

Directory of Official Information

Listings P-R



[New Zealand Government](#)

About

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

If your department or agency's information is out of date, please email official.correspondence@justice.govt.nz with the necessary amendments.

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Official Correspondence Team
Communications, Corporate Group

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The Pacific Islands Polynesian Education Foundation Board

Governing Statutes

The Pacific Islands Polynesian Education Foundation (PIPEF) was established by the Pacific Islands Polynesian Education Foundation Act 1972 as a body corporate with perpetual succession and common seal. The Act is administered by the Foundation under the control of the Minister of Education.

Functions and Responsibilities

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

Structure

The Board of Trustees comprises:

One trustee appointed by the Governor-General as Chairperson; 9

Three ex-officio members including:

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

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

Divisions

Contract Management – Ministry of Education

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

Funding

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

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

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

Operations

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

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

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

Selection Committee


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

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

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

Records

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



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

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

Contact

Brian Sutcliffe Administrator

PIPEF

P O Box 48219

Silverstream 5142

Phone: 04-4740743

Fax: 04-4722350

Palmerston North Airport Limited

Governing Statutes

Palmerston North Airport Ltd is an Airport Company authorised pursuant to section 3(3) of the Airport Authorities Act 1966 by the Airport Authorities (Palmerston North Airport Limited) Order 1990 which was exercised by Order in Council on 23 January 1990.

Functions and Responsibilities

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

Palmerston North International Airport is also designated as a “Security Aerodrome” by the Minister of Transport by notice in the New Zealand Gazette, nr 39 of 26 April 1996, page 1124.

Palmerston North International Airport is designated as a Customs Airport pursuant to section 9 of the Customs and Excise Act 1996 on 27 September 2005 by notice in the New Zealand Gazette, nr 165 of 29 September 2005, page 4135. The airport is licensed as a Customs Controlled Area pursuant to section 12 of the Customs and Excise Act 1996 by virtue of a Licence issued on 8 December 2004. The airport is also approved (approval dated 13 December 2005) as a first place of arrival pursuant to section 37 of the Biosecurity Act 1993.

The Company is approved as a requiring authority under section 167 of the Resource Management Act 1991 by the Minister for the Environment by notice in the New Zealand Gazette, nr 55 of 8 June 1995, page 1431.

The Palmerston North International Airport Bylaws Approval Order 2003 approved bylaws of Palmerston North International Airport pursuant to the Airport authorities Act 1966 and was Gazetted 26 June 2003, page 1909.

The Company owns and operates Palmerston North International Airport (formerly Palmerston North Airport).

The shares in the Company are held by the Palmerston North City Council.

Structure

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

Key positions:

- Chief Executive Officer Finance Manager Operations Manager
- The Company holds shares in its subsidiary company, Freightgate Ltd.
- The Company's office and the records of the Company are held at the First Floor, Terminal Building, Palmerston North International Airport, Airport Drive, Palmerston North.

Records

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

Contact

The Chief Executive Officer

Palmerston North Airport Limited

First Floor, Terminal Building

Palmerston North International Airport, Airport Drive

PO Box 4384

PALMERSTON NORTH

Phone: (06) 351 4415

Fax: (06) 355 2262

Email: pnal@pnairport.co.nz

<http://www.pnairport.co.nz>

Parliamentary Commissioner for the Environment

Te Kaitiaki Taiao A Te Whare Pāremata

Acts Administered

Established by the Environment Act 1986

No Acts are administered by the Parliamentary Commissioner for the Environment.

Functions and Responsibilities

The Parliamentary Commissioner for the Environment ('the Commissioner') is an Officer of Parliament appointed under section 4 of the Environment Act 1986. The Act establishes the office, details the Commissioner's powers and functions, and provides for a five-year term of appointment.

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

As an independent Officer of Parliament, the Commissioner has wide-ranging powers to investigate environmental concerns. 'Independent' means independent of the government of the day, so the Commissioner reports not to a Government Minister but to Parliament through the:

- Speaker of the House
- Officers of Parliament select committee.

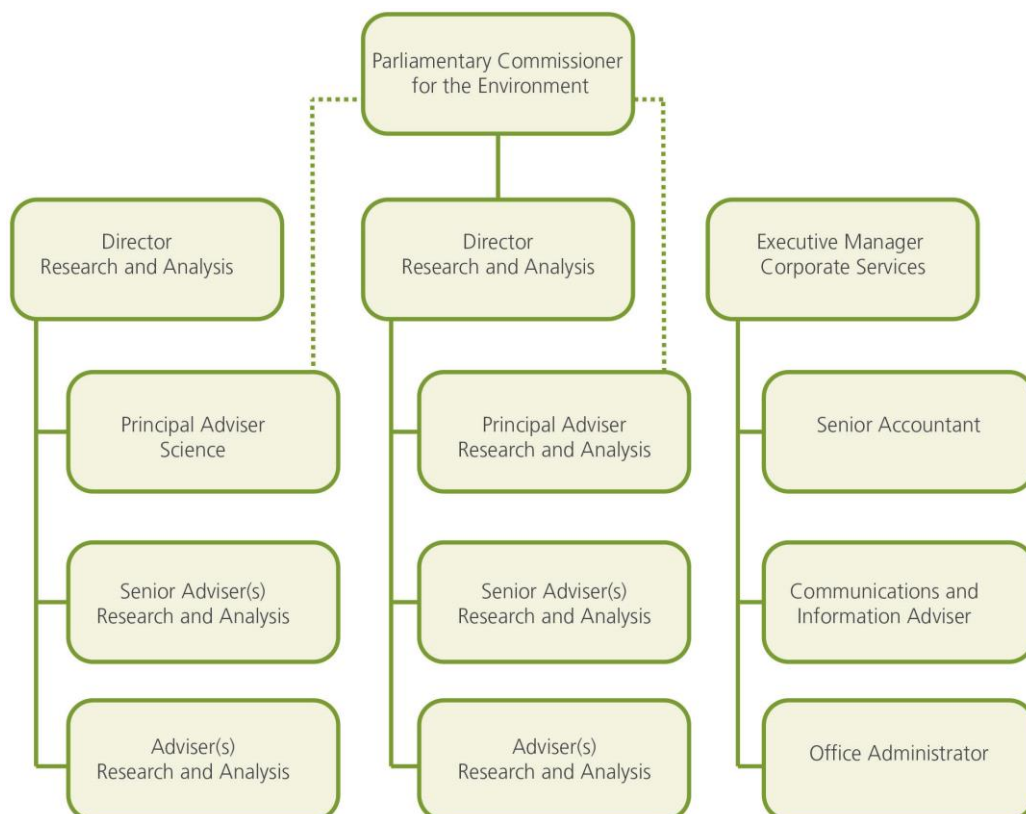
The Commissioner's functions are drawn from section 16 of the Environment Act 1986. She has wide discretion to exercise her functions, which are to:

- review the system of agencies and processes established by the Government to manage the allocation, use, and preservation of natural and physical resources, and report to the House of Representatives
- investigate the effectiveness of environmental planning and environmental management carried out by public authorities, and advise them on remedial action

- investigate any matter where the environment may be or has been adversely affected, advise on preventative measures or remedial action, and report to the House of Representatives
- at the request of the House of Representatives or any select committee, report on any petition, Bill or other matter which may have a significant effect on the environment
- on the direction of the House of Representatives, inquire into any matter that has had or may have a substantial and damaging effect on the environment and report to the House
- undertake and encourage the collection and dissemination of information relating to the environment
- encourage preventive measures and remedial actions for the protection of the environment.

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

Structure



Records

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

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

Documents Relating to Decision-Making Processes

The office produces an Annual Report and a Statement of Intent. Its procedures for handling public complaints are outlined on its website.

Publications

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

Contact

Dr Jan Wright Parliamentary Commissioner for the Environment

Level 4 Reserve Bank Building

2 The Terrace PO Box 10-241

Wellington 6143

Telephone: (04) 471-1669 Fax: (04) 495-8350

Email: pce@pce.parliament.nz

Website: www.pce.parliament.nz

Parole Board New Zealand

Functions and Responsibilities

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

Its primary responsibility is to contribute to the protection of society.

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

Structure

The Board comprises 37 people, some drawn from the community, some from the judiciary. It operates in panels of three or five with in most cases, a District Court Judge convening each panel. The Board's Chairperson and Deputy are former High Court Judges.

There are 19 panel convenors and 18 members.

Records

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

Documents relating to decision-making processes

Guide for Parole Board Members

Contact

New Zealand Parole Board

Head Office


Level 12 Prime Property Towers

86-90 Lambton Quay

PO Box 939

WELLINGTON

Phone: (04) 495 8400



Fax: (04) 495 8432

Website: www.paroleboard.govt.nz

Email: alistair.spierling@corrections.govt.nz

Pharmaceutical Management Agency (Pharmac)

Governing Statutes

PHARMAC was established by the New Zealand Public Health and Disability Act 2000.

Acts Administered

PHARMAC does not administer any Acts.

Functions and Responsibilities

PHARMAC's objectives are:

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

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

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

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

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

PHARMAC must establish:

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

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

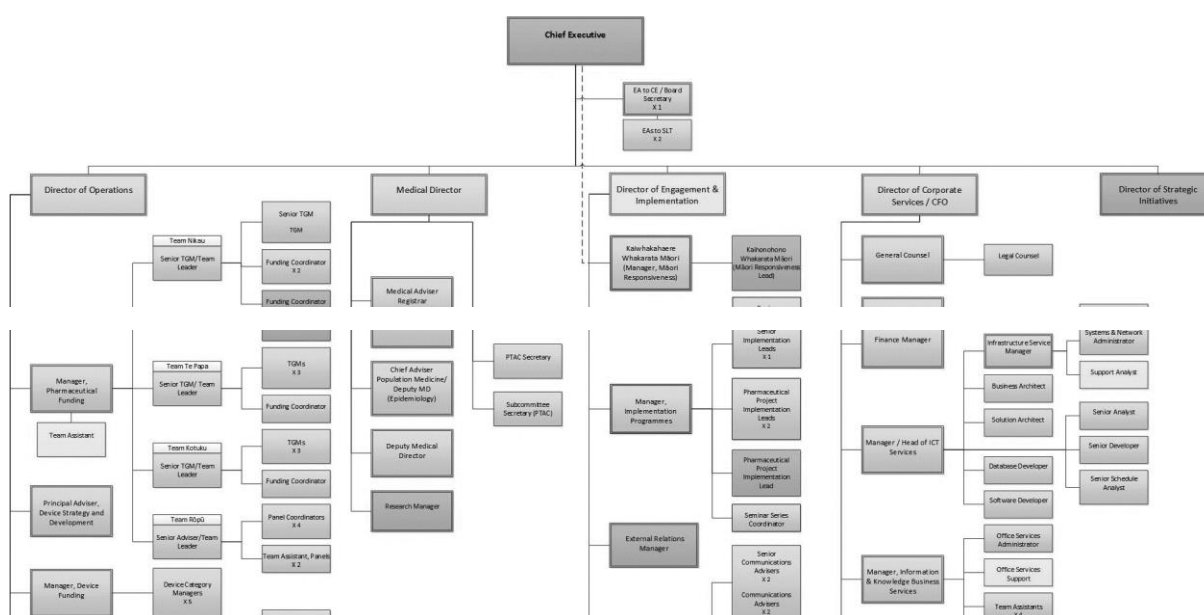
The objective of the Pharmacology and Therapeutics Advisory Committee (PTAC) is to provide objective advice to PHARMAC on pharmaceuticals and their benefits. More information about PTAC is set out in the PTAC Terms of Reference.

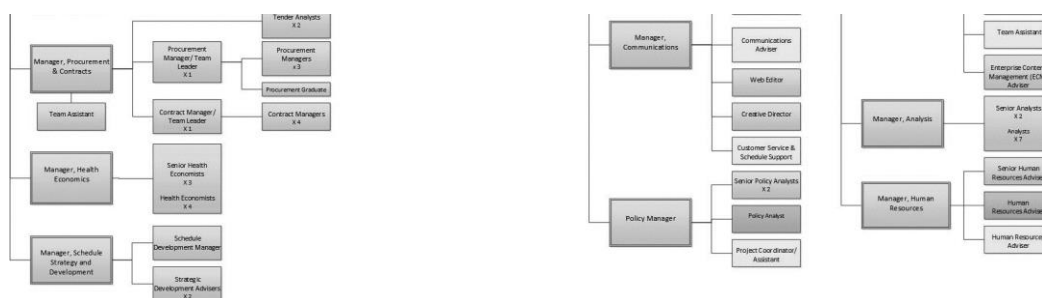
The consumer advisory committee is to provide input from a consumer or patient point of view.

Structure

PHARMAC’s structure is outlined in the organisational chart. This structure reflects the key areas for which

PHARMAC has responsibility and associated support functions.





Records

Outlined below is a general description of the ten records classes created and held by PHARMAC:

Accountability, governance and strategic management – covers a wide variety of general administrative matters, including PHARMAC Board of Directors as well as other records generated by PHARMAC’s strategic management, governance and accountability functions, corporate functions and Ministerials.

Operational policies, procedures and planning - Operational strategies and planning also provide information about how PHARMAC plans and manages its functions. In addition, strategies often document a particular approach to a function or activity that has been developed. Operational strategy and planning either derives from the organisation’s overall strategic planning, or are developed to articulate a particular approach.

Pharmacology and Therapeutics Advisory Committee (PTAC) - PTAC is an advisory committee of senior health practitioners established by the PHARMAC Board to provide objective advice to PHARMAC on pharmaceuticals and their benefits. A pharmacology and therapeutics advisory committee has been in existence in some form since the 1960s, and PTAC has been providing advice to PHARMAC since 1993. It is a statutory committee established under the New Zealand Public Health and Disability Act (2000).

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

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

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

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

- data analysis regarding usage and cost of pharmaceuticals

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

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

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

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

Documents Relating to Decision-Making Processes

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

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

Contact

PHARMAC

Level 9, Simpl House,

40 Mercer Street,

Wellington 6011

PO Box 10254, The Terrace, Wellington 6143

Phone: (04) 460 4990

Website: www.pharmac.govt.nz

Pike River Recovery Agency

Te Kāhui Whakamana Rua Tekau mā Iwa

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

Functions and Responsibilities

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

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

The specific functions and responsibilities of the Agency are to:

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

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

Structure

The Agency is headed by a chief executive appointed and employed by the State Services Commissioner.

The senior management team of the Agency also includes:

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

Records and Acts administered

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

The Agency does not administer any legislation.

Contact

Pike River Recovery Agency
PO Box 414
Unit 2, 36-46 Tainui Street
GREYMOUTH 7805

Website

www.pikeriverrecovery.govt.nz

Access to information

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

www.pikeriverrecovery.govt.nz.

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

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

Plant and Food Research New Zealand

Rangahau Ahumāra Kai

Governing Statutes

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

Functions and Responsibilities

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

Structure

Plant & Food Research has more than 870 staff based at 14 sites across New Zealand, as well as offices in Australia and the USA. Science Operations are managed through five Portfolios – Breeding & Genomics, BioProtection, Sustainable Production, Food Innovation and Seafood Technologies.

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

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

Board of Directors

Michael Ahie (Chair)

Greg Gent (Deputy Chair)

Andrew von Dadelszen

Colin Dawson

Professor Juliet Gerrard

Stana Pezic

Mark Stuart

Senior Management Team

Peter Landon-Lane, Chief Executive

Dr Bruce Campbell, Chief Operating Officer

David Hughes, Group General Manager Commercial

Michael James, Chief Financial Officer

Craig Jensen, General Manager Human Resources

Professor Richard Newcomb, Chief Scientist

Science Advisory Panel

Professor Marston Conder (Chair), University of Auckland, New Zealand

Dr Ernst van den Ende, Wageningen University, The Netherlands

Professor Cathie Martin, John Innes Centre, UK

Professor Alastair Robertson, CSIRO, Australia

Records

Administration records

Research records

Documents relating to decision-making processes

Statement of Corporate Intent

Code of Conduct & Ethics

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

Contact for OIA requests

OIA Officer

Plant & Food Research

Private Bag 92169

Auckland 1142

uia@plantandfood.co.nz



Department of the Prime Minister and Cabinet

Functions and Responsibilities

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

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

Issues that are the direct responsibility of the Prime Minister

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

Issues that arise across the full range of government business

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

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

Administrative support to the Prime Minister

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

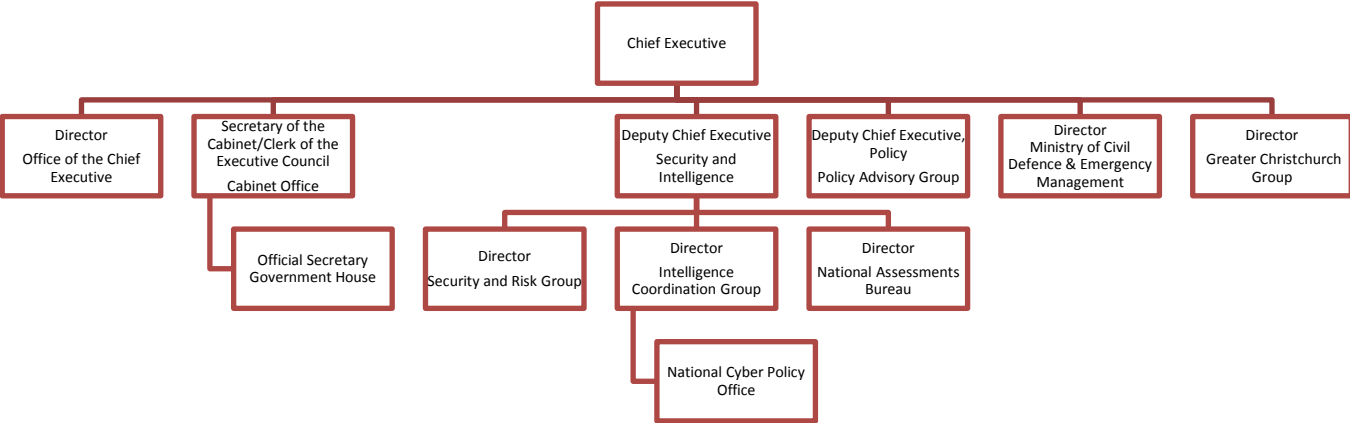
DPMC also provides impartial advice, through the Clerk of the Executive Council and Government House, to the Governor-General. In addition it plays a role in coordinating and leading the work of government departments and agencies, and other entities as appropriate, to ensure that decision making takes account of all relevant viewpoints and that advice is as coherent and complete as possible.

Structure

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

- Secretary of the Cabinet/Clerk of the Executive Council
- Director, Greater Christchurch Group
- Deputy Chief Executive, Policy
- Deputy Chief Executive, Security & Intelligence
- Director, Ministry of Civil Defence & Emergency Management
- Director, Office of the Chief Executive
- Official Secretary, Government House

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



Cabinet Office

The Cabinet Office provides impartial secretariat services to support Cabinet and Cabinet Committee decision-making processes and the Executive Council, and helps co-ordinate the government’s legislation programme. The Cabinet Office has particular responsibility to ensure that executive government is well conducted and continues in accordance with accepted conventions and practices. It is the custodian of knowledge and experience of the New Zealand system of Cabinet government. Much of this experience is codified in two resources:

1. The Cabinet Manual (www.cabinetmanual.cabinetoffice.govt.nz), which provides authoritative guidance on central government decision making and records constitutional conventions and practices.
2. The CabGuide website, which provides more detailed procedural advice on Cabinet processes (www.cabguide.cabinetoffice.govt.nz).

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

The Secretary of the Cabinet as Clerk of the Executive Council has a range of constitutional duties to advise, independently, the Governor-General and the Prime Minister. The Clerk of the Executive Council is the line manager for the Official Secretary to the Governor-General and has an overall responsibility for Government House.

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

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

- to administer the Letters Patent Constituting the Office of the Governor-General of New Zealand 1983;
- to preserve and maintain the official records of Cabinet, and to administer the convention on access to documents of a previous administration;
- to prepare documents associated with electoral processes under the Electoral Act 1993 and the Constitution Act 1986;
- to administer the Oath of Allegiance and the Executive Councillor's Oath under the Oaths and Declarations Act 1957;
- to administer the Governor-General Act 2010;
- to administer the Seal of New Zealand Act 1977;
- to administer the Royal Titles Act 1974;
- to administer the Statutes of The Order of New Zealand (1987), The New Zealand Order of Merit (1996, 2000 and 2009) and The Queen's Service Order (2007);
- to administer the Royal Warrants of the New Zealand Gallantry Awards and the New Zealand Bravery Awards (1999);
- to certify certain instruments relating to land under the Official Appointments and Documents Act 1919; and
- to countersign certain documents under the New Zealand Government Property Corporation Act 1953.

Records

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

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

Most submissions to Cabinet and its Committees are drafted in government departments or agencies on behalf of their Ministers and copies are held in the filing system of the relevant department.

When a Minister is satisfied with a draft submission, he or she will sign it and refer it to Cabinet Office for processing and distribution.

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

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

Access to Cabinet documents

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

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

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

However, it should be noted that documents approved in the Executive Council are returned to the originating Minister in all cases. Enquiries should be directed to the office of the Minister in the first instance.

Government House

The Governor-General serves as the representative of The Queen, New Zealand's Head of State. The Governor-General's constitutional, ceremonial, and community roles together seek to maintain national unity and foster national identity. The Clerk of the Executive

Council and Government House staff support the Governor-General in carrying out his functions.

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

The Governor-General's website is www.gg.govt.nz.

The Governor-General is not subject to the OIA.

Greater Christchurch Group (GCG)

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

The GCG's focus is on supporting the transition of leadership of greater Christchurch from central government to local institutions.

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

- the future uses of the Christchurch residential red zone
- engaging with local leadership and the local community on regeneration issues
- coordination and brokering across agencies involved in the regeneration of greater Christchurch
- supporting the establishment and ongoing operation of Regenerate Christchurch - a joint central and local government entity tasked with overseeing the long-term development and enhancement of the Central City, residential red zone, New Brighton and other potential regeneration zones - and Ōtākaro Limited - established to deliver key anchor projects and precincts in Christchurch
- monitoring and reporting on the overall progress of recovery
- administering the part funding and /or joint governance of horizontal infrastructure repairs.

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

Records

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

GCG has established these channels for public updates from a range of agencies involved in the regeneration of greater Christchurch:

[facebook.com/GreaterChchRegeneration](https://www.facebook.com/GreaterChchRegeneration)

twitter.com/GCGRegen

Assess to Canterbury Earthquake Recovery Authority (CERA) Records

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

Ministry of Civil Defence & Emergency Management

Since 1 April 2014, the Ministry has been a business unit within the DPMC. DPMC leads national security planning. Having the Ministry within DPMC benefits that planning and gives the Ministry a greater role in working across all of government to strengthen national emergency management arrangements.

Local authorities are the primary agents responsible for civil defence emergency management (CDEM). They are required by law to plan for and provide civil defence in their area.

Regionally, 16 CDEM Groups are formed from all the local authorities in that region. They work with other agencies to reduce risks, be ready for an emergency, respond when needed and lead recovery afterwards.

At the national level, the Ministry provides policy advice to government, supports CDEM planning and operations, ensures there is coordination at local, regional and national levels, and manages the central government response for large scale civil defence emergencies that are beyond the capacity of local authorities.

Records

The Civil Emergency files relate to natural disasters and emergencies within New Zealand and the coordination of the Government's response and recovery phases following such disasters.

Office of the Chief Executive (OCE)

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

- advice and support to the Chief Executive, the Executive Leadership Team and the Senior Management Team

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

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

Administrative and organisational records

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

Policy Advisory Group

The Policy Advisory Group is responsible for providing free, frank and impartial advice on issues of the day directly to the Prime Minister and, as appropriate, to other Ministers. The Group contributes to policy development across the full range of government issues, and supports the Prime Minister in all Cabinet Committees. From time to time Advisors lead policy projects specially commissioned by the Prime Minister to "cut through" on issues of significance.

The Policy Advisory Group facilitates cross-government linkages amongst agencies working on related issues and seeks to ensure that officials' advice takes account of broader government priorities. Where possible the Group takes a medium to longer term view that

incorporates a strategic perspective, to ensure policy coherence. The Group also has an important role in providing the Prime Minister with up-to-date information on emerging policy issues and giving support to his office.

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

Records

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

Security and Intelligence Group (S&I Group)

The Security and Intelligence Group comprises five business units.

National Security Policy directorate:

- provides and coordinates advice to the Prime Minister, who is also the Minister for National Security and Intelligence; the Minister in Charge of the New Zealand Security Intelligence Service and the Minister Responsible for the Government Communications Security Bureau; the Minister of Civil Defence and Emergency Management; other ministers; and senior officials
- coordinates legislation on national security and intelligence, and acts as the interface with the Government executive, ministers and Parliament
- leads thinking on prioritisation for the New Zealand Intelligence Community.

National Security Systems directorate:

- supports the national security leadership in times of crisis
- coordinates risk assessments, exercises and system testing, and contingency plans across Government agencies, local authorities and other related entities
- coordinates joint planning and performance monitoring for the New Zealand Intelligence Community
- operates joint arrangements for the governance, coordination and support of New Zealand's national security and intelligence system.

Intelligence & Assessment directorate:

- ensures a coordinated and timely supply of intelligence and assessments to decision-makers
- operates quality-assurance standards for national intelligence and assessments

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

National Cyber Policy Office:

- leads the development of policy advice for the government on cyber-security and advises on investing government resources in cyber-security activities
- oversees the development, implementation and review of national strategies and policy on cyber-security
- leads international engagement on cyber policy
- facilitates engagement with the private sector on cyber-security issues
- manages the Connect Smart partnership and awareness programme (connectsmart.govt.nz).

National Security Communications directorate:

- advises on internal and external communications and reputation issues for the core intelligence agencies (GCSB, NZSIS and the DPMC directorates)
- advises the core New Zealand Intelligence Community (NZIC) on its stakeholder engagement, as well as media and public interactions, with a view to increasing understanding of the Community and its value to New Zealand
- coordinates and provides inter-agency national security (ODESC) communications capability.

Records

The S&I Group holds information in relation to coordination within the intelligence sector, information relating to cyber security policy, including New Zealand's Cyber Security Strategy and cyber security awareness campaigns. Information held by the Group may be classified.

Special Units

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

- Flag Secretariat 2015
- The Policy Project 2014

- Canterbury Earthquake Recovery Team 2011
- Rugby World Cup 2011
- David Henry Inquiry into the leak of the Kitteridge Report 2013
- Youth Mental Health Project 2011
- Future State of the State Sector 2010/11
- Methamphetamine Action Plan 2009
- Prime Minister's Employment Summit Coordination 2009
- Government House Conservation Project 2008/11
- Infrastructure Resilience Review (Prof. Tom O'Rourke) 2007
- Broadband & Satellite Project 2007
- House Prices Unit 2007
- Urban Development Authorities Team 2006/07
- Education Sector Review 2005
- Foreshore and Seabed Group 2003/05 (transferred to Ministry of Justice at 31 January 2005)
- Climate Change Project 2001/03 (transferred to the Ministry for the Environment at 31 January 2003)
- Prime Ministerial Taskforce on Positive Ageing 1996/97 (see Ministry of Social Development)
- Prime Ministerial Taskforce on Employment 1994 (see Department of Labour)
- Health Reforms Directorate 1991/93
- Health Reforms Coordination and Communication Group 1991/94
- Crown Health Enterprise Establishment Unit 1992/94
- Crown Health Enterprise Monitoring Unit 1993
- National Interim Provider Board 1991/92 (refer to the Ministry of Health)
- Review of the Electricity Shortage 1992
- Inquiry into Nuclear Propulsion 1991/92
- Change Team on Targeting Social Assistance 1991/92

Contact

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

Chief Executive

Department of the Prime Minister and Cabinet

Executive Wing

Parliament Buildings

WELLINGTON 6011

Phone: (04) 817 9700

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

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

Ministry of Pacific Island Affairs

Acts Administered

The Ministry does not administer any Acts or Regulations.

Functions and Responsibilities

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

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

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

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

Structure

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

Government sector boards

Minister of Pacific Island Affairs' Advisory Council (MAC) The Council was established in 1984 to advise the Minister of Pacific Island Affairs' on matters relating to the social, cultural, economic welfare of Pacific people in New Zealand and to assist in the dissemination of information from and to Pacific communities.

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

The Ministry of Pacific Island Affairs provides the administrative support to the Council.

Pacific Business Trust

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

Contact:

Auckland (Head Office)

733 Great South Road

Otahuhu

PO Box 23 696, Papatoetoe

Auckland

Telephone: (09) 270 1003

Fax: (09) 270 1004

Free Phone: 0800 287 7526

Wellington

Business Porirua Building

20 Parumoana Street

PO Box 50 624, Porirua

Wellington

Telephone: (04) 238 0050

Fax: (04) 238 0051

Email: info@pacificbusiness.co.nz

Website: www.pacificbusiness.co.nz

Records

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

Documents Relating to Decision-Making Processes

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

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

Publications

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

- Pacific Progress series (joint publications with Statistics New Zealand):
- Pacific Languages Compendium; 2013 (web based directory)
- The Pacific Languages Framework; 2012
- Specifically Pacific: Engaging Young Pacific Workers; Nov 2011 (EEO publication with assistance from MPIA and MSD)
- Pacific Island Communities and Social Enterprise Discussion Paper (this paper was commissioned by MPIA)
- Pacific Adolescent Career Pathways (the largest Pacific specific longitudinal study)

- Demographics of New Zealand’s Pacific Population; 2010 7
- Education and Pacific Peoples in New Zealand; 2010
- A Report on the Economic Status of Pacific Peoples in New Zealand; 2002
- Career Futures for Pacific Peoples; October 2010 (joint publication with the Department of Labour)
- Pacific Pathways to Prevention of Sexual Violence report; October 2010 (commissioned by the Ministry)
- Mind Your Language series – Tau Gagana Tokelau (in collaboration with Tau Gagana Board and the Tokelau community) 2007
- Mind Your Language series – Tuatua Mai (in partnership with Toku Reo Tupuna Trust) 2007
- Mind Your Language series – Vagahau Niue; 2005 (in conjunction with Niue Development Inc.)
- Tupu Ola Moui: Pacific Health Chart Book; 2004 (joint publication with Ministry of Health)
- Ala Fou – New Pathways Strategic Directions for Pacific Youth in New Zealand; August 2003
- The Pacific Analysis Framework with Pacific Consultation Guidelines: Analysing Public Policy through Pacific Lenses; 2006
- Pacific Directions Report; 1999.

The Ministry also publishes its own website: www.mpia.govt.nz, and hosts three language websites – Tokelauan (<http://www.learntokelau.co.nz/>), Cook Island Maori (<http://www.tuatuamai.co.nz/>) and Niuean (<http://www.learnniue.co.nz/>).

Contact

The offices of the Ministry of Pacific Island Affairs are:

Wellington (National Office)

Level 2 ASB House

101 - 103 The Terrace

PO Box 833, Wellington

Telephone: (04) 473 4493

Fax: (04) 473 4301

Email: contact@mpia.govt.nz 8



Christchurch

PO Box 3740

Christchurch 8140

Telephone: (03) 366 7202

Auckland

Ground Floor, Whirinaki House

7 Springs Road, East Tamaki

PO Box 97–005, South Auckland Mail Centre

Telephone: (09) 265 3200

Fax: (09) 265 3202

The Ministry's website can be found at www.mpia.govt.nz

Ministry for Primary Industries

Manatū Ahu Matua

Acts Administered

Public acts

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

- Kiwifruit Industry Restructuring Act 1999
- Māori Commercial Aquaculture Claims Settlement Act 2004
- Māori Fisheries Act 2004
- Meat Board Act 2004
- Ministry of Agriculture and Fisheries (Restructuring) Act 1995
- Ministries of Agriculture and Forestry (Restructuring) Act 1997
- Ministry of Agriculture and Forestry (Restructuring) Act 1998
- National Animal Identification and Tracing Act 2012
- New Zealand Horticulture Export Authority Act 1987
- Plants Act 1970
- Pork Industry Board Act 1997
- Primary Products Marketing Act 1953
- Public Works Act 1981 (Part XIX - Irrigation)
- Royal New Zealand Institute of Horticulture Act 1953
- Taratahi Agricultural Training Centre (Wairarapa) Act 1969
- Treaty of Waitangi (Fisheries Claims) Settlement Act 1992
- Veterinarians Act 2005
- Walking Access Act 2008
- Wine Act 2003
- Wool Industry Restructuring Act 2003

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

Private acts

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

- Tokoroa Agricultural and Pastoral Association Empowering Act 1968
- United Wheatgrowers Act 1936
- Waikato Show Trust Act 1965

Functions and Responsibilities

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

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

Structure

Director-General: Martyn Dunne

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

Deputy Director-General Standards: Carol Barnao

Deputy Director-General Corporate Services: Nigel Prince

Deputy Director-General Māori Primary Sector Partnerships: Ben Dalton

Deputy Director-General Policy: Deborah Roche

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

Deputy Director-General Compliance and Response: Andrew Coleman

Deputy Director-General Verification and Systems: Roger Smith

MPI Branches

Office of the Director General

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

Standards

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

Corporate Services

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

Māori Primary Sector Partnerships

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

Policy

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

Resource Management and Programmes

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

Compliance and Response

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

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

Verifications and Systems

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

Publications

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

Contact

Head Office:

Pastoral House, 25 The Terrace, Wellington, PO Box 2526, Wellington 6140

By Phone:

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

Exotic Pest and Disease Hotline: 0800 80 99 66

Biosecurity Import Clearances: 0800 222 018

Food Safety Consumer Helpline 0800 693 721

To report an animal welfare issue: 0800 008 333

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

Media Phone: 029 894 0328

Email: firstname.lastname@mpi.govt.nz

Website: www.mpi.govt.nz

MPI Regional Offices

Auckland

PO Box 19-747, Avondale, Auckland 1746 608 Rosebank Road, Avondale, Auckland 1026
Phone: (09) 820 1990 Fax: (09) 820 1980

Blenheim

Private Bag 1007, Blenheim 7240 State Highway 1, Main Road Blenheim 7201 Phone: (03) 579 1088

Chatham Islands

PO Box 72, Waitangi 8942 Phone: (03) 305 0004 Fax: (03) 305 0411

Christchurch

Private Bag Box 4765, Christchurch 8140 14 Sir William Pickering Drive, Burnside Phone: (03) 943 1732 Fax: (03) 943 3701

PO Box 8324, Christchurch 8440 69 Nazareth Avenue, Middleton Christchurch Phone: (03) 339 3662 Fax: (03) 339 3667

Dunedin

PO Box 5648, Dunedin 9058 Cnr of Portsmouth Drive and Strathallan Street, Dunedin
Phone: (03) 951 4707 Fax: (03) 951 4711

Private Bag 1926, Dunedin 9054 73 Otaki Street, Dunedin Phone: (03) 466 3607 Fax: (03) 466 3629

Gisborne

PO Box 2122, Gisborne 4040 59 Awapuni Road Gisborne Phone: 06 869 0870 Fax: 06 869 0871

Hamilton

Ruakura Research Centre, Campbell Block 10 Bisley Road, Hamilton 3214 Phone: (07) 957 8314 Fax: (07) 957 8315

Invercargill

PO Box 1065, Invercargill 9840 1st Floor, 137 Spey Street, Invercargill 9810 Phone: (03) 211 0060 Fax: (03) 2111 969

Kaikoura

PO Box 222 Kaikoura 7340 114 Beach Road Kaikoura 7300 Ph: (03) 319 6570 Fax: (03) 319 6568

Kaitaia

PO Box 404, Kaitaia 0441 Braidwood House, 5 Allen Bell Drive Kaitaia 0410 Phone: (09) 408 6024 Fax: (09) 408 6039

Lyttleton

Shipping Services Building 5 Norwich Quay

Masterton

75-77 Ngamutawa Road PO Box 344, Masterton 5840 Masterton 5810 Phone (06) 370-3590 Phone (06) 370-3591 Fax (06) 370-3594

Napier

PO Box 12-034, Napier 4144 21 Domett Street, Opunake Napier 4616 25

Phone: (06) 835 1065 Fax: (06) 831 0069

PO Box 348 6 Ossian Street, Ahuriri Napier Phone: (06) 835 4229 Fax: (06) 835 9125

Nelson

Private Bag 14, Port Nelson 7042 118 Vickerman Street, Port Nelson Nelson 7010 Phone: (03) 548 1069 Fax: (03) 545 7799

New Plymouth

PO Box 344, New Plymouth 4340 Police Station, 31 Wynyard Street, Bell Block New Plymouth 4312 Phone: (06) 755 9311 Fax: (06) 755 9131

PO Box 794, New Plymouth 4340 Taranaki Port, 2-8 Bayly Road, New Plymouth Phone: 06 759 1670

Palmerston North

Border Clearance Services Batchelar Agriculture Centre Building 7, 120 Tennant Drive Batchelar Road 26

PO Box 1645 Palmerston North 4440 Phone: (06) 351 7951

Market Assurance Batchelor Agricultural Centre Building 7, 120 Tenant Drive Batchelar Road PO Box 1654 Palmerston North 4440 Phone : (06) 351 7928

Queenstown

PO Box 2301, Queenstown Queenstown Airport Terminal, State Highway 6, Queenstown
Phone: 03 441 4183 Fax: 03 441 4061

Rotorua

PO Box 1340, Rotorua 3040 Te Papa Tipu Innovation Park, 99 Sala Street Phone: 07 921 3400 Fax: 07 921 3402

Tauranga

Private Bag 12031, Mt Maunganui 3143 11 Nikau Crescent, Mt Maunganui 3116 Phone: (07) 571 2820 Fax: (07) 571 2821 27

PO Box 5152, Mt Maunganui, 3150 Tauranga Port, 124 Hull Road, Mt Maunganui Phone: 07 927 5700

Timaru

PO Box 516, Timaru 7940 1 Ritchie Street, Timaru Phone: 03 684 2616

Wanganui

PO Box 527, Wanganui 4540 Level 2, NZ Post Building 60 Ridgway Street, Wanganui 4500
Phone: 06 348 7152 Fax: 06 348 7730

Whakatane

21 Gateway West PO Box 57 Whakatane 3158 Phone: (07) 308 9876 Fax: (07) 308 9877

Whangarei

Private Bag 9013, Whangarei 0148 32 Herekino Street, Whangarei 0110 Phone: (09) 470 0580 Fax: (09) 470 0569 28

35 Norfolk Street, PO Box 503, Whangarei 0140 Tel: +64 9 430 7850

Whitianga

PO Box 267, Whitianga 3542 29 Moewai Road, Whitianga 3591 Phone: (07) 866 0549 Fax: (07) 866 0546

New Zealand Police

Nga Pirihimana O Aotearoa

Governing Statutes

The Police operate under the Police Act 1958 and the Police Regulations 1992.

Acts Administered

Police administers the following legislation:

- Arms Act 1983
- Crimes and Misconduct (Overseas Operations) Act 2004
- Police Act 1958
- United Nations (Police) Act 1964
- Arms (Restricted Weapons and Specially Dangerous Airguns) Order 1984 SR 1984/122
- Arms Amendment Regulations 1998 SR 1998/155
- Arms Amendment Regulations 1998 SR 1998/466
- Arms Regulations 1992 SR 1992/346
- Land Transport (Blood Test Fee) Notice 2001 SR 2001/417
- Land Transport (Certificates of Compliance for Evidential Breath-Testing Device (Alcosensor II)) Notice 2001 SR 2001/418
- Land Transport (Certificates of Compliance for Evidential Breath-Testing Device (Dräger 7110)) Notice 2001 SR 2001/419
- Land Transport (Certificates of Compliance for Evidential Breath-Testing Device (Intoxilyzer 5000)) Notice 2001 SR 2001/420
- Land Transport (Certificates of Compliance for Evidential Breath-Testing Device (Seres)) Notice 2001 SR 2001/421
- Police (United Nations) Regulations 1964 SR 1964/124
- Police Amendment Act Commencement Order 1996 SR 1996/28

- Police Regulations 1992 SR 1992/14
- Queen's Police Medal Regulations 1959 SR 1959/191
- Royal Warrant – The Queen's Police Medal SR 1959/190
- The New Zealand Police Long Service and Good Conduct Medal SR 1994/107
- The New Zealand Traffic Service Medal SR 1994/108
- Transport (Approved Vehicle Surveillance Equipment) Notice 1994 SR 1994/202
- Transport (Breath Tests) Notice (No 2) 1989 SR 1989/389
- Transport (Measurement of Weight) Notice 1997 SR 1997/375.

Functions and Responsibilities

The Commissioner of Police is appointed by the Governor-General under section 3 of the Police Act 1958 and is responsible for the general administration and control of the Police.

The Police Mission is "to be a world class Police service working in partnership with citizens and communities to prevent crime and road trauma, enhance public safety and maintain law and order". The wider intent of this mission statement is captured by the vision "Safer Communities Together".

The Police Values Statements are:

- Integrity
- Professionalism
- Respect
- Commitment to Maori and Treaty.

Strategic goals

To realise the mission statement and provide strategic focus, Police develop a number of high level strategic goals and outcomes aimed at reducing crime and increasing public safety.

1. Community reassurance

Outcome: Confident, safe and secure communities

2. Policing with confidence

Outcome: Less actual crime and road trauma, fewer victims

3. Organisational development

Outcome: A world class Police service

Structure

Police National Headquarters

The functions performed at Police National Headquarters are spread between the Commissioner; a Deputy Commissioner Operations; and a Deputy Commissioner Resource Management. Other functions are performed by: Assistant Commissioner Strategy, Policy and Performance; Assistant Commissioner Crime and Operations; Assistant Commissioner International Services Group; and General Managers of Public Affairs; Human Resources and Organisational Development; Finance and Planning. The Commissioner is also supported by Executive and Ministerial Support.

The National Managers within Police National Headquarters, who are not service centre managers, cover the areas of Operations, Road Policing, Crime, Maori, Pacific and Ethnic Services, Organisational Performance, Professional Standards, Policing Development, Risk and Assurance, Youth Services, Business Planning, and Policy.

Auckland Metro Crime and Operations Support (Amcos)

Role

AMCOS is a unique grouping of specialist and support units within New Zealand Police, providing a wide range of services supporting operations and investigations across Metropolitan Auckland, and in some cases on a wider regional, national, or even international basis.

Structure

This section comprises sworn and non-sworn staff in the Auckland region.

Functions and responsibilities

AMCOS provide specialist functions in three main areas:

- high level complex investigations and investigations support;
- specialist intelligence management; and
- specialised operational response.

AMCOS Operations Support includes the Air Support Unit, the Dog Section, Specialist Search Group, the Maritime Unit, Land and Sea Search and Rescue and Emergency Management. Operations support provides expert advice and specialist response to the three Auckland districts in dealing with high volume crime and associated response. The investigations and intelligence components of AMCOS deal with higher level organised crime in support of the three Auckland districts.

Records

Records held relate to the activities of AMCOS.

Communications Centres

Role

The Communications Centres are responsible for receiving and handling all 111 emergency calls to Police and general calls for service from the public. The Communications Centres also manage the dispatch of Police resources in response to these calls for service, as appropriate.

Structure

Sworn and non-sworn members staff Communications Centres.

Functions and responsibilities

Communications Centres are located in Auckland, Wellington and Christchurch, and use the Communication and Resource Deployment (CARD) System to manage calls for service and deployment of Police resources.

Records

Records held relate to the activities of the Communications Centres.

Crime and Forensic Group

National Crime Service Centre

Role

The primary responsibilities of the National Crime Service Centre include:

- the National Bureau Criminal Intelligence (NBCI) who provide a tactical and strategic intelligence services at a national level; the maintenance of national criminal intelligence on target groups and activities; the dissemination of intelligence to New Zealand Police and other agencies; the maintenance of a 24-hour tactical crime intelligence response; and the maintenance of suspicious transaction reporting and money laundering reporting.
- the National Bureau Investigation Support (NBIS) who provide operational support through covert capability, including national coordination of undercover agents, witness protection programme, national cannabis crime operations, covert human intelligence source and centralised interception monitoring centre.
- the Crime Policy, Projects and Planning group, which includes the Interpol Office, National Coordination of Adult Sexual Assault and Child Abuse, and Terrorist designations office.
- national forensic coordination, including coordination of National Fingerprints, Scene of Crime officers (SOCO's) and Crime Scene attenders (CSA's), ESR liaison, and photography liaison and Document examination coordination.
- national coordination: Electronic Crime Laboratories, who provide oversight to e-crime and forensic examination of e-crime contributors (i.e. computers and cell phones).

Structure

The Service centre comprises sworn and non-sworn members.

Functions and responsibilities

The Bureau's specific functions and responsibilities are separated into six main activities, in conjunction with its general tactical and strategic intelligence responsibilities.

National Drug Intelligence Bureau (NDIB)

Functions and responsibilities

- interagency liaison between NZ Customs Service, Ministry of Health and Police;
- interagency liaison with New Zealand government agencies on drug matters;
- international liaison with other agencies on drug matters;
- management of drug searches pursuant to Misuse of Drugs Act 1975;
- collection, collation, analysis and dissemination of drug intelligence nationally and internationally at a tactical and strategic level;
- facilitate overseas drug enquiries; and
- provision of statutory and other reports on drug intelligence.

Threat Assessment Unit (TAU)

Functions and responsibilities

- collection, collation, analysis and dissemination of intelligence on potential threats – nationally and internationally;
- analysis of threats to visiting government officials and preparation of assessments;
- analysis of threats to New Zealand government officials and preparation of assessments;
- analysis of threats to New Zealand politicians and preparation of assessments;
- maintain Project Topaz for threats against investigative staff;
- management of dossiers on activist groups and persons; and
- respond to counter-terrorist threats or situations.

Organised Crime Unit (OCU)

Functions and responsibilities

- collection, collation, analysis and dissemination of intelligence on organised criminal groups and enterprises nationally and internationally; maintenance of gang dossiers and information on individual gang members nationally;
- co-ordination of Asian crime intelligence nationally;
- maintenance of the national Police strategy to combat organised criminal activity;
- management of dossiers on crime groups and persons;
- maintain the various national organised crime projects; and
- respond to counter-terrorist threats or situations.

Financial Intelligence Unit (FIU)

Functions and responsibilities

- collection, collation, analysis and dissemination of intelligence on suspicious transaction reports and cross-border currency reports nationally;
- establish and maintain procedures with financial institutions;
- establish and maintain understandings for exchange of information with overseas financial intelligence units;
- maintain financial intelligence dossiers and information nationally;
- participate in the New Zealand Financial Action Task Force (FATF) Working Group;
- gather information for statutory annual reports.

Modus Operandi

Functions and responsibilities

- collection, collation, analysis and dissemination of intelligence on serious criminal offending nationally;
- maintain statistics on homicides nationally;
- maintain dossiers on serious offenders for homicide, serious sexual offending and armed robbery;
- maintain micro-fiche dossiers on all New Zealand criminals based on offence and offender reports;
- respond to requests for dossiers by Police districts.

Strategic Intelligence Unit

Functions and responsibilities

- respond to requests by the Minister and the Commissioner for briefing material on criminal intelligence;
- respond to activation of Government for a counter-terrorist threat;
- provide intelligence coordination and liaison for Police regions and districts in investigations which have a national perspective or which affect more than one particular locality;
- provide strategic and tactical intelligence assessments on criminal intelligence matters;
- maintain liaison with overseas agencies to ensure the ready flow of information and intelligence;
- maintain liaison with New Zealand agencies to ensure the ready flow of information and intelligence;
- represent Police on various officials' committees; and
- maintain a 24-hour response capability for intelligence-related matters and queries nationally and internationally.

National Bureau of Investigation Support (NBIS)

The primary role of the National Bureau of Investigation Support (NBIS) is to provide all Police with support in their investigation of crime. This is achieved through three distinct areas:

- Interpol Office;
- Special Programmes Office; and
- General Investigation Support.

Interpol Office

Role

This office is responsible for international liaison on all matters relating to policing in New Zealand. The main focus is in giving the New Zealand Police an international face through which all police inquiries coming into or going out of New Zealand can be channeled.

Special Programmes Office

Role

This office is responsible for coordinating all Police activity relating to:

- covert human resource policing;
- witness protection;
- informer management programme;
- surveillance;
- rewards;
- national cannabis crime operations; and
- other sundry specialist activities.

General Investigation Support

Role

Manages national coordination of areas including Missing Persons, and Adult and Child Sexual Abuse, and maintains a high level of liaison with both public and private sector agencies, in order to allow these agencies to better assist Police in their duties.

National Forensic Services

Fingerprints National Office

Role

The role of this Unit is to maintain a national database of fingerprints.

Functions and responsibilities

- processing of prisoners' prints taken at the time of arrest including their entry into the Automated Fingerprint Identification System;
- searching of new prisoners' prints against crime prints recovered from unsolved offences;
- comparison of prints taken from repeat offenders to confirm prisoners' identities;
- the training and assessment of district Fingerprint Section staff and SOCOs;
- provision of policy advice on best practice, training and equipment; and
- maintaining criminal records on the NIA Enterprise Systems.

Document Examination Unit

Role

This Unit's role is to provide a comprehensive range of forensic document examination and handwriting identification services to the NZ Police, Government Departments, Pacific Island nations, private investigators, legal firms and private individuals.

Functions and responsibilities

- examination and comparison of handwritings and signatures to determine authenticity/source;
- determining the sequence of entries, files and notes;
- detecting fraudulent alterations or page substitutions;
- determining the relative sequence and/or date on which certain entries were completed;
- dating documents;
- identifying counterfeits and false documents, including currency and identity documents;
- determining the source of anonymous/threatening letters;
- the restoration of erased, obscured, obliterated, and faded entries;
- examination of typewritten and computer-generated documents in order to identify their source and/or earliest date of production;
- computer-aided decipherment of typewriter ribbons and the linking of documents to a typewriter/ribbon;
- non-destructive analysis/comparison of inks and papers;
- chemical analysis of inks;
- determining the source, date and likely generation of black and white and colour photocopied documents;
- providing advice on forensic document examination to counsel and investigators; and
- demonstration and expert testimony of findings in Court in criminal and civil proceedings in New Zealand and Pacific Island nations.

Armoury

Role

The role of this Unit is to maintain Police firearms and inspect firearms involved in crime.

Functions and responsibilities

This Unit's specific functions and responsibilities are to inspect and maintain a service for all Police firearms; to provide an inspection service for firearms involved in crimes and accidents; to provide reports on such inspections; and to give advice on matters involving the importation of firearms.

National E-Crime

The Electronic Crime Lab

Role

To provide a highly-specialised forensic service for Regions/Districts in the field of computer and electronic technology.

Functions and responsibilities

Criminals are increasingly making use of computers and electronic technology to record transactions/conversations and maintain records. This Unit provides a forensic service to access the equipment and obtain the information for evidential purposes.

Other

Technical Support Unit (TSU)

Role

The role of this Unit is to provide field staff with technical and special photographic support.

Functions and responsibilities

This Unit's specific functions and responsibilities are to provide technical and special photographic expertise and to maintain a communication network to assist field staff during special operations.

The Crime Monitoring Centre

Role

To provide covert electronic data and voice intercept surveillance functions in support of planned operations targeting serious and organised crime.

Functions and responsibilities

This unit provides support to Districts on a case by case basis providing voice and data intercept capability to gather evidence on serious criminal activity. The information gathered can be used both for intelligence gathering and evidential purposes.

Records

Records are held relating to activities outlined above (e.g. Records of fingerprints are maintained nationally on an Automated Fingerprint Identification System and in a manual fingerprint collection).

Executive and Ministerial Support

Executive and Ministerial Support is responsible for provision of efficient and effective support to the Commissioner of Police, the Minister of Police and the Police Executive. This includes the provision of impartial and comprehensive advice and support to the Commissioner and Minister(s) on any matters affecting policing.

Role

To maintain active interactions with operational commanders, ensuring the Commissioner of Police is fully briefed on all significant operational matters. To coordinate and finalise, on behalf of the Commissioner, the Police response to Ministerial and Commissioner's correspondence and Parliamentary questions, and the New Zealand Police responsibilities to various South Pacific and Australasian Police Commissioners' conferences.

Structure

The group comprises sworn and non-sworn members, including Staff Officers and a Ministerial Liaison Officer.

Functions and responsibilities

Executive and Ministerial Services is responsible for providing regular and timely advice on significant operational matters, information on emerging issues and trends, and monitoring key performance areas. Staff Officers assist with projects and administrative details to enable the Commissioner and Deputy Commissioners the freedom to interact with key stakeholders, communities and Police staff in the field.

Ministerial Services staff coordinate and finalise responses to Ministerial, Parliamentary questions, ministerials and Commissioner's and other correspondence, and overview procedures covering requests under the Official Information Act 1982.

Executive Support staff coordinate the New Zealand input into the Australasian Police Ministers' Council (APMC), the Australasian and South West Pacific Region Commissioners' Conference (ASPRCC), and the Secretariat for the South Pacific Chiefs of Police Conference.

Records

Records held relate to the activities held in the Group.

Finance and Planning

Finance

Role

The role of Finance is to provide Police with efficient accounting and financial management services to:

- facilitate optimum use of Police resources in meeting its strategic goals; and

- meet all legislative requirements for external reporting as required by the Public Finance Act 1989, Treasury instructions, the Police Act 1958 and Police Regulations 1992.

Structure

This section is made up of non-sworn staff.

Functions and responsibilities 104

The Section has the following specific functions and responsibilities:

- Funding and Reporting Requirements: main and supplementary estimates; three-year forecasts; monthly reporting to Treasury and the Minister of Police; half-yearly and annual external reports; and financial aspects of new and changed policy initiatives.
- Financial Management: maintenance of accounting and financial management systems consistent with sound accounting practice, finance and treasury regulations;
- maintenance of internal controls to ensure the security and integrity of Police assets and operational capability; and
- monitoring progress towards budgetary targets, and provision of financial reports and advice to all sectors of Police as required.
- External Relationships: Liaison with Treasury, Office of the Auditor General, and other departments.

Records

Records held comprise a series of policy manuals, finance circulars and working papers for periodic reports. Manuals used are Treasury instructions, FMIS manual, Accounting Policies Manual, Internal Contract Manual and New Zealand Society of Accountants Guidelines and Statements of Standard Accounting Practice.

Business Planning

Role

- delivering key accountability documents including the Police Statement of Intent and Annual Report; and
- delivering an annual business planning process which meets Government's and Police's fiscal and strategic requirements.

Structure

This section is made up of non-sworn staff.

Functions and responsibilities

- Planning, co-coordinating and directing the planning process to facilitate the achievement of Police corporate goals.

Records

- Working files relating to business planning and reporting

Human Resources and Organisational Development 105

Role

Develop national human resource strategies, policies and procedures and support professional standards across the organisation.

Structure

The group consists of sworn and non-sworn members.

Function and responsibilities

Strategic Human Resources

This group is responsible for developing national human resource strategies, policies and procedures on a range of issues, including:

- health, safety and welfare;
- EEO/diversity;
- performance management;
- employment relations;
- appointments and transfers;
- people and restructuring;
- human resource planning and information;
- recruitment and selection;
- organisational development; and
- leadership development.

Records

Records held relate to research and development, policy and employment casework files.

Human Resources Consultancy

Role

To provide specialised advice and services to Districts, Police National Headquarters, and Service Centres on staffing matters.

Structure

The centre comprises mainly non-sworn members.

Functions and responsibilities

- recruiting;
- welfare services;

- psychological services; and
- general HR management to the Office of the Commissioner and associated Service Centres, including coordination of nationally-advertised positions and the JE Leader job evaluation system: remuneration and benefits;
 - human resource information systems;
 - honours and awards;
 - grievance and disputes management;
 - medical services; and
 - employment relations.

Records

Records held are:

- sworn and non-sworn awards;
- manuals on appointment processes and remuneration setting policies;
- vacancy files;
- review files;
- general Instructions on sickness absence management, and trauma policy data base; and
- personal files, leave records, pay slips and reports.

Information and Communications Technology Service Centre

Role

- to maintain and enhance the information and communications technology (ICT) systems and capability that support business operations and policing strategies;
- to deliver and service the ICT needs of Police users;
- to upgrade and develop applications that meet Police business requirements;
- to actively provide timely and expert advice on enhancements to improve business processing; and
- to manage and deliver ICT projects successfully.

Structure

The service centre comprises non-sworn and sworn members and is split into nine groups – computing infrastructure, applications, enterprise operations, regional operations, technology and solutions, radio, enterprise architecture, systems management and business services.

Functions and responsibilities

To provide business and technical support; enhance and maintain infrastructure and applications; manage projects; and provide a customer service focus.

Records

Records maintained relate to activities outlined above.

International Service Group

Role

The four primary roles of the International Service Group are: furthering New Zealand's law enforcement interests internationally; supporting New Zealand's foreign policy objectives in the Pacific region and beyond; contributing to peace support and peacekeeping operations; and contributing to disaster and emergency response, security liaison and other international tasks as required.

Structure

This Group comprises sworn and non-sworn members in Police National Headquarters, Wellington, Liaison Officer at international postings, international deployments, international secondments and programmes and projects: Pacific Prevention of Domestic Violence Programme (PPDVP).

Functions and responsibilities

The Group's functions and responsibilities include:

- formulating international strategy and policy for New Zealand Police;
- planning, supporting and managing international New Zealand Police deployments;
- managing the Overseas Police Liaison Officer network;
- managing international secondments;
- managing international capacity building programmes and projects; and
- building and maintaining formal and informal relationships with foreign police services.

Records

Records are held within the Group relating to its activities as outlined above.

Legal

Role

The role of this Section is to provide legal advice on any matters involving the Police to the Minister, Commissioner and Police personnel. An overview of proposed legislation affecting the Police is maintained, and members appear as required before parliamentary committees and take part in official meetings considering legislative change. Appearances are made on behalf of the Police at various statutory tribunals, commissions of inquiry and occasionally at District Courts, the High Court, and in the Court of Appeal.

Structure

This Section comprises both sworn and non-sworn personnel who are qualified barristers and solicitors.

Functions and responsibilities

This Section's specific functions and responsibilities are to:

- give advice relating to disputes or claims that may involve litigation or legal rights, and to ensure counsel are briefed as necessary;
- consider Police appeals against court decisions and, in appropriate cases, seek the leave of the Solicitor-General to proceed;
- seek leave of the Solicitor-General to prosecute when specifically required by statute, and to seek stays of proceedings when applicable;
- advise frontline Police in order to assist them in the performance of their duties;
- assist Police personnel by the provision of effective, timely, legal advice;
- produce training material regularly in the form of case notes and explanations of legislation;
- provide speakers to the Police College on specialised or technical subjects;
- review draft contracts, memoranda of understanding or arrangement, policy circulars, General Instructions, and other documents;
- formulate policy and provide advice relating to legal matters arising;
- advise District Commanders in the exercise of delegated authority to approve prosecutions under the Films, Videos, and Publications Classification Act 1993;
- advocate for Police views in dealings with departments of state, the media, etc;
- review material including press releases and television programmes to minimise exposure to legal suit on publication; and
- build a repository of institutional knowledge concerning Police and the law that may inform the direction and robustness of future Police initiatives.

Records

Records kept by the Section consist primarily of judgments and opinions of legal precedent value, mostly in the criminal law field. Legal information is held on a variety of matters including the Summary Offences Act 1981, Misuse of Drugs Act 1975, Films, Videos and Publications Classification Act 1993 and specimen charges in areas commonly dealt with by the Police.

Licensing and Vetting

Role

The role of this Unit is national coordination and administration of firearms control, Vetting and Validation activities, the Photographic Image Management System for prisoners and firearms license images and the notification rights for victims under the Victims Rights Act 2002.

Structure

This Unit comprises sworn and non-sworn members.

Functions and responsibilities

This Unit's functions and responsibilities are to:

- coordinate the implementation of the Arms Act 1983 and Arms Regulations 1992;

- monitor importation of firearms and issue permits to import for pistols, restricted weapons and military style semi automatic firearms; issue permits for certain categories of knives and bayonets under the provisions of the Customs Import Prohibition Order;
- liaise with national organisations concerned with the sale, collection, use, possession and safety of firearms;
- administer the release of information under the Privacy Act 1992;
- provide vetting services for caregivers, licenses, visas and similar requirements on behalf of Government and other approved organisations;
- maintain, validate and update criminal records held on the Police computer system;
- provide an after-hours (24-hour) communication and callout service for Police National Headquarters, and administer the Victims Notification process as provided in Part 3 of the Victims Rights Act 2002.
- provide for the capture, maintenance and availability of prisoner and firearms license images on the Photographic Image Management System (PIMS).

Records and manuals

Records and other information are maintained or are available relating to the major activities of the Unit.

Maori, Pacific and Ethnic Services

Role

The role of this group is:

- to research, develop and assist the implementation of strategies and policy, which meet cultural imperatives and opportunity for the New Zealand Police;
- to coordinate and manage, as it affects New Zealand Police, Government's Reducing Inequalities objectives;
- to ensure New Zealand Police fulfils its bicultural and Treaty of Waitangi imperatives; and
- to administer and manage New Zealand Police 'Responsiveness strategies' in respect of Maori and Pacific peoples.

Structure

General Manager Maori, Pacific and Ethnic Affairs is the officer in charge, assisted by a Strategic Maori Adviser, a Strategic Pacific Adviser, a Strategic Ethnic Adviser, and Maori and Pacific Project/Research officers. The GM is also supported by District Iwi Liaison and Pacific Liaison Officers.

Functions and responsibilities

The functions and responsibilities of this Group are:

- providing strategic policy advice to the Commissioner and Police Executive on cultural issues concerning the Police service and the community;

- coordinating and managing New Zealand Police activity responding to Government's Reducing Inequalities objectives;
- liaising with agencies and people who have potential to contribute to the cultural development of the police service and the community;
- managing implementation of the New Zealand Police Responsiveness to Maori and Pacific Peoples strategies; and
- providing advice, guidance, and support to field staff in respect of cultural matters.

Records

Records comprise working files and reports including Responsiveness to Maori and Pacific Peoples' Strategy development papers, both historic and projected.

National Procurement Group

Role

The role of the National Procurement Group (NPG) is to identify opportunities for the robust and contestable implementation of Strategic National Contracts and their associated lifecycle management. These include the establishment and management of National Contracts supporting the provision and maintenance of over 3,000 Police vehicles.

The group also has responsibility for the establishment and maintenance of New Zealand Police Procurement Policy and facilitates the activities of the National Tenders Board which ensures probity and Procurement Policy compliance.

The NPG has established and manages National Contracts. It actively pursues opportunities for procurement innovation such as Syndicated Procurement and the effective use of electronic procurement processes which currently see almost 400,000 transactions conducted end-to-end electronically.

The NPG actively participates in cross-government initiatives for fostering knowledge and best-practice sharing.

Structure

The group consists of eight non-sworn staff.

Functions and responsibilities

The functions of the group are:

- contestable procurement policy provision, analysing, implementing and lifecycle management of National Contracts;
- National Contracts Register, National Tenders Board facilitation and administration of major tenders; and
- Fleet replacement programme.

Records

Records relating to the functions of the group as outlined above.

National Property Office

Role

The role of the National Property Office is to ensure Police property management (including carrying out of improvements) is carried out effectively and efficiently.

Structure

This section comprises sworn and non-sworn staff.

Functions and responsibilities

The principal function of the section is the delivery of the Police property portfolio. This includes delivering the national property strategy, designing and implementing performance management regimes and managing national property-related contracts, including building compliance.

The section also manages new property capital expenditure such as the majority of new police stations and major refurbishments.

An overview of the Police rental portfolio is also a function of the group including negotiating complex leases and managing the national property legal contract.

Records

Records held include:

- files for all leased properties and the vast majority of owned properties;
- a series of new building files;
- microfiche drawings; and
- records on disposals and acquisitions of property.

Operations Group

Role

The role of this Group is to review policies and coordinate planning and research in areas of operational policy including Emergency Management, Search and Rescue, Specialists Units, VIP Tours, counter-terrorist planning, and Police firearms. The Group also provides support to districts in these areas.

Structure

This Group comprises sworn and non-sworn members in the following areas:

- Security and Emergency Planning;
- Emergency Management;
- Operational Services;
- Violence Reduction; and
- Tactical Groups Service Centre.

Functions and responsibilities

Security and Emergency Planning

Role

The role of this Unit is to provide planning and security arrangements for special operations, to contribute to government's national and organisational security outcomes and to plan and coordinate training for counter-terrorist operations.

Functions and responsibilities

This Unit's specific functions and responsibilities are to ensure Police develop policies and practices and are effectively organised, equipped and trained to meet their responsibilities in respect of:

- border security;
- police information, site and personnel security;
- counter-terrorist and other critical incident operations through the conduct of exercises and training; and
- national security interagency cooperation and coordination.

Emergency Management

Role

The role of this Unit is to ensure Police members are equipped and trained for emergencies, including search and rescue.

Functions and responsibilities

This Unit's specific functions and responsibilities are to ensure Police are effectively organised, equipped and trained to meet their responsibilities in respect of:

- national or civil defence emergency;
- airport and shipping safety;
- exotic animal diseases;
- emergencies involving fire, explosives and pollution;
- search and rescue;
- disaster victim identification procedures; and
- other emergencies.

Operational Services

Role

The role of this Unit is to provide planning and security arrangements for major operations and VIPs, to review General Duties Branch policies and procedures, and to provide research and evaluation of Police firearms, uniforms and related equipment.

Functions and responsibilities

This Unit's specific functions and responsibilities are to:

- coordinate planning and security arrangements relating to official visits from overseas, and New Zealand VIPs such as the Prime Minister;

- coordinate and plan major operations;
- review General Duties Branch policies and procedures;
- monitor procedures and contribute to the formulation of policy to identify operational needs for Police firearms and equipment and to ensure proper training and deployment practices are known and followed;
- research new uniform and related equipment products; receive and process suggestions from district in this area; and
- approve trials of new uniform and related equipment by district and receive reports; evaluate new uniform and related equipment, and provide a quality control service on uniforms received in store.

Violence Reduction

Role

The role of this Unit is to provide policy advice and procedures to Government, the Board of Commissioners and Police Districts in relation to the Police Outcome of reduced violence.

Functions and responsibilities

This Unit's specific functions and responsibilities are to ensure Police develop policies and practices and are effectively organised, equipped and trained to meet their responsibilities in respect of:

- family violence reduction;
- family safety teams;
- public place disorder and violence; and
- alcohol as the aggravator.

Tactical Groups Service Centre

Role

The role of this Unit is to provide staff trained in a number of tactical capabilities and able to respond to certain critical incidents at short notice.

Functions and responsibilities

This Unit's specific functions and responsibilities are to develop and coordinate tactics for specialist groups and to ensure Police have an immediate capability to respond to a range of high-risk tactical incidents particularly in the areas of:

- offenders armed with firearms or other weapons who are a danger to themselves or other people;
- illegal laboratories manufacturing methamphetamine;
- underwater searching;
- close personal protection of VIPs;
- improvised explosive devices; and
- police information, site and personnel security.

Records

Documents relating to operational policy development covered by the above areas.

Organisational Assurance

Role

Organisational Assurance provide assurance services that involve evaluation, undertaking independent assessments of systems within Police (to ensure compliance with statutory and contractual obligations), testing and validating the quality of the systems, overseeing the Police risk management and the Project Management Office (PMO).

Structure

The group comprises centrally-based sworn and non-sworn members and reports directly to the Commissioner of Police.

Functions and responsibilities

The overall goal of the Organisational Assurance is to integrate assurance information from functions such as evaluation, assurance and risk so the organisation knows it is:

- on track and performing well;
- identifying and using opportunities;
- earning and improving; and
- keeping safe by managing risks in business as usual and around innovation; and in good health (i.e. culture and capability supports delivery now and into the future).

Organisational Assurance is responsible for:

- assurance – keeping the Commissioner and Police Executive informed about the effectiveness and efficiency of Police work. Ultimately this assurance should assist the Commissioner to build and maintain ministerial, parliamentary and public confidence and trust in Police over the medium to long term;
- evaluation – communication of evaluation findings and building an effective evaluation network within Police to enhance evaluative activities;
- risk management – maintain the risk management approach which takes an organisation wide, big picture view of risk and considers strategic and operational risks related to service delivery, capability and change. It includes a Risk Implementation Plan to 2010; and
- PMO – tracking progress of key projects.

Organisational Assurance activities allow the Commissioner to know whether he can confidently assure the Minister, Parliament and others that New Zealand Police:

- achieving its strategic objectives;
- identifying factors that pose risk to the effective and efficient conduct of its operations and managing risks appropriately;
- receiving high quality information to learn from operational experiences;

- complying with operational requirements and standards whether they are set by others or internally; and
- developing capability to meet immediate and future requirements.

Records

Records maintained relate to the activities outlined above.

Organisational Performance Group

Role

The Organisational Performance Group, which is located in Police National Headquarters, is responsible for providing the Commissioner of Police with a resource to assist in managing performance of Districts and Service Centres, and for developing and reviewing a performance framework.

Structure

The Group consists of three units:

- Statistics;
- Performance Monitoring; and
- Quality Improvement.

Staffing consists of both sworn and non-sworn staff.

Functions and responsibilities

Key functions of the group include:

- providing predictive analysis for the Police Executive around Police performance;
- identifying performance improvement opportunities for Police and influencing change;
- production of statistical information;
- leading the development of New Zealand Police statistical capability;
- undertaking performance reviews of police districts and service centres;
- monitoring organisational performance for the Police Executive; and
- development and implementation of quality tools and techniques.

Records

The records of the Unit include:

- working files and reports on quantitative and other performance issues; and
- series of incident and offence statistics.

Police Prosecution Service

Role

The Police Prosecution Service (PPS) is responsible for all prosecution decisions once a case is before the court.

Structure

All PPS staff report to the National Prosecutions Manager who is based in Police National Headquarters in Wellington.

Functions and responsibilities

The PPS:

- undertakes all police criminal and traffic prosecutions in the summary jurisdiction of the District Court;
- prosecutes most preliminary hearings in the District Court (but not District Court jury trials subsequent to committal);
- prosecutes defended hearings and preliminary hearings in the Youth Court;
- provides case by case advocacy services in support of district responsibilities at coronial inquests (for instance, where the matter is difficult or complex);
- provides case by case advocacy services in support of district responsibilities at miscellaneous hearings (such as Arms Act appeals, liquor licensing, appeals against impounding of vehicles); and
- administers the Police Adult Diversion Scheme.

Records

Records maintained relate to activities outlined above.

Policing Development Group

Role

The role of the Group is to design and implement development strategies for the New Zealand Police.

Structure

The group consists of sworn and non-sworn members.

Functions and responsibilities

- developing strategies to improve policing;
- initiating improvement projects;
- supporting change initiatives; and
- providing support to the Commissioner and Police Executive.

Records

Records relate to the development and implementation of strategies.

Policy Group

Role

The role of the Group is:

- developing Police organisational and sector policy and providing analysis and policy advice and management; and
- developing and maintaining clear guidelines and instructions for operational practice.

Structure

The group is made up of sworn and non-sworn members and consists of two principal advisers, a strategy adviser and four policy teams under the National Manager: Policy:

- Community Team;
- Family Team;
- Global Team; and
- Corporate Instruments Team.

Functions and responsibilities

- providing policy advice to the Minister of Police and Police Executive;
- liaising with Government Departments and other outside agencies on matters where there are Police policy implications;
- developing and updating the New Zealand Police Environment Scan; and
- reviewing, developing, aligning, e-publication and managing all Police corporate instruments.

Records

Records relate to:

- working and historic files relating to policy projects and management issues; and
- archived and current versions of Police corporate instruments, including General Instructions, Commissioner's circulars, operational policies and guidelines.

Privacy Office

Role

The Police Privacy Office is part of Legal Services located at Police National Headquarters. The office has national responsibility for ensuring Police compliance with the Privacy Act 1993.

The Office provides quality legal advice to the Police National Headquarters/District Managers and members of Police on legal developments, legislation and other legal issues relating to the Privacy Act and Official Information Act within a Quality Customer Service framework.

Structure

The structure comprises a Senior Legal Advisor, Legal Advisers and an Advisory Officer.

Functions and responsibilities

- Processing information requests;
- Providing timely direction and advice to Police on privacy and official information issues;
- Identifying legal risks and plans for appropriate actions;
- Managing complaints made to the Privacy Commissioner and Office of the Ombudsman about Police;
- Responsibility for managing proceedings brought against the Commissioner of Police in the Human Rights Review Tribunal;
- Establishment and maintenance of information sharing arrangements with public sector and non-government agencies; and
- Supporting the National Manager: Legal Services in the development of legislative change.

Records

Records maintained relate to activities outlined above.

Professional Standards

Role

The primary role of Professional Standards is to act directly on behalf of the Commissioner to guard the reputation of the New Zealand Police by:

- directing the internal disciplinary processes of the Police;
- directing the processes by which complaints against the Police are addressed and finalised, and ensuring the Commissioner's obligations to the Police Complaints Authority under the Police Complaints Authority Act 1988 (from 29 November 2007: Independent Police Conduct Authority Act 2007) are met; and
- Monitoring and directing the process by which internal investigations into allegations of Police misconduct are managed and resolved.

Structure

This group comprises a National Manager, Manager: Investigations and Review, and reviewing and investigating officers and non-sworn clerical members.

Functions and responsibilities

This Section's specific functions and responsibilities are to:

- review all completed internal investigations of complaints against Police;
- ensure all internal investigations are conducted in accordance with established quality standards;
- report on behalf of the Commissioner to the Police Complaints Authority new complaints against Police pursuant to section 15 of the Police Complaints Authority Act 1988, incidents of death or serious bodily harm caused by a member of Police in the execution of that member's duty, as well as internal reporting pursuant to the Memorandum of Understanding between the Commissioner and the Police Complaints Authority;

- report on behalf of the Commissioner to the Police Complaints Authority on the findings of the internal investigation on complaints against Police and, if appropriate, what action has been taken or is proposed to be taken to rectify the matter;
- monitor criminal and disciplinary proceedings against members of the Police;
- recommend policy and procedural changes in order to minimise complaints against the Police;
- assist in staff training and development so as to combat complaint areas;
- liaise with District Commanders on internal investigations;
- attend personally on the direction of the Commissioner to any aspect of an investigation in a district or Service Centre;
- maintain adequate records of complaints and provide statistical data as required;
- analyse complaints received with a view to identifying patterns of misconduct and recommending appropriate action;
- arrange for the appointment of a Tribunal to hear disciplinary charges;
- recommend policy and procedural changes in Police discipline;
- liaise with the Police Chief Legal Adviser and the Crown Law Office on legal issues relating to both discipline and complaints; and
- advise the Commissioner, Police Executive and District Commanders on disciplinary matters.

Records

Records held relate to the activities of the Section as outlined above.

Public Affairs

Role

To manage corporate communications for the New Zealand Police. The group provides specialist internal, external and media relations services for the Police and more specifically the Commissioner and Police National Headquarters.

Structure

The group is managed by the General Manager: Public Affairs, reporting to the Commissioner. It is split into three sections: strategic communications, brand and media, and editorial and publishing.

Functions and responsibilities

- to plan and implement internal, external communications strategies and media strategies to support policing initiatives;
- to provide communications advisory services to all Police staff;
- to provide a media information service on Police matters;
- to initiate publicity through media releases, media conferences and interviews;

- to provide a media advisory service for Police National Headquarters, district personnel and high profile operational events;
- to help train Police staff in media awareness and issues management skills;
- to liaise with broadcasters and production houses on Police-related programming to ensure Police are portrayed accurately and objectively;
- to promote understanding and acceptance of Police policy and strategic direction through developing effective internal communication opportunities;
- to manage, publish and produce a national magazine as an internal communications vehicle for all staff;
- to develop and promote road safety initiatives aimed at reducing the road toll;
- to liaise with other Government departments and key external stakeholders on matters relating to the criminal justice sector; and
- to manage an effective intranet and internet service to Police staff and the public of New Zealand.

Records

Records held relate to public and media relations matters, historical information and publications on the Police. Files are maintained on all Police-related media issues, including speeches, media releases, media monitoring and answers to media queries.

Road Policing Support

Role

The group provides support to District Commanders who are responsible for operational delivery of traffic programmes. A major task is coordinating road policing activity with other key agencies including:

- Land Transport New Zealand (LTNZ);
- Ministry of Transport;
- Transit New Zealand;
- Accident Compensation and Rehabilitation Corporation;
- Ministry of Justice;
- Territorial Local Authority organizations;
- Alcoholic Liquor Advisory Council; and
- motoring and transport industry organisations.

The group makes a significant contribution to the development of road policing policy and new legislation. It produces regular reports on road safety performance and maintains regular contact with media organisations. This group is actively involved in managing projects to ensure road policing is intelligence driven. The group has an oversight on the Police Professional Driver Programme, Pursuits and Urgent Duty Driving, and other major projects.

Structure

The group consists of the following sections which report through the National Road Policing Manager to the Assistant Commissioner Crime Reduction and Public Safety:

- Operations;
- Strategic Implementation;
- Police Calibration Services;
- Commercial Vehicle Investigation Unit;
- Police Infringement Bureau; and
- Strategic Implementation.

Functions and responsibilities

- ensuring legal and ethical standards are maintained in road policing;
- providing support for training on enforcement techniques; including the application of road spikes;
- evaluating and reporting on motor vehicles suitable for patrol activity;
- preparing vehicle specifications for the Police fleet;
- coordinating fleet purchasing policy and practice for the Police;
- evaluating and reporting on electronic enforcement aids;
- providing liaison with LTNZ on vehicle safety standards;
- maintaining regular liaison with certification authorities in New Zealand and Australia through the Australasian Traffic Policing Forum;
- maintaining regular liaison with international manufacturers of enforcement equipment;
- maintaining regular liaison with motor vehicle industry representatives;
- maintaining manuals for technical equipment; and
- maintaining the National Pursuits Register.

Police Calibration Services

Functions and Responsibilities

This is a discrete unit reporting to the National Road Policing Manager which is responsible for calibration of all electronic enforcement equipment including truck weighing scales, speed cameras, lasers, and radars used by the Police.

Operations

Functions and responsibilities

- national management of the Highway Patrol;
- setting up and managing the road policing Intelligence Project;
- setting up and running the driver standard project;

- strategic planning and tactical advice;
- road policing standard setting and monitoring;
- assisting Districts with setting up and delivering traffic safety campaigns;
- developing a campaign calendar each year as the principal driver of national advertising campaigns administered by the LTNZ;
- researching specific road safety issues; examples of which are the recidivist drink driving and violent offending associated with motor vehicles (commonly called "road rage");
- coordinating inter-district traffic-based activities; and
- providing technical input to advertising programmes.

Commercial Vehicle Investigation Service Centre

Role, functions and responsibilities

This Service Centre is responsible for:

- managing the operation of the Commercial Vehicle Investigation Unit throughout the country;
- collecting and collating performance reports from the Unit;
- providing specialist input to legislative reviews;
- managing interaction with industry groups such as the Road Transport Forum and the Heavy Haulage Association;
- researching and advising on resource allocation for weigh bridge operations;
- providing liaison with Transit New Zealand on road damage and related issues;
- providing liaison with LTNZ on road user charges enforcement and evasion; and
- representing Police at national and international conferences on commercial transport.

Police Infringement Bureau/Traffic Camera Office (PIB)

Role

The PIB is a centralised processing facility for traffic tickets, providing a document management, infringement fee payment and customer service facility on behalf of Police districts. The PIB receives and records all tickets using scanning and imaging technology. Explanations received from the public are considered and decisions communicated. When a Court hearing is required, the PIB creates the court file for delivery to the O/C: Prosecutions in the District, who is responsible for management of the case. The PIB also manages liquor licensing infringements and the Roadwatch complaint system.

Functions and responsibilities

The specific functions and responsibilities of the Police Infringement Bureau (PIB) are:

- processing film from speed cameras;

- ensuring legal and ethical standards are maintained in the traffic camera programme;
- maintaining manuals and standards related to traffic camera operations;
- supervising maintenance of capital equipment in the traffic camera programme;
- managing external contracts for out-sourced services;
- entering data from non-speed camera traffic tickets;
- maintaining an 0800 customer service facility;
- considering explanations received from the public;
- communicating decisions on traffic matters to the public;
- preparing Court files when hearings are required;
- reporting, at a detailed level, on speed camera operations; and
- maintaining an out-sourced facility for payment of infringements.

Records

Records maintained relate to activities outlined above. 124

Training Service Centre

Role

The Training Service Centre (TSC) provides: initial training to sworn police recruits, access to promotional development opportunities, specialist training, and district training, and works in partnership with tertiary providers to meet New Zealand Police business and operational needs and to enhance individuals' performance and ongoing career development.

Most national training is delivered at the Royal New Zealand Police College, although some training is delivered in districts or through distance learning.

Structure

The TSC focuses on five key areas to ensure that training continues to build and develop the capability required to meet the changing needs of the New Zealand Police and the expectations of New Zealand's communities:

- initial training – developing new constables to meet district operational need;
- promotional/specialised training – developing identified police staff for leadership and specialist roles;
- cyclic mandated training – providing training for recertification, refresher and ongoing currency purposes;
- annual mandated training – providing training when core organisational knowledge and skill need to be developed or refreshed in policy, legislation, procedure or IT applications; and
- district training – providing specific training, mandated or discretionary, delivered at the local level (determined through a training needs analysis process).

Other services provided by the TSC include:

- the New Zealand Police Library – provides corporate information and library services to Police to support policing activities;
- the National Video Unit – produces training video material and processes forensic video footage; and
- the National Police Museum – maintains historical records and artifacts of policing and provides a public museum service.

Information records

The following information records are held at the TSC:

- all national course curriculum, course outlines and materials, programme details, evaluations;
- training strategy documents, proposed new training developments;
- archival and current Police video footage;
- archival and current books and periodicals relating to policing; and
- historical data and artefacts from policing.

Youth Services Group

Youth Aid

Role

The role of this Unit is to coordinate Police activity relating to children and young persons who offend or are in need of care and protection.

Structure

This Unit comprises one sworn inspector with the addition in 2007/2008 of a sworn Sergeant or Senior Sergeant.

Functions and responsibilities

This Unit's specific functions and responsibilities are to:

- liaise with agencies and organisations concerned with the welfare and rehabilitation of children and young persons who have come to the notice of Youth Justice and Care Protection Co-coordinators appointed under the Act;
- develop and coordinate youth partnership initiatives; and
- provide specialist advice to districts on youth aid matters.

Records

Records held within the Unit relate to its activities as outlined above.

Youth Education Service

Role

The role of the Youth Education Service (YES) is to provide teaching programmes and trained Police Education Officers to schools to educate students about:

- road safety;
- violence prevention;
- crime prevention and social responsibility; and
- drug education.

Structure

This Unit comprises four non-sworn members.

Functions and responsibilities

The Police Youth Education Service works with young people, families, teachers and school communities to promote individual safety, leading to safer communities. The Unit's specific functions and responsibilities are to encourage and help schools in providing children and young persons with education programmes that lead to a reduction in the level to which children and young persons are perpetrators or victims of road crashes or crime. Programmes support the four strategic themes of the Youth Education Service and integrate with appropriate sections of the New Zealand Curriculum.

Records

Records held relate to the outputs of Police Education Officers and the themes taught in individual schools. A significant database of independent evaluations has been established.

Youth Development Programmes

Role

The role of the National Coordinator: Youth Development Programmes is to support and coordinate the district Youth at Risk programmes.

Structure

This unit comprises one member.

Functions and responsibilities

The principal function of the National Coordinator: Youth Development Programmes is to provide national coordination and support for the Youth at Risk Programmes within districts. This includes the delivery of a Youth Development Strategy, developing strategic approaches and policies, the coordination of national sponsorship for the Youth at Risk programmes and the development of a Youth Offending Risk Screening Tool (YORST).

Records

Records held by the unit include:

- evaluation database and manual;
- detailed evaluation reports; and
- presentation packages.

Documents Relating to Decision-Making Processes

Best Practice Manuals

- Vol 1 Major Operations
- Vol 2 Investigation Support
- Vol 3 Investigations
- Vol 4 Traffic
- Vol 5 Human Resources.

Policy and Procedure

- General Instructions
- Memoranda of Understanding
- Policy Pointers and other Commissioner's Circulars.

Contact

Police National Headquarters

180 Molesworth Street

PO Box 3017

WELLINGTON

Phone: (04) 474 9499 Fax: (04) 498 7400

Licensing and Vetting Service Centre

Officer in Charge

180 Molesworth Street

PO Box 3017

WELLINGTON

Phone: (04) 474 9499 Fax: (04) 499 1065

Commercial Vehicle Investigation

Service Centre Officer in Charge

180 Molesworth Street

PO Box 3017

WELLINGTON

Phone: (04) 474 9499 Fax: (04) 498 7404

Police Infringement Bureau/Traffic

Camera Office

275-283 Upper Cuba Street

PO Box 9147

Te Aro

WELLINGTON

Phone: (04) 381 0000 or 0800 105 777 Fax: (04) 801 8848 or 834 1903

Communications Centres

National Manager National Management Group Police National Headquarters

180 Molesworth Street

WELLINGTON

Phone: (04) 474 9499 Fax: (04) 460 2967

Information and Communications Technology Service Centre

Royal New Zealand Police College

Papakowhai Road

PO Box 50 040

PORIRUA

Phone: (04) 238 3479 Fax: (04) 237 2809

Royal New Zealand Police College

Director Training Royal New Zealand Police College

Private Bag 50 906

PORIRUA

Phone: (04) 238 3000 Fax: (04) 237 1571

District Offices

Northland District HQ

Walton Plaza

3-5 Albert Street

Private Bag 9016

WHANGAREI

Phone: (09) 430 4500 Fax: (09) 430 8202

Waitemata District HQ

3rd Floor, Royal Sun Alliance Building

12-14 Northcroft Street

PO Box 331046

TAKAPUNA

Phone: (09) 8390600 Fax: (09) 488 9790

Auckland District HQ

Cnr Cook and Vincent Streets

Private Bag 92 002

AUCKLAND

Phone: (09) 302 6400 Fax: (09) 375 4650

Counties-Manukau District HQ

482 Great South Road

PO Box 22142

Otahuhu

Phone: (09) 295 0200 Fax: (09) 276 8156

Waikato District HQ

Bridge Street

PO Box 3078

HAMILTON

Phone: (07) 858 6200 Fax: (07) 834 9486

Bay of Plenty District HQ

1st Floor, 1215 Hinemoa Street

PO Box 741

ROTORUA

Phone: (07) 349 9554 Fax: (07) 834 4272

Eastern District HQ

Dalton House Dalton Street

PO Box 245

NAPIER

Phone: (06) 831 0700 Fax: (06) 834 0339

Central District HQ

180 Cuba St 351-361 Church Street

Private Bag 11040

PALMERSTON NORTH

Phone: (06) 351 3600 Fax: (06) 350 3865

Wellington District HQ ¹³⁰

Wellington Police Station Cnr Victoria and Harris Streets

PO Box 693

WELLINGTON

Phone: (04) 381 2000 Fax: (04) 470 1600

Tasman District HQ

Munro State Building Bridge Street

Private Bag 39

NELSON

Phone: (03) 546 3840 Fax: (03) 545 8962

Canterbury District HQ

Corner Hereford Street and Cambridge Terrace

PO Box 2109

CHRISTCHURCH

Phone: (03) 363 7400 Fax: (03) 3635619

Southern District HQ

25 Great King Street

Private Bag 1924

DUNEDIN

Phone: (03) 471 4800 Fax: (03) 479 9367

New Zealand Pork Industry Board

Governing Statutes

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

Functions and Responsibilities

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

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

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

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

The functions of the Board are:

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

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

Industry Vision

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

Mission

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

Three key areas of focus:

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

Structure

The structure of the Pork Industry Board is as follows:

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

Records

Records held at Head Office include:

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

Documents Relating to Decision-Making Processes

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

Contact

New Zealand Pork

PO Box 20-176

Bishopdale

CHRISTCHURCH 8543

Phone: 0800 697 675

Website: www.pork.co.nz

Email: info@pork.co.nz

New Zealand Post Limited

Acts Administered

New Zealand Post Limited does not administer any Acts of Parliament.

Functions and Responsibilities

The New Zealand Post Group is internationally recognised as providing one of the most efficient and inexpensive postal services in the world. It operates in a completely deregulated postal market.

While it continues the tradition of carrying and delivering letters and parcels, New Zealand Post has responded to customers' growing communications needs through innovation in the residential, business and international markets. This includes its core business activities through letters, parcels, banking, financial transactions, as well as data processing, customer communications management, and mail and stamp production. In addition, a key part of New Zealand Post's development and growth strategy has been to develop new electronic products and services related to messaging and physical delivery, as well as investing in a range of technology businesses. New Zealand Post has over 300 PostShop Kiwibanks and over 600 PostCentres (providing postal and courier services) throughout New Zealand.

Through the Electoral Enrolment Centre, the company maintains the country's electoral rolls under a contestable contract with the Ministry of Justice.

New Zealand Post has operated in a fully competitive market since 1998. The Postal Services (Information Disclosure) Regulations 1998 require New Zealand Post to disclose certain information to the public. This includes, for example, access agreements the company has with other postal operators, and information about our products and services. The company's information disclosures can be viewed at:

<http://www.nzpost.co.nz/Cultures/en-NZ/AboutUs/PostalLegislation/PostalServicesInformationDisclosure/PostalServicesInformationDisclosure.htm>

Under a Deed of Understanding with the Government, New Zealand Post is required to meet certain social obligations in relation to maintaining agreed delivery frequencies to a specified number of delivery points in New Zealand, not re-introducing a rural delivery fee and maintaining a minimum number of retail outlets. Details of the social obligations can be found at:

<http://www.nzpost.co.nz/Cultures/en-NZ/AboutUs/PostalLegislation/DeedofUnderstanding/>

Structure

New Zealand Post consists of several different business groups which collaborate across the business to deliver customer solutions. Its main divisions include:

Postal Services Group

The Postal Services group is responsible for all the processing and delivery of letters and small parcels. The group aims for reliable and efficient processing and delivery of mail to meet customer needs at the lowest possible price and cost.

Kiwi Group Holdings Limited

Kiwi Group Holdings Limited is a 100 per cent owned subsidiary of New Zealand Post Limited that owns Kiwibank Limited, Kiwi Insurance Limited and 76 per cent of New Zealand Home Loans Limited. As at June 2009, it had retail deposits of \$6.7 billion, lending of \$8.5 billion, and was the main bank for 6.9 per cent of New Zealanders.

Retail Group

New Zealand Post's retail network is the place where things to do get done. It consists of over 300 PostShops (providing postal, courier, banking and billpayment services) and over 600 Post Centres (providing postal and courier services).

Enterprises Group

New Zealand Post's Enterprises Group includes:

- Transend – New Zealand Post's international consultancy arm;
- New Zealand Post's Stamps and Collectables Business Unit;
- the ECN Group, a business to business electronic messaging company; and
- the Electoral Enrolment Centre, which maintains the country's electoral rolls under an agreement with the Ministry of Justice, including producing rolls for general and local body elections and referenda.

Datamail Group

The Datamail Group comprises five companies across Australasia that specialise in information, document and print management and business process outsourcing. The Group includes Datamail, Convergá, YouXD Design, and Kinetic.

Joint venture companies

In addition to the Business Units listed above, New Zealand Post has the following joint venture arrangements (which are not subject to the Official Information Act):

- Express Couriers Limited (a 50:50 joint venture with DHL, which operates the CourierPost, Pace, Contract Logistics and Pace brands in New Zealand);

- ParcelDirect Group Pty Limited (a 50:50 joint venture with DHL) which operates the ParcelDirect, CouriersPlease, Hills, Northern Kope, Vicfast and PEP brands in Australia; and
- ReachMedia Limited (a 50:50 joint venture with Salmat), which operates in the unaddressed advertising mail market in New Zealand.

Records

Business information relevant to the operations as described above.

Documents Relating to Decision-Making Processes

Statement of Corporate Intent

<http://www.nzpost.co.nz/Cultures/en-NZ/AboutUs/OrganisationalInformation/OurPerformance/StatementsOfCorporateIntent.htm>

Annual Report

<http://www.nzpost.co.nz/Cultures/en-NZ/AboutUs/OrganisationalInformation/OurPerformance/AnnualReports.htm>

Half Year Report

<http://www.nzpost.co.nz/Cultures/en-NZ/AboutUs/OrganisationalInformation/OurPerformance/HalfYearReports.htm>

Contact

Corporate Affairs New Zealand Post Group

7 Waterloo Quay

Private Bag 39990

WELLINGTON

5045

Phone: (04) 496 4999 Fax: (04) 496 4479

Email: post.communications@nzpost.co.nz

Website: www.nzpost.co.nz

Customer Service Centre: 0800 501 501

Office of the Privacy Commissioner

Te Mana Matapono Matatapu

Governing Statutes

The Office of the Privacy Commissioner was established under the Privacy Act 1993 and the Privacy Commissioner has wide-ranging functions set out under section 13 of that Act.

Functions and Responsibilities

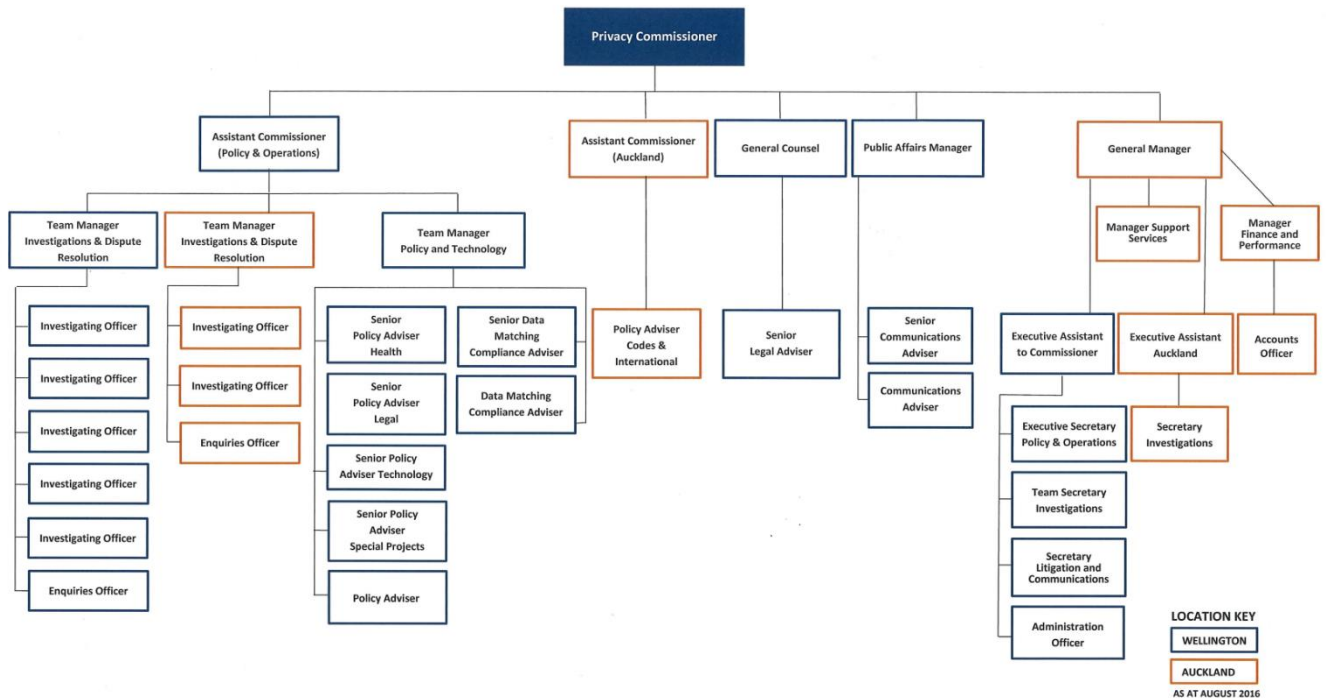
The Privacy Commissioner is responsible for promoting and protecting individual privacy in accordance with the information privacy principles and the public register privacy principles in the Privacy Act 1993. These functions include:

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

Structure

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

Organisation chart



Records

Information is held electronically in an electronic document records management system.

Information about the Office and its functions, including a range of accountability documents, is available from the Privacy Commissioner’s website: www.privacy.org.nz.

Contact

Wellington

Office of the Privacy Commissioner
 Level 8, 109 Featherston Street
 PO Box 10094
 WELLINGTON
 Phone: (04) 474 7590
 Fax: (04) 474 7595
 Website: www.privacy.org.nz
 Ask us: www.privacy.org.nz/ask

Email: enquiries@privacy.org.nz

Auckland

Office of the Privacy Commissioner

Level 13, 51 Shortland Street

AUCKLAND

Phone: (09) 302 8680

Fax: (09) 302 2305

Website: www.privacy.org.nz

Email: enquiries@privacy.org.

Private Security Personnel Licencing Authority

Governing Statutes

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

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

Functions and Responsibilities

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

The Licensing Authority:

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

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

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

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

Structure

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

The current Licensing Authority is Roger Gill.

Records

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

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

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

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

Contact us

Private Security Personnel Licensing
Authority Phone:

0800 4PSPLA (477 752) + 64 9 916
9000 between 9am and 5pm, Monday
to Friday, not public holidays

Email:

PSPLA@Justice.govt.nz

Postal address:

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

Public Advisory Committee on Disarmament and Arms Control

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

Governing Statutes

The New Zealand Nuclear Free Zone, Disarmament and Arms Control Act 1987 provides in section 16 for the establishment of a Public Advisory Committee on Disarmament and Arms Control.

Functions and Responsibilities

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

the Disarmament Education UN Implementation Fund (DEUNIF). PADET and DEUNIF are administered by the Department of Internal Affairs.

Structure

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

Records

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

Contact

Any communications relating to the Committee should be addressed to:

PACDAC Secretariat International Security and Disarmament Division Ministry of Foreign Affairs and Trade 195 Lambton Quay Private Bag 18901 WELLINGTON 6001 Phone: (04) 439 8000 Fax: (04) 439 8519

Public Trust

Governing Statutes

Public Trust is successor to the former Public Trust Office that was founded in 1873 to provide a stable, independent and impartial trustee. It is a major provider of trustee and related services to New Zealanders.

Acts Administered

Public Trust has administrative responsibility for the Public Trust Act (PT Act) and the Howard Estate Act 1978, as well as functions under a range of different statutes.

Functions and Responsibilities

Functions

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

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

Objectives

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

- Be as efficient as comparable businesses that are not owned by the Crown; and
- Prudently manage its assets and liabilities; and
- Maintain financial viability in the long-term; and

- Be a good employer; and
- Be an organisation that exhibits a sense of social responsibility by having regard to the interests of the communities in which it operates.

Independence

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

Business Activities

Public Trust's core business is:

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

Structure

Governance and Management

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

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

Operational Structure

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

Retail

This area is responsible for Public Trust's activities relating to its individual, Fee Protect, Charitable Trust and farm customers including Fee Protect customers. Retail comprises

a number of teams across New Zealand located at 23 Customer Centres, three corporate sites and a contact centre.

Corporate Trustee Services

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

Corporate Office

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

Records

Retail and Corporate Trustee Services

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

Documents kept in these files include:

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

Corporate Office

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

Such documents include:

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

Documents Relating To Decision-Making Processes

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

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

Disclosure of Information to the Public

Availability of information

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

maintain and aid in maintaining the secrecy of all matters coming to his or her knowledge about the affairs of any estate under administration in Public Trust, or in relation to the affairs of any person concerned in any such estate, except

as may be authorised by law or for the purpose of assisting to carry out the powers and functions of Public Trust or the member's or employee's own proper duties.

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

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

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

Contact

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

Phone: 0800 371 471

Fax: 0800 371 001

Or from overseas:

Phone: +64 3 977 7956


Fax: +64 3 977 7901

Email: info@publictrust.co.nz

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

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

<http://www.publictrust.co.nz/contact-us2/find-us>.



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

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

The Privacy Officer

Public Trust, PO Box 1598

Auckland 1140

New Zealand Qualifications Authority

Mana Tohu Mātauranga O Aotearoa

Governing Statutes

The New Zealand Qualifications Authority (NZQA) is a Crown entity under the Education Act 1989. Part 20 of this Act defines NZQA's core roles and functions.

Functions and Responsibilities

NZQA's role is to ensure that New Zealand qualifications are regarded as credible and robust, nationally and internationally. Learners from all ages and stages, whānau, teachers, educators, iwi and industry all depend on NZQA to support their aims through managing and improving the New Zealand Qualifications

Framework (NZQF) administering the secondary school assessment system, providing independent quality assurance of non-university tertiary education providers.

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

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

Documents Relating to Decision-Making Processes

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

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

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

Structure

As at 30 June 2016 NZQA had 386.4 current permanent FTEs and 22.3 current fixed term FTEs.

Governance

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

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

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

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

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

Chief Executive

The Chief Executive of NZQA is Dr Karen Poutasi. The Chief Executive has a role managing the organisation's employees, who carry out NZQA's work based on the direction and expectations of the Board and Ministers. The Board sets annual key result areas to guide the Chief Executive.

Divisions

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

The Strategic and Corporate Services Division is responsible for:

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

The Assessment Division is responsible for:

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

The Quality Assurance Division is responsible for:

- making rules in regard to qualifications, programmes and training schemes that apply across the tertiary education sector
- registering private training establishments

- accrediting and quality assuring private training establishments, government training establishments, wānanga, industry training organisations, and institutes of technology and polytechnics
- approving all qualifications and programmes developed by private training establishments, government training establishments, wānanga, and institutes of technology and polytechnics
- registering and quality assuring standards as part of the Directory of Assessment Standards
- administering the New Zealand Qualifications Framework
- administering the Code of Practice for the Pastoral Care of International Students.

The Office of the Deputy Chief Executive Māori supports the organisation's ability to deliver outcomes for Māori across a number of key functions including:

- leadership and management of Te Rautaki Māori – NZQA's Māori Strategy
- managing strategic relationships with Māori/iwi, including Nga Kaitūhono
- supporting NZQA's commitment to higher Māori education achievement.

The Office of the Chief Executive is responsible for:

- executive support to the Chief Executive and Board
- communications
- Chief Executive and Ministerial services.

Records

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

- policy documents
- human resources, finance and administration
- correspondence, including with the Minister of Education and the Minister for Tertiary Education, Skills and Employment
- parliamentary questions
- relevant Cabinet papers
- documents generated through its core roles and functions.

The New Zealand Qualifications Framework contains a comprehensive list of all quality-assured qualifications in New Zealand. It enables New Zealand to describe its quality-

assured qualifications using internationally recognised levels of learning and defined qualification types, and is built around the concept of learning outcomes. It is the single, definitive source for accurate and current information on New Zealand qualifications. Searches for a qualification, or provider of the qualification, can be made on NZQA's website at www.nzqf.govt.nz or www.nzqa.govt.nz/nzqf.

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

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

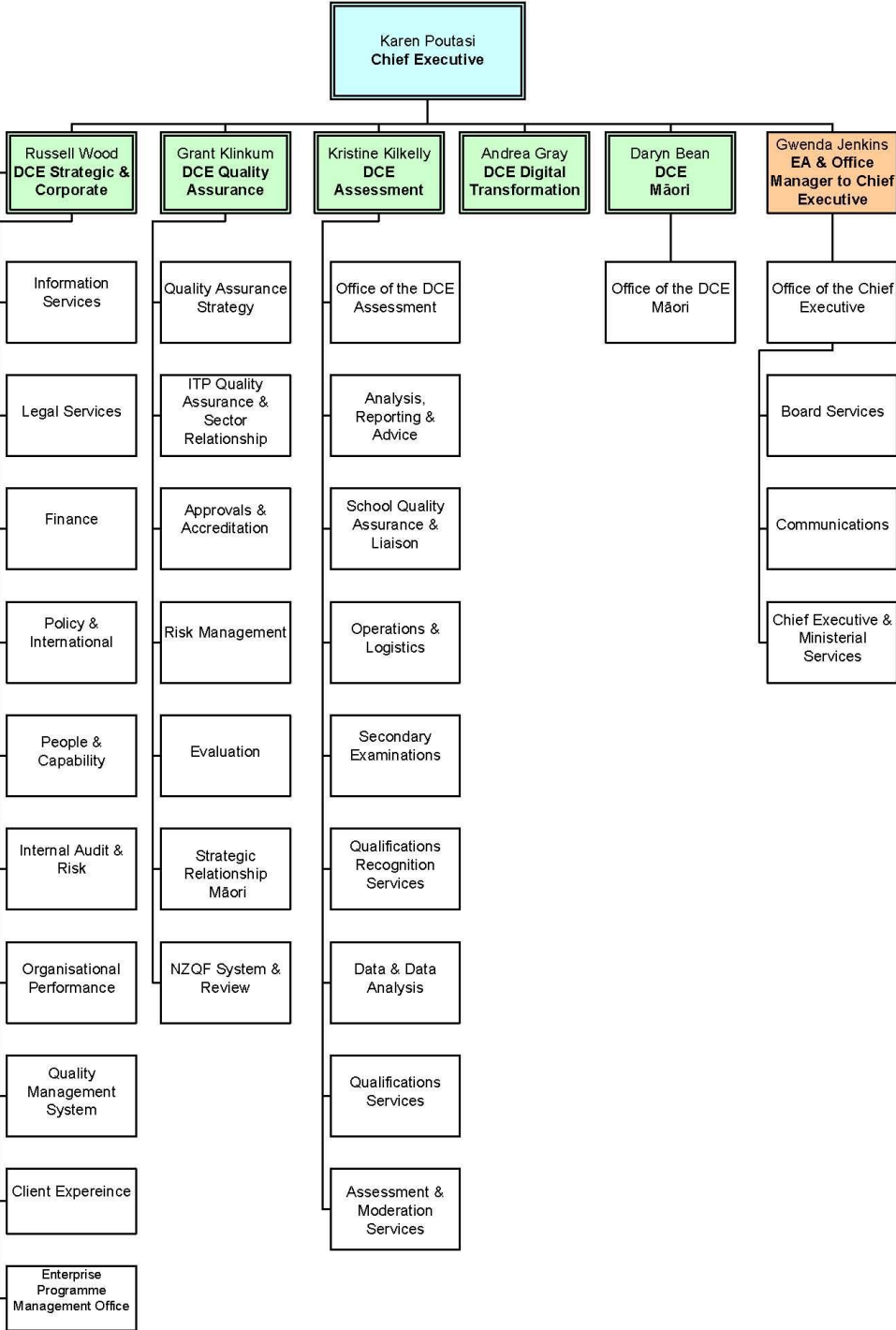
The NZQA website also contains the full list of registered private training establishments and information on the quality-assured training and education they provide.

Tertiary sector quality assurance

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

Organisational chart

All NZQA (effective 1 April 2016)



Publications

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

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

Future changes

NZQA is being given an enhanced quality assurance role in the Industry Training Sector under legislation before Parliament at the date of the publication of this information.

The NZQA Future State 2012-2022 Strategic Plan is available on its website. The strategy looks at global trends and their impact on education, particularly in relation to increased globalisation, meeting changing business and industry needs, and the developments and opportunities arising from innovations in technology and uses of technology.

Contact

Street Address

L13, 125 The Terrace

Wellington 6011

Postal Address

PO Box 160

Wellington

6140

Phone (04) 463 3000

Fax 904) 463 3112

Website www.nzqa.govt.nz

Queen Elizabeth the Second National Trust

Open Space New Zealand/Ngā Kairauhī Papa

Governing Statutes

The Queen Elizabeth the Second National Trust (the Trust) was established by Act of Parliament on 7 February 1977 to encourage and promote the provision, protection, and enhancement of open space for the benefit and enjoyment of the people of New Zealand.

Functions and Responsibilities

The National Trust is a statutory organisation whose core activity is to secure long-term protection of natural and cultural heritage on private land.

The National Trust helps landowners recognise and protect features including: landscapes, bush remnants, wetlands, lakes, forests, coastlines, geological features and cultural heritage sites. It provides a mechanism, an open space covenant, which is a legally binding protection agreement registered on the title of the land. Covenanting is voluntary, but once in place, binds the current and all subsequent owners in perpetuity.

The National Trust also plays an important role assisting local authorities meet their responsibilities under the Resource Management Act 1991.

Under section 6, councils must recognise and provide for matters of national importance including:

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

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

The National Trust also considers property ownership, either permanent or transitory, where it may facilitate or secure protection of natural and cultural values. The National Trust currently owns 27 properties. A number have been gifted to the National Trust where the previous landowner has regarded it as the most suitable repository for their land.

Summary at 30 June 2016	Number	Hectares
Convenants		
Registered covenants	4226	166,699
Approved covenants	367	15,049
Formal agreements	33	928
TOTAL	4,626	182,677

Structure

A Board of Directors governs the National Trust. The Minister of Conservation appoints the Chairperson and three other directors who have due regard to:

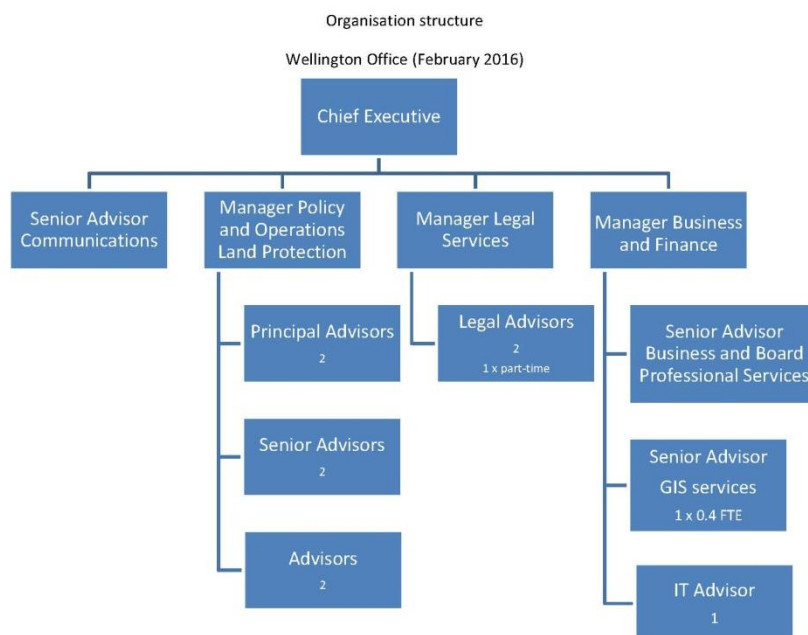
- environmental and conservation values; and
- the interests of rural landowners; and
- the interests of the Māori community.

National Trust members elect two directors.

Board meetings may be attended by a representative of the Department of Conservation.

The National Trust employs 16 staff who are based in the Head office in Wellington, and there are 25 regional representatives contracted around New Zealand.

Organisational chart



Records

- Annual Report to Parliament
- Open Space – the National Trust’s magazine
- Covenant files and associated legal documents

Documents relating to decision-making process

- Queen Elizabeth the Second National Trust Act 1977
- QE II National Open Space Covenant and Guideline Manual
- QE II National Trust Health and Safety Policy
- QE II National Trust Code of Conduct

Contact

Mike Jebson

Chief Executive Officer

QE II National Trust

PO Box 3341



Level 4

138 The Terrace

WELLINGTON

Phone: (04) 472 6626

Email: info@openspace.org.nz

Website: www.openspace.org.nz

Queenstown Airport Corporation Limited

Governing Statutes

Queenstown Airport Corporation Limited is a Company formed pursuant to section 3(a) of the Airport Authorities Act 1966 and by virtue of the consent contained in the Airport Authorities (Queenstown Airport Corporation Limited) Order 1989 (which came into force on the second day of August 1989).

Functions and Responsibilities

The Company is authorised to exercise the powers of a Local Authority under section 3 of the Airport Authorities Act 1966. That section confers on a Company the power to establish, improve, maintain, operate, and manage airports and acquire land for those purposes.

Until 2 August 1989, Queenstown Airport was operated by the Crown, Queenstown-Lakes District Council and Arrowtown Borough Council as the Queenstown Airport Authority. 61

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

Structure

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

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

Records

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

Committees

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

Publications

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

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

Contact

The Chief Executive Officer

Queenstown Airport Corporation Limited P O Box 2641

Queenstown 9349

Phone: 03 450 9031 Fax: 03 442 3515

Email: admin@queenstownairport.com

Quotable Value Limited

Acts Administered

Quotable Value is not required to administer any specific Acts of Parliament.

Functions and responsibilities

Quotable Value is a State-Owned Enterprise formed in July 1998 with operations in New Zealand and Australia. QV offers independent and extensive valuation, rating and taxation and property services across the residential, rural, government, commercial and industrial sectors in New Zealand and Australia. Quotable Value has multiple brands offering different services tailored to different sectors of the market:

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

Structure

QV has 19 local offices throughout New Zealand and in four locations in Australia. The corporate office is located in Petone, Lower Hutt. The Executive team are:

- Jacquie Barker, Chief Executive
- John Baillie, General Manager Corporate Services; and Human Resources; Greg Cate, Chief Financial Officer; Justin Snarski, Chief Marketing Officer; and Duncan Reid, Chief Data Officer.

Records

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

Documents relating to decision-making processes

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

Contact

Quotable Value Corporate Office

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

Level 1, QV House 22 Nevis Street, Petone Wellington.

Private Bag 39818 Wellington Mail Centre Lower Hutt 5045

For individual office contact details go to <http://qvgroup.qv.co.nz/contact-us>.

Foundation for Research, Science and Technology

Tūapapa rangahau pūtaiao

Governing Statutes

The Foundation for Research, Science and Technology Act 1990 (Amendment Act 1993)

Functions and Responsibilities

The Foundation for Research, Science and Technology was established as a Crown-Owned Entity on 1 October 1989 as part of the Government's restructuring of publicly funded science and technology.

Under the Foundation for Research, Science, and Technology Act the Foundation's principal purposes are to:

- allocate funds for the production of outputs relating to public good science and technology
- allocate funds pursuant to ministerial schemes
- provide independent policy advice to the Minister of Research, Science and Technology on matters relating to research, science and technology, including advice on national priorities for those matters.

The Foundation is funded primarily from Vote Research, Science, and Technology, which is administered by the Ministry for Research, Science, and Technology.

The Foundation's mission is "Investing for results from research, science and technology to deliver greater prosperity, security and opportunities to all New Zealanders".

The Foundation invests funds in research, science and technology to support New Zealand's long-term future by:

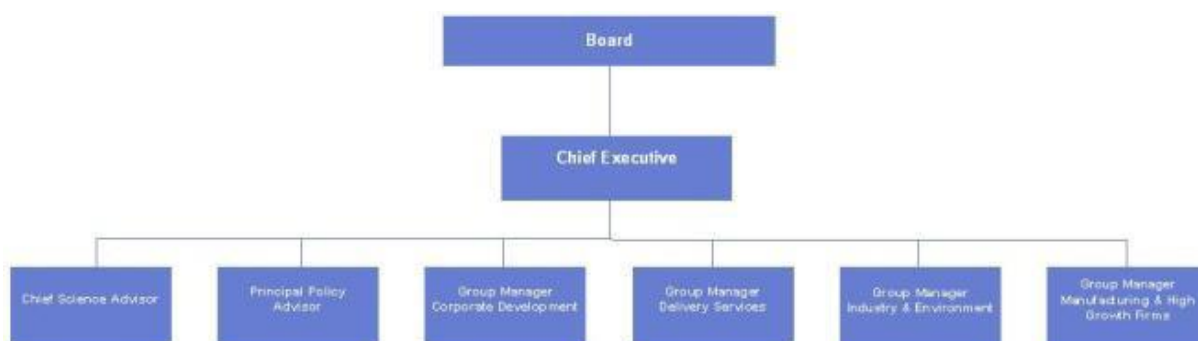
- generating economic growth
- building scientific capability
- creating knowledge that underpins our longer-term future.

The Foundation contracts research, science and technology from a wide range of organisations, such as Crown Research Institutes, universities, research associations and private companies. It consults widely with providers and users to determine what research should be done.

Structure

The Foundation has a Board appointed by the Governor-General from within the wider community. It reports to Parliament through the Minister of Research, Science and Technology.

The Foundation's operating structure is shown below:



Records

The Foundation holds documents relating to applications for RS&T investment, application and approval processes, and RS&T policy development. It provides public information about funded research and the outcomes of that research on its website.

Key documents

Statement of Intent, Annual Report, Statement of Investment Outcomes, as well as various investment policy and investment process documents.

Contact

Jim Ivens Corporate Governance Manager Foundation for Research, Science and Technology 15–17 Murphy St, PO Box 12–240, WELLINGTON

Phone: (04) 917 7800 Fax: (04) 917 7850

Website: www.frst.govt.nz

Ministry of Research, Science & Technology

Te Manatū Pūtaiao

Acts Administered

MoRST administers, or contributes to the administration of, the following Acts and regulations:

- Atomic Energy Act 1945
- Building Research Levy Act 1969
- Carter Observatory Act 1938
- Fisheries Act 1996
- Foundation for Research, Science and Technology Act 1990
- Heavy Engineering Research Levy Act 1978
- Measurement Standards Act 1992 66
- National Standards Regulations 1976 (made pursuant to the Measurement Standards Act 1992)
- Land Transport Act 1998
- Weights and Measures Act 1987
- Wheat Industry Research Levies Act 1989.

Functions and Responsibilities

MoRST was established in 1989 by Cabinet. It is an agency of around 70 people that:

- Provides the Government with high-quality research, science and technology (RS&T) policy advice. This supports the Government's role in investing in Vote Research, Science and Technology (Vote RS&T) across four research areas: knowledge, economic, environmental and social.
- Facilitates links between the research sector with both the New Zealand business sector and with research sectors in other countries.

- Advises the Government on current and emerging science and technology issues that affect New Zealand.
- Negotiates, manages and monitors contracts on behalf of the Minister of Research, Science and Technology with the agencies that directly invest in research and innovation. In 2007/2008, Vote RS&T was \$658 million.

In addition, it gathers and disseminates statistics and descriptive information on RS&T activities. MoRST evaluates the outcomes of the Government's science and technology investment and represents the Government's interests in research, science and technology at an intergovernmental level.

Structure

The structure of the organisation is displayed in the attached organisation chart. The senior management team includes:

- Chief Executive – Provides leadership and direction for the organisation and represents the Ministry in interactions with a wide range of other RS&T agencies.
- General Manager, Organisational Development & Support – Responsible for corporate services and development for the Ministry. This includes risk management, human resources, knowledge management, communication, finance, administration, and corporate and strategic planning.
- General Manager, Investment and Performance – Responsible for providing advice on the structure, funding and management of the research, science and technology system. This includes negotiating and managing contracts with the purchasers of research, as well as ensuring appropriate performance and accountability arrangements are in place, and monitored.
- General Manager, Science & Technology – Responsible for providing high-quality scientific and technical advice relevant to all areas of government policy. Identifies and monitors current and emerging science issues both domestically and internationally.
- General Manager, Innovation Networks – Responsible for providing advice on the means through which RS&T can enhance the performance of New Zealand's innovation system, particularly the sector. It also has a leading role in encouraging and supporting international contacts between researchers and developing bilateral and multilateral science relationships.

Records

MoRST holds the official record of research, science and technology policy advice and supporting work, and the official record of contract management for research, science and technology funding agents.

Documents Relating to Decision-Making Processes

Statement of Intent and Annual Reports are made available on our website. MoRST has policies and procedures on administration, finance, communication, personnel and knowledge that govern the way MoRST operates.

Contact

Ministry of Research, Science and Technology

Level 10, 2 The Terrace

PO Box 5336

WELLINGTON

Phone: (04) 917 2900 Fax: (04) 471 1284

Website: www.morst.govt.nz

The Ministry can be emailed at talk2us@morst.govt.nz, or, alternatively, individual staff members can be contacted by email using the following syntax:
[firstname].[lastname]@morst.govt.nz.

New Zealand Registered Architects Board

Acts administered

Registered Architects Act 2005

Functions and Responsibilities

Registers and disciplines architects

Structure

Board of six to eight members. Four staff.

Records

Board minutes

Documents Relating to Decision-Making Processes

Registered Architects Rules 2006

Publications

Annual Report

website: www.nzrab.nz

Contact

Paul Jackman Chief Executive NZRAB PO Box 11106 Wellington

Ph 04 471 1336 paul@nzrab.org.nz

Racing Board, New Zealand

Governing Statutes

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

Functions and Responsibilities

The objectives of the New Zealand Racing Board (as set out in section 8 of the Racing Act 2003) are:

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

The specific functions of the New Zealand Racing Board (as set out in Section 9 of the Racing Act 2003) are:

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

- Any other functions that it is given by or under this Act or any other Act.

Structure

The governing body of the Board consists of seven members appointed by the Minister of Racing. The governing Board, as at 1 December 2013, comprises Glenda Hughes (Independent Chair), Alistair Ryan (Independent Member), Graham Cooney (Independent Member), Mauro Barsi (Greyhound Racing Nominated Member), Rod Croon (Harness Racing Nominated Member) and Greg McCarthy (Thoroughbred Racing Nominated Member).

The Independent Chair is appointed by the Minister in consultation with the racing industry.

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

Three persons are appointed by the Minister on the advice of the nomination advisory panel.

The New Zealand Racing Board employs approximately 970 staff (full time, part time and casual).

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

Records

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

- Minutes of Board Meetings
- Statements of Intent
- Business Plans
- Annual Reports
- Code Statements of Intent
- Code Business Plans
- Code Annual Reports
- Code Rules (includes Constitutional Rules)
- Club Annual Reports

- Financial plans and reporting
- Audit reports
- Technical reports, standards and system specifications
- Policy documents
- Practice and procedure manuals
- Education and training manuals
- Programming standards
- Employment and commercial contracts and agreements
- Licences
- Trademark and patent registrations

Publications

Publications that are published by the New Zealand Racing Board for the industry and the public are available via the New Zealand Racing Board's website (<http://www.nzracingboard.co.nz>).

Contact

Head Office

The Chief Executive's Office

New Zealand Racing Board

106-110 Jackson Street

Petone

Lower Hutt 5012

PO Box 38 899

Wellington Mail Centre

Lower Hutt 5045

Phone: (04) 576 6999

Fax: (04) 576 6942

Radiation Protection Advisory Council

Governing Statutes

The Radiation Protection Advisory Council was established by the Radiation Protection Act 1965. This Act consolidated and amended the Radioactive Substances Act 1949.

Functions and Responsibilities

The functions of the Council are prescribed in section 10 of the Radiation Protection Act 1965 and in the words of the Act are to, "advise and make recommendations to:

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

Structure

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

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

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

Medical Licensing Advisory Committee

The Council is required in section 2(2) of the Radiation Protection Act 1965, to appoint an advisory committee to advise the Council if "any question arises as to whether any person has special knowledge in the safe use or application of irradiating apparatus or radioactive 72

materials for the purposes of diagnosing, treating, or alleviating any abnormal condition of the human body". The committee, titled the Medical Licensing Advisory Committee, has been established and meets regularly. It reports to the Radiation Protection Advisory Council.

Records

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

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

Documents Relating to Decision-Making Processes

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

Future Changes

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

More information is available on the Ministry of Health website:

<http://www.health.govt.nz/publication/proposed-radiation-safety-regulations-consultation-document>

Contact

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

Office of Radiation Safety
Ministry of Health
6 Hazeldean Road
Christchurch

Radio New Zealand Limited

Te Reo Irirangi O Aotearoa

Governing Statutes

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

Functions and Responsibilities

The Radio New Zealand Amendment Act received Royal assent from 1 April 2016. The legislation makes some amendments to the Radio New Zealand Charter. The updated Radio New Zealand Charter is on our website. See link below:

<http://www.radionz.co.nz/about/charter>

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

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

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

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

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

Structure

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

Responsible to the Chief Executive/Editor in Chief are:

- Head of Business Transformation and Strategy
- Chief Technology Officer
- Head of Content

- Head of Digital
- Head of Communications
- Manager Radio New Zealand International
- Manager RNZ National
- Manager RNZ Music
- Manager Operations

Networks operated by Radio New Zealand are:

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

Records

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

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

Documents relating to decision-making processes

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

Contact

All initial enquiries should be made to:

Radio New Zealand



PO Box 123 Wellington

Phone: (04) 474 1999 Fax: (04) 474 1459

Email: rnz@radionz.co.nz

Website: www.radionz.co.nz

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

Real Estate Authority

Governing Statutes

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

Functions and Responsibilities

The main functions of the Authority are to:

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

(Real Estate Agents Act 2008, section 12)

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

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

Structure

The Authority Board consists of 7 members one of whom is the Chair. Members are appointed by the Minister. Appointment is for a term of up to 3 years, which is subject to renewal.

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

Records

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

Publications

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

Contact

Real Estate Authority Level 10, 95 Customhouse Quay, PO Box 25371 Wellington 6146
Phone: 0800 367 7322 Email: info@rea.govt.nz Website: www.rea.govt.nz

Remuneration Authority

Relevant Acts

Remuneration Authority Act 1977

Local Government Act 2002

Crown Entities Act 2004

Governor General Act 2010

Members of Parliament (Remuneration and Services) Act 2013

Functions and Responsibilities

Sections 12, 12A, 12AA, 12B and 12C of the Remuneration Authority Act 1977 define the following areas of the Authority's jurisdiction:

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

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

Under section 47(1) the Crown Entities Act 2004 the Authority is required to determine the remuneration of members of independent Crown entities and members of Crown agents or autonomous Crown entities that are corporations sole.

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

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

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

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

Structure

The Authority comprises a Chairperson and two other members appointed by the Governor-General by Order in Council. Support staff are responsible to the Authority for its day-to-day functioning.

Records

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

Publications

The Authority presents an annual report to Parliament.

Contact

Remuneration Authority

PO Box 10 084

WELLINGTON 6143

Phone: (04) 499 3068

Email: info@remauthority.govt.nz

Website: www.remauthority.govt.nz

Representation Commission

Te Komihana Whakatau Rohi Pōti

Governing Statutes

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

Functions and Responsibilities

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

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

Structure

The Commission comprises:

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

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

- the Chief Executive of Te Puni Kokiri; and

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

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

Records

The following records are held by the Commission:

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

Documents Relating to Decision-Making Processes

None provided

Contact

The Chief Electoral Officer

Level 9,

180 Molesworth Street

PO Box 3220

WELLINGTON

Phone: (04) 495 0030

Fax: (04) 495 0031

Email: chief.electoral.office@justice.govt.nz

Website: www.elections.org.nz

Research and Education Advanced Network

Acts Administered

Research and Education Advanced Network New Zealand Limited (REANNZ) does not specifically administer any legislation. It is subject to the following legislation:

- REANNZ is a Crown-owned company, listed under schedule 4 of the Public Finance Act 1989 and incorporated under the Companies Act 1993 on 9 September 2005. Its shareholders are the Minister of Finance and the Minister of Research, Science & Technology.
- Although REANNZ is not a Crown Entity listed under the Crown Entities Act 2004, it is the intent of the shareholders that it acts in a manner consistent with the Crown Entities Act.
- REANNZ is subject to the Official Information Act 1982 and the Ombudsman Act 1975.
- Under the Public Audit Act 2001, the Controller and Auditor-General is the Auditor of the Company.

Functions and Responsibilities

REANNZ's purpose is to establish, own and operate a high-speed data network dedicated to New Zealand's research, education and innovation sector. This network is called KAREN – the Kiwi Advanced Research and Education Network.

REANNZ's objectives provide the touchstone by which the company guides its existing activities and assess new activity; and are detailed in its Statement of Intent.

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

- enable leading edge e-research.
- facilitate universal connectivity throughout the New Zealand and international research and education community.
- encourage broad participation by the research and education sector in New Zealand through accessible technology and reasonable pricing.
- connect research and education sector to the broader innovation community for pre-commercial, research and development based collaboration.

- facilitate participation by multiple telecommunications sector partners so as to ensure the greatest possible flexibility for ongoing evolution.

REANNZ's governance objectives are to:

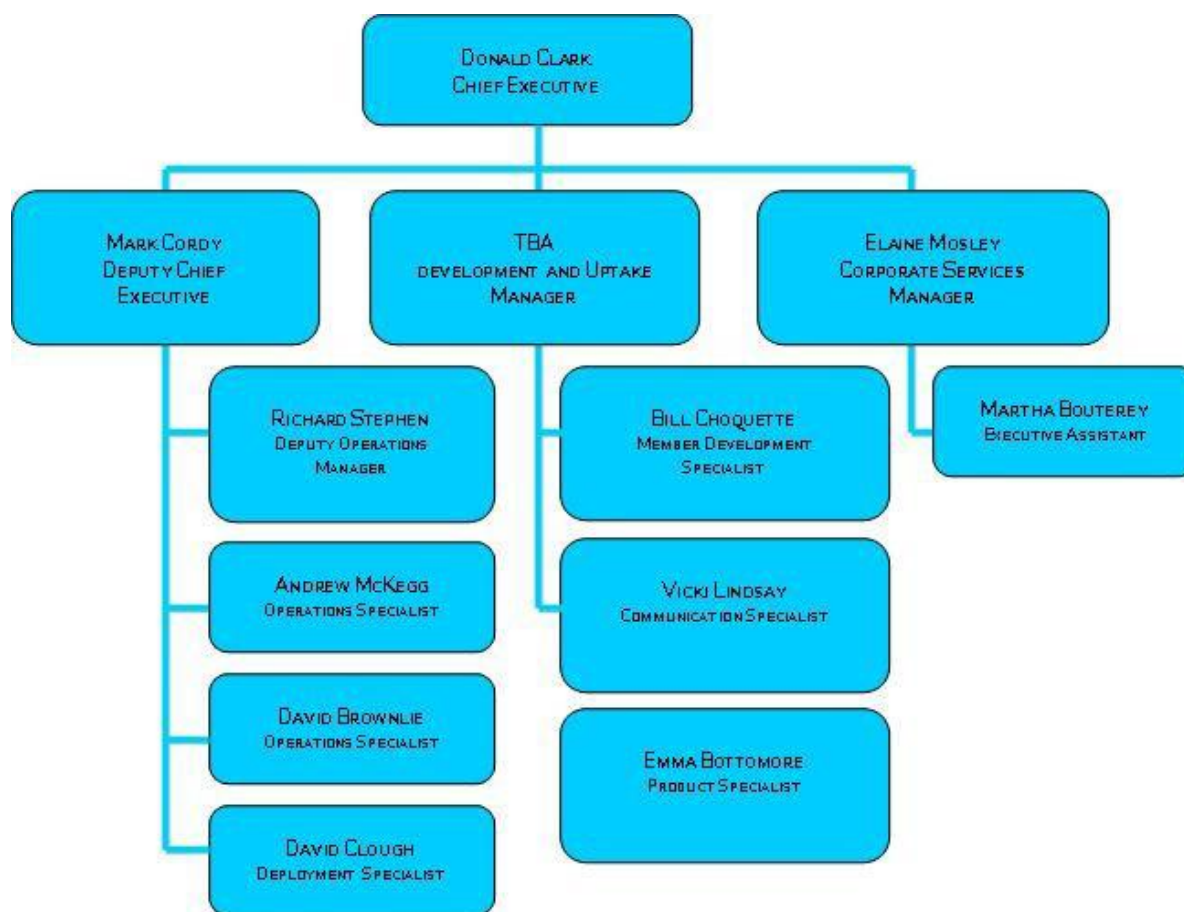
- operate in a financially sustainable manner and manage foreseeable upgrades and increases in network capacity through the accumulation of reserves.
- endeavour to transfer the Crown's share in the company to users (for example, tertiary education institutes and Crown research institutes) within a reasonable timeframe.

Structure

REANNZ has six directors, appointed by its shareholding Ministers following agreement by Cabinet. These are:

- Professor John Raine (Chair) – to June 2012
- Jane Taylor (Deputy Chair) – to June 2011
- Professor George Benwell – to June 2011
- Dr Graham Hill – to June 2011
- Carol Moffatt – to June 2010
- Michael Riley – to June 2011

The Board appoints the Chief Executive, who is responsible for the day-to-day operations of REANNZ.



The Operations team is focussed on management of our network contracts, connecting members and policy and planning for KAREN's use and evolution. The team also leads the re-procurement of the national and international networks. An important focus is the trialling and implementing of profitable and cost-neutral services that enrich the user experience and increase the value proposition of a KAREN connection.

The Development & Uptake team is focused on Member development and relationship management. Key Members include the universities, Crown Research Institutes, and the National Library. The team supports events, and facilitates education and awareness programmes to the community to help Members exploit maximum value from KAREN and make it essential to their activities. It also works with key public sector stakeholders, such as the Ministry of Research Science and Technology, the Ministry of Education, and the Tertiary Education Commission to help encourage better collaboration across the research and education sectors.

The Corporate Services team administers the company and provides in-house accounting, legal and administrative services to the organisation.

REANNZ also has the benefit of its Advisory Council for KAREN (ACK) to provide advice to REANNZ on the development of KAREN and KAREN services. The ACK has membership drawn from key market sectors and policy agency.

The Capability Build Fund, to support development of REANNZ members' capabilities to access and use the Advanced network, is administered by REANNZ, with the help of a specialist Advisory Panel.

Records

Records and reporting requirements

1. Constitution
2. Annual report
3. Statement of Intent
4. Quarterly Reports
5. Output Agreement Reports to the Ministry of Research, Science and Technology for two Output Agreements:
 - For the governance and operation of REANNZ (network fund)
 - To support development of REANNZ members' capabilities to access and use the Advanced Network (capability build fund).

For the Network agreement, REANNZ reports against the outputs in section 2.2 of that agreement as part of its quarterly report to shareholding Ministers.

For the Capability Build Fund agreement, REANNZ reports against the outputs in section 5 of that agreement as part of its Q2 and Q4 quarterly report, and in its Annual Report, and for its obligations under s32A of the Public Finance Act

6. Other information relating to the affairs of the Company as requested by its shareholding Ministers.

Documents relating to decision-making processes

Corporate Governance Statement 13 June 2007

www.karen.net.nz/publications/

Publications

- Quarterly Newsletter – hyphen
- Weekly electronic news articles

Contact

The Corporate Services Manager Research & Education Advanced Network New Zealand Limited PO Box 3325 Wellington 6011

Phone: (04) 913 1090 Fax: (04) 916 0064

Email: infor@reannz.co.nz Website: www.reannz.co.nz

Key Personnel:

Chief Executive Donald Clark

Operations Manager Mark Cordy

Corporate Services Manager Elaine Mosley

For clarification and comments, contact:

Donald Clark Chief Executive

Mark Cordy Deputy Chief Executive

Development & Uptake Manager - Vacant

Elaine Mosley Corporate Services Manager

Phone: (04) 913 1096

Reserve Bank of New Zealand

Acts Administered

- Reserve Bank of New Zealand Act 1989
- Cheques Act 1960
- Bills of Exchange Act 1908
- Insurance (Prudential Supervisions) Act 2010
- Anti-Money Laundering and Countering Financing of Terrorism Act 2009
- Non-bank Deposit Takers Act 2013

Functions and Responsibilities

The Reserve Bank of New Zealand is New Zealand's central bank. The Bank has three main functions, which contribute to New Zealand's monetary policy, financial stability, and currency.

Monetary policy

Under the Reserve Bank of New Zealand Act 1989, the Bank is responsible for managing monetary policy to maintain overall price stability. The operational details of the Bank's inflation target are set out in an agreement between the Governor and the Minister of Finance, which is known as the Policy Targets Agreement (PTA).

Financial stability

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

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

The Reserve Bank also operates New Zealand's wholesale payment and settlement systems – the Exchange Settlement Account System (ESAS) and the NZClear New Zealand system, which registered banks use to complete cash and security transactions with each other.

Currency

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

Structure

The Reserve Bank's internal structure is based on ten departments: Economics, Prudential Supervision, Financial Markets, Macro Financial, Currency, Property and Security, Financial

Services, Knowledge Services, Risk Assessment and Assurance, Human Resources, and Communications.

Authority and Accountability

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

- the Reserve Bank of New Zealand Act 1989, which specifies the Reserve Bank's functions and duties
- the PTA, which is a written contract between the Minister of Finance and the Governor detailing the monetary policy outcomes that the Bank is required to achieve – the most recent PTA was signed in September 2012
- the Bank's Funding Agreement, which is a five-yearly agreement between the Governor and the Minister of Finance that specifies how much of the Bank's income can be retained by the Bank to meet its operating costs
- the Statement of Intent (SOI), which is an annual statement provided to the Minister of Finance covering the Bank's operating environment, functions, objectives and strategies for the next three years, and projected income and expenditure for the first financial year
- Annual Report, an annual accountability document, including presentation of financial statements
- Memorandum of Understanding (MOU) with the Minister of Finance in respect of macro-prudential responsibilities.

The Reserve Bank also subscribes to a statement of its Vision (We promote a sound a dynamic monetary and financial system) and Values (Integrity, Innovation, Inclusion).

The Governor

The Reserve Bank Act makes the Bank's Chief Executive – the Governor – accountable for the Bank's actions. In monetary policy, and in most other matters, decision-making

authority resides with the Governor. The Governor is appointed for a five-year term. The current Governor, Graeme Wheeler, took up his appointment in September 2012.

Management Structure

The Bank's senior management team is made up of the Governor, two Deputy Governors (a Head of Financial Stability and a Head of Operations), an Assistant Governor (Head of Economics), and the heads of the Bank's various departments.

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

The Bank also has a Governing Committee, comprising its team of Governors, who consider major policy matters leading to decisions.

Board of Directors

The Reserve Bank has a Board of Directors. The Governor is an executive board member; the Chair must be a non-executive member. The Board's primary function is to monitor the performance of the Governor and the Bank, on behalf of the Minister of Finance. It has the responsibility to confirm that Monetary Policy Statements (MPSs) are consistent with the Bank's primary function and with the Policy Targets Agreement agreed with the Minister of Finance, and that the Financial Stability Reports (FSRs) meet the requirements of the Reserve Bank Act. The Board also provides advice to the Governor. The Board does not direct Bank policy, monetary or otherwise.

When required, the Board makes recommendations to the Minister of Finance on the appointment or reappointment of the Governor. If the Board believes that the Governor's performance, in meeting the requirements of the PTA or in carrying out his or her other duties, has been 'inadequate', then the Board can recommend to the Minister of Finance that the Governor be dismissed. The Board provides the Minister of Finance with an annual assessment of the Bank's performance, which is published in the Bank's Annual Report.

The Board of Directors' Audit Committee monitors the internal audit function. The Committee also receives reports from the Bank's external auditor and reviews the Bank's annual financial statements. The Bank's activities are scrutinised by Parliament's Finance and Expenditure Select Committee. Typically, seven hearings are held each year covering the quarterly MPSs, two covering the FSRs, and one covering the Bank's financial performance.

Financial Management

The Reserve Bank receives no funding from the Consolidated Account. Instead, income is generated, mainly by investing the proceeds from issuing currency and managing New Zealand's foreign reserves. Banks pay the Reserve Bank the face value of currency being issued to them. The Reserve Bank invests the funds in New Zealand Government securities and foreign currency assets, from which it receives income. The income directly associated with issuing currency is referred to as 'seigniorage'.

The Reserve Bank Act requires that the Minister of Finance and the Governor of the Reserve Bank enter into five-year funding agreements to specify the amount of the Bank's income that may be used to meet the Bank's expenses in each financial year. The funding agreement must be tabled in Parliament and does not become effective until ratified by a resolution of Parliament. In 2010, the former Governor and the Minister of Finance signed the Funding Agreement for the five-year period 1 July 2010-30 June 2015.

The Act requires the Bank to publish in its Statement of Intent a 'statement of dividend principles'. The statement of principles state that the Bank should maintain sufficient equity for the financial risks of performing its functions. Equity in excess of that required to cover those risks will be distributed to the Crown. Each year, the Bank makes a recommendation to the Minister of Finance of the amount to be paid as a dividend. The Minister decides how much should be paid, having regard for the recommendation of the Bank, the views of the Board of the Bank and any other relevant matters.

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

The internal audit function within the Bank is performed by the Bank's Risk Assessment and Assurance Department. The Bank is audited externally by the Auditor-General, who has contracted PricewaterhouseCoopers, as her agent. In addition, the Minister of Finance can order a performance audit.

Records

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

Documents relating to decision-making processes

The key document in relation to the Reserve Bank's monetary policy decision-making is its quarterly Monetary Policy Statement. The Monetary Policy Statement describes in detail factors that go into the Reserve Bank's monetary policy decisions. Monetary policy decisions are based on the Policy Targets Agreement (as described above). The Reserve Bank of New Zealand 1989 requires monetary policy decisions to be published. The Monetary Policy Statement is available on the Reserve Bank's website (www.rbnz.govt.nz).

The Reserve Bank also produces a Financial Stability Report twice a year. The Financial Stability Report is available on the Reserve Bank's website (www.rbnz.govt.nz).

Organisation Chart

Governors		Department/Heads	Functions	Internal Services
	Assistant Governor/Head of Economics John McDermott	Economics	Monetary policy formulation	
	Deputy Governor/Head of Financial Stability Grant Spencer	Financial Markets Mark Perry	Domestic market operations Foreign reserves management	
		Prudential Supervision Toby Fiennes	Financial system surveillance and policy	
		Macro Financial Bernard Hodgetts	Macro financial stability	
	Deputy Governor/Head of Operations Geoff Bascand	Currency, property and security Steve Gordon	Currency operations	Property management security
Governor Graeme Wheeler		Financial Services Mike Wolyncewicz	Settlement services	Accounting services Treasury services
		Knowledge Services		Library services Technology services Project management Web publishing
		Human Resources Lindsay Jenkin		Human resources Strategy and services
		Communications/Board Secretary Mike Hannah		Communications strategy and services Reputation management Board secretariat
		Risk Assessment and Assurance		Risk assessment and assurance Audit services Legal services



For further information contact:

Head of Communications

PO Box 2498

Wellington 6140

NEW ZEALAND

Ph +64 4 472 2029

Retirement Commissioner

Whiriwhiria

Governing Statutes

NZ Superannuation and Retirement Income Act 2001 Retirement Villages Act 2003

Functions and Responsibilities

The Retirement Commissioner is an appointment under the New Zealand Superannuation and Retirement Income Act 2001 and is a Crown entity for the purposes of the Public Finance Act 1989.

The Retirement Commissioner's functions under the New Zealand Superannuation and Retirement Income Act 2001 include:

- developing and promoting methods of improving the effectiveness of the retirement income policies, including the promotion of education about retirement income issues and the publication of information about those issues
- monitoring the effects of retirement income policies that are being implemented in New Zealand
- reviewing the retirement income policies being implemented by the Government and reporting to the Minister by 31 December 2007 and at three-yearly intervals thereafter
- advising on retirement income issues, when requested to do so by the Minister
- monitoring the effectiveness of persons who have been appointed to consider complaints and disputes about savings and investments, and considering any issues addressed to the Commissioner by any such person.

The Retirement Commissioner's functions under the Retirement Villages Act 2003 include:

- monitoring the effects of the Act and the regulations and code of practice made under it
- maintaining and publishing a list of people whom the Commissioner has approved for appointment as a member of a disputes panel.

Structure

Retirement Commissioner

External Relations Manager

Group Manager, Investor Education

Group Manager, Marketing and Communications

Group Manager, Community and Education

General Manager, Finance & Corporate Services

Manager, Review of Retirement Income Policies

Publications

Statement of Intent

Annual Report

Statement of Performance Expectations

National Strategy for Financial Capability

Records

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

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

Documents relating to decision-making processes

None

Contact

Retirement Commissioner

Physical address: Level 3, 108 Quay Street, Auckland 1010

Postal address: PO Box 106-056, Auckland City 1143

Tel: 09 356 0052

Email: office@cffc.org.nz

Web: cffc.org.nz sorted.org.nz

Rotorua Regional Airport Limited

Acts Administered

Civil Aviation Act 1990, Local Government Act 2002, Companies Act 1993

Functions and Responsibilities

Rotorua Regional Airport Limited (RRAL) has no responsibilities to Government. Rotorua Regional Airport is an independent company, with a 100 per cent shareholder, the Rotorua Lakes Council.

Records

RRAL hold documents under the following categories:

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

Structure

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

Documents Relating to Decision-Making Processes

Emergency plan, Civil Aviation Manual, CAA Exposition

Future Changes

No significant structural changes are planned.

Contact

Rotorua Regional Airport Limited

State Highway 30,

Te Ngae

Rotorua

PO Box 7221 Te Ngae, Rotorua

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