commentary; and to preserve the freedom of academic staff and students to question and test received wisdom, to put forward new ideas and to state controversial or unpopular opinions.

Structure

The University Council is the governing body of the University. The principal academic authority is the Senate, which operates as the University's Academic Board.

The Statutory Officers of the University are:

- The Chancellor, who is a member of the University Council and presides over it;
- The Vice-Chancellor, who is the full-time academic and administrative head of the University and its Chief Executive Officer;
- The Registrar, who is also the Secretary to the University Council and is a senior administrative officer of the University.

Academic and Administrative Organisation

The Vice-Chancellor is supported by a senior executive team comprising:

- The Deputy Vice-Chancellor (Academic)
- The Deputy Vice-Chancellor (Research and Enterprise)
- The Deputy Vice-Chancellor (External Engagement)
- Four Pro-Vice-Chancellors

- The Chief Operating Officer
- The Chief Financial Officer
- The Director, Human Resources
- The Director, Office of Maori Development
- The Director, Strategy, Analytics and Reporting
- The Registrar and Secretary to the Council

The management of academic programmes and academic activity is divided among four Divisions, each headed by a Pro-Vice-Chancellor. The Divisions are Humanities, Sciences, Health Sciences, and Commerce (also called the Otago Business School). Within each Division responsibility for teaching, research and service to the community is devolved to departments.

There are also a number of administrative divisions and sections; they are: Human Resources, Financial Services, Operations (comprising Campus and Collegiate Life Services, Campus Development, Health and Safety Compliance, Information Technology Services, Project Management, Property Services, Shared Services, Sustainability, and Risk Assurance and Compliance), External Engagement (including Marketing, Communications, Development and Alumni Relations, and the International Office), the Academic Division (including Student and Academic Services, and the University Library) and Research and Enterprise.

Records

The University keeps minutes and reports relating to meetings of Council, Senate, and the committees and working parties of Council and Senate; policies and procedures; strategic documents; and correspondence. It maintains academic records of students, employment-related files on individual members of staff, and contact details of alumni.

Documents relating to decision-making processes

The University Calendar, containing staff lists, general information, general regulations, course regulations and course prescriptions is published annually. The Prospectus, aimed at prospective students, contains information about courses and other aspects of University life. The Annual Report contains both financial and non-financial performance data and information for the calendar year in question. Policies, procedures, and strategic documents are accessible on the University's website.

Contact

The Registrar and Secretary to the Council is the University's central point of contact for Official Information Act enquiries:

The Registrar and Secretary to the Council

University of Otago

PO Box 56

Dunedin

(03) 479 8250

registrar@otago.ac.nz

General enquiries can be directed to the University's AskOtago service:

0800 80 80 98 or 03 479 7000

university@otago.ac.nz

otago.custhelp.com/

University of Waikato

Te Whare Wānanga O Waikato

Governing statutes

The University of Waikato is a University, as defined in the Education Act 1989, established by the University of Waikato Act 1963.

Functions and responsibilities

The functions and responsibilities of the University are the advancement of knowledge and the dissemination and maintenance thereof by teaching and research

Structure

The Vice-Chancellor is the chief executive of the University, responsible to the Council for managing the academic and administrative affairs of the University. A range of specific responsibilities are delegated to the Senior Deputy Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer, the Director of Student Services, and the Director of Human Resource Management who are responsible for the main academic and operational activities of the University.

The University has campuses in Hamilton and Tauranga and shares a Joint Institute with Zhejiang University City College in Hangzhou, China.

Some courses are delivered online and by distance education.

Council

The Council is the governing body of the University. The detailed functions, duties and powers of the Council are set down in the Education Act 1989.

Academic Board

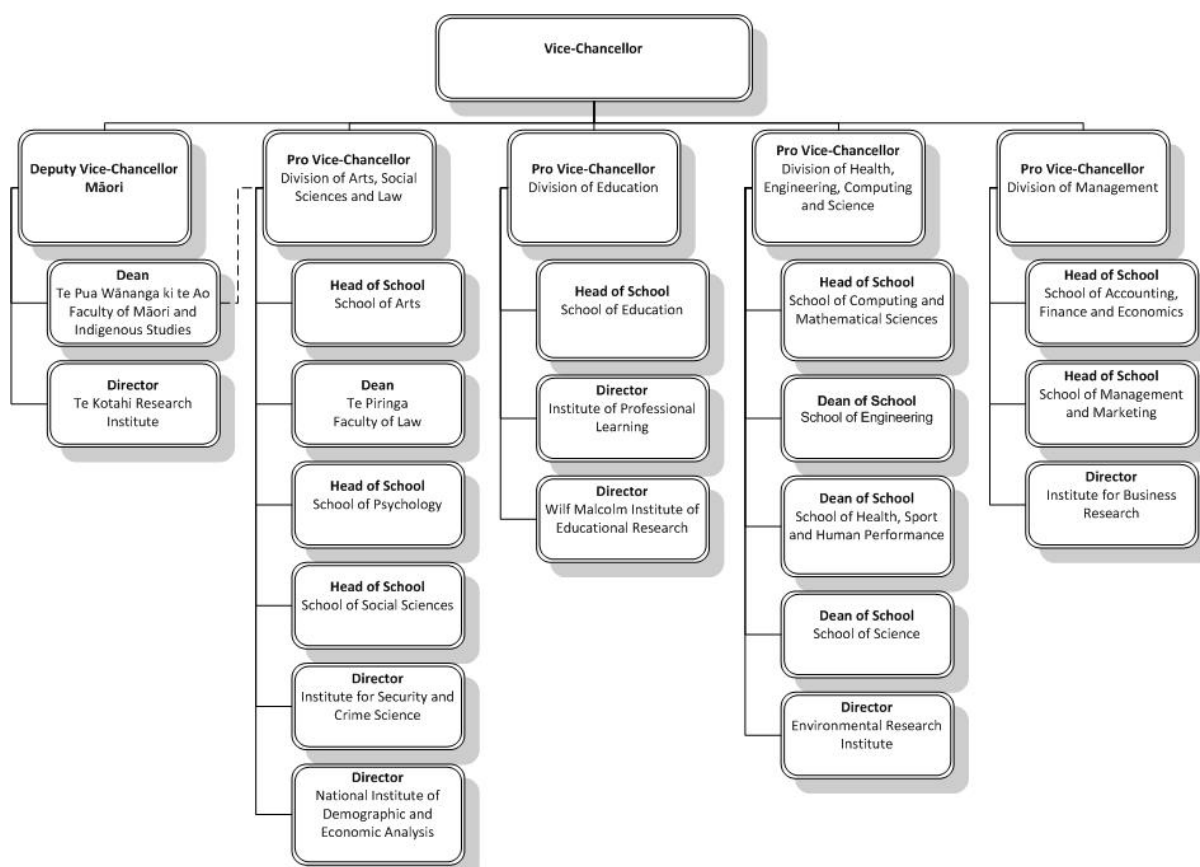
The Academic Board is established under the Education Act 1989. Its primary function is to advise the Council on matters relating to courses of study and other academic matters. It has a range of powers delegated by Council. It has established a number of sub-committees.

Academic divisions

Divisions are essentially groups of academic schools responsible for teaching and research within particular disciplines. Each is headed by a Pro Vice-Chancellor who reports to the Vice-Chancellor. The University of Waikato divisions are:

- The Division of Arts, Law, Psychology and Social Sciences
- The Division of Education
- The Division of Health, Engineering, Computing and Science
- The Division of Management

Each Division has a Board which is responsible for academic matters relevant to the Division and which reports to the Academic Board. A Faculty of Māori and Indigenous Studies, headed by a Dean, reports to the Deputy Vice-Chancellor Māori and shares administrative infrastructure with the Division of Arts, Law, Psychology and Social Sciences



Non-academic divisions

The non-academic divisions are the major administrative units of the University. They are:

- Communications, Marketing and Engagement
- Facilities Management
- Financial Services
- Human Resource Management
- Information and Technology Services
- International Office
- Library
- Student Services.

Documents relating to decision-making processes

Documents held by the University include:

- Charter
- Strategy
- Investment Plan
- Annual Report and Financial Statements
- Official Minutes of Committee Meetings
- University Calendar
- Student Records
- Student Handbooks, Paper Outlines and Graduate Profiles
- Directory of Committees and Rules of Procedure

A range of policies which are published on the University's website (Index of Official University Information).

Contact

Brandon McGibbon

Secretary to Council

The University of Waikato

Private Bag 3105

Hamilton

(07) 838 4005

Ministry of Justice
Tāhū o te Ture

justice.govt.nz

contactus@justice.govt.nz

0800 COURTS
0800 268 787

National Office
Justice Centre | 19 Aitken St
DX SX10088 | Wellington | New Zealand



New Zealand Government

Reference no_March16