

Directory of Official Information

Listings V-Z



[New Zealand Government](#)

About

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

If your department or agency's information is out of date, please email oa@justice.govt.nz with the necessary amendments.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

Ministerial Relations and Services

Strategy, Governance & Finance

Ministry of Justice | Tāhū o te Ture

oa@justice.govt.nz

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Veterans' Affairs New Zealand

Entry last updated on 31 January 2022

Functions and responsibilities

The work of Veterans' Affairs covers four main areas: the provision of policy advice on, and administration of, a wide range of issues relating to veterans' entitlements, care and recognition; the coordination of commemorative activities; the management of the government's relationship with veterans and their representative organisations; and the provision of ex-service plaques and headstones and maintenance of 183 service cemeteries. Key legislation is the Veterans' Support Act 2014 and the Patriotic and Canteen Funds Act 1947.

Structure

Veterans' Affairs is a unit within the New Zealand Defence Force and is part of the NZDF's People Capability Portfolio. Veterans' Affairs is headed by a General Manager, a statutory position responsible for the administration of the Veterans' Support Act. The General Manager is also known as the Head of Veterans' Affairs. Unlike the rest of the NZDF, Veterans' Affairs operates under the Veterans' Support Act, rather than the Defence Act 1990. The Chief of Defence Force delegates responsibility for the efficient administration of this legislation to the Head of Veterans' Affairs.

Policy

The Office of the Head of Veterans' Affairs and the Policy Team undertake the development of policy for the administration of the Veterans' Support Act, and draft and coordinate advice to the Minister for Veterans on issues relating to veterans' support, care and recognition.

Decisions

A Decisions Team assesses claims for veterans' treatment, rehabilitation, impairment compensation, income compensation, and other entitlements under the Veterans' Support Act, including for veterans' families and dependants.

Veterans' Services

Veterans' Services is the part of Veterans' Affairs which works directly with clients. Staff are responsible for the case management of individual veterans and their families and for the rehabilitation of veterans.

Case Managers act as brokers, connecting veterans and their families to support which Veterans' Affairs can provide, as well as appropriate services and supports within the veteran's community, to ensure personal independence and high quality of life.

Veteran Services also includes qualified Rehabilitation Advisors who advise on veterans requiring more intensive case management support and rehabilitation

Business Services

Business Services administers the provision of service plaques and headstones for eligible veterans and their spouses or partners. This includes managing contracts for supply with manufacturers and contracts for service with installers.

A capital works programme for the maintenance and development of service cemeteries is also managed by Veterans' Affairs.

The Business Services area administers payments, reimbursements and invoicing for veterans' entitlements; debt recovery; management of the electronic Veterans' Support System; and other administrative support

Business Services also administers and manages with the NZDF the procurement of all Veterans' Affairs supplier contracts and services including the Veterans' Independence Programme (VIP services).

Business Services also administers and manages the VIP programme for all veterans who only receive those support services.

Finance

The Finance Team provides support on budget planning and reporting.

Projects and Communications

Veterans' Affairs is responsible for the coordination, with the NZDF, of New Zealand's participation in the commemoration of significant military anniversaries. This involves liaison with other key government agencies and veterans' groups.

In addition to Commemorations, the Projects and Communications team provides advice and management of public communications and projects relating to veteran support including its veterans' outreach programme.

Statutory Appointments and Committees

The Veterans' Support Act requires that a General Manager be appointed. The General Manager (also known as Head of Veterans' Affairs) is appointed by the Chief of Defence Force and is a member of the civilian staff of the NZDF. The Head of Veterans' Affairs is responsible for the administration of the Veterans' Support Act 2014.

The Veterans' Support Act requires the Head of Veterans' Affairs to appoint a review officer when an application is for review of a decision made by the Head of Veterans' Affairs. Where a decision to be reviewed was made by the Head of Veterans' Affairs the review must be conducted by a review officer appointed by the Chief of Defence Force.

Veterans' Service Review Panel. The Head of Veterans' Affairs may appoint a Veterans' Service Review Panel where Veterans' Affairs has declined an entitlement on the basis that the veteran does not have eligible qualifying service. The Panel comprises an employee of the NZDF and a representative of the Royal New Zealand Returned and Services' Association.

The Minister for Veterans appoints the:

Veterans' Entitlements Appeal Board which determines appeals of review decisions veterans and other claimants disagree with. This board consists of not more than four members of which one must be a lawyer who has at least seven years standing, and two must be medical practitioners, one of whom must be nominated by the Royal New Zealand Returned and Services' Association;

Veterans' Advisory Board which responds to Ministerial requests for advice and may initiate work on such things as policies relating to veterans' entitlements. The Board consists of not more than seven members and one serving veteran, nominated by the Chief of Defence Force, as an ex-officio;

Veterans' Health Advisory Panel which provides the Minister with advice and guidance on matters such as the impacts of service on veterans' health; and the relationship between qualifying operational service and impairment for the purpose of assessing eligibility to entitlements. It also provides advice to the Minister on how the Medical Research Trust Fund is to be applied for grants and awards. The Panel consists of not more than ten members, three of whom are ex-officio, namely a medical practitioner appointed by Veterans' Affairs, a medical practitioner nominated by the Chief of Defence Force, and a person nominated by the Veterans' Advisory Board.

The Statutory Boards have the support of a Secretariat to the Board appointed by the Head of Veterans' Affairs.

Records

Veterans' Affairs keeps general files relating to administration and management of the services it provides.

Contact

Requests for information held by Veterans' Affairs should be made in writing.

Veterans' Affairs
Level 6, 2 The Terrace
Wellington 6011

PO Box 5146
Wellington 6140

Phone 0800 483 8372

veterans@nzdf.mil.nz

www.veteransaffairs.mil.nz

Victoria University of Wellington

Entry last updated on 17 June 2022

Te Herenga Waka

Governing statutes

Te Herenga Waka – Victoria University of Wellington was established under the Victoria University of Wellington Act 1961 and is governed by the Crown Entities Act 2004 and the Education and Training Act 2020.

Functions and responsibilities

The University was established for the maintenance, advancement, dissemination and application of knowledge through teaching and research; the development of intellectual independence; and the promotion of community learning. It accepts a role as critic and conscience of society and is a University as provided for in section 268 of the Education Act and Training Act 2020.

Structure

The University is governed by a Council which is chaired by the Chancellor who, assisted by the Pro-Chancellor, is also the ceremonial head of the University. The Vice-Chancellor, as Chief Executive, is responsible for managing the academic and administrative affairs of the University, The Vice-Chancellor is assisted by a Senior Leadership Team comprising the Provost; two Vice-Provosts (Research and Academic); two Deputy Vice-Chancellors (Māori and Engagement); three Pro Vice-Chancellors; the Chief Operating Officer; the Chief Financial Officer and the Director of People and Capability.

The Academic Board provides advice to the Council and Vice-Chancellor on academic matters, and undertakes activities delegated to it by the Council and the Vice-Chancellor. The Faculties (Education, Humanities and Social Sciences, Law, Graduate Research, Business and Government, Architecture and Design Innovation, Health, Engineering and Science) each have a Faculty Board.

Toihuarewa, a separate pan-University faculty equivalent, is the University's ihonui or Māori academic forum, and is chaired by the Deputy Vice-Chancellor (Māori). The Faculty Boards and Toihuarewa are permanent committees of the Academic Board.

Records

The University keeps minutes and reports relating to meetings of the Council, the committees of Council, Academic Board, policies and procedures; strategic documents; and correspondence. The University maintains the academic records of students and graduate and employment related files on individual members of staff.

Documents relating to decision-making processes

The University Calendar, a yearly publication that includes dates, deadlines, contact information, statutes (including course of study statutes), policies, and general University information, is published each year in December. A variety of handbooks and brochures about the University and its courses are also available in hard copy and online.

Statutes and policies that govern the University can be accessed at www.wgtn.ac.nz/about/governance/policy/policies.

Publications

Key publications include:

- Annual Report: provides an overview of financial performance and highlights of the year
- Investment Plan: sets out how the University will use its funding
- Strategic Plan: sets the University's strategic goals and plans to achieve them
- Victorious: magazine for alumni and friends of Victoria University—celebrates the achievements of alumni, staff and students
- Guide to Undergraduate Study and Guide to Postgraduate Study: provide an overview of programmes offered at Victoria, key dates and other relevant information for prospective students
- Assessment Handbook: contains policies and procedures relating to the administration of academic assessment. The policies have been approved by the Academic Board and apply to all courses taught at Victoria University of Wellington.

Contact

Legal Services
Victoria University of Wellington
Hunter Building
Kelburn Parade
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Wellington 6140

oiarequests@vuw.ac.nz

www.wgtn.ac.nz

Waka Kotahi NZ Transport Agency

Entry last updated on 20 February 2023

Governing legislation

On 1 August 2008, Waka Kotahi NZ Transport Agency was established as a Crown entity under the Land Transport Management Amendment Act 2008.

The primary function of Waka Kotahi is to promote an affordable, integrated, safe, responsive and sustainable land transport system. The varying roles of Waka Kotahi and authority to act are set out in the Land Transport Management Act 2003 and Land Transport Act 1998.

Other forms of legislation, regulations and rules set out the powers of Waka Kotahi for a range of activities; from establishing toll roads to implementing driver and vehicle requirements.

Listed below are the main pieces of legislation that shape the business and activities of Waka Kotahi.

Acts of Parliament

- Land Transport Management Act 2003
- Land Transport Act 1998
- Railways Act 2005
- Government Rounding Powers Act 1989
- Road User Charges Act 2012.

Regulations

- Land Transport Management (Apportionment and Refund of Excise Duty and Excise-Equivalent duty) Regulations 2004
- Land Transport Management (Road Tolling Scheme for ALPURT B2) Order 2005
- Land Transport (Offences and Penalties) Regulations 1999
- Traffic Regulations 1976
- Transport Services Licensing Regulations 1989
- Heavy Motor Vehicle Regulations 1974
- Land Transport (Infringement and Reminder Notices) Regulations 1998
- Land Transport (Administration Fees for Recovery of Unpaid Tolls) Regulations 2008

- Land Transport (Certification and Other Fees) Regulations 1999
- Land Transport (Motor Vehicle Registration and Licensing) Regulations 2011
- Land Transport (Ordering a Vehicle off the Road) Notice 1999
- Railways Regulations 2019
- Road User Charges Regulations 2012.

Rules

- Land Transport (Driver Licensing) Rule 1999
- Land Transport (Road User) Rule 2004.

Functions and responsibilities

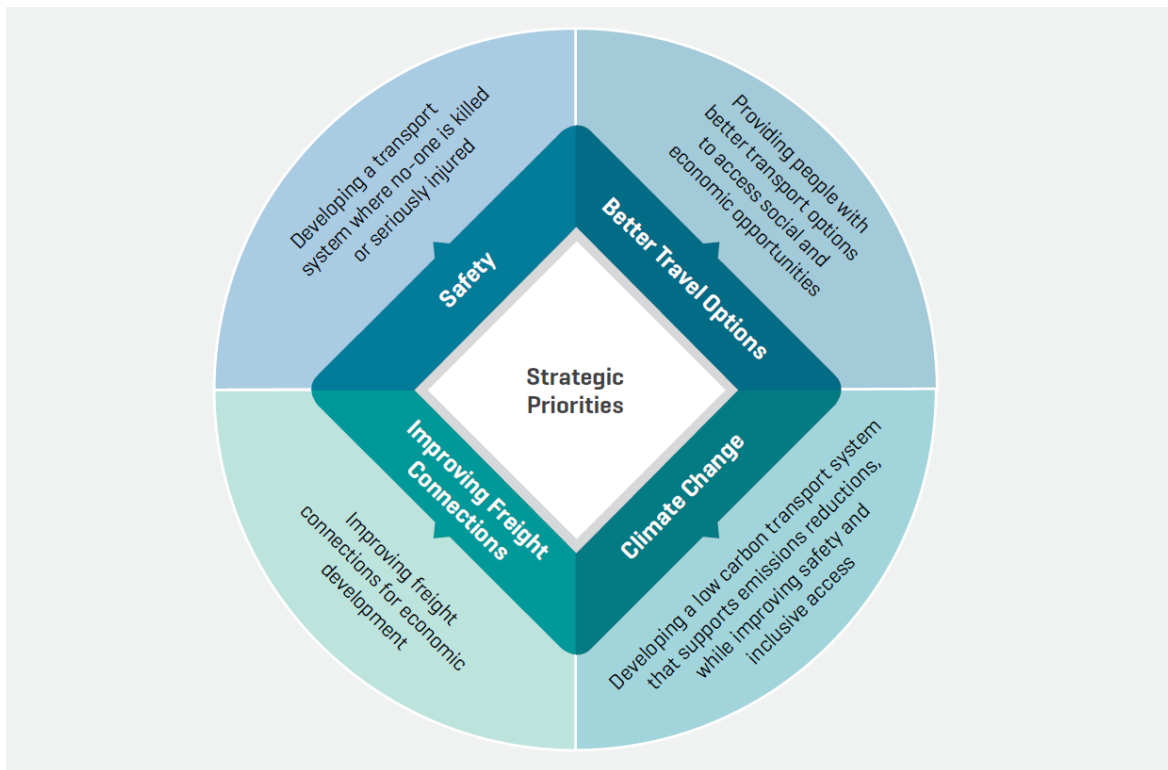
Waka Kotahi contributes to an efficient, effective and safe land transport system through the following core functions:

- investing in land transport activities
- managing the state highway network
- providing access to and regulation for land transport.

Investing in land transport activities

The investment decisions of Waka Kotahi are guided by the Government Policy Statement on land transport funding (GPS) and informed by regional views held by local authority partners. Waka Kotahi gives effect to the GPS through the National Land Transport Programme (NLTP), which is a three-year programme outlining investment in land transport activities.

The strategic direction of the GPS 2021 is:



As an investor in land transport activities, Waka Kotahi has three separate accountabilities:

- We provide funding and are responsible for delivering services (e.g. transport planning, maintenance of state highways).
- We provide funding and are responsible for delivering some activities along with other approved organisations (e.g. walking and cycling infrastructure).
- We provide funding and other support to the organisations receiving funding to encourage better-quality transport decisions (e.g. maintaining local roads and public transport services).

Managing the state highway network

Waka Kotahi maintains and operates New Zealand's state highway network to enable people to get to and from destinations safely, quickly and efficiently; provide a convenient and robust route for freight; and connect communities.

Waka Kotahi works closely with transport partners throughout the country in planning, operating and maintaining the state highway network, considering its impact on the environment and the immediate and long-term needs of the businesses and people who use it.

Providing access to and regulation for land transport

When providing access to and regulating the land transport system, Waka Kotahi works closely with its agents to provide transport users with various services, such as driver testing, issuing driver and transport licences, undertaking vehicle certification, registration and licensing, and collecting road user charges and other road-related revenue.

Structure

Waka Kotahi Structure

Waka Kotahi has eight business groups to carry out its functions and responsibilities, with the General Manager of each business unit reporting to the Chief Executive. The Chief Executive reports to the Board.



Board

The Board is appointed by the Minister of Transport and is responsible for making independent decisions on allocating and investing funds from the National Land Transport Fund. It publishes its planned programme of investment every three years in the National Land Transport Programme.

The Minister of Transport can appoint up to eight board members.

Chief Executive's Office

The Chief Executive's Office ensures our Chief Executive receives high quality strategic advice and support on key priorities.

Transport Services

The Transport Services Group plans, designs, builds, operates and maintains an integrated transport system to effectively enable transport services across a range of modes.

Te Rōpū Waeture | Regulatory Services

Te Rōpū Waeture is primarily accountable for regulatory management, providing strategic leadership for end-to-end regulatory systems management of risks and ensuring a strong focus on improving regulatory outcomes.

System Leadership

System Leadership is responsible for setting and maintaining Waka Kotahi strategic direction, leading our policy function and bringing a strategic view and approach to the leadership of innovation for Waka Kotahi and the transport sector.

Te Aukaha | Digital

Te Aukaha, the Digital Group is accountable for leading, influencing and ensuring that Waka Kotahi corporate and transport technologies deliver to business and customer outcomes. The Group is accountable for all cyber and physical security issues, ensuring that Waka Kotahi meets its ongoing security and compliance obligations.

Te Ama | Commercial and Corporate

Te Ama, the Corporate Support Group provides commercial strategic guidance and key specialist corporate functions that are core to enabling Waka Kotahi to run efficiently and to achieve organisational excellence internally and for the land transport system.

Pūmanawa Tāngata | People and Safety

Pūmanawa Tāngata, the People and Safety Group, is responsible for developing and managing people related systems, processes and practices.

Customer and Services

The Customer Services group supports the effective operation of the land transport system by delivering and improving effective and efficient customer transactions.

Te Waka Kōtuia | Engagement and Partnerships

Te Waka Kōtuia is responsible for the way Waka Kotahi engages and communicates, media relationships and responses, key communication channels, road safety education and marketing, and our relationships with Māori, regional partners and central government.

Waka Kotahi also has five Regional Leadership Teams to strengthen our presence in communities across the country. These teams ensure Waka Kotahi works in close collaboration with local government, iwi, communities, regional suppliers, and interest groups on local transport issues and initiatives.

Role of the Minister of Transport

The role of the Minister of Transport is defined in section 27 of the Crown Entities Act 2004. The role includes appointing board members, participating in setting strategic direction and performance expectations, and monitoring and reviewing performance.

The Minister of Transport can delegate some responsibilities to an Associate Minister of Transport, if the Prime Minister of the day has chosen to appoint one.

Ministers are accountable to the public for the performance of Waka Kotahi.

Role of Te Manatū Waka Ministry of Transport

Te Manatū Waka is the government's principal policy adviser for transport. It assists the Minister of Transport in the development and adoption of legislation in Parliament.

Te Manatū Waka also has a monitoring role of Crown entities as defined in section 27A of the Crown Entities Act 2004. This allows Te Manatū Waka to monitor the performance of Waka Kotahi, with a focus on the viability of the organisation and its ability to deliver services effectively and efficiently.

Records

Information management

Legislation and public-sector principles and standards place obligations on public sector entities in relation to how information must be managed and used. These include:

- Public Records Act 2005 and the Information and Records Management Standard,
- New Zealand Data and Information Management Principles (NZDIMP),
- Privacy Act 2020,
- Official Information Act 1982,
- principles of the Treaty of Waitangi/Te Tiriti o Waitangi,
- Government Protective Security Requirements (PSR), which includes the NZ Security Classification System.

Waka Kotahi has an obligation to ensure information created as part of business activities is appropriately retained and available for use, and that compliance with information management legislation and standards is supported. This is completed through the capture and storage of information in Waka Kotahi approved corporate systems.

Furthermore, Waka Kotahi has a responsibility to protect information on behalf of customers and the Government by ensuring access, use and distribution of information is appropriate, classified and restricted where required.

All information is retained or disposed of in accordance with the Waka Kotahi Approved Retention and Disposal Schedule or Archives New Zealand General Disposal Authorities.

Documents

The categories of documents held by Waka Kotahi relate to its core functions and activities of business units; it includes, but is not limited to:

- Advice to the Minister, Associate Minister(s) and Te Manatū Waka.
- Transport related programmes, projects and initiatives (including planning, design and construction).
- System management and design.
- Operational policy, planning and performance.
- Public transport and urban mobility.
- Environment and sustainability.
- Road safety.
- Vehicle, driver and commercial licensing.

Publicly available information

As part of its ongoing commitment to openness and transparency, Waka Kotahi proactively releases information on its website that may be of wider public interest. This includes all advice to the Minister and Associate Minister of Transport, responses to media and non-media requests for information, Board minutes or Board investment decisions, project information and annual reports, planning and investment documentation, as well as open data information for a variety of roading, crashes, vehicles and driver licence categories.

Contact

Waka Kotahi is located in Whangarei, Auckland, Tauranga, Hamilton, Gisborne, Napier Palmerston North, Wellington, Blenheim, Christchurch and Dunedin.

The Wellington Office is the base for the Chief Executive.

Wellington

Waka Kotahi NZ Transport Agency
Victoria Arcade
50 Victoria Street
Wellington

Private Bag 6995
Marion Square
Wellington 6141



Phone 04 894 5400

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official.correspondence@nzta.govt.nz

www.nzta.govt.nz

New Zealand Walking Access Commission

First entry provided on 30 January 2023

Herenga ā Nuku Aotearoa, the Outdoor Access Commission

Governing statute

Herenga ā Nuku Aotearoa is a Crown agent established under the Walking Access Act 2008. Our legislated name is the New Zealand Walking Access Commission.

Herenga ā Nuku does not administer any Acts.

Relevant Acts

We also need to consider other acts and regulations when undertaking our work, as required.

Other relevant acts we commonly work with are:

- Overseas Investment Act 2005
- Resource Management Act 1991
- Conservation Act 1987
- Land Transfer Act 1952
- Local Government Act 2002
- Te Ture Whenua Māori Act 1993
- Crown Entities Act 2004
- Treaty of Waitangi settlement legislation

Functions and responsibilities

Section 10 of the Walking Access Act defines our functions as:

- (a) providing national leadership on walking access by —
 - (i) preparing and administering a national strategy, and

- (ii) coordinating walking access among relevant stakeholders and central and local government organisations, including Sport and Recreation New Zealand
- (b) providing local and regional leadership on, and co-ordination of, walking access in collaboration with local authorities,
- (c) compiling, holding, and publishing maps and information about land over which members of the public have walking access,
- (d) providing advice on walking access to the Minister or any other person
- (e) facilitating resolution of disputes about walking access, including initiating negotiations about disputed issues, mediating disputes, and referring disputes to a court, tribunal, or other dispute resolution body,
- (f) negotiating with landholders to obtain walking access (including walkways, which are one form of walking access) over public or private land,
- (g) negotiating rights in addition to any walking access that is obtained, such as the right of access with firearms, dogs, bicycles, or motor vehicles,
- (h) administering a fund to finance the activities of Herenga ā Nuku, or any other person, in obtaining, developing, improving, maintaining, administering, and signposting walking access over any land,
- (i) receiving and managing private funding, contributions, or sponsorship for the promotion of walking access,
- (j) researching, educating the public about, and participating in topics and programmes related to walking access,
- (k) developing, promoting, and maintaining the code of responsible conduct,
- (l) administering walkways under this Act, with planning and supervision focused at a local level,
- (m) monitoring the compliance with, and enforcement of, this Act in relation to walkways.

Practically, we administer a national strategy on outdoor access, including tracks and trails. We map outdoor access, provide information to the public, oversee a code of responsible conduct in the outdoors, help to resolve access disputes and negotiate new access.

Structure

Our responsible minister is the Minister for Agriculture or an Associate Minister for Agriculture. Currently, our responsible Minister is Hon Meka Whaitiri.

The Ministry for Primary Industries (MPI) is our monitoring department and administers the Walking Access Act.

We have a governing Board of no fewer than five and no more than eight members. The Minister appoints our Board members. The Walking Access Act specifies that the Minister

must, after consultation with the Minister of Māori Affairs, appoint at least one member who has a knowledge of tikanga Māori (Māori customary values and practices).

Our board can be found on our website here: www.herengaanuku.govt.nz/about-us/our-people/board/

The Board is responsible for setting the policy and strategic direction of Herenga ā Nuku and for monitoring its overall performance. Two committees of the Board assist it in carrying out its responsibilities:

- Audit and Risk Committee, and
- Chief Executive Performance Review Committee.

Herenga ā Nuku is headed by a chief executive, Ric Cullinane, who was responsible for its day-to-day activities and is accountable to the Board. You can reach him at ric.cullinane@herengaanuku.govt.nz or 04 815 8509.

Herenga ā Nuku is funded by Parliament through Vote: Agriculture and Forestry.

Our office is in Wellington.

Records

Herenga ā Nuku maintains records of its activities in accordance with the Public Records Act 2005.

Significant records, such as Board minutes, are publicly available on our website: herengaanuku.govt.nz/about-us/disclosure

Annual Reports, other reports and submissions are also publicly available on our website: herengaanuku.govt.nz/about-us/publications

Documents relating to decision-making processes

- Our strategic narrative — herengaanuku.govt.nz/about-us/our-work/strategic-narrative
- Statements of Performance Expectations and Statements of Intent — herengaanuku.govt.nz/about-us/publications/category/corporate-reports

Contact

Herenga ā Nuku Aotearoa
PO Box 11181
Manners Street
Wellington 6142

Level 12, Majestic Centre, 100 Willis St
Wellington 6011



Phone 04 815 8502

info@herengaanuku.govt.nz

herengaanuku.govt.nz/about-us/contact-us

Public access or tracks and trails in your area: herengaanuku.govt.nz/about-us/our-people/regional-field-advisors

Digital maps and spatial data: herengaanuku.govt.nz/about-us/our-people/maps-and-gis-team

Media queries herengaanuku.govt.nz/about-us/our-people/communications-team

Winston Churchill Memorial Trust

Entry last updated on 14 June 2022

Te Putea Whakamahara Winitana Churchill

Governing statutes

The Winston Churchill Memorial Trust Board was established under the Winston Churchill Memorial Trust Act 1965.

Functions and responsibilities

Sir Winston Churchill, when asked his views on what form a memorial to him should take, expressed the wish that it should, by some means, enable people to travel where this promoted understanding, particularly for the betterment of people generally. On his death in 1965, public and government donations were put in a perpetual trust fund, established by the Winston Churchill Memorial Trust Act 1965. This also provided for a Trust Board to administer the fund and disburse the income from the fund in grants, awards and fellowships for the benefit of the community.

Structure

The Trust Board consists of nine people, each appointed for a term of six years. The Trust receives support from a Trust Advisor and an Accountant from the Hapai Hapori Branch of the Department of Internal Affairs. The Trust meets where and when required, usually once or twice annually. It has the power to appoint sub-committees whose members need not be Board members. There is a Finance and Investment Committee.

The Secretariat

The Trust Advisor is responsible for minutes, reports to Parliament, safe custody of property, all administrative duties and any other duties required by the Board or any committee of the Board.

The Accountant is responsible for keeping accounting records and producing financial statements for the Board and Parliament.

Records

The records held by the Trust Board include:

- Minutes of Trust Board and sub-committee meetings;
- Rules which relate to the conduct of Board business;
- Application Forms, which have information on eligibility and conditions of fellowship awards;
- Personal files on Churchill fellows, which relate to the conduct of the fellowship project;
- Administrative Files, which hold Secretariat correspondence to trustees, applicants, and counterpart trusts overseas (in the United Kingdom and Australia), and matters relating to property of the Trust (no staff files);
- Fellows' Reports, which are published reports by fellows about their projects;
- List of Fellows Reports, which is a published record of fellows' reports 1965–95 held by public libraries and major technical libraries; and
- Annual Reports, which are submitted annually by the Board to Parliament.
- The Trust Board makes decisions on applications. The Secretariat co-ordinates the selection process for fellowships. Application forms include information about eligibility and conditions of awards.

Contact

Trust Advisor
Winston Churchill Memorial Trust Board
PO Box 805
Wellington

Phone (04) 495 7200
Fax (04) 495 9444

wcmt@dia.govt.nz

www.dia.govt.nz

Ministry for Women

Entry last updated on 25 January 2022

Manatū Wāhine

Acts administered

None.

Functions and responsibilities

The Ministry for Women Manatū Wāhine is the Government's principal advisor on achieving better results for women, and wider New Zealand. The Ministry is primarily a policy agency. It does not provide services directly to the public, is not an advocacy organisation, and does not have an international development role.

Its core roles are:

1. Providing policy advice on improving outcomes for women in New Zealand
2. Providing suitable women nominees for appointment to state sector boards and committees
3. Managing New Zealand's international reporting obligations in relation to the status of women

Structure

The Ministry was established in 1984 and is one of the smallest New Zealand government agencies, with a staff of around 45 people.

Records

The Ministry's records are organised relating to its functions:

- **Corporate Support** – administrative records of the Ministry
- **Ministerial Relationships** – records relating to the services and support to the Minister for Women
- **Nominations** – records relating to nominations to boards
- **Policy Advice** – records relating to policy advice and legislation

- **Relationship Management** – records of engagement with stakeholders
- **Strategic Management** – records relating to the strategic management of the Ministry.

Documents relating to decision-making processes

The Ministry for Women has manuals, policies and guidelines that it uses to make decisions or recommendations, including:

- Human Resources Policies
- Health and Safety Policies
- Ministerial Servicing Procedures
- Finance Policies and Procedures Manual
- Project Management Procedures and Guidelines
- Quality Policy
- Purchasing/Procurement Guidelines

Publications

- Statement of Intent – every four years
- Annual Report – annually
- Other publications as required [women.govt.nz/news/documents](https://www.women.govt.nz/news/documents)

Contact

Level 9, Qual IT House
22 The Terrace
Wellington 6011

PO Box 10049
Wellington 6143

Phone (04) 915 7112

info@women.govt.nz

www.women.govt.nz

WorkSafe

Entry last updated on 1 February 2022

Mahi Haumaru Aotearoa

Governing statutes

WorkSafe New Zealand is a stand-alone Crown agent under the Crown Entities Act 2004 that started operations on 16 December 2013.

Functions and responsibilities

WorkSafe is New Zealand's workplace health and safety regulator and the regulator for electricity and gas safety in the workplace and home. The agency was formally established on 16 December 2013, out of the functions of the Health and Safety Group of the Ministry of Business, Innovation and Employment. WorkSafe reports to the Minister for Workplace Relations & Safety.

WorkSafe's goal is to work collaboratively across the workplace health and safety system to achieve at least a 25% reduction of the workplace death and injury toll by 2020. WorkSafe is also targeting a reduction in occupational illness, including a 50% drop in asbestos-related disease by 2040.

The Health and Safety at Work Act 2015 (HSWA) replaced the previous primary legislation, the Health and Safety in Employment Act 1992 (HSE) and came into force on 4 April 2016.

The main purpose of HSWA is to provide for a balanced framework to secure the health and safety of workers and workplaces by:

- protecting workers and other persons against harm to their health, safety and welfare by eliminating or minimising risks arising from work
- providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues
- encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices and assisting PCBUs and workers to achieve a healthier and safer working environment
- promoting the provision of advice, information, education, and training in relation to work health and safety
- securing compliance with the Act through effective and appropriate compliance and enforcement measures

- ensuring appropriate scrutiny and review of actions taken by persons performing functions or exercising powers under the Act
- providing a framework for continuous improvement and progressively higher standards of work health and safety.

Acts administered

WorkSafe administers the following three Acts:

- Health and Safety at Work Act 2015
- Gas Act 1992
- Electricity Act 1992.

For regulations administered by WorkSafe see www.worksafe.govt.nz.

History of workplace health and safety regulators in NZ

WorkSafe regulates and enforces workplace health and safety and energy and gas safety. It is the primary workplace regulator in New Zealand – the others are the Civil Aviation Authority (for work preparing aircraft for imminent flight and aircraft in operation) and Maritime New Zealand (for ships as workplaces and work aboard ships).

WorkSafe took over the staff and functions of the Health and Safety Group of the Ministry of Business, Innovation and Employment, and before that the Department of Labour. It was established following recommendations from the Royal Commission into the Pike River Mine Tragedy, the Independent Taskforce.

Staffing

As at 30 June 2021, WorkSafe has 671 staff located in offices across New Zealand. Approximately 356 are in Inspector roles and 315 are in non-Inspector roles.

Inspectorate

Different kinds of Inspectors carry out different jobs, including Assessment, Response, Investigations, and Specialist (High Hazard Unit and HSNO).

Records

WorkSafe publishes Annual Reports, Statements of Intent, and Statements of Performance Expectations as well as guidance, and tools, and resources for businesses and the public.

Publications, guidance, tools, and resources are available at www.worksafe.govt.nz.

Contact

You can request official information from WorkSafe by email via oiia@worksafe.govt.nz or by using our [official information request form](#)

Postal requests can also be sent to:

Ministerial Services
WorkSafe New Zealand
PO Box 165
Wellington 6140

When submitting a postal request for official information, please ensure you provide us with your contact details.

Further information can be found on the WorkSafe website at:
worksafe.govt.nz/about-us/information-requests/

Ministry of Youth Development

Entry last updated on 10 March 2022

Te Manatū Whakahiato Taiohi

The Ministry of Youth Development - Te Manatū Whakahiato Taiohi - encourages and supports the use of a positive youth development approach to help support all young people, aged between 12 and 24 years old, to increase their overall wellbeing so that they are better able to succeed in, contribute to and enjoy life. It also supports the broader youth sector and promotes a better understanding of how best to support and empower young people.

The Ministry spends around \$8.253 million a year on a wide range of youth development initiatives and on supporting initiatives across the youth sector.

The Ministry is a small organisation that achieves big results by partnering and working with and through others. We work collaboratively with young people, other funders (including corporates and philanthropic organisations), providers, local government, and other government agencies.

The Ministry of Youth Development is administered by the Ministry of Social Development.

What we do

Our aim is for all young people in New Zealand to be able to succeed in, contribute to and enjoy life.

We support this by focusing on the following areas:

- Funding programmes that use a youth development approach when working with young people and that deliver wellbeing outcomes for young people
- Supporting equitable access to positive youth development programmes to help 'level the playing field'. Seven priority areas have been identified for particular focus to help achieve this, these are:
 - Rangatahi Māori
 - Young Pacific peoples
 - Young women
 - Young people from the Rainbow community
 - Young people with disabilities
 - Young people from ethnic communities (in particular those from a refugee and migrant background)

- Young people living in the regions.
- Working in partnership with the business and philanthropic sectors, iwi and other government organisations to jointly invest in delivering wellbeing outcomes for young people.
- Supporting the continual growth of youth sector capability.
- Supporting youth enterprise and entrepreneurship initiatives to help prepare young people for the future work environment.
- Ensuring that rangatahi have a voice that is heard and have opportunities for real decision-making, including at the governance table.
- Celebrating and recognising the achievements and potential of young people.

Structure

The Ministry of Youth Development sits within the Māori, Communities and Partnerships group.

It is headed by a General Manager from National Office in Wellington. It has four regional development managers who sit in Auckland, Wellington, Christchurch and Hamilton.

Contact

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