

Directory of Official Information

Listings G-I



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If your department or agency's information is out of date, please email oa@justice.govt.nz with the necessary amendments.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

Entry last updated on 17 January 2022

Governing statutes

The Commission was established in March 2004 under the Gambling Act 2003.

Functions and responsibilities

The Commission is an independent statutory decision-making body established under the Gambling Act 2003. The Commission hears casino licensing applications and appeals on licensing and enforcement decisions made in relation to gaming machines and other non-casino gambling activities.

The Gambling Commission has the powers of a Commission of Inquiry. Its functions are wide-ranging, and include the following:

- determining applications for casino operators' licences and the renewal of casino venue licences
- approving agreements and changes to agreements between casino operators and casino venue licence holders
- specifying, varying and revoking casino licence conditions
- determining appeals against regulatory and licensing decisions made by the Department of Internal Affairs in respect of Class 3 and Class 4 gambling. Class 3 gambling involves prizes of more than \$5000 but does not take place at a casino or involve gaming machines. Class 4 gambling relates to non-casino gaming machine operations
- hearing complaints about the way the Department has handled complaints in relation to Class 4 gambling
- advising Ministers on the setting of the problem gambling levy
- advising the Minister of Internal Affairs on matters relating to the performance of the Commission's functions and the administration of the Gambling Act 2003.

In exercising these functions, the Commission has wide powers to determine its own procedure, to engage experts and to receive evidence. It considers all matters before it – licensing matters or appeals – afresh.

Structure

The Commission has five members appointed by the Governor-General, upon the recommendation of the Minister of Internal Affairs. It comprises the Chief Gambling Commissioner and the four Commissioners, all appointed for a term of three years.

The Department of Internal Affairs provides Secretariat services to the Commission. The Gambling Act 2003 requires that Commission staff are separated both physically and operationally from other staff members responsible for gambling policy, licensing and compliance. This has been achieved through the establishment of a stand-alone office in Auckland. The Secretariat consists of an executive director who is assisted by an executive assistant/Advisor.

Records

The Commission provides an annual report to the Minister of Internal Affairs, which is tabled in Parliament.

Under the Gambling Act 2003, information held by the Commission is treated as information of the Department of Internal Affairs.

Categories and documents held by the Commission include:

- files relating to applications and appeals made to the Commission
- decisions of the Commission
- minutes and agendas of Commission meetings
- annual reports
- administration files, correspondence and records concerning the day-to day running of the Commission
- operational and policy and procedure statements
- some files of the Casino Control Authority, which was disestablished in September 2004.

The Commission's website (www.gamblingcom.govt.nz) includes the decisions of the Commission, practice notes and procedures, the Commission's annual report and other publications.

Documents relating to decision-making processes

The Commission has published guidelines on its website on the policies and procedures to be followed by applicants applying to the Commission in relation to casino licensing matters and for appeals and complaints.

Contact

Gambling Commission
Level 2, 41 Bath St
Parnell
Auckland 1052

PO Box 137295
Parnell
Auckland 1151

Phone (09) 353 7223

info@gamblingcom.govt.nz

www.gamblingcommission.govt.nz

New Zealand Game Bird Habitat Trust Board

Entry last updated on 30 May 2022

Governing statutes

Wildlife Act 1953.

Functions and responsibilities

- Primarily to improve game bird habitat, and secondarily, to improve the habitat of other wildlife.
- Receive and evaluate applications for funding the protection, restoration, improvement, creation or procurement of habitat.
- Identify and evaluate areas for protection, restoration, improvement, creation, or procurement of habitat.
- Negotiate with landowners and other agencies for the protection, restoration, improvement, creation or procurement of habitat.
- Promote and provide advice on the protection, restoration, improvement, creation or procurement of habitat.

Structure

A Board of six appointed on a three-year term by the Minister of Conservation.

The chairperson is a direct Ministerial appointment, with three Board members being appointed from nominations made by the New Zealand Fish and Game Council, one member from nominations made by the Department of Conservation, and one member from nominations made by Ducks Unlimited (New Zealand) Inc.

The Board is serviced by the staff of the New Zealand Fish and Game Council.

Records

- minutes and agendas of meetings
- applications for grants
- annual reports
- files covering miscellaneous correspondence (limited).

Contact

New Zealand Game Bird Habitat Trust Board

PO Box 25055
Wellington 6140

Phone (04) 499 4767

nzcouncil@fishandgame.org.nz

www.fishandgame.org.nz/environment/nz-game-bird-habitat-trust

GNS Science (Institute of Geological and Nuclear Sciences Limited)

Entry last updated on 28 June 2022

Te Pū Ao

Governing statutes

Crown Research Institutes Act 1992; Companies Act 1993.

Functions and responsibilities

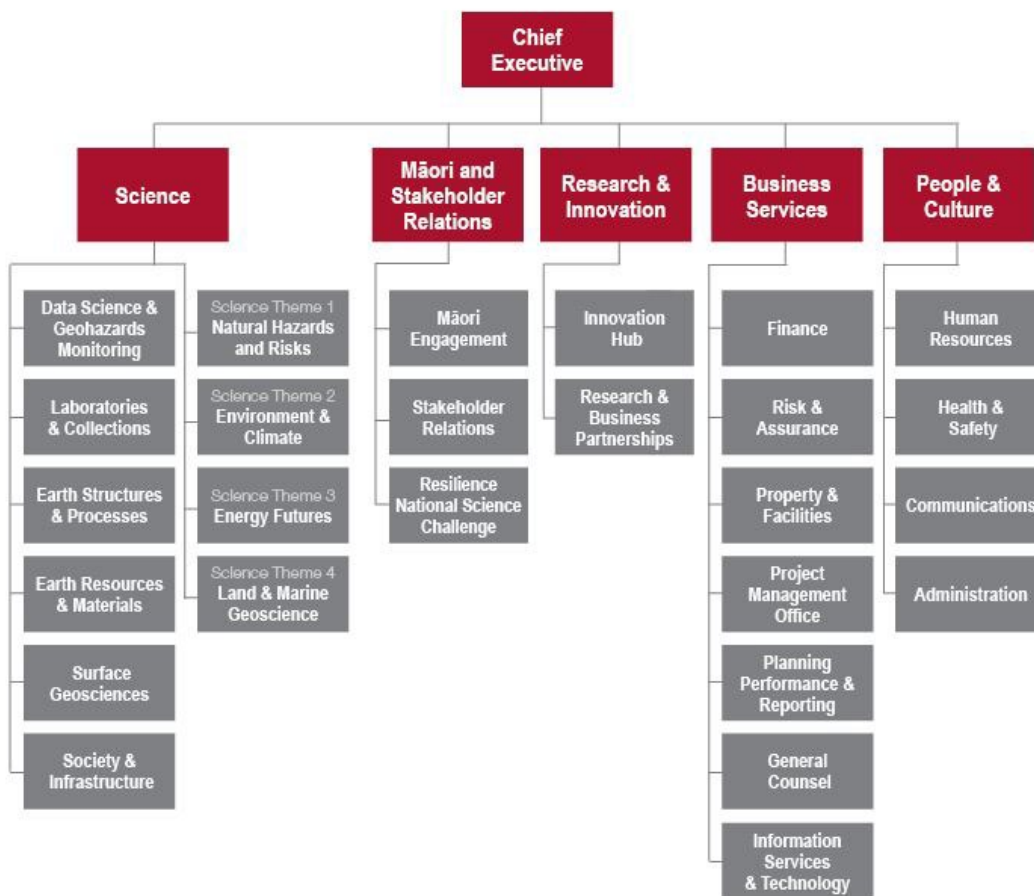
GNS Science, Te Pū Ao, is a Crown-owned science company that focuses on geological resources, environmental and industrial isotopes, and geological hazards. It applies this knowledge and understanding to deliver a cleaner, safer, and more prosperous New Zealand.

GNS Science focuses on natural processes occurring in the earth's crust and their interaction with ocean, atmospheric, biological, and built environments. Specifically it assesses and advises on mitigation of geological hazards (earthquakes, volcanic eruptions, landslides, tsunami) and delineates and helps in the efficient and sustainable use of geological resources ('green-tech' minerals, groundwater, and geothermal energy). It also undertakes work to support a low-carbon future for New Zealand.

Other specialist areas include mapping, marine geology, climate history, risk assessment, social science, engineering geology, and materials science.

Structure

The Board of Directors is appointed by the Shareholding Ministers. The Chief Executive reports to the Board.



GNS Science employs 490 staff based at four locations – Lower Hutt, Taupo, Auckland, and Dunedin. The Executive Leadership Team and the majority of staff are based in Lower Hutt, with smaller offices in the other centres.

Records

GNS Science holds major databases, files, and collections of scientific and commercial importance. They are national in scope and are continuously updated. Information in these databases is useful for planning and management related to land use, the environment, geological hazards, geology, paleontology, minerals, groundwater, and the geothermal energy industry.

The databases are:

Environmental

- Wellington atmospheric ¹⁴CO₂ record

Mapping and Resources

- Aerial Thermal Infrared Survey Database
- Geological Map of New Zealand

- National Groundwater Monitoring Programme
- NZ Geothermal Groundwater Database
- NZ Geothermal Use Database
- NZ Petroleum Basin Explorer (PBE)
- NZ Region Gravity Grids
- NZ Stratigraphic Column File

Natural Hazards

- Active Faults Database of NZ
- NZ Landslide Database
- NZ Tsunami Database
- National Earthquake Information Database
- NZ Volcano Database
- NZ Geomagnetic Database
- NZ Strong Motion Database

Paleontology and Stratigraphy

- Cenozoic Mollusca of NZ
- NZ Fossil Record File
- NZ Fossil Spores and Pollen Catalogue
- NZ Paleontological Collections and Database
- NZ Stratigraphic Lexicon
- NZ fossil foraminifera

Research Publications, Data, and Images

- NZ Geoscience Bibliography
- GNS Science Visual Media Library
- GNS Science Data repository

Rocks and Minerals

- PETLAB: National Rock and Geoanalytical Database
- Mineral Resources of NZ

Documents relating to decision-making processes

GNS holds various policies that govern staffing, organisational procedures, and company operations.

Contact

GNS Science

1 Fairway Drive
Lower Hutt 5010

PO Box 30368
Lower Hutt 5040

Phone (04) 570 1444
Fax (04) 570 4600

www.gns.cri.nz

National Isotope Centre

30 Gracefield Road
Lower Hutt 5010

PO Box 30368
Lower Hutt 5040

Wairakei Research Centre

114 Karetoto Road, RD4
Taupo 3384

Private Bag 2000
Taupo 3352

Dunedin Research Centre

764 Cumberland Road
Dunedin 9016

Private Bag 1930
Dunedin 9054



Auckland Research Centre

Level 2, 12 Madden Street
Wynyard Quarter
Auckland 1010

PO Box 91705
Victoria Street West
Auckland 1142

Government Communications Security Bureau

Entry last updated on 28 January 2022

Governing statutes

The Government Communications Security Bureau (GCSB) operates under the Intelligence and Security Act 2017. Our work is also guided by Ministerial Policy Statements, which set out principles that the GCSB must apply when planning and carrying out activities. The Intelligence and Security Act 2017 requires that the Minister responsible for the intelligence and security agencies issue Ministerial Policy Statements in relation to the lawful activities of the agencies.

Functions and responsibilities

The GCSB's mission is to protect and enhance New Zealand's security and wellbeing. GCSB has two primary objectives - to deliver Impenetrable Infrastructure and Indispensable Intelligence. The GCSB has five core functions:

- Intelligence collection and analysis;
- Information assurance and cyber security activities;
- Protective security advice and assistance;
- Co-operation with other public authorities to facilitate their function, and
- Co-operation with other entities to respond to imminent threat.

The New Zealand Security Operations Centre (NZSOC) at GCSB also provides a 24-hour 7-day threat warning service based on the combined efforts of the Five-Eyes watch-keeping services. NZSOC brings together information from a variety of sources to alert the New Zealand Government to incidents and threats around the world in a timely manner.

The National Cyber Security Centre (NCSC) has been located within the GCSB since 2011. The NCSC provides enhanced services and advice to government agencies and critical infrastructure providers to assist them to defend against cyber-borne threats.

The GCSB also carries out regulatory functions under the Telecommunications (Interception Capability and Security) Act 2013.

Oversight

The Intelligence and Security Committee (ISC) is the parliamentary oversight mechanism for intelligence agencies, and examines issues of efficacy and efficiency, budgetary matters and policy settings. The ISC is made up of the Prime Minister, two members of Parliament nominated by the Prime Minister, the Leader of the Opposition, and one member of Parliament nominated by the Leader of the Opposition.

The GCSB is also subject to scrutiny by the Inspector-General of Intelligence and Security (IGIS), a statutory office appointed to provide oversight of the activities of the GCSB and NZSIS.

The IGIS's role is to assist the Minister Responsible for the GCSB and the Minister in Charge of the NZSIS to ensure the agencies act lawfully and with propriety, and to provide an independent determination of complaints about their conduct. The IGIS conducts inquiries into matters of concern and also reviews the agencies' compliance procedures and systems.

Structure

The GCSB is led by the Director-General of the GCSB. The Director-General is supported by an internal Senior Leadership Team and reports directly to the Minister responsible for the GCSB.

Records

GCSB publishes unclassified Annual Reports that are available online.

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

- **Operational** – records relating to the operational functions and activities of the GCSB
- **Administrative, Organisational and Policy** – records relating to operational policies, plans and procedures; the organisation and structure of the GCSB; internal administration of the GCSB including finance, personnel, equipment and travel
- **Correspondence** – correspondence with other Government departments or organisations about operational matters. It also contains correspondence with members of the public in relation to requests for access to official and personal information, and complaints.

Contact

Government Communications Security Bureau

PO Box 12209
Thorndon
Wellington 6144

Phone 64 4 472 6881

information@gcsb.govt.nz

www.gcsb.govt.nz

New Zealand Government Property Corporation

Entry last updated on 3 June 2022

Governing statutes

The New Zealand Government Property Corporation is constituted under the New Zealand Government Property Corporation Act 1953.

Functions and responsibilities

The Corporation is a Crown Entity formed to be the legal owner of any government property vested in it. New Zealand House in London is the only property currently vested in the Corporation.

Structure

The Corporation has no office, staff, funds or other functions. Whilst the Corporation is the legal owner of New Zealand House, The Treasury controls the property on behalf of the Crown.

The Treasury took over responsibility for administering the New Zealand Government Property Corporation Act 1953 and New Zealand House from the Ministry of Foreign Affairs and Trade on 1 July 2000.

Records

Records for the Corporation since 1 July 2000 are held by the Treasury. Many of the Corporation's records are commercially sensitive as they relate to tenant leases or other commercial arrangements.

Contact

Manager Responsible for New Zealand House
The Treasury
PO Box 3724
Wellington 6140

Government Superannuation Fund Authority

Entry last updated on 5 January 2022

Governing statutes

The Government Superannuation Fund Authority (the Authority) was established as a Crown Entity by section 15A of the Government Superannuation Fund Act 1956 (the Act) and became an autonomous Crown Entity under the Crown Entities Act 2004. The business of the Authority is to manage the assets and administer the Schemes of the Government Superannuation Fund (GSF) in accordance with the Act.

Functions and responsibilities

Section 15G of the Act specifies that the Government Superannuation Fund Authority Board (the Board) is responsible for the business of the Authority. GSF consists of seven superannuation schemes for public sector employees (the Schemes), including schemes for the public service, the Police, the Armed Services, Members of Parliament and Judges. All the Schemes were closed to new entrants on 30 June 1992.

Structure

The Authority is governed by a Board appointed by the Minister of Finance. Executive support (Management) for the Board is provided by staff employed by Annuitas Management Limited, a company owned jointly by the Authority and the Board of Trustees of the National Provident Fund. The Authority has appointed Datacom Connect Limited (Datacom) as Schemes administrator, investment managers to manage the GSF investment assets and to undertake foreign exchange hedging and JPMorgan Chase Bank NA as custodian.

There is an independent GSF Appeals Board that hears appeals on decisions made by or on behalf of the Authority on Schemes' issues.

Records

Minutes of Board meetings are held by the Authority. Individual member records are held on behalf of the Authority by Datacom.

Publications

- Annual report on the Authority, presented to Parliament
- Annual report on the GSF Fund, presented to Parliament
- Statement of Intent, presented to Parliament
- Statement of Performance Expectations, presented to Parliament
- Statutory Actuarial Valuation of GSF, presented to Parliament
- Provisions, Policies and Procedures of GSF
- Statement of Investment Policies, Standards and Procedures
- Scheme booklets published by the Authority

These publications can be viewed on the Authority's website – www.gsfa.govt.nz

Contact

Chief Executive

Government Superannuation Fund Authority
Level 12, The Todd Building
95 Customhouse Quay
Wellington 6011

Phone (04) 499 6999

enquiries@gsfa.govt.nz

Datacom Connect Ltd

PO Box 3614
Wellington 6140

Phone 0800 654 731

gsf@datacom.co.nz

Secretary of the Appeals Board

The Treasury
PO Box 3724
Wellington 6140

Guardians of New Zealand Superannuation (New Zealand Superannuation Fund)

Entry last updated on 24 February 2022

Governing statutes

The New Zealand Superannuation Fund (Fund) was created by the New Zealand Superannuation and Retirement Act 2001. The Fund is managed by a Crown Entity, the Guardians of New Zealand Superannuation (Guardians), established under the same Act.

Functions and responsibilities

The purpose of the Fund is to reduce the tax burden on future taxpayers of the cost of New Zealand Superannuation (NZS). The purpose of the Guardians is to manage and administer the Fund.

More specifically, the Act states that the Guardians must invest the Fund on a prudent, commercial basis and, in doing so, must manage and administer the Fund in a manner consistent with:

- Best-practice portfolio management;
- Maximising return without undue risk to the Fund as a whole; and
- Avoiding prejudice to New Zealand's reputation as a responsible member of the world community.

The reason for this purpose is that Government projections which show that between 2005 and 2050 the number of New Zealanders eligible to retire (aged 65+) is expected to double and the associated cost of providing their retirement income – NZS – is also expected to double.

The establishment of the Fund attempts to address this situation by 'smoothing' the tax burden between generations of the future cost of NZS. It does this by investing Government contributions received during the early period of the Fund and, through returns generated over decades of investing, by growing the size of the Fund. At a certain point – currently from 2035 – the Government then begins making withdrawals from the Fund to help to meet the cost at that time of NZS.

'Pre-funding' the future cost of NZS in this way means that future Governments do not have to seek as much from future New Zealand taxpayers (or from other sources, such as raising debt) to meet the cost of NZS when it is increasing most sharply.

Structure

Board members are appointed by the Governor General on the recommendation of the Minister of Finance. The Minister's recommendation follows nominations from an independent nominating committee and consultation with representatives of other political parties in Parliament.

Records

Minutes of the meetings of the Board of Guardians of New Zealand Superannuation are held by the organisation.

Documents relating to decision-making processes

The key decision-making documents for the Guardians and Fund are published to the Fund website at www.nzsuperfund.nz

They are:

- The Statement of Investment Policies, Standards and Procedures
- The Investment Manager Selection process
- The Employee Code of Conduct
- The Board Charter.

Publications

The Guardians' main publications are published to the Fund website.

- The Statement of Intent
- Annual Report
- Statement of performance expectations.

Future changes

Material changes to the Guardians policies and procedures are advised on the website, primarily via the Statement of Intent.

Contact

Catherine Etheredge – Head of Communications
Level 12, Jarden House
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Auckland 1010

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Auckland 1143

Phone (09) 300 6980
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enquiries@nzsuperfund.nz

www.nzsuperfund.nz

Ministry of Health

Entry last updated on 20 February 2023

Manatū Hauora

The Ministry of Health administers a number of laws made by Parliament, and also has roles defined in other legislation.

Acts administered

- Burial and Cremation Act 1964
- Cancer Registry Act 1993
- Compensation for Live Organ Donors Act 2016
- Contraception, Sterilisation and Abortion Act 1977
- COVID-19 Public Health Response Act 2020
- Disabled Persons Community Welfare Act 1975 (Part 2A)
- Epidemic Preparedness Act 2006
- End of Life Choice Act 2019
- Health Act 1956
- Health and Disability Commissioner Act 1994
- Health and Disability Services (Safety) Act 2001
- Health Benefits (Reciprocity with Australia) Act 1999
- Health Benefits (Reciprocity with the United Kingdom) Act 1982
- Health Practitioners Competence Assurance Act 2003
- Health Research Council Act 1990
- Health Sector (Transfers) Act 1993
- Home and Community Support (Payment for Travel Between Clients) Settlement Act 2016
- Human Assisted Reproductive Technology Act 2004 (in conjunction with the Ministry of Justice)
- Human Tissue Act 2008

- Intellectual Disability (Compulsory Care and Rehabilitation) Act 2003
- Medicines Act 1981
- Mental Health and Wellbeing Commission Act 2020
- Mental Health (Compulsory Assessment and Treatment) Act 1992
- Misuse of Drugs Act 1975
- Pae Ora (Healthy Futures) Act 2022
- Psychoactive Substances Act 2013
- Radiation Safety Act 2016
- Residential Care and Disability Support Services Act 2018
- Smoke-free Environments and Regulated Products Act 1990
- Substance Addiction (Compulsory Assessment and Treatment) Act 2017
- Support Workers (Pay Equity) Settlements Act 2017.

You can find full, searchable copies of this legislation and the associated regulations we administer at [New Zealand Legislation](#).

Other regulatory roles and obligations

In addition to administering legislation, key personnel within the Ministry have specific statutory powers and functions under various pieces of legislation (eg, the Directors of Public Health and Mental Health).

The Ministry also has certain statutory roles and relationships defined in other legislation, including:

- Biosecurity Act 1993
- Civil Defence and Emergency Management Act 2002
- Education Act 1989
- Food Act 2014
- Gambling Act 2003
- Hazardous Substances and New Organisms Act 1996
- Local Government Act 2002
- Maritime Security Act 2004
- Prostitution Reform Act 2003
- Sale and Supply of Liquor Act 2012

- Social Security Act 2018
- Victim Rights Act 2002
- Waste Minimisation Act 2008.

International compliance

The Ministry also helps the Government comply with certain international obligations. It achieves this by supporting and participating in international organisations such as the World Health Organization.

International Health Regulations 2005

The International Health Regulations are the global framework for preventing and controlling the spread of disease and other public health hazards between countries. They are governed by the World Health Organization, and implemented in New Zealand by the Ministry of Health. [Read more.](#)

Functions and responsibilities

Manatū Hauora is the chief steward of the health system, leading health across government.

The Ministry sets direction and policy for the health system, advises the Government on funding and system settings, regulates the health system, and monitors health outcomes.

The Ministry's role is to:

- provide coherent system-level leadership that aligns priorities and focus across the health system and across government in relation to health and wellbeing
- drive system strategy and performance
- be the Government's primary advisor on health, priority setting, policy and system performance
- be the principal source of horizon-scanning and government-level leadership, including leading on advice on the determinants of health and wellbeing, and taking a medium and long-term investment focus on health and wellbeing
- be the regulator of the health system.

Public Health Agency

The Public Health Agency leads and strengthens population and public health, with a greater emphasis on equity and the wider determinants of health such as income, education and housing.

The Public Health Agency (PHA) was established on 1 July 2022 as a new directorate within the Ministry of Health as a requirement of the Pae Ora (Healthy Futures) Act 2022.

The PHA provides public health leadership across the health and disability sector and beyond, to influence wider population health and determinants to enable people, their whānau and environments to be healthy and improve their wellbeing.

The PHA is responsible for public health strategy, policy, regulation, intelligence and surveillance, and has a key role in providing advice to Ministers on all public health matters.

Structure

The Ministry is made up of directorates and business units, each with its own functions and areas of responsibility:

Evidence Research and Innovation | Te Pou Whakamārama

This Directorate is responsible for health research, analytics, horizon scanning and innovation, including building and strengthening the analytics and insights capability, Health research and innovation, scientific leadership and direction, economic leadership and direction advising and influencing work programmes and outputs and championing of digital innovation by working across the sector to conduct strategic scanning and understanding international trends

Strategy Policy and Legislation | Te Pou Rautaki

The Strategy Policy and Legislation directorate leads long-term strategy, setting direction and priority areas for investment. It also leads the Ministry's policy advice across a range of areas including workforce, disability, family & community health and COVID-19.

Māori Health | Te Pou Hauora Māori

The Māori Health directorate partners with the Māori Health Authority, Health New Zealand and other directorates within the new Ministry such as the Public Health Agency to develop high quality insights, advice and perspectives from policy development through to operational delivery.

At a Government level, it leads Māori engagement and relationships with Māori stakeholders, has responsibility for Māori Crown relationships including treaty settlement relationships, responsibility for ensuring the Ministry meets all-of-government Māori Crown relationships commitments and along with the Māori Health Agency, responsibility for leading policy and setting the strategic direction for Māori Health; monitors and reports data insights.

Public Health Agency | Te Pou Hauora Tūmatanui

The Public Health Agency leads public health and population health strategy, policy, regulatory, intelligence, surveillance and monitoring functions. It will strengthen links between science, public health and policy, particularly in relation to surveillance and the role

of laboratories through an effective, fit-for-purpose and sustainable Public Health Knowledge and Surveillance System.

Regulatory Services | Te Pou Whakariterite Ratonga

The Regulatory Services directorate looks at national radiation safety, continuing the valuable role of Medsafe, leading the regulation of therapeutic products in NZ, the promotion of the safe provision of services to the public including conducting ethical reviews and carrying out key regulatory functions, eg, End of Life, and certified regulated health services.

System Performance and Monitoring | Te Pou Mahi Pūnaha

The System Performance and Monitoring arm of the Ministry is the directorate where activity around system planning, funding and performance is monitored. This includes leading policy advice on the mental health & addiction system, setting the strategic direction for the sector, and provision of comprehensive monitoring and insights to improve performance

Government and Executive Services | Te Pou Whakatere Kāwanatanga

The Government and Executive Services directorate will support Ministers and the Ministry's leadership team by providing quality legal, communications advice and support the wider Ministry in navigating machinery of government. It leads the relationship with and activities regarding Ministers' offices, leads communications and engagement for the Ministry and manages board appointments across the sector

Corporate Services | Te Pou Tiaki

The Corporate Services directorate oversees all our important enabling corporate functions.

Chief Clinical Officers | Ngā Āpiha Hauora

The Office of the Chief Clinical Officers provides a strategic clinical lens to ensure services are better planned and delivered for the benefit of New Zealanders. This includes identifying and promoting innovations at a national level, providing oversight and direction on clinical and professional issues across the sector, and supporting the response to current and future workforce demand.

Records

General description of the categories of documents held by the Ministry include:

Administration

This section covers a wide variety of general administrative matters, including management activities, risk and crisis management, accommodation and building services, Acts and legislation, boards/committees and councils, conferences and seminars, equipment and supply management, liaison – national and International, legal matters, strategic, management planning and reporting, internal audit, emergency planning, office support services, public and corporate relations, reports and statistics, travel, purchasing and contracting, human resources, information management and technology, and finance.

Chemicals, Poisons and Drugs

This section covers the policy, evaluation, testing, monitoring of the blood and blood products, narcotics and toxic substances.

Diseases

This section covers departmental policy and procedures governing the review, development, and implementation of control and prevention programmes for the following: environmental diseases, communicable diseases, non-communicable diseases, immunisation and hearing-loss prevention.

Health Care

This section covers records of a general nature relating to implementation of New Zealand health services policies, the health reforms etc. It includes information on the funding and providers to the following services: adolescent health, child health, dental health, disability support services, men and women's health, health of older people, Te Kete Haoura (Māori health), Pacific health, primary health care, maternity services, community services, mental health.

National Screening

This section covers strategy and development, monitoring and evaluation, operations, initiatives, resources of population based screening programmes and screening programmes including breast-screening, national cervical screening programme, prostate cancer and all cancer screening programmes, ante-natal screening including down syndrome, diabetes, hepatitis, sexually transmitted diseases.

Therapeutics, Technology

This section covers the standards, authorisations, defects and testing of medicines, related products, cosmetics and medical devices and their methods of treatment. Also includes records relating to specific pharmaceutical companies relating to licences under the Medicines Act, controlled drug licences, good manufacturing practices, drug master files and transplants.

Public Health

This section covers burial and cremation, environmental pollution, quarantine, enforcement, sanitary works, drinking water, licensing and certification, food administration, food standards, food safety and nutrition.

Psychiatric and Psychology

This section covers the policy, reviews, evaluation, implementation, promotion and campaigns on substance abuse, mental health and smoking.

Regional Ethics

This section covers the National & Regional Ethics Committees, Health and Disability Ethics Committees, reporting, development, training, research applications and groups.

Document Management

Each Ministry section has its own electronic filing cabinet that stores the documents created by the section. These documents are full text indexed and can be viewed in several different ways (i.e., by date, by author, by title, by subject).

Library

The Ministry of Health Library is a specialist library focusing on health planning and policy; health funding; personal and public health; mental health; Māori and Pacific health; and international trends in health care.

This collection comprises about 15,000 books and 250 journal titles. It offers specialist information advice and services and manage access to a variety of information resources. The library is open to health professionals and members of the public researching health-related issues. More information on access is available at: www.health.govt.nz/about-ministry/ministry-health-library

Documents relating to decision-making processes

The Ministry has policies related to decision-making processes, including:

- Procurement
- Communications
- Sensitive expenditure
- Financial management
- Human resources
- Security and information management
- Risk and ethics
- Health, safety and wellbeing.

The Ministry has also established rules and guidelines for a range of other topics.

The Ministry website (www.health.govt.nz) contains more than 15,000 publications as well as media releases, current vacancies and corporate information such as the *Annual Report* and *Statement of Intent*. It also contains a variety of research and reports of interest to the health workforce and the public. The Ministry maintains an active presence in social media on Twitter (@minhealthnz), Facebook (www.facebook.com/minhealthnz) and LinkedIn (www.linkedin.com/company/ministry-of-health-new-zealand).

Contact

Head office

133 Molesworth Street
Wellington 6011

Requests for official information should be addressed to the Director-General of Health:

Ministry of Health
PO Box 5013
Wellington 6140

Phone 64 4 496 2000

oiagr@health.govt.nz

www.health.govt.nz/about-ministry/contact-us/official-information-act-requests/make-oia-request

Te Aho o Te Kahu – Cancer Control Agency and the **interim Health New Zealand** can be contacted in writing at the same postal address and telephone numbers above, or by email to: oiagr@health.govt.nz

Medsafe, New Zealand Medicines and Medical Devices Safety Authority, is a business unit of the Ministry and provides secretarial support to four expert advisory committees – the Medicines Review Committee, Medicines Classification Committee, Medicines Assessment Advisory Committee and the Medicines Adverse Reactions Committee. They can be contacted by writing to the Secretary, care of:

Medsafe
Ministry of Health
PO Box 5013
Wellington 6140

Phone 64 4 819 6800

askmedsafe@health.govt.nz or committees@health.govt.nz

The **Medicinal Cannabis Agency** can be contacted in writing at the same postal address and telephone numbers above, or by email to: medicinalcannabis@health.govt.nz

The Vaping Regulatory Authority can be contacted by writing through a web form:

www.health.govt.nz/our-work/regulation-health-and-disability-system/regulation-vaping-and-smokeless-tobacco-products/about-vaping-regulatory-authority/vaping-regulatory-authority-enquiries

Health and Disability Commissioner

Te Toihau Hauora, Hauātanga

Governing statutes

- The Health and Disability Commissioner Act 1994
- The Code of Health and Disability Services Consumers' Rights 1996 (a legislative instrument under the Health and Disability Commissioner Act 1994)

Functions and responsibilities

The Health and Disability Commissioner is established under the Health and Disability Commissioner Act 1994. The statutory purpose of the Health and Disability Commissioner is to “promote and protect the rights of health consumers and disability services consumers,” and facilitate “the fair, simple, speedy, and efficient resolution of complaints”. To this end, the Health and Disability Commissioner’s functions are to:

- promote, by education and publicity, respect for and observance of the rights of health and disability services consumers, and, in particular, to promote awareness among health and disability services consumers and health and disability services providers, of the rights of health and disability services consumers, and of the means by which those rights may be enforced;
- make public statements and publish reports in relation to any matter affecting the rights of health and disability services consumers, including statements and reports that promote an understanding of, and compliance with, the Code or the provisions of the Act;
- act as the initial recipient of complaints about health care providers and disability services providers, and to ensure that each complaint is appropriately dealt with;
- investigate, on complaint or on the Commissioner’s own initiative, any action that is or appears to be in breach of the Code;
- refer complaints or investigations on the Commissioner’s own initiative to the Director of Proceedings for the purpose of deciding whether or not any further action should be taken in respect of any such breach or alleged breach;
- make recommendations to any appropriate person or authority in relation to the means by which complaints involving alleged breaches of the Code may be resolved and further breaches avoided;
- prepare guidelines for the operation of advocacy services;

- make suggestions to any person in relation to any matter that concerns the need for, or desirability of, action by that person in the interests of the rights of health consumers or disability services consumers;
- advise the Minister of Health on any matter relating to the rights of health and disability services consumers or the administration of the Act;
- review the Code and make recommendations to the Minister of Health about changes to the Code;
- report to the Minister of Health on the need for, or desirability of, legislative, administrative or other action to give protection or better protection to the rights of health or disability services consumers;
- receive and invite representations from members of the public and from any other body, organisation or agency on matters relating to the rights of health consumers or disability services consumers;
- gather information that in the Commissioner's opinion will assist in carrying out the Commissioner's functions under the Act;
- perform functions that are directed by the Minister of Health;
- exercise and perform such other functions, powers and duties as are conferred or imposed on the Commissioner under the Act or by any other enactment;
- establish and maintain links with representatives of consumers, providers, and other bodies and organisations concerned with health or disability matters;
- consult and co-operate with other agencies concerned with personal rights; and
- monitor mental health and addiction services and advocate improvements to those services.

Director of Proceedings

The Director of Proceedings is an independent statutory officer.

However, the Director is responsible to the Commissioner for the effective, efficient and economical management of the activities of the Director of Proceedings. The functions of the Director are to:

- decide, on referral from the Commissioner, whether to institute proceedings or take other action or provide assistance to the consumer to institute proceedings or take other action, in either the Human Rights Review Tribunal or the Health Practitioners Disciplinary Tribunal or any other forum;
- institute proceedings or other action; and/or
- provide assistance to the consumer to take proceedings or to take other action.

Director of Advocacy

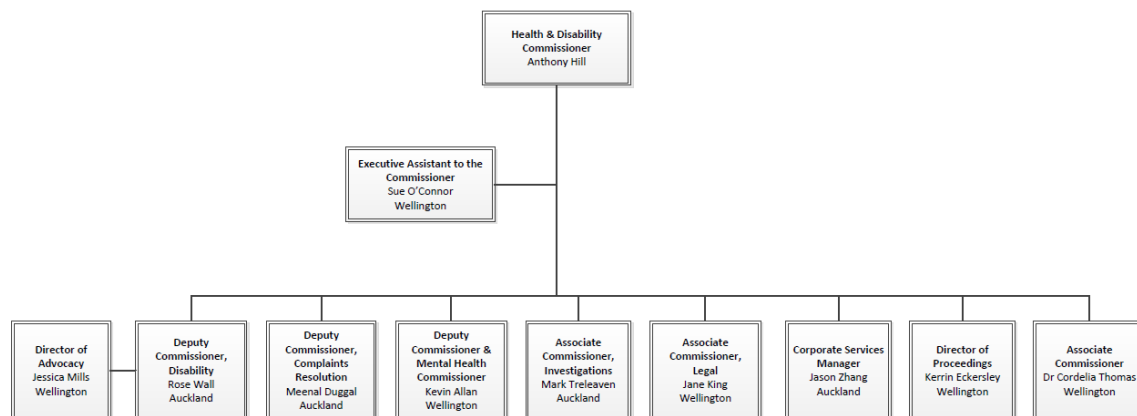
- The Director of Advocacy is an independent statutory officer.
- However, the Director of Advocacy is responsible to the Commissioner for the efficient, effective and economical management of the activities of the Director of Advocacy. The functions of the Director are to:
 - enter into, administer and monitor advocacy services agreements with independent advocacy services providers;
 - report to the Minister of Health from time to time on the operation of advocacy services;
 - promote, by education and publicity, advocacy services; and
 - oversee the training of advocates.

Structure

As of 30 June 2019, the Health and Disability Commissioner had 76 full-time equivalent staff.

Included in the above are the two independent statutory officers who report to the Commissioner, namely:

- Director of Advocacy: responsible for contracting and monitoring the national network of independent health and disability advocacy services; and
- Director of Proceedings: responsible for proceedings resulting from HDC investigations.



Records

The Health and Disability Commissioner produces a range of posters, leaflets, pocket cards, and audio and video resources concerning the Code of Health and Disability Services Consumers' Rights. These are available free to consumers and at a nominal charge to providers. An order form is available from the Health and Disability Commissioner on 0800 11 22 33 or from the website: www.hdc.org.nz.

The Commissioner also holds records of meetings, correspondence files, operational manuals, annual reports and records relating to complaints and enquiries. Annual reports, press releases and a selection of the Commissioner's Opinions are also available on the website.

Documents relating to decision-making processes

- Health and Disability Commissioner Act 1994
- The Code of Health and Disability Services Consumers' Rights 1996
- Advocacy Guidelines for the Nationwide Advocacy Service March 2005 (pursuant to section 28(1) of the Health and Disability Commissioner Act 1994)
- Human Resources Manual
- Financial Manual.

Future changes

The Commissioner was appointed in July 2010 and his current term expires in October 2020.

In June 2012 the Health and Disability Commissioner took over the advocacy and monitoring functions of the former Mental Health Commission, and a new position of Mental Health Commissioner was established within the Health and Disability Commissioner's Office.

The Act requires the Commissioner to, at regular intervals, undertake reviews of both the Act and the Code, consider whether any amendments are necessary or desirable, and report the findings to the Minister of Health.

Contact

The Health and Disability Commissioner

Freephone 0800 11 22 33

hdc@hdc.org.nz

www.hdc.org.nz

Official Information Act requests are dealt with by the Associate Commissioner, Legal

Auckland Office

Level 10, Tower Centre
45 Queen Street
Auckland 1010

PO Box 1791
Auckland 1140

Phone (09) 373 1060
Fax (09) 373 1061

Wellington Office

Level 11, TechnologyOne House
86 Victoria Street
Wellington 6022

PO Box 11934
Wellington 6142

Phone (04) 494 7900
Fax (04) 494 7901

Te Tāhū Hauora Health Quality & Safety Commission

Entry last updated on 23 May 2023

Governing statutes

Te Tāhū Hauora Health Quality & Safety Commission is a Crown Entity established as the Health Quality & Safety Commission in November 2010 under the New Zealand Public Health and Disability Act 2000, and now under the Pae Ora (Healthy Futures) Act 2022.

Te Tāhū Hauora does not administer any Acts.

Functions and responsibilities

The legislative objectives of Te Tāhū Hauora Health Quality & Safety Commission are to lead and co-ordinate work across the health sector for the purposes of:

- monitoring and improving the quality and safety of services; and
- helping providers to improve the quality and safety services.

The legislative functions of Te Tāhū Hauora Health Quality & Safety Commission are to:

- advise the Minister on how quality and safety in services may be improved; and
- advise the Minister on any matters relating to:
 - health epidemiology and quality assurance or
 - mortality
- determine quality and safety indicators (such as serious and sentinel events) for use in measuring the quality and safety of services
- provide public reports on the quality and safety of services as measured against:
 - the quality and safety indicators
 - any other information that Te Tāhū Hauora Health Quality & Safety Commission considers relevant for the purpose of the report
- promote and support better quality and safety in services
- disseminate information about the quality and safety of services
- support the health sector to engage with consumers and whānau for the purpose of ensuring that their perspectives are reflected in the design, delivery, and evaluation of services

- develop a code of expectations for consumer and whānau engagement in the health sector for approval by the Minister
- make recommendations to any person in relation to matters within the scope of its functions
- perform any other functions that:
 - relate to the quality and safety of services
 - Te Tāhū Hauora Health Quality & Safety Commission is for the time being authorised to perform by the Minister by written notice to Te Tāhū Hauora Health Quality & Safety Commission after consultation with it.

Mortality review committees:

Te Tāhū Hauora Health Quality & Safety Commission has the power to establish mortality review committees to investigate and report on mortality and morbidity with a view to reducing these statistics. As of 1 July 2023, it will host a single national mortality review committee.

Structure

Te Tāhū Hauora Health Quality & Safety Commission is governed by a board, chaired by Raewyn (Rae) Lamb in an acting capacity, supported by six board members. The board is supported by Te Kāhui Piringa (formerly Te Rōpū Māori) and Te Kāhui Mahi Ngātahi (Consumer Advisory Group). Te Tāhū Hauora Health Quality & Safety Commission is managed by Chief Executive Dr Peter Jansen.

Te Tāhū Hauora Health Quality & Safety Commission is a comparatively small agency with an annual baseline from government of around \$14.6 million and 107 full-time equivalent staff. It does not have an enforcement or regulatory role. Te Tāhū Hauora Health Quality & Safety Commission makes improvements across the four strategic priority areas that guide the work they do. They are:

- Improving experience for consumer and whānau
- embedding and enacting Te Tiriti o Waitangi, supporting mana motuhake
- achieving health equity
- strengthening systems for quality services.

These characteristics frame the way they work internally and in the sector. Staff are deployed across areas of focus within Te Tāhū Hauora Health Quality & Safety Commission:

- Delivering cutting edge, internationally recognised intelligence and analysis to underpin improvement.
- Improving consumer and whānau engagement throughout the sector to ensure we are supporting the provision of high-quality health services to those who receive care

- Improving Māori health and strengthening Te Tiriti o Waitangi responses to uphold our obligations under Te Tiriti o Waitangi.
- Mortality review and analysis to reduce avoidable deaths.
- Improving quality and safety capability, system learning and cultural safety to ensure these are embedded into the workforce.
- Focusing on the issues of health equity in our health system and services, to ensure that different needs are better understood and more appropriately met.

A copy of the organisation chart of Te Tāhū Hauora Health Quality & Safety Commission is available from www.hqsc.govt.nz.

Records

- Records Board papers – agendas and meeting minutes
- Mortality Review committees – agendas, meeting minutes and appointments
- Other governance/advisory groups – agendas, meeting minutes and appointments
- Annual Reports
- Correspondence
- Contracts.

Documents relating to decision-making processes

- Te Tāhū Hauora Health Quality & Safety Commission policies for staff and contractors
- Board governance manual
- Pae Ora (Healthy Futures) Act 2022
- Crown Entities Act 2004
- Statement of Intent
- Statement of Performance Expectations
- Letter of Expectations
- Output agreement with the Ministry of Health

Publications

Te Tāhū Hauora Health Quality & Safety Commission produces a range of posters, brochures, newsletters, factsheets, reports and topic-specific resources to promote and support quality improvement activities. These are widely distributed within the health sector

and are usually available also on the website of Te Tāhū Hauora Health Quality & Safety Commission: www.hqsc.govt.nz. There is no charge for these materials, and additional copies can be requested by emailing communications@hqsc.govt.nz.

The mortality review committees produce a number of reports and other publications each year. These are available free of charge from the website of Te Tāhū Hauora Health Quality & Safety Commission: www.hqsc.govt.nz.

Contact

Te Tāhū Hauora Health Quality & Safety Commission
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17–21 Whitmore Street
Wellington 6011

PO Box 25496
Wellington 6146

Phone (04) 901 6040
Fax (04) 901 6079

info@hqsc.govt.nz

www.hqsc.govt.nz

Health Research Council of New Zealand

Entry last updated on 14 June 2023

Te Kaunihera Rangahau Hauora O Aotearoa

Governing statutes

The Council was established under the Health Research Council Act 1990.

Functions and responsibilities

The Health Research Council of New Zealand (HRC) manages the government's investment in health research, with the goal of improving the health and wellbeing of New Zealanders. It is responsible for distributing and administering government monies provided for this purpose and is empowered to receive legacies and donations.

The HRC's vision is that every New Zealander benefits from an equitable world-leading health research system that contributes to positive health and wellbeing outcomes. The HRC is focused on developing and sustaining a skilled and diverse workforce and investing in excellent research to improve wellbeing and achieve health equity. It also connects and coordinates research efforts across the country to ensure research meets areas of greatest need.

Informing the HRC's goals and vision is Te Tiriti o Waitangi. The HRC considers that all health research in Aotearoa New Zealand has an opportunity to advance Māori health by upholding and valuing Māori rights, worldviews and knowledge, and by addressing inequity.

The Health Research Council Act 1990 established a number of key statutory functions for the HRC, including:

- advising the Minister of Health on national health research policy
- advising on health research priorities for New Zealand
- initiating and supporting health research
- fostering the recruitment, training and retention of health researchers in New Zealand
- maintaining a safe and ethical health research environment, including ensuring the safety of large clinical trials.

Structure

The HRC comprises the governing Council, statutory committees, standing committees, and staff,

Statutory Committees

- Biomedical Research Committee
- Public Health Research Committee
- Māori Health Committee
- Ethics Committee

Standing Committees

- Pacific Health Research Committee
- Standing Committee on Therapeutic Trials
- Gene Technology Advisory Committee
- Risk Management Advisory Committee
- Data Management Core Committee

The HRC's office is in Auckland. It is currently made up of 37 employees and governance is provided by a 10-member Council. Roles and responsibilities fall into five groups, with each group led by a member of the Executive Leadership Team. The groups are:

- Office of the Chief Executive
- Finance and Business Operations Group
- Investments Group
- Strategy and Policy Group
- Equity, Māori and Pacific Health Research Group.

Records

Current records kept by the HRC include the following:

- Research contracts: These files contain all scientific and administrative information relating to a given research grant, including the original application, solicited referee, reviewer and committee comments subsequent to the grant notice and correspondence. Specific referee and reviewer comments cannot be made available (except with the permission of the referee or reviewer) as this would breach the promise of confidentiality to the reviewers at the time written comments were provided.
- Research organisations: These files contain brief details and reports from other New Zealand and foreign research organisations with whom the HRC maintains contact.
- Accounting and financial information: These are published annually in the Statement of Intent and the Annual Report.
- General correspondence.
- Minutes and associated papers of Council, Statutory Committee, Standing Committee and Working Group Meetings.

Publications

- Annual Report
- Statement of Intent
- Statement of Performance Expectations
- Investment Plan
- Investment Impact Report
- HRC Update
- Ethics Notes

For details on the HRC's reports, including newsletters and all media releases, please visit www.hrc.govt.nz

Documents relating to decision-making processes

- Annual Letter of Expectations
- Government policies and strategies
- Statement of Intent
- Peer Review Manuals - the processes of peer review for the HRC's contestable research and career development award funding rounds.

Contact

Tāhuhu Rangapū – Chief Executive
Health Research Council of New Zealand
PO Box 5541
Victoria Street West
Auckland 1142

Phone (09) 303 5200

info@hrc.govt.nz

www.hrc.govt.nz

Heritage New Zealand

Entry last updated on 17 January 2022

Pouhere Taonga

Formerly the New Zealand Historic Places Trust

Governing statutes

Heritage New Zealand Pouhere Taonga Act 2014 (HNZPT Act).

Functions and responsibilities

The role of Heritage New Zealand Pouhere Taonga, as defined by the HNZPT Act 2014, is to “promote the identification, protection, preservation and conservation of the historical and cultural heritage of New Zealand”. Since 1954, through various iterations, it has become New Zealand’s leading national historic heritage agency and is seen by the public as the guardian of New Zealand’s national historic heritage.

While the powers and functions of Heritage New Zealand are established within the HNZPT Act, the organisation is governed and managed as an autonomous Crown Entity under the Crown Entities Act 2004. The primary source of funding for the organisation is the New Zealand Government through Vote Arts, Culture and Heritage.

Heritage New Zealand provides national leadership for the identification and protection of New Zealand’s historic heritage and delivers for the Crown those statutory requirements that it is charged with under the Act.

The functions of Heritage New Zealand are:

- Administering the archaeological authority provisions.
- Maintaining the New Zealand Heritage List/Rārangi Kōrero of historic places, historic areas, wāhi tūpuna/tipuna, wāhi tapu and wāhi tapu areas.
- Administering and allocating the National Heritage Preservation Fund.
- The maintenance of and additions to the National Historic Landmarks List/Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu.
- Assessing and making recommendations for the conservation of historic heritage prior to the disposal of Crown land.
- Promoting the protection of Māori heritage.

- Managing a portfolio of nationally significant heritage properties.
- Acting in accordance with heritage covenants with private owners.
- Monitoring compliance with archaeological authorities, heritage covenants, interim registration and heritage orders.
- Advocating heritage protection where Heritage New Zealand's involvement is obligatory.
- Responding to enquiries.
- Making submissions on planning documents and resource consent applications.
- Achieving heritage protection by such methods as heritage covenants and heritage orders.
- Delivering heritage education, training and promotion programmes.

Within Heritage New Zealand the functions of the Māori Heritage Council include:

- Ensuring that in the protection of wāhi tūpuna/tipuna, wāhi tapu, wāhi tapu areas, historic places and historic areas of Māori interest, Heritage New Zealand meets the needs of Māori in a culturally sensitive manner.
- Developing Māori programmes for identification and conservation of wāhi tūpuna/tipuna, wāhi tapu, wāhi tapu areas, historic places and historic areas of Māori interest.
- Considering and determining proposals for the registration of wāhi tūpuna/tipuna, wāhi tapu, wāhi tapu areas.
- Assisting Heritage New Zealand to develop and reflect a bicultural view in the exercise of its function and powers.
- Advocating for the interests of Heritage New Zealand and the Māori Heritage Council so far as they relate to the matter of Māori heritage at any public or Māori forum.

Structure

Heritage New Zealand is an autonomous Crown Entity. It is governed by a Board comprising eight members, all of whom are appointed by Government.

The functions and powers of Heritage New Zealand are vested in the Board. The Board is responsible for the strategic direction of the organisation but also has regard to government priorities and desired outcomes.

Heritage New Zealand also incorporates a Māori Heritage Council. The Council has eight members, all appointed by government. The council has specific statutory functions under the HNZPT Act for the promotion and conservation of many aspects of Māori heritage. While not in a governance role, the Council works very closely with the Board, often holding joint meetings to ensure that the work of the organisation is strategically aligned with the responsibilities and preferences of both bodies.

Management of the organisation is delivered through a decentralised organisational structure.

- The national office is located in Antrim House in Wellington.
- The Chief Executive is supported by three Deputy Chief Executives with responsibilities for: Operations; Policy, Strategy and Corporate Services; and Māori Heritage.
- Each of these sectors is comprised of teams for organisational development, policy, corporate and regional services, and regional based teams responsible for the nationwide delivery of the organisations functions.
- Heritage New Zealand's Māori Heritage Team, Te Tira o Te Pouhere Taonga operates nationally and regionally, undertaking and supporting work on Māori heritage.
- There are regional offices in Auckland, Wellington and Christchurch, and area offices in Kerikeri, Tauranga and Dunedin.
- There are 43 properties managed by Heritage New Zealand Pouhere Taonga.
- Heritage New Zealand has around 22,000 members and philanthropic supporters.

Heritage New Zealand works in close co-operation with other stakeholders, including iwi, hapū, whanau, owners of heritage places, local and central government, communities, local heritage advocacy groups, individuals and other agencies nationally and locally.

Records

The principal categories of documents held by Heritage New Zealand are:

- Documents relating to research and assessment of historic places, historic areas, wāhi tūpuna/tipuna, wāhi tapu and wāhi tapu areas, including those which are included on the New Zealand Heritage List or for which proposals for inclusion on the List have been received; archaeological authority applications and investigations; planning and local government liaison, heritage covenants, and other historic place related information.
- Documents relating to research, conservation, maintenance and management of 48 heritage properties administered by Heritage New Zealand.
- Documents relating to the servicing of the Board and the Māori Heritage Council, resourcing, administration and policy.
- Computer records including member records, the List database (over 7,200 entries) library and files database, Pātaka database, and archaeological authorities' database.

Heritage New Zealand retains a small specialist research library. In addition to books and magazines of professional interest, it contains properties research, archaeological site reports and surveys, journals, architectural plans and drawings, photographs, and negatives, slides and videos relating to the work of Heritage New Zealand. The library is not open to the general public, but bona fide research requests will be considered on application to the Information Services Advisor.

Documents relating to decision-making processes

The decision-making processes associated with the key functions of Heritage New Zealand are contained in policies, procedures and guidelines that are held electronically in the organisation's intranet. Guidance documents relating to archaeology and the authority process, the National Heritage Preservation Incentive Fund, conservation and management of heritage are available from Heritage New Zealand's website.

Functional groups are responsible for the policies, procedures and guidelines involved with key functions such as registration, advocacy, organisational development, archaeology, heritage conservation and protection.

The Executive Team is responsible for the policies, procedures which govern organisational matters such as financial management, staff management, governance and organisational management, and the National Heritage Preservation Incentive Fund.

Publications

Along with its annual reports, statements of intent and a suite of information brochures and booklets, Heritage New Zealand publishes a quarterly magazine *Heritage New Zealand* that is a key benefit of membership with the organisation. Recognised as New Zealand's leading heritage magazine, it features a wide range of interesting articles on the preservation and conservation of heritage places, as well as the people who work with them, helping to foster ongoing appreciation of New Zealand's heritage.


A full colour, 20-page publication *Heritage Quarterly* is also produced as an insert to the magazine and for wider distribution by staff. It contains articles on staff activities and engagement with stakeholders, promoting heritage success stories.

Twelve editions of the e-newsletter *Heritage This Month* are produced each year and sent to members and other subscribers to keep them up to date with Heritage New Zealand's work and heritage issues around New Zealand.

Every year the organisation produces a copy of 'Heritage New Zealand Annual Information' which is provided to all local authorities, regional councils and other stakeholders. It includes the New Zealand Heritage List/Rārangi Kōrero of historic places, historic areas, wāhi tūpuna/tipuna, wāhi tapu and wāhi tapu areas; Heritage New Zealand covenants and Heritage Orders. This information is available from all Heritage New Zealand National, Regional and Area Offices.

Contact

National Office Heritage New Zealand Pouhere Taonga
Antrim House
63 Boulcott Street
Wellington 6011



PO Box 2629
Wellington 6140

Phone (04) 472 4341
Fax (04) 499 0669

information@heritage.org.nz

www.heritage.org.nz

Hokitika Airport Limited

Entry last updated on 16 November 2022

Governing statutes

The company was established under the Airport Authorities Act 1966.

Functions and responsibilities

To develop and manage facilities in Westland in a safe and proper manner as a national and regional resource for the enhancement of the community and provide a return to shareholders.

Structure

The Board consists of up to four members appointed by Westland Holdings Ltd. One Board member is appointed as Chairman. One Person reports directly to the Board, the Chief Executive, for Hokitika Airport and for Glacier Country Heliport.

Records

The records maintained by Hokitika Airport Limited are those required under the Companies Act and Inland Revenue.

Documents relating to decision-making processes

Agenda papers, minutes, financial files are retained by the Administration person. We are audited annually.

Publications

None.

Future changes

Hokitika supports the Westland District Council's "Vision of Westland" that it will by 2030 be a world class tourist destination and have industries and businesses leading through innovation and service.

Contact

Destination Westland Limited Trading Hokitika Airport
Airport Drive
PO Box 76
Hokitika 7842

Chief Executive: ceo@destinationwestland.co.nz
03 755 8497

Office Administration: admin@destinationwestland.co.nz
027 204 1139

www.hokitikaairport.co.nz

New Zealand Horticulture Export Authority

Entry last updated on 24 February 2022

Governing statutes

The New Zealand Horticulture Export Authority was established under the New Zealand Horticulture Export Authority Act 1987 and is administered by the Ministry for Primary Industries. The HEA now operates under the amended HEA Act which came into force on 16 December 2019.

Functions and responsibilities

The primary function of the HEA is the promotion of effective export marketing of horticultural products. Statutory functions include export licensing and approval of export marketing strategies for recognised product groups. The Authority is required to implement the general policy of government as it is conveyed to it from time to time by the Minister of Agriculture.

Sector product groups comprising growers and exporters choose to come within the HEA legislation by having their product declared a 'prescribed product'. The group within an industry that makes this request to the Minister becomes the 'recognised product group' following acceptance. There are specific requirements that must be met (refer section 25 of the Act) before a product becomes a prescribed product, and the Minister of Agriculture must be satisfied that these have been met, before an Order in Council formalises the group as a 'Recognised Product Group'.

It is the 'recognised product group' that determines the direction of that industry using an Export Marketing Strategy (EMS). The EMS is formulated by the product group and approved by the Authority. All licensed exporters must agree to operate in accordance with this document and failure to comply may result in an exporter's licence being revoked.

The Authority has the following special functions in relation to prescribed products:

- to assist in the formulation of, and approve, an export marketing strategy for any prescribed product that is subject to export licensing;
- where appropriate, to administer the export licensing of prescribed products;
- to promote compliance with grade standards relating to prescribed products.
- to assist in the development and promotion of enforceable export programmes (e.g. food safety, grade standards) relating to recognised product groups.

The Authority also operates an exemption system that allows exporters to export trial shipments without becoming a fully licensed exporter. In certain cases exemptions may also be issued to licensed exporters allowing limited non-compliance with an EMS.

As at 30 September 2021 the following product groups are recognised product groups under the New Zealand Horticulture Export Authority Act 1987:

- Summerfruit New Zealand
- New Zealand Buttercup Squash Council Inc
- New Zealand Chestnut Council Inc
- Persimmon Industry Council Ltd
- New Zealand Avocado Industry Inc
- New Zealand Tamarillo Export Council Ltd
- New Zealand Boysenberry Council Ltd *
- New Zealand Kiwifruit Product Group to Australia Inc
- Blackcurrants New Zealand Ltd
- New Zealand Truffle Association
- New Zealand Walnut Industry Group Inc.

** Not operating under licensing since 2013.*

Structure

The Act creates the Authority, which is made up of five board members, one representing exporters, two representing grower sectors and two independent ministerial appointments, one of whom is the chairperson. Staff consists of one full-time Chief Executive and a part-time industry adviser. All other administration functions such as accounting and legal services are contracted out.

Records

Records include the following:

- Administration records
- All Recognised Product Groups
- Current and past Product Group Export Marketing Strategies
- Export Licence applications and supporting information
- A register of export licences and exemptions granted

- HEA Policy & Procedures Manual
- HEA Board Minutes
- Annual Report including annual accounts.

Documents relating to decision-making processes

- HEA Board Minutes
- HEA Policy & Procedures Manual
- Export Licence application guidelines
- Export Marketing Strategy guidelines.

Contact

Chief Executive Officer
NZ Horticulture Export Authority
Level 4, Kiwi Wealth House
20 Ballance Street
Wellington 6011

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Wellington 6140

Phone (04) 918 1964

simon@hea.co.nz

www.hea.co.nz

Ministry of Housing and Urban Development

Entry last updated on 10 January 2022

Te Tūāpapa Kura Kāinga

Functions and responsibilities

Te Tūāpapa Kura Kāinga – Ministry of Housing and Urban Development (HUD) leads New Zealand’s housing and urban development work programme. We are responsible for strategy, policy, funding, monitoring and regulation of New Zealand’s housing and urban development system.

HUD was formed on 1 October 2018, and brings together functions from the Ministry of Business, Innovation and Employment and Ministry of Social Development, along with the monitoring of Kāinga Ora – Homes and Communities and Tāmaki Redevelopment Company function from Treasury.

We’re working to:

- address homelessness
- increase public and private housing supply
- modernise rental laws and rental standards
- increase access to affordable housing, for people to rent and buy
- support quality urban development and thriving communities.

We're not doing this work alone. We work closely with other central and local government agencies, the housing sector, communities and iwi.

Acts administered

We administer these Acts:

- Housing Act 1955
- Housing Accords and Special Housing Areas Act 2013 - This Act has been partially repealed.
- Housing Assets Transfer Act 1993
- Infrastructure Funding and Financing Act 2020

- Kāinga Ora-Homes and Communities Act 2019
- Public and Community Housing Management Act 1992 - Parts 4 and 10 only
- Residential Tenancies Act 1986
- Retirement Villages Act 2003 - Except section 87(1)
- Riccarton Racecourse Development Enabling Act 2016
- The Point England Development Enabling Act 2017
- Unit Titles Act 2010 - Except subpart 1 of Part 2 and subpart 1 of Part 4.
- Urban Development Act 2020.

Structure

HUD is led by its Chief Executive, Andrew Crisp. HUD is based in Wellington and is supported by another office in Auckland.

There is more information about HUD's leadership team members and structure here: www.hud.govt.nz/about-hud/leadership-team/leadership-team/.

Records

We take care to exercise our information gathering powers appropriately and meet our obligations under the Privacy Act 2020, State Sector Code of Conduct, HUD's Code of Conduct, New Zealand Bill of Rights Act 1990, Search and Surveillance Act 2012, and relevant HUD policies and procedures at all times.

There is more information about this in our transparency statement here: www.hud.govt.nz/about-hud/transparency-statement/.

Publications

HUD has a range of publications available on its website.

- Corporate publications are available here: www.hud.govt.nz/about-hud/corporate-publications/.
- Data on public and transitional housing supply, homelessness programmes and other housing support is published monthly and quarterly here: www.hud.govt.nz/community-and-public-housing/follow-our-progress/.
- The Government Housing Dashboard is a single place to track progress of key parts of the Government's housing programme. It is published monthly here: www.hud.govt.nz/news-and-resources/statistics-and-research/government-build-programme-housing-dashboard/.

- We collect and analyse research and data about New Zealand's housing sector and is available here: www.hud.govt.nz/news-and-resources/statistics-and-research/.
- We produce a range of information to keep the public up-to-date with our work, our progress and our impact: www.hud.govt.nz/news-and-resources/news/.
- We publish a range of materials related to our working across the New Zealand housing sector. These publications can be filtered by topic or category here: www.hud.govt.nz/news-and-resources/publications/.
- From time to time we seek the public's feedback and comments on a specific issue through a formal consultation process. Current and past consultations are available here: www.hud.govt.nz/news-and-resources/consultations/.

Contact

General enquiries

Ministry of Housing and Urban Development
PO Box 82
Wellington 6140

Phone 0800 646 483

info@hud.govt.nz

Official Information Act requests

Ministerial Services
Ministry of Housing and Urban Development
PO Box 82
Wellington 6140

OIA_Requests@hud.govt.nz

www.hud.govt.nz

Human Rights Commission

Entry last updated on 10 January 2022

Te Kāhui Tika Tangata

Governing statutes

The Human Rights Commission is an independent Crown Entity given a wide range of functions and powers under the Human Rights Act 1993; the Act is administered by the Ministry of Justice.

Functions and responsibilities

The Commission's main functions are to:

- advocate and promote respect for, and an understanding and appreciation of, human rights in New Zealand society
- encourage the maintenance and development of harmonious relations between individuals and among the diverse groups in New Zealand society
- Promote racial equality and cultural diversity
- Promote equal employment opportunities (including pay equity)
- Promote the full and equal enjoyment of human rights by persons with disabilities
- Provide information to members of the public who have questions about unlawful discrimination and facilitate resolution of disputes relating to unlawful discrimination or sexual harassment or racial harassment.

Structure

The Commission is governed by a Chief Commissioner and a number of other Commissioners and managed by a Chief Executive. The Office of Human Rights

Proceedings is an independent part of the Commission and is headed by the director of Human Rights Proceedings.

Records

The Commission holds physical and electronic records. Some statistical information is available from an enquiries and complaints database.

Documents relating to decision-making processes

The Commission has policies and procedures for internal and external processes and makes decisions in accordance with the Human Rights Act.

Publications

The Human Rights Commission publishes a range of research, policy positions and reports. Information is publicly available on its website, and its social media accounts.

Contact

Human Rights Commission
PO Box 6751
Victoria Street West
Auckland 1142

Appointment with sign language interpreter available.

Language Line, an interpreting service, is available.

Phone 0800 496 877

infoline@hrc.co.nz

www.hrc.co.nz

Inland Revenue

Entry last updated on 31 January 2022

Functions and responsibilities

Inland Revenue makes sure money is available to the Government to fund what's important to New Zealanders. We collect more than 80% of Crown revenue that funds hospitals, schools and social care.

We work with customers in all regions of New Zealand to make it as easy as possible for people to pay tax, run their business, manage their debts and receive support, like Working for Families tax credits, Child Support and paid parental leave.

We administer the collection of student loan repayments. We also administer the KiwiSaver retirement savings scheme, by collecting members' contributions and passing them to providers.

Structure

Inland Revenue's Executive Leadership Team is led by the Commissioner of Inland Revenue (also the Chief Executive Officer of Inland Revenue) and eight direct reports who lead each of Inland Revenue's main business groups.

The Executive Leadership Team is made up of:

- Commissioner of Inland Revenue
- Deputy Commissioner, Customer & Compliance Services – Individuals
- Deputy Commissioner, Customer & Compliance Services – Business
- Deputy Commissioner, Information & Intelligence Services
- Chief Tax Counsel
- Deputy Commissioner, Policy & Regulatory Stewardship
- Deputy Commissioner, Enterprise Design & Integrity
- Deputy Commissioner, Enterprise Services
- Deputy Commissioner, Transformation.

Executive governance and decision-making

Our executive-level governance bodies lead and guide us. They set our strategic direction and oversee our progress. Members have clearly defined roles and responsibilities to ensure separation of governance and management accountabilities.

- The bodies in our executive-level governance system are:
- The Strategic Governance Board
- The Priorities and Performance Committee
- The Portfolio Governance Committee
- The Technical Governance Committee
- The Data and Information Governance Authority.

In addition, a Risk and Assurance Committee provides independent advice to the Commissioner on our risk management and system of internal controls. The members are experts with a mixture of skills in assurance, financial management, risk management and organisational change.

Corporate documents

Inland Revenue's *Statement of Intent 2021–25* sets out the key areas we will focus on, so that managing taxes and social entitlements will be more certain and simpler for New Zealanders.

The Commissioner of Inland Revenue issues an *Annual Report*, which the Minister of Revenue tables in Parliament. The *Annual Report* compares our performance against objectives set at the beginning of the financial year.

You can read our *Statement of Intent*, *Annual Report* and other key documents on our website at ird.govt.nz by following the links *About us* and *Our publications*.

Inland Revenue business groups

Inland Revenue is structured into the following business groups:

- Customer & Compliance Services – Individuals
- Customer & Compliance Services – Business
- Information & Intelligence Services
- Tax Counsel Office
- Policy & Regulatory Stewardship
- Enterprise Design & Integrity
- Enterprise Services

- Transformation.

Customer & Compliance Services – Individuals makes tax compliance simpler by giving advice and support to individuals, families, tax agents and micro-business customers, including not-for-profit organisations.

Customer & Compliance Services – Business provides certainty and accuracy around complex and global tax compliance arrangements for small-to-medium-sized enterprises and significant enterprises. This group also provides tax technical and legal support to Inland Revenue.

Information & Intelligence Services helps Inland Revenue keep the customer at the heart of everything we do. The group uses data insights and intelligence to help understand and influence customer behaviour.

Tax Counsel Office provides technical advice about the interpretation and application of tax law for Inland Revenue and our customers.

Policy & Regulatory Stewardship provides policy advice to the Government. This group represents New Zealand overseas on tax policy related issues and negotiates and maintains New Zealand's network of tax treaties with other countries. It also drafts most tax legislation and supports the passage of proposed changes through Parliament.

Enterprise Design & Integrity develops our strategic direction and provides advice and guidance to ensure we achieve the outcomes intended. The group helps integrate Inland Revenue's planning, prioritisation, performance reporting and investment management activity.

Enterprise Services supports our people to operate efficiently, effectively and safely, by providing seamless, integrated end-to-end services including finance, people and workplace services, technology and commercial services.

Transformation ensures our transformation is implemented successfully. This includes delivery of solutions, services, and benefit enablers, managing costs within the approved funding and meeting committed timeframes.

Relevant acts

The Commissioner of Inland Revenue is a statutory officer responsible for administering the following legislation (including amendments), parts of a group of Acts known collectively as the Inland Revenue Acts:

- Tax Administration Act 1994
- Income Tax Act 2007
- Child Support Act 1991
- Student Loan Scheme Act 2011
- Goods and Services Tax Act 1985

- KiwiSaver Act 2006
- Taxation Review Authorities Act 1994
- Estate and Gift Duties Act 1968
- Stamp and Cheque Duties Act 1971
- Gaming Duties Act 1971.

Inland Revenue also administers parts of other Acts, including the Unclaimed Money Act 1971, and paid parental leave under the Parental Leave and Employment Protection Act 1987. Under the Accident Insurance Act 1998, Inland Revenue collects ACC employee earners' levies as a component of PAYE deductions.

Reports and publications

Inland Revenue reports, publications and information booklets are available on our website: ird.govt.nz by following the links *About us* and *Our publications*.

You can read tax policy news and publications on Inland Revenue's tax policy website: taxpolicy.ird.govt.nz.

Inland Revenue information

Confidential Information

Inland Revenue deals with vast amounts of documents, forms, letters and returns that contain information about an individual's or entity's income or assets. Section 18 of the Tax Administration Act 1994 imposes on Inland Revenue officers the obligation to maintain secrecy where:

- disclosure of the information would adversely impact the integrity of the tax system, or
- the maintenance of the law, or
- in respect of any information that relates to an individual or an entity,

and

- which is capable of identifying the individual or entity, or
- is of a nature that would be considered confidential, or
- would cause loss or harm to an individual.

However, there are specific exceptions where Inland Revenue may disclose information that relates to an individual that would be protected by the confidentiality provisions:

- Information may be disclosed to the person or entity who the information relates to.

- An Inland Revenue officer may communicate a matter for the purpose of carrying out or supporting a function of the Commissioner, if the Commissioner considers the disclosure is reasonable and meets certain criteria.
- The Commissioner may also disclose information to another government agency under an information-sharing agreement, or where the individual or entity has agreed to the disclosure.

Contact

Requests for information

If you would like to make a request for your own information (under the Privacy Act 2020), please email: privacy.officer@ird.govt.nz.

If you would like to make a request for official information (under the Official Information Act 1982), please email your request to: OIA@ird.govt.nz. [**Please note** that under the Tax Administration Act 1994, Inland Revenue cannot comply with requests for the addresses of civil debtors.]

You can also call us on 0800 775 247, or write to:
Information Requests
Inland Revenue
PO Box 2198
Wellington 6140

When you make your request, make sure you state that you're making a request for information, and include:

- the information you're requesting, e.g. documents or information on a topic created within a stated timeframe, such as January 2019 to June 2019
- your name
- your preferred address for receiving information (postal or email)
- a daytime contact phone number
- your IRD number (if you know it) when requesting personal information - this will help us identify you and make sure we give you the correct information.

To find out more about how to make privacy and official information requests, please go to Inland Revenue's website (ird.govt.nz) and follow the links *About us* and *Requesting information*.

Commissioner of Inland Revenue

PO Box 2198
Wellington 6021

CommissionersCorrespondence@ird.govt.nz

Media enquiries

Media enquiries should be directed to Inland Revenue's media desk on (04) 890 1698, or emailed to: mediaqueries@ird.govt.nz.

General enquiries

General enquiries, or enquiries about your own tax affairs, should be directed to the following toll-free numbers:

Personal enquiries: 0800 775 247

Business enquiries: 0800 377 774

Child support enquiries: 0800 221 221

Complaints Management Service: 0800 274 138

Employers enquiries: 0800 377 772

GST enquiries: 0800 377 776

Student loan enquiries: 0800 377 778

Working for Families Tax Credits enquiries: 0800 227 773

www.ird.govt.nz

Department of Internal Affairs

Entry last updated on 14 March 2023

Te Tari Taiwhenua

Legislation administered

Te Tari Taiwhenua – Department of Internal Affairs (Department) administers 156 Pieces of legislation across six portfolios.

Internal Affairs

- Anti-Money Laundering and Countering Financing of Terrorism Act 2009⁴
- Anti-Money Laundering and Countering Financing of Terrorism (Definitions) Regulations 2011⁴
- Anti-Money Laundering and Countering Financing of Terrorism (Exemptions) Regulations 2011⁴
- Anti-Money Laundering and Countering Financing of Terrorism (Requirements and Compliance) Regulations 2011⁴
- Births, Deaths, Marriages, and Relationships Registration Act 1995 (this Act will self-repeal on 15 June 2023)
- Births, Deaths, Marriages, and Relationships Registration Act 2021
- Births, Deaths, Marriages, and Relationships (Non-Disclosure Direction) Regulations 2008
- Births, Deaths, Marriages, and Relationships Registration (Fees) Regulations 1995
- Births, Deaths, Marriages, and Relationships Registration (Prescribed Information) Regulations 1995
- Boxing and Wrestling Act 1981
- Boxing and Wrestling Regulations 1958
- Citizenship Act 1977
- Citizenship Regulations 2002
- Citizenship (Western Samoa) Act 1982
- Civil Union (Prescribed Information, Fees, and Forms) Regulations 2005¹

- Commissions of Inquiry Act 1908
- Electronic Identity Verification Act 2012
- Electronic Identity Verification Regulations 2013
- Films, Videos and Publications Classification Act 1993
- Films, Videos, and Publications Classification Regulations 1994
- Films, Videos, and Publications Classification (Fees) Regulations 1994
- Films, Videos, and Publications Classification Commercial Video on-demand Levy Regulations 2021
- Films, Videos, and Publications Classification (Take-down Notices) Regulations 2022
- Fire and Emergency New Zealand Act 2017
- Fire and Emergency New Zealand (Fire Permits) Regulations 2017
- Fire and Emergency New Zealand (Fire Plans) Regulations 2018
- Fire and Emergency New Zealand (Fire Safety, Evacuation Procedures, and Evacuation Schemes) Regulations 2018
- Fire and Emergency New Zealand (Levy Rates and Information Requirements in Transitional Period) Regulations 2017
- Fire and Emergency New Zealand (Local Advisory Committees) Regulations 2018
- Fire and Emergency New Zealand (Offences) Regulations 2018
- Gambling Act 2003
- Gambling (Class 4 Banking) Regulations 2006
- Gambling (Class 4 Net Proceeds) Regulations 2004
- Gambling (Fees) Regulations 2015
- Gambling (Forms) Regulations 2004
- Gambling (Harm Prevention and Minimisation) Regulations 2004
- Gambling (Non-gambling Activities) Regulations 2013
- Gambling (Infringement Notices) Regulations 2004
- Gambling (Licensed Promoters) Regulations 2005
- Gambling (Problem Gambling Levy) Regulations 2016
- Gambling (Prohibited Property) Regulations 2005
- Gambling (Venue Payments) Regulations 2016

- Human Assisted Reproductive Technology (Fees) Regulations 2005¹
- Identity Information Confirmation Act 2012
- Inquiries Act 2013
- National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003
- National Library Requirement (Books and Periodicals) Notice 2004
- National Library Requirement (Electronic Documents) Notice 2006
- National Library Requirement (Phonographic Documents) Notice 2017
- New Zealand Daylight Time Order 2007
- New Zealand Fire Brigades Long Service and Good Conduct Medal (1981) (Royal Warrant)
- Passport (Fees) Regulations 2015
- Passports Act 1992
- Public Lending Right for New Zealand Authors Act 2008
- Public Lending Right for New Zealand Authors Regulations 2008
- Public Records Act 2005
- Private Security Personnel and Private Investigators Act 2010⁴
- Queen's Fire Service Medal Regulations 1955 (Royal Warrant)
- Time Act 1974
- Unsolicited Electronic Messages Act 2007⁶
- Unsolicited Electronic Messages Regulations 2007⁶

Local Government

- Bay of Plenty Harbour Board Order 1966
- Bylaws Act 1910
- Canterbury Earthquake (Local Government Act 2002—Retaining Walls) Order 2013
- Chatham Islands Council Act 1995
- Dog Control Act 1996
- Dog Control (Certifying Organisations for Disability Assist Dogs) Order 2010
- Dog Control (Microchip Transponder) Regulations 2005
- Dog Control (National Dog Control Information Database Levy) Order 2006

- Dog Control (Prescribed Forms) Regulations 1996
- Ellesmere Lands Drainage Act 1905
- Epidemic Preparedness (Local Government Act 2002) Immediate Modification Order 2020
- Freedom Camping Act 2011 (administered jointly with Department of Conservation)
- Impounding Act 1955
- Impounding Regulations 1981
- Lake Taupo (Crown Facilities, Permits and Fees) Regulations 2004
- Lake Taupo Navigation Safety Bylaw 2017
- Land Drainage Act 1908
- Libraries and Mechanics Institutes Act 1908
- Local Authorities (Employment Protection) Order 1971
- Local Authorities (Members' Interests) Act 1968
- Local Authorities (Petroleum Tax Refund) Regulations 1971
- Local Authorities (Petroleum Tax) Regulations 1970
- Local Electoral Act 2001
- Local Electoral Regulations 2001
- Local Government Act 1974
- Local Government Act 2002
- Local Government Borrowing Act 2011
- Local Government (Auckland Council) Act 2009
- Local Government (Auckland Transitional Provisions) Act 2010
- Local Government (Auckland Transitional Provisions) Act Regulations 2010
- Local Government (Auckland Regional Parks) Order 2008
- Local Government (Auckland Transitional Provisions) Substitution of Single Security Document Order 2010
- Local Government (Canterbury Museum Trust Board) Exemption Order 2006
- Local Government (Alcohol Ban Breaches) Regulations 2013
- Local Government (City Rail Link Limited) Exemption Order 2017
- Local Government Members (2017-18) Determinations 2017 (Various)

- Local Government (Financial Reporting and Prudence) Regulations 2014
- Local Government (Infringement Fees for Offences: Navigation Safety Bylaws) Regulations (Various) 2002–2009
- Local Government (Kaipara District Council—Cancellation of By-elections) Order 2012
- Local Government (Auckland Boundaries) Order 2010
- Local Government (Auckland Wards and Local Boards) Determination 2010
- Local Government (Otago Museum Trust Board) Exemption Order 2005
- Local Government (Canterbury Museum Trust Board) Exemption Order 2006
- Local Government (Petroleum Tax Exemption) Order 1980
- Local Government (Prescribed Form for Petition to Require Poll to Determine Whether or Not Final Proposal for Local Government Reorganisation Scheme to Proceed) Regulations 2014
- Local Government Official Information and Meetings Act 1987
- Local Government (Prescribed Form for Seizure of Property Not on Private Land) Regulations 2009
- Local Government (Rating) Act 2002
- Local Government (Remuneration Authority Levies) Regulations 2005
- Local Government (Tamaki Makaurau Reorganisation) Council-controlled Organisations Vesting Order 2010
- Local Government (Tamaki Makaurau Reorganisation) Establishment of Council-controlled Organisations Order 2010
- Local Government (Tamaki Makaurau Reorganisation) Watercare Services Limited Vesting Order 2010
- Local Government (Tauranga City Council) Order 2003
- Local Government (Banks Peninsula District) Reorganisation Order 2005
- Local Government (Manawatu District and Palmerston North City) Boundary Alteration Order 2012
- Local Government (Waikato District and Hamilton City) Boundary Alteration Amendment Order 2012
- Local Government (Whanganui District Council) Order 2015
- Local Government Reorganisation (West Coast Region) Final Proposal Order 2018
- Local Legislation Acts 1926-1992 (Search statutes by alphabetical listing)

- Local Government Elected Members (2017-18) Determinations (Various)
- Nelson Harbour Board Order 1968
- Public Authorities (Party Wall) Empowering Act 1919
- Public Bodies Contracts Act 1959
- Public Bodies Leases Act 1969
- Rangitaiki Land Drainage Act 1956
- Rates Rebate Act 1973
- Rates Rebate (Specified Amounts) Order 2022
- Rates Rebate (Witnessing of Declarations) Notice 1977
- River Boards Act 1908
- Southland District Council (Stewart Island/Rakiura Visitor Levy – Infringement Fee and Form) Regulations 2014
- Taumata Arowai – the Water Services Regulator Act 2020
- Taumata Arowai – The Water Services Regulator Act Commencement Order 2021
- Taupiri Drainage and River District Act 1929
- Water Services Act 2021
- Water Services Act Commencement Order 2021
- Water Services (Drinking Water Standards for New Zealand) Regulations 2022
- Water Services (Fees and Charges) Regulations 2021

Community and Voluntary Sector

- Charities Act 2005
- Charities (Fees and Other Matters) Regulations 2006
- Trustee Banks Restructuring Act Repeal Act 1999
- Winston Churchill Memorial Trust Act 1965

Racing

- Racing (Harm Preventions and Minimization) Regulations 2004
- Racing Industry Act 2020
- Racing Industry (Distribution of Betting Profits) Regulations 2021

- Racing Industry (Offshore Betting – Consumption Charges) Regulations 2021
- Racing Industry (Racing Integrity Board) Regulations 2021

Ministerial Services

- Members of Parliament (Remuneration and Services) Act 2013³
- Members of Parliament (Accommodation Services for Members and Travel Services for Family Members) Determination 2017
- Members of Parliament (Accommodation Services for Members and Travel Services for Family Members) Determination 2020
- Members of Parliament (Former Prime Ministers Travel Services) Determination 2017

Other legislation

- Community Trusts Act 1999⁵
- Community Trusts (Fees) Regulations 2000⁵
- Community Trusts (Boundary Adjustment) Order 2018⁵
- Community Trusts (Boundary Adjustment) Order 2020⁵

Notes

¹ Internal Affairs administers these regulations, but the Act is administered by the Ministry of Justice

² The Department Internal Affairs enforces this Act, but it is administered by the Ministry of Justice

³ The Department, Internal Affairs, the Parliamentary Service, and the Remuneration Authority jointly administer this Act

⁴ The Department Internal Affairs jointly enforces the Act or regulation with other agencies, but the Act or regulation is administered by the Ministry of Justice

⁵ The Department Internal Affairs administers and provides advice on the Acts or regulations, which are the responsibility of the Minister of Finance

⁶ Internal Affairs enforces this Act or regulation, but the Act or regulation is administered by the Ministry of Business Innovation and Employment

Crown entities, statutory and non-statutory bodies and trusts administered

The Department is responsible for monitoring the performance of three Crown entities: Fire and Emergency New Zealand (FENZ), Office of Film and Literature Classification (OFLC), and Taumata Arowai. The Department also manages the appointment process for members of a range of trusts, committees, and boards.

Crown Entities

Fire and Emergency New Zealand was established in 2017 with the objective to reduce the incidence of unwanted fires and associated risks, and to attend and assist in emergencies. Further information about FENZ is available at [fireandemergency.nz](https://www.fireandemergency.nz).

The Office of Film and Literature Classification is responsible for classifying publications such as films, books, or computer files, and providing information about classification decisions and the classification system. Further information about the Office of Film and Literature Classification is available at [classificationoffice.govt.nz](https://www.classificationoffice.govt.nz).

Taumata Arowai is an independent Crown entity that regulates water services for Aotearoa New Zealand. Taumata Arowai ensures all communities have access to safe drinking water every day. It also has an oversight role in protecting the environment from the impacts of wastewater and stormwater. Further information about Taumata Arowai is available at [taumataarowai.govt.nz](https://www.taumataarowai.govt.nz).

Statutory bodies and trusts

The Department oversees and/or supports Ministerial appointments to the following statutory bodies and trusts, listed by responsible Minister.

Minister of Internal Affairs

- Archives Council/Te Rua Wānanga
- Chatham Island Enterprise Trust (The Minister is the settlor, but does not make appointments to this trust)
- Christchurch Earthquake Appeal Trust
- Film and Literature Board of Review
- Film and Video Labelling Body
- Gambling Commission
- New Zealand Lottery Grants Board / Te Puna Tahua, and its lottery distribution committees
- Guardians Kaitiaki of the Alexander Turnbull Library
- Library and Information Advisory Commission / Ngā Kaiwhakamārama i ngā Kohikohinga Kōrero
- Public Lending Right Advisory Group

Minister for the Community and Voluntary Sector

- Charities Registration Board

- Norman Kirk Memorial Trust
- Winston Churchill Memorial Trust

Minister of Local Government

- Local Government Commission / Mana Kāwanatanga ā Rohe

Minister for Racing

- Racing Integrity Board
- TAB NZ Board

Minister of Finance

- Community Trusts

Minister for Disarmament and Arms Control

- Pacific Development and Conservation Trust
- Peace and Disarmament Education Trust

Non-statutory bodies

The Department oversees the following non-statutory bodies:

- Christchurch Earthquake Appeal Trust
- Digital Council for Aotearoa New Zealand
- Local Government Funding Agency
- Racing Safety Development Fund Industry Working Group
- Royal Commissions, public inquiries, and government inquiries.

The Department provides administrative assistance to Public and Government Inquiries established under the Inquiries Act 2013. Further information is available on the Department's website at [Public and Government Inquiries - dia.govt.nz](https://www.dia.govt.nz/public-and-government-inquiries).

Ministerial portfolios, structure, functions, and responsibilities

Ministerial portfolios

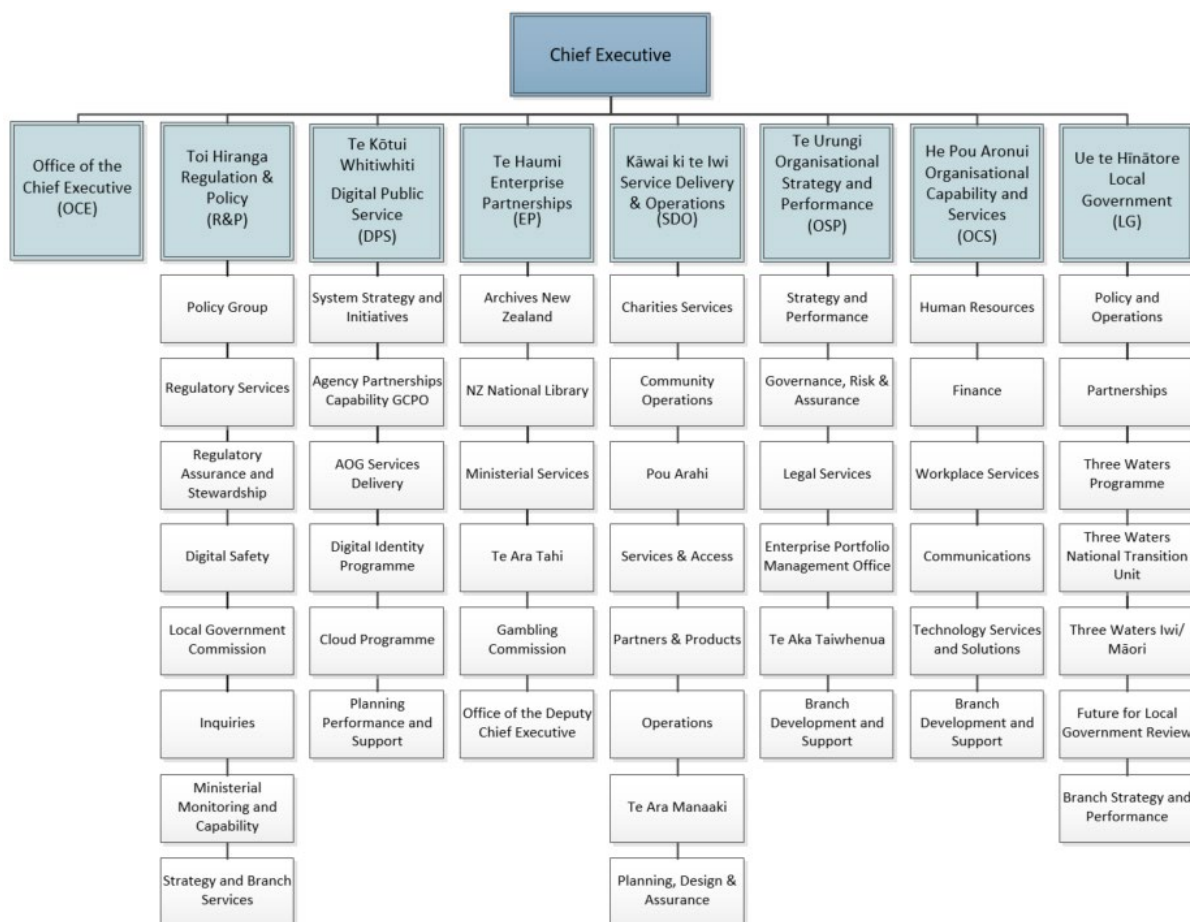
The Department reports to six Ministerial portfolios:

- Internal Affairs (Minister responsible for the Department and Vote)
- Community and Voluntary Sector
- Digital Economy and Communications
- Local Government
- Ministerial Services
- Racing.

The Department's structure

The Department is led by an Executive Leadership team, comprising the Chief Executive (CE), the Director of the Office of the Chief Executive, and the Deputy Chief Executives (DCE) for each of its seven branches

The Department employs more than 2,500 staff located from Kaitaia to Invercargill to enable effective delivery of its services directly to the community. The Department also has offices in Sydney and London.



Branches, business groups and functions

The Office of the Chief Executive

The Office of the Chief Executive includes the CE, a Director, a Principal Advisor, and an Executive Assistant. The Office provides strategic and operational advice, connecting across the Department to support the CE to undertake his leadership functions.

Branch Support, Planning and Performance teams

Each branch operates a business group that provides support functions to the DCE and wider branch which often include:

- leading or coordinating branch planning, reporting, and assurance activities
- providing strategic advice to support the leadership team to prioritise, commission or decommission work across the wider work programme for the branch
- supporting business groups to set priorities to implement branch and departmental strategic goals and manage accountability

- servicing ministerial and government stakeholders and/or coordinating and supporting branch international engagement
- linking to central systems and processes for Finance, Human Resources (HR), and information on behalf of business groups
- leadership and coordination of the branch's Wellbeing, Health & Safety function and/or cultural activity
- coordinating branch contribution to department-wide initiatives, projects, and interests, for example, the Select Committee performance review processes.

Toi Hiranga - Regulation and Policy Branch (R&P)

The Toi Hiranga branch includes the following business groups and functions; Policy Group, Regulatory Services, the Inquiries Directorate, Ministerial, Monitoring and Capability, and the Regulatory Assurance and Stewardship Unit (RASU).

Business groups and functions:

- **The Policy Group**

Responsible for providing public policy advice to the Department's portfolio Ministers on a range of policy priorities including:

- gambling, including advice on the fitness of the regulatory frameworks and wider issues such as online gambling and harm mitigation
- Fire services, including advice to the Government on ongoing work relating to the Fire and Emergency New Zealand Act 2017
- identity services (including passports), the recognition of births, deaths, and marriages (including changing nominated sex on a birth certificate) and citizenship
- classification and online safety, including policy support for the Department's operational functions in the areas of countering violent extremism and child sexual exploitation
- the community and voluntary sector and regulation of charities
- racing, as the Department administers the Racing Industry Act 2020
- priority policy issues within the Digital Economy and Communications portfolio, such as digital identity and digital inclusion.

- **The Regulatory Services Group**

Regulatory Services is focused on strengthening community wellbeing and reducing harm to New Zealanders, through oversight of gambling, digital safety, and anti-money laundering activities.

The Gambling role ensures that gambling is fair and run by trusted operators, harm is minimised, and New Zealand communities benefit from the proceeds of gambling. The

Group regulates raffles, housie, sweepstakes, electronic gaming machines and casinos to ensure compliance with the Gambling Act.

Anti-Money Laundering ensures specific business sectors put in place preventative measures to detect and deter money laundering and terrorist financing, in accordance with the Anti-Money Laundering and Countering Financing of Terrorism Act 2009

Digital Safety uses a combination of enforcement, prevention, engagement, and collaborative approaches to identify, counter and combat the online harms that New Zealanders may face, including the:

- unsolicited distribution of unwanted electronic messages i.e., spam (under the Unsolicited Electronic Messages Act 2007)
- availability of objectionable content online and its illegal consumption (under the Films, Videos and Literature Classification Act 1993) including child sexual abuse material and terrorist and violent extremist content
- commercial video on-demand content, ensuring products are labelled for New Zealand consumers (under the Films, Videos and Literature Classification Act 1993).

- **The Inquiries Directorate**

The Inquiries Directorate is responsible for providing effective sector and cross-departmental leadership, management, and support to inquiries established under the Inquiries Act 2013 that are administered by the Department. This includes:

- setting up inquiries
- engaging across government during key phases
- developing and actively managing an operational work programme
- ensuring each inquiry's activities comply with all relevant legislation, policies, and procedures
- each inquiry can proceed independently, impartially, and fairly

Inquiries can inquire into any matter of public importance or concern to the Government of the day.

- **Ministerial Monitoring and Capability**

Ministerial, Monitoring and Capability provides a range of functions, including:

- support to Ministers in relation to parliamentary questions, Ministerial correspondence, information briefings and status reports
- development and maintenance of policy capability and quality in the Department
- management and support to Ministerial private secretaries for the Department's portfolios
- statutory appointments for approximately fifty boards and committees

- Crown entity monitoring of FENZ and the Office of Film and Literature Classification, and oversight of TAB NZ
- Lake Taupō Harbourmaster provides the regulatory navigational safety function and maintenance of Crown-owned assets on the lake
- administration of New Zealand offshore islands, including Motiti Island, Motuhorā/Whale Island, Tūhua/Mayor Island and Whakaari/White Island.

- **Regulatory Assurance and Stewardship (RASU)**

The Regulatory Assurance and Stewardship Unit (RASU) supports the Department to maintain the health of the Department's statutory systems, including:

- identifying legislation that needs maintenance or modernisation
- conducting assessments of regulatory systems
- lifting the Department's understanding about regulatory assurance and stewardship
- working with other regulatory agencies and The Treasury to build a network of regulatory stewardship practice.

Ue te Hīnāture - Local Government Branch (LG)

The Ue te Hīnāture branch undertakes the Department's role as steward of the local government system, providing a long-term vision for the local government system and what is needed to ensure its effective operation and delivery for the people of NZ.

The branch partners with local government to achieve the Government's policy objectives for the sector and collaborates with other central government agencies to ensure their work on local government is consistent.

Ue Te Hīnāture also brings together local government expertise and specialist policy advice to achieve the Government's reform programme for local government. Table 3 shows the business groups and functions of Ue Te Hīnāture

Business groups and functions:

- **Partnership Directors**

Lead engagement and relationships with the local government sector and across the central government agencies. They provide leadership across strategic issues and system challenges within the local government sector.

- **Policy and Operations Group**

This Group is comprised of four teams: Governance and Democracy, Natural and Built Environments, Future System, and Operational Policy

This Group provides policy advice to the Minister of Local Government on key strategic policy issues facing the Local Government sector portfolio and on the regulatory and legislative frameworks that govern the Local Government sector.

- **Three Waters Reform Programme**

Delivering policy to establish a new three waters system, including multiple Bills and regulations relating to the establishment of four new Water Services Entities to manage New Zealand's water infrastructure.

- **Three Waters National Transition Unit**

Leads the design and implementation of four new Water Service entities to administer New Zealand's water assets. This includes establishing core systems and personnel for the new entities and set up of Boards and governance structures.

- **Three Waters Iwi/Māori**

A key part of the Three Waters Reform Programme is establishment of co-governance arrangements to ensure hapū, iwi/Māori have a voice and influence in the governance, design, and service delivery of Three Waters infrastructure. The iwi/Māori team lead our engagement with Māori and deliver key policy advice to support this aspect of the reforms.

- **The Future for Local Government Review**

Working to identify how our system of local democracy and governance needs to evolve over the next 30 years, to improve the wellbeing of our communities and environment, and actively embody the Treaty partnership.

Te Kōtui Whitiwhiti - The Digital Public Service Branch (DPS)

The Te Kōtui Whitiwhiti branch supports the CE to deliver his responsibilities in his role as Government Chief Digital Officer (GCDO). The DCE responsible for the Te Kōtui Whitiwhiti Branch is also the Deputy Government Chief Digital Officer.

The GCDO is responsible for:

- setting digital policy and standards
- improving investments
- establishing and managing services
- developing capability and system assurance (assuring digital government outcomes).

Business groups and functions:

- **System Strategy and Initiatives**

Develops and iterates the 'Strategy for a Digital Public Service' and other Ministerial priorities, developing the building blocks for public sector digital transformation and addressing problems and opportunities at a system level. The Group is accountable for a work programme of initiatives and projects, strategic thinking and research that build public sector awareness, engagement, and ownership of a digital Public Service.

- **Agency Partnerships and Capability**

Acts as the ‘change agent,’ working with and through agencies to plan and execute the digital transformation of the public service – ensuring the transformation is underpinned by sound investment and embeds integrated standards for privacy, identification, digital design, web accessibility and usability, security, and assurance practice. The business group also provides a point of central overview over agency relationships and agency activity in digital transformation.

The GM Agency Partnership and Capability also holds the functional leadership role of Government Chief Privacy Officer (GCPO). The GCPO leads an all-of-government approach to privacy and provides agencies with advice to help them build maturity and capability, as part of a wider Government Information Privacy and Security programme, led by the Government Chief Digital Officer.

- **All of Government (AoG) Services Delivery**

Responsible for standardising and consolidating agency ICT infrastructure and services and collaborating with the vendor market to deliver modern digital procurement models for digital and ICT. It also develops and champions all of government use of common capabilities, and provides agencies with centralised information products and services, including the:

- management of pan-government websites (such as digital.govt.nz, Govt.nz, jobs.govt.nz, data.govt.nz, and the public sector intranet)
- delivering all of government Domain Name Systems
- publishing the NZ Gazette.

- **Digital Identity**

Brings together subject matter experts to address regulatory gaps and accelerate the development of trusted and people-centred digital identity services. The group leads engagement with stakeholders from across the public and private sector to develop and test a Trust Framework, a set of best practice rules and standards for digital identity services.

- **The Cloud Programme**

Aims to improve access to cloud services, develop a Cloud Capability Network for agencies to accelerate cloud use, provide policy and regulatory enablers to support cloud use and benefits, and leverage programmes that provide opportunities for Iwi Māori.

Te Haumi - Enterprise Partnerships (EP)

Te Haumi Enterprise Partnerships covers a range of entities, functions, and institutions. Today these currently include the Archives New Zealand, National Library New Zealand, Ministerial Services, Te Ara Tahī, Local Government Commission, and the Gambling Commission. Each ‘enterprise’ has its own unique kaupapa, and through its ‘partnership’

with Te Tari Taiwhenua, will be supported to achieve its goals. The nature of each partnership will depend on the goals and needs of the entity.

Business groups and functions:

- **Te Rua Mahara o te Kāwanatanga - Archives New Zealand**

Serves as the official guardian of New Zealand's public archives and works to enhance their accessibility and promote good information management by regulating government recordkeeping. Archives New Zealand administers the Public Records Act 2005, which establishes the regulatory framework for information and records management across the public sector in New Zealand. The Chief Archivist is appointed under the Public Records Act 2005 and exercises a leadership role in facilitating and co-ordinating archival activities in New Zealand and statutory independence in regulating government recordkeeping.

- **Te Puna Mātauranga o Aotearoa - the National Library of New Zealand**

Enriches the cultural and economic life of New Zealand and its interchanges with other nations by:

- collecting, preserving, and protecting New Zealand's documentary heritage and making it accessible
- supplementing and furthering the work of other libraries in New Zealand
- working collaboratively with other institutions having similar purposes, including those forming part of the international library community.

The National Library of New Zealand administers the National Library of New Zealand Te Puna Mātauranga o Aotearoa Act 2003 through the statutory roles of the National Librarian and the Chief Librarian of the Alexander Turnbull Library.

- **Ministerial Services**

Responsible for providing a range of services to the Executive arm of the New Zealand government, including:

- administrative support to the Prime Minister and Ministers of the Crown
- managing Ministerial entitlements in accordance with relevant legislation
- managing Crown-owned Ministerial residences including Premier House (the official residence of the Prime Minister)
- providing VIP Transport services to Ministers and other customers including the Leader of the Opposition, senior Judiciary, and dignitaries; and managing the Crown fleet, including Ministerial self-drive vehicles
- organising and co-ordinating guest of government visits, state and ministerial functions, and national commemorative events such as ANZAC Day

- **Te Ara Tahī**

Te Ara Tahi is a shared programme of transformation, jointly led by the National Library of New Zealand, Ngā Taonga Sound & Vision and Archives New Zealand comprising of these four pillars:

- Digital – providing fit-for-purpose digital infrastructure and capability for the institutions, underpinning modern and intuitive digital access services for users
- Mātauranga Māori – embedding te Ao Māori and Mātauranga Māori capability in the institutions, to enable them to respond to the needs and aspirations of whānau, hapū, iwi and Māori in accessing and caring for taonga, and to support Māori in their role as kaitiaki of taonga
- Tāhuhu – delivering fit-for-purpose, resilient physical repositories, and spaces to enable the preservation of collections and joined-up, collaborative services for users
- People & Partnerships – supporting the institutions to develop customer-centred ways of working, a shared operating model, collaborative approaches to services, and providing change and policy expertise.

- **The Local Government Commission team**

Provides advisory and administrative support to the Local Government Commission. The Commission has specific statutory responsibilities under several statutes including the Local Government Act 2002, relating to the local government reorganisation process, and the Local Electoral Act 2001 relating to local government representation arrangements.

- **Te Tari o te Hautū - The Office of the DCE**

Provides tailored support services and offers a strategic and operational lens on advice between the DCE, key contacts across the branch and wider organisation. The Office also provides secretariat support to the Film and Literature Board of Review.

- **The Gambling Commission**

An independent statutory decision-making body established under the Gambling Act 2003. The Commission hears casino licensing application and appeals on licensing and enforcement decisions made by the Secretary of Internal Affairs in relation to gaming machines and other non-casino gambling activities. The Gambling Commission has the powers of a Commission of Inquiry.

Kāwai ki te Iwi - The Service Delivery and Operations Branch (SDO)

Kāwai ki te Iwi - provides customers and communities with a wide variety of services, products, and advice.

Business groups and functions:

- **Ngā Rātonga Kaupapa Atawhai - Charities Services**

Administers the Charities Act 2005 and promotes public trust and confidence in the charitable sector by registering and monitoring charities and processing annual returns. They also encourage good governance and management practices by providing educational support, advice, and materials.

Te Rātā Atawhai the Charities Registration Board is an independent three-person body which meets regularly to make decisions about registering or deregistering charities. In practice, most decisions are made by Charities Services acting under formal delegation and guidance from the Board. However, the Board always deals with more complex or novel cases and those where organisations disagree with Charities Services' decisions.

- **Hāpai Hapori - Community Operations**

Leads the Department's direct interface with New Zealand communities through its network of community advisors based in sixteen regional offices from Kaitaia to Invercargill. Hāpai Hapori provides information, resources, and advice to communities, hapū and iwi groups, employing a community-led development approach to support communities to be resilient and to achieve their aspirations. The group also administers a range of government and non-government funding, including the:

- Lottery funding, through support to the Lottery Grants Board and its distribution committees
- Community Organisation Grants Scheme (COGS) and other Crown Funding Schemes
- the following Trusts and Fellowships:
 - Chinese Poll Tax Heritage Trust
 - New Zealand Winston Churchill Memorial Trust
 - Norman Kirk Memorial Trust
 - Pacific Development and Conservation Trust
 - Peace and Disarmament Education Trust
 - Viet Nam Veterans and their Families Trust
 - Ethnic Communities Development Fund.

Information about all the funding schemes can be found on communitymatters.govt.nz

- **Pou Ārahi**

Contributes to successful service delivery outcomes for whānau, hapū, iwi and Māori organisations by improving capability, visibility, service improvement and relationships across SDO. The unit is responsible for leading the implementation of Te Aka Taiwhenua, our Māori strategic framework, in SDO and working collaboratively to promote Te Aka Taiwhenua across the wider DIA.

They provide leadership, guidance and support to Māori activities, ceremonies, and events. They also support the development of Māori staff and administer our key external stakeholder group – Te Atamira Taiwhenua.

- **Mauri o te Tangata - Services and Access and Te Pāhekoheko Operations groups**

Help New Zealanders by providing identity assurance products and services to individuals, government agencies and the private sector, including:

- issuing passports and other travel documents, including certificates of identity and refugee travel documents
- providing passport data to border control agencies in New Zealand and overseas
- operating and developing the RealMe identity verification service, which allows people to prove their identity online
- supporting the Confirmation and Retrieval Services on the Data Access Platform
- engaging with the public via the Contact Centre and providing face-to-face customer service at counters
- administering the Rates Rebate scheme on behalf of Local Authorities
- maintaining the national register of dogs – the National Dog Database
- registering and maintaining New Zealand birth, death, marriage, civil union, and name change information and providing access to that information by issuing certificates and printouts
- registering and providing information when a donor-conceived child, was born following a service at a New Zealand fertility clinic, including information about their donation-recipient parents, and the sperm or egg donor
- providing access to information to birth parents and adults who were adopted under the Adult Adoption Information Act
- providing functions relating to citizenship operations, appointing marriage and civil union celebrants, and issuing certificates of no impediment for people who wish to marry or enter into a civil union overseas
- providing document authentication and translation services.

- **Te Pou Manawa - Partners and Products**

Business group is responsible for translation services, product development and management, identity information and data partnering, cross-government integrated services and commercial management. Te Pou Manawa has accountability for the design of life events products and information sharing services including legislative change, product pricing and government services bundling opportunities, and the delivery and management of information sharing products and services. The group also administers and maintains Government's RealMe services.

- **Te Ara Manaaki**

Te Ara Manaaki is our programme to transform the way our customers access services in citizenship, passports, and births, deaths, and marriages. We are modernising and future-proofing our technology, improving how information is shared with partners, and safeguarding customers' information through improved resilience and protection.

- **Te Waka Aukaha**

Planning, Design & Assurance focuses on the core functions of planning, business case development, programme/project initiation, prioritisation and dependency management, design, analytics, organisational capability, business assurance, and performance measurement and reporting. These functions are provided to all areas of SDO and recognise that SDO is continuously evolving in line with customer and partner needs.

Te Urungi - The Organisational Strategy and Performance Branch (OSP)

Te Urungi supports the CE and Executive Leadership Team (ELT) to provide effective organisational governance, enabling the Department to navigate towards its future.

Business groups and functions:

- **Strategy and Performance**

Leads strategy development, departmental planning, performance, and accountability processes, including the Annual Report, and the Select Committee and Budget coordination across the department to ensure the department can tell its performance story and optimises its on-going performance and funding

- **Te Tira Mātakitaki - Governance, Risk and Assurance**

Governance, Risk and Assurance is the functional lead for executive governance, organisational risk management, and assurance and audit. It also supports and monitors the Department's systems and processes for managing Official Information Act 1982 requests.

- **Ngā Ratonga Ture - Legal Services**

Provides legal advice and assurance to business groups across the Department, and legal expertise on a wide range of practice areas. It identifies and advises on departmental legal risks, providing strategic advice and assurance to the CE, ELT, business owners and other public sector agencies.

- **Tari Whakahaere Kōpaki Hinonga - Enterprise Project Management Office**

Responsible for investment planning for the Department, ensuring a strategic lens and focus, oversight of programme and project delivery, planning and sequencing of the investment portfolio, and engagement with central agencies for key department programmes and projects. The office also provides assurance to the CE around portfolio management.

- **Te Aka Taiwhenua**

Supports ELT, our leadership, and branches to develop effective and relevant strategies to implement Te Aka Taiwhenua, the Department's Strategic Framework to work with Māori to honour our Treaty responsibilities.

He Pou Aronui | Organisational Capability and Services Branch (OCS)

He Pou Aronui Organisational Capability and Services branch supports the operational and strategic activity of the Department, by providing specialist advice, systems, services, and support.

Business groups and functions:

- **Pūmanawa Tangata - Human Resources**

Delivers high quality HR services to meet business needs including building organisation wide capabilities.

- **Kōkiri Tāuru - Finance**

Responsible for managing the finance and procurement-related activities for the Department.

- **He Ringa Manaaki - Workplace Services Group**

Safeguards the people and information of the Department. Specialists in wellbeing, health and safety, information management, privacy, property, security, and resilience and recovery. This Group works together to provide training, education, support, and guidance to staff and ensure DIA complies with relevant legislation. Workplace Services is the location of the Department's Chief Security Officer and Chief Privacy Officer.

- **Te Manu Karere - Communications**

Provides strategic communications management for the Department's branches and portfolios to support delivery of business outcomes, as well as specialist services such as marketing, social media, and media management, graphic design, and publishing. Communications monitors, protects, and enhances the Department's brand and reputation.

- **Te Ara Matihiko - Technology Services and Solutions**

Manages the Department's complex and diverse information, communication, and technology (ICT) service assets.

Records

Records held by the Department, which may be requested under the Official Information Act 1982 include:

- public policy advice, including briefings, reports, papers, aide memoire, status reports and minutes
- departmental internal policy, strategy, planning, reporting, advice, and guidance documents
- statistics and measures related to business functions
- correspondence, calendar and diary information, and other business administrative information
- records of applications, decisions, and investigations in relation to community and regulatory functions
- information formerly held by Royal Commissions or Inquiries under the Inquiries Act 2013 that received administrative support of the Department of Internal Affairs. (*Note, only information that is not subject to a section 15(1)(a) order restricting its access can be requested under the Official Information Act after the inquiry has concluded*)
- records on government recordkeeping practices, appraisal and disposal of records, arrangement and description of archives, digital records management, access management, support to community archives, intellectual and physical control of archives, and preservation
- financial records, including records of procurement processes, contracts, budget allocation and expenditure
- legal records, including legal contracts, agreements, memoranda of understanding, legal advice and opinions and legal investigations
- audit records, including declarations, interviews, research, and audit reports
- records associated with the operation or maintenance of buildings the Department uses or for which it has responsibility
- electronic data and metadata in IT systems.

Records held by the Department which are not accessible under the Official Information Act. This information must be requested under other enactments or through different channels:

- birth, death and marriage registrations and certifications, also including information on the HART register, and information about adult adoption records (refer www.govt.nz/organisations/births-deaths-and-marriages/)
- records held in the National Dog Register, rates rebates information and information covered by section 35A of the Local Government Act 2002. This information is only accessible by Local Government bodies. Please contact Councils directly to request information related to their zones
- National Library collections material. The public can access or request access to books, manuscripts, newspapers, art, and other collections holdings by contacting the National Library directly

- Archives New Zealand collections material
- Records of the New Zealand government are transferred to Archives New Zealand after 25 years. Many records are publicly accessible online via the Archives Collections search tool or by requesting assistance of an Archivist (refer to archives.govt.nz)
- Access to non-publicly available records can be requested under the Public Records Act 2005, by direct application to the CE of the public service agency that deposited the records
- Historical records of Local Government bodies are not held by Archives New Zealand, but by those bodies. Requesters should contact the relevant Council to enquire about them.

Records not held by the Department, but which can be requested from the Department under the Official Information Act: Email correspondence of former Ministers from their time as Ministers of the Crown that is held on the Parliamentary server provided by Parliamentary Services.

As the Ombudsman has deemed that the Department is the agency that holds email correspondences of former Ministers for the purpose of the Official Information Act, departments or agencies receiving requests for email records of a former Minister should contact Ministerial Services (MaSS.Info@dia.govt.nz) at the Department for advice on how to respond to the request.

Due to the assessment, consultation and confirmation procedures that must be applied to access this information, requesters should note that longer response timeframes are likely. Members of Parliament, and other parliamentary offices and staff are not subject to the Official Information Act.

Publications

Publications include the New Zealand Gazette. Notices of the New Zealand Gazette (from year 2000 onwards) are publicly accessible on www.gazette.govt.nz/.

Members of the public searching for a specific notice from prior to the year 2000, or who have questions can contact the New Zealand Gazette Office on email using info@gazette.govt.nz.

Access to hardcopy editions of the New Zealand Gazette from 1841 onwards can be requested by contacting the National Library.

Contact

The Department can be contacted using the following channels:

- direct contact information is provided on the Department's website at www.dia.govt.nz/Contact-Us

- additional contact information is also available for some functions at www.dia.govt.nz/For-people-and-businesses and www.dia.govt.nz/For-government
- contact information for Archives New Zealand and the National Library is listed on their respective websites at [Contact us – Archives New Zealand](#), and [Contact us | National Library of New Zealand \(natlib.govt.nz\)](#)
- the Department's Official Information Act request inbox is OIA@dia.govt.nz. More information about making Official Information Act requests can be found at www.dia.govt.nz/Official-Information-Act-requests
- the Department's Privacy Act request inbox is privacy@dia.govt.nz. More information about making Privacy Act requests can be found at www.dia.govt.nz/Legal-Privacy-Index
- members of the media who would like to make a media query should email media@dia.govt.nz.

Ministry of Justice
Tāhū o te Ture

justice.govt.nz

contactus@justice.govt.nz

0800 COURTS
0800 268 787

National Office
Justice Centre | 19 Aitken St
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New Zealand Government