

Directory of Official Information

Listings M-O



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If your department or agency's information is out of date, please email oa@justice.govt.nz with the necessary amendments.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

Entry last updated on 7 June 2022

Governing statutes

The Māori Purposes Fund Board was constituted by the Māori Purposes Fund Act 1934–1935.

Functions and responsibilities

The Board's functions are defined in section 4 of the Act as follows:

- the promotion of Māori health, education, social and economic well-being
- the encouragement and teaching of the Māori arts and crafts
- research and publications
- the preservation of the Māori language
- the financial assistance of societies or institutions formed to carry out any of the four above-mentioned objectives.

Practically, the Board currently has two main tasks, to protect and manage a substantial and very significant collection of original documents that were collected by Sir Apirana Ngata, currently held in the Turnbull Library, and to disburse income it receives from a fund it controls as grants. The grants the Board makes are usually for the publication of books using Te Reo Māori. Also, the Board is the only authoritative supplier of "The Coming of the Māori" by Sir Peter Buck.

Structure

The Board is an amalgamation of three former Boards namely:

- The Māori Ethnological Research Board 1923;
- The Māori Purposes Fund Control Board 1924; and
- The Māori Arts and Crafts Council Board 1931.

The capital funds of the three Boards were amalgamated and their capital resources combined into the one account.

Section 7 of the Māori Purposes Fund Act 1934–35 provides that the Board shall consist of:

- the Minister of Māori Affairs (who shall be the Chairperson)
- the Chief Executive of the Ministry of Māori Development or his nominee
- the members of Parliament for the Māori electoral districts
- one New Zealand Māori Council nominee appointed by the Governor-General
- not more than six other persons appointed by the Governor-General in Council.

Currently there are no members appointed by the Governor-General pursuant to section 7(e).

Records

Various records are held by Te Puni Kōkiri relating to inter alia the Board's Administration, funding, Board meetings, application to access the Board's manuscript collection.

Documents relating to decision-making processes

The Board's policies and procedures are prescribed by resolution at its annual general meetings.

Contact

The Secretary Māori Purposes Fund Board
C/- Te Puni Kōkiri
PO Box 3943
Wellington 6140

Phone (04) 922 6000

MPF@tpk.govt.nz

Māori Television

Entry last updated on 14 March 2022

Governing statutes

Māori Television is a statutory corporation and was formally established by the Māori Television Service (Te Aratuku Whakaata Irirangi Māori) Act 2003.

Functions and responsibilities

As well as emphasising our primary function of promoting te reo me ngā tikanga Māori, the Māori Television Service (Te Aratuku Whakaata Irirangi Māori) Act 2003 also requires that we:

provide a high quality, cost-effective Māori television service, in both Māori and English, that informs, educates and entertains a broad viewing audience, and in doing so, enriches New Zealand's society, culture and heritage;

- broadcast mainly in te reo Māori during prime time and a substantial proportion at other times
- have regard in our programming to the needs and preferences of children participating in te reo Māori immersion education and all people learning te reo Māori
- provide broadcast services that are technically available throughout New Zealand and practically accessible to as many people as is reasonably possible
- foster development of the broadcasting capacity of Māori Television through appropriate training and education.

Māori Television is funded by the Government in acknowledgement of the Government's commitment to promoting and protecting te reo Māori and tikanga Māori.

The Government's Māori broadcasting funding agency, Te Māngai Pāho, is the major provider of funding for programmes produced for Māori Television. Te Māngai Pāho provides direct funding for Māori Television-produced programmes and indirect funding for commissioned programmes.

Structure

Māori Television has two distinct reporting stakeholders who exercise both independent and joint powers. The Government is one stakeholder, and these interests are represented by the Minister for Māori Development and the Minister of Finance.

Māori are the second stakeholder and these interests are specifically represented by Te

Mātawai, an entity which was established in 2016 by Te Ture o te reo Māori (Māori Language Act) and works in partnership with the Crown under the public policy framework, Te Whare o te reo Mauriora. Te Mātawai upholds the framework's Maihi Māori component.

Māori Television has a board of seven directors who are responsible for the governance of Māori Television. It also has a chief executive who reports to the board and is responsible for implementing board decisions and for Māori Television's operations.

Māori Television's operations are divided into the following divisions: Te Reo and Tikanga Māori; Programming; News and Current Affairs; Operations; Sales, Marketing and Communications; People and Capability and Finance and Administration.

Records

Māori Television and its divisions maintain files on their activities. Files relating to programmes which are broadcast are maintained by the respective divisions which have produced or purchased those programmes. Files relating to the sale of advertising time are retained by the Sales division. Financial and accounting information records are maintained by the Finance and Administration division.

Documents relating to decision-making processes

The Māori Television Service (Te Aratuku Whakaata Irirangi Māori) Act 2003; Annual Reports; and Statements of Intent can be accessed on the corporate section of the Māori Television website: www.maoritelevision.com

Contact

Māori Television
433 East Tāmaki Road
East Tāmaki
Auckland 2013

Phone 64 9 539 7000

Fax 64 9 539 7199

communications@maoritelevision.com

www.maoritelevision.com

Maritime New Zealand

Entry last updated on 31 January 2022

Nō to rere Moana Aotearoa

Governing statutes

Maritime NZ was established under the Maritime Transport Act 1993 and continues under the Maritime Transport Act 1994.

Acts administered

Maritime NZ administers the Maritime Transport Act 1994, the Ship Registration Act 1992, the Hazardous Substances and New Organisms Act 1996 on ships and the Health and Safety at Work Act 2015 for work on board ships and ships as places of work. Maritime NZ is also responsible for enforcing the Maritime Security Act 2004 and is responsible for search and rescue operations under section 14C of the Civil Aviation Act 1990.

Functions and responsibilities

Maritime NZ is the national maritime regulatory, compliance and response agency for the safety, security and environmental protection of New Zealand's marine environment. Maritime NZ aims to achieve the outcomes of Safe people and operations; Secure ports and ships; and Clean seas and waterways.

Maritime NZ's legislative framework

Maritime NZ has direct or delegated authority under the Marine Transport Act 1994 to help set and implement the regulatory framework for the maritime sector, including the commercial fishing sector. The regulatory framework is aimed at achieving the Government's overarching goals for the transport sector and Maritime NZ's outcomes.

Maritime NZ's statutory functions

Under the Maritime Transport Act 1994, Maritime NZ has the following five main areas of responsibility:

Regulation: Maritime NZ influences, develops and maintains the international and national safety, security and environmental protection policies, regulations and rules that govern the operation of vessels, ports and offshore installations in New Zealand waters. This includes

regulatory stewardship for the maritime system in New Zealand, administering New Zealand's international maritime obligations, and supporting the Minister of Transport and other parts of government to make informed decisions to do with the maritime system. In practice, this involves:

- engaging with, and influencing, multiple international bodies to ensure New Zealand's interests are clearly represented and help shape the development of global maritime regulation so it aligns with New Zealand's economic, social and environmental objectives
- contributing to international agreements on common safety, security and environmental protection standards that are essential for ensuring the smooth functioning of international shipping and trade; and translating the international agreements New Zealand adopts into workable domestic legislation
- undertaking maritime domain assessments and operational policy investigations to ensure New Zealand's maritime regulatory framework remains relevant, robust and responsive • developing and maintaining 41 maritime Rule parts and 28 marine protection Rule parts, including a large number that give effect to over 30 maritime and marine protection international conventions and protocols adopted by New Zealand
- meeting government expectations of good regulatory practice as a regulatory steward, by promoting continuous improvement of the national maritime regulatory system

Compliance: Maritime NZ supports, encourages and requires operator compliance with safety, environmental and maritime security regulations by:

- licensing and certifying seafarers and commercial maritime operations, including maritime training institutions, to ensure people and operators working in the maritime industry are competent and capable
- auditing operators and service providers, such as port companies and ship surveyors, and taking actions that incentivise and help compliance (improvement notices, imposing conditions, detentions and so on)
- investigating incidents to try to stop them happening again, enforcing the regulations to hold people to account for their actions (for example, through statutory enforcement tools, criminal proceedings, revocation of documents or prosecution)
- providing maritime security and intelligence advice and expertise to minimise security threats to New Zealand's maritime interests.

Response: Maritime NZ builds and maintains the capabilities to respond to maritime and marine pollution incidents and to coordinate search and rescue emergencies. It responds and coordinates these incidents and emergencies at the national level by:

- leading New Zealand's readiness activities and responses to maritime incidents and emergencies, including the management of marine oil pollution and spills

- ensuring New Zealand has a 24-hour national land, sea and air search and rescue coordination service as part of an integrated search and rescue system (jointly with New Zealand Search and Rescue Secretariat and New Zealand Police).

Safety Infrastructure: Maritime NZ provides and maintains maritime safety infrastructure by:

- managing, maintaining and administering New Zealand's coastal navigation aids to shipping (classic lighthouses and coastal lights)
- managing, maintaining and administering the emergency locator beacon detection infrastructure network for land, sea and air in New Zealand
- managing, maintaining and administering distress and safety communications services for New Zealand's coastal waters and international area of responsibility (Navigation Area XIV).

Engagement: Maritime NZ actively engages and communicates with industry participants, organisations, recreational boaters and the public, to respond to risks and raise awareness of and compliance with good safety practices by:

- leading and supporting engagement with key stakeholders, such as the International Maritime Organization, other international maritime bodies, New Zealand government departments and agencies and industry, on maritime matters
- educating and providing accessible, timely information and help to the maritime community to manage the risks they face and support them to meet their legal obligations, and to develop the systems they can use to manage risk
- communicating with commercial operators, seafarers, recreational boaters and other maritime sector stakeholders to inform, educate and influence them to act safely, securely and in support of environmental protection
- raising public and industry awareness to promote increased understanding, knowledge, collaboration and compliance with maritime safety, security and environmental protection requirements
- developing and delivering partnership initiatives and programmes with stakeholders that are risk-based, relevant and robust
- coordinating requests for information, engaging with media organisations and promoting safety, security and environmental protection through marketing activities, proactive media opportunities and social media campaigns
- undertaking research and analysis to drive evidence-based safety programmes
- developing, promoting and implementing targeted education behaviour change programmes, for example, for the recreational boating sector
- collaborating with other regulators, employers, unions, agencies and organisations to promote a common approach to safety, security and environmental compliance

- collaborating with boating and water safety organisations and regional regulators to develop and implement an ongoing programme of work that delivers safer boating outcomes in the recreational boating sector, including national marketing campaigns and targeted enforcement
- managing a grant programme that lets boating safety organisations deliver community-based programmes targeting safer recreational boating behaviours
- facilitating engagement between maritime industry players and with government, to support the economic success of the maritime industry, without compromising our regulatory, compliance and response focus
- engaging with New Zealand government agencies, regulators in other states and international organisations to develop and promote New Zealand's maritime safety, security and environmental interests, and contribute to and influence national, regional and global maritime settings
- managing the funding of the Seafarer Welfare Board to deliver seafarer welfare services that are consistent with the Maritime Labour Convention's minimum standards.

Under section 439 of the Maritime Transport Act, the Director of Maritime NZ is the statutory office bearer responsible for exercising the regulatory and compliance under that Act and has independent powers in that respect.

Other functions

The principal pieces of legislation that support the work of Maritime NZ are:

The Crown Entities Act 2004 – establishes Maritime NZ's governance and operational framework, identifies the powers and duties of board members, and prescribes the Authority's accountability to Government.

Maritime Transport Act 1994 - this sets Maritime NZ's roles and functions and describes the broad principles of maritime law that apply in New Zealand waters. It also provides for the Minister of Transport to make maritime and marine environmental protection rules detailing the specific standards and procedures that the maritime community is expected to follow.

Health and Safety at Work Act 2015 – sets the broad principles and standards for health and safety in New Zealand workplaces. Maritime NZ performs all the functions and exercise the powers of the regulator under the Act regarding work on board ships and ships as workplaces.

The Maritime Security Act 2004 – administered by Maritime NZ, this Act sets out how New Zealand will meet its obligations to prevent international terrorism on board ships and in ports, as set out in the United Nations International Ship and Port Facility Security Code.

The Ship Registration Act 1992 – administered by Maritime NZ, this Act provides for the registration of ships under the New Zealand flag.

The Civil Aviation Act 1990 – sets out Maritime NZ’s responsibilities for coordinating Category II search and rescue operations and operating and maintaining the Rescue Coordination Centre New Zealand.

Hazardous Substances and New Organisms Act 1996 - this Act sets out how to manage the risks that hazardous substances and new organisms pose to the health and safety of people and communities, and the New Zealand environment.

Structure

Maritime NZ is a Crown entity with the status of a body corporate. Maritime NZ is governed by a five-member board, appointed by the Minister of Transport under the Maritime Transport Act 1994. Section 429A of that Act provides:

The Minister may only appoint as members of the Board persons who:

- are New Zealand citizens or permanent residents of New Zealand
- will represent the public interest in maritime matters.

Before appointing two of the members, the Minister must request, from organisations that the Minister considers represent those who have a substantial interest in the maritime industry, the names of persons such organisations consider appropriate candidates for appointment to the Board.

The Board determines Maritime NZ’s overall strategy and appoints the Chief Executive, who also has the title of Director of Maritime NZ. The Director is responsible for managing the day-to-day operations of Maritime NZ and has independent statutory powers under the Maritime Transport Act. The Chair of the Board reports to the Minister of Transport, who is responsible for overseeing and managing the Crown’s interests in Maritime NZ.

The National Office of Maritime NZ is located in Wellington. Maritime NZ has four regional offices in Auckland, Tauranga, Nelson and Christchurch, five satellite offices in Whangarei, New Plymouth, Napier, Dunedin and Invercargill and two operational response centres accommodating the Marine Pollution Response Centre located at Te Atatu, Auckland, and the Rescue Coordination Centre New Zealand located in Lower Hutt.

Records

Maritime NZ records cover the certification of seafarers, operators, and ships’ equipment; aids to navigation and beacons registration; the registration of ships; safe ship management; search and rescue coordination; the investigation of accidents and incidents, and any consequent prosecutions; major maritime incident (pollution) response co-ordination; drafting and promulgation of maritime rules; circulars, resolutions and conventions of the International Maritime Organisation relating to ship safety and marine pollution prevention; reports of New Zealand’s compliance with conventions of the International Labour Organisation dealing with seafarer welfare and health and safety at work; and maritime security.

Section 189 of the Maritime Transport Act requires Maritime NZ to establish a Maritime Register containing records of the following:

- every maritime document and marine protection document issued by the Director
- every regulation and rule in force under the Maritime Transport Act 1994
- every item incorporated by reference into rules under section 452
- accident, incident, and mishap notifications
- delegations, authorisations, notification of recognitions and exemptions
- address for service of every current applicant for a maritime document or marine protection document and every current maritime or marine protection document holder
- a list of the maritime conventions to which New Zealand and other countries are party
- Maritime NZ's service charter.

Publications

Maritime NZ publishes rules and regulations implemented by Maritime NZ on its website. Maritime NZ also produces print and/or online publications regarding the following: corporate publications, codes of practice, commercial maritime guidance, information on VHF maritime radio frequencies and beacons, environmental marine protection, recreational boating safety, ship registration, maritime accidents and incidents, summaries of accident, incident and mishap notifications, maritime health and safety guidance. Maritime NZ publishes the Look Out/Safe Seas Clean Seas magazine twice a year and e-newsletter Seachange monthly.

Committees

A committee (the Oil Pollution Advisory Committee, or OPAC), made up of shipping, port, oil and gas exploration industry and government representatives, is appointed by the Minister of Transport and advises Maritime New Zealand on the New Zealand Marine Oil Spill Response Strategy; the fixing of the Oil Pollution Levy; the use of the New Zealand Oil Pollution Fund (OPF); and any other matter related to oil spills that the Minister, or Maritime NZ's Director, specifies from time to time.

Maritime NZ holds copies of the papers approved by OPAC, as well as minutes from OPAC meetings.

Contact

Director of Maritime NZ
Maritime New Zealand
Level 11, 1 Grey Street
Wellington 6011

PO Box 25620
Wellington 6140

Phone 0508 22 55 22 – for calling inside New Zealand (toll free)
Phone 0064 4 473 0111 – for calling from outside New Zealand
Fax 04 494 1263

enquiries@maritimenz.govt.nz

www.maritimenz.govt.nz

Massey University

Entry last updated on 10 January 2022

Te Kunenga Ki Pūrehuroa

Governing statutes

Massey University is a University, as defined in the Education and Training Act 2020, established by the Massey University Act 1963.

Functions and responsibilities

Massey University is a degree-granting tertiary education institution, characterised by a wide diversity of teaching and research, that maintains, advances, disseminates, and assists the application of knowledge, develops intellectual independence, and promotes community learning.

Structure

Massey University's governing body is the University Council. Council members include lay, academic and student members and are responsible for overseeing the management and control of the affairs, concerns and property of the University. Its Chair and ceremonial head of the University is the Chancellor, elected by Council from within its ranks.

Statutory Officers and Committees:

- The Chancellor is a member of the University Council and presides over the Council; in the absence of the Chancellor, the Pro-Chancellor deputises.
- The Vice-Chancellor is the Chief Executive and full time academic and administrative head of the University. The Vice-Chancellor is an ex-officio member of Council.
- Academic Board is the principal academic body and has power to make recommendations and reports to Council on academic matters affecting the University.

Academic and Administrative structure:

Massey University's Senior Leadership Team is responsible for the management of the University and is led by the Vice-Chancellor.

The Senior Leadership Team comprises the Vice Chancellor (chair); the Pro Vice-Chancellor's (who provide academic and administrative leadership of each of the University's five academic colleges – Business, Creative Arts, Health, Humanities & Social

Sciences, and Sciences); and Deputy Vice-Chancellor's, whose portfolios provide core corporate functions to all operating units across the University

The Academic Board has established a sub-committee structure to undertake specific responsibilities.

Massey University operates on three physical campuses: the Auckland campus in Albany, the Manawatū campus in Palmerston North and the Wellington campus, as well as offering a comprehensive range of programmes able to be studied by distance.

Records

The University keeps minutes and reports of Council, Academic Board; policies and procedures; strategic documents; and official correspondence. It maintains academic records of students' enrolment and academic progress, and employment-related records in relation to staff.

Documents relating to decision-making processes

The University Calendar, containing general information, academic and general statutes and regulations, programme regulations, course prescriptions, and staff lists, is published annually. The Annual Report contains both financial and non-financial performance data and other information relating to the achievements and strategy of the University.

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

Student handbooks for intending and returning students are also published annually and available from Massey (Contact 0800 Massey) or can be viewed on the University's website www.massey.ac.nz.

Contact

General enquiries should be directed to contact@massey.ac.nz

Official Information Act enquires should be directed to:

The Director Governance and Assurance
Massey University Tennent Drive
Private Bag 11 222
Palmerston North 4442

ويا@massey.ac.nz

www.massey.ac.nz

Meteorological Service of New Zealand Limited (MetService)

Entry last updated on 4 March 2022

Governing statutes

Meteorological Service of New Zealand Limited was established under the State-Owned Enterprises Act 1986 and operates under the Companies Act 1993.

Functions and responsibilities

MetService is New Zealand's national weather authority, providing comprehensive weather information services, 24 hours a day, 365 days a year to help protect the safety and well-being of New Zealanders and the New Zealand economy. MetService is responsible for delivering a range of weather services that directly support the safety of life and property. This includes forecasts and warnings of adverse weather tailored to the needs of the public, maritime community and aviation sector, within New Zealand and in the wider South Pacific region.

As a State-Owned Enterprise, MetService is also required to provide its services in a wholly commercial context. Its principal business activities are:

- Provision of New Zealand's National Meteorological Service through a contract with the Ministry of Transport, including the supply of public-safety weather warning and forecasting services;
- Safety-critical aviation forecasting services for the New Zealand domestic aviation sector and the RNZAF, as well as services to the international aviation community on behalf of the New Zealand Civil Aviation Authority (CAA) and subject to the requirements of the UN International Civil Aviation Organization (ICAO);
- A comprehensive range of data and forecast services provided to the public and to business customers through MetService's digital platforms, including web, mobile, apps and APIs (Application Programming Interfaces);
- Media weather graphics products for broadcast television, print and online media services in domestic and international markets;
- Forecasting and consultancy services for the commercial marine sector; and
- Other specialised weather products and services for industries whose business economics are affected by weather-related impacts and risks such as transportation, energy, oil and gas, retailing, construction, agriculture and mining.

Structure

The Board of Directors is responsible for the direction and control of the company's activities. The Board consists of up to nine non-executive directors, each appointed by the Shareholding Ministers.

The Board currently has two standing committees:

- People, Culture and Remuneration Committee
- Audit and Risk Assurance Committee.

The Board also establishes special purpose committees if required for particular issues.

Day-to-day management of the company is delegated to the Chief Executive.

MetService's operations are divided into seven business units:

- Meteorological Operations
- Science & Innovation
- MetOcean
- Customer & Commercial
- Finance
- People & Strategy
- Digital

MetService also has two wholly owned subsidiaries that market the Company's products and services internationally under the MetraWeather brand:

- MetraWeather (Australia) Pty Ltd.
- MetraWeather (UK) Ltd.

Website: www.metraweather.com

MetService's Head Office, support and sales functions are based in Wellington, with support and sales functions also operating from offices in Auckland, Raglan, New Plymouth, Christchurch and Paraparaumu.

MetraWeather has staff based in Sydney, Brisbane and Melbourne in Australia, and in the United Kingdom.

Records

MetService maintains business and operational records relevant to the functions and responsibilities of MetService (as described above).

Documents relating to decision-making processes

The following documents related to business decision-making processes are maintained:
Statement of Corporate Intent, Business Plan, and Policies and Procedures.

Contact

MetService
Level 2, 110 Featherston Street
Wellington 6011

PO Box 722
Wellington 6140

Phone (04) 470 0700

enquiries@metservice.com

www.metservice.com

National Animal Ethics Advisory Committee

Entry last updated on 15 June 2022

Governing statutes

Animal Welfare Act 1999.

Functions and responsibilities

To provide independent advice to the Minister responsible for animal welfare on policy and practices relating to the use of animals in research, testing and teaching.

Section 63 of the Animal Welfare Act 1999 prescribes the following functions for the National Animal Ethics Advisory Committee (NAEAC):

- advising the Minister on ethical and animal welfare issues arising from research, testing and teaching
- providing advice and information on the development and review of codes of ethical conduct
- making recommendations about the approval, amendment, suspension or revocation of codes of ethical conduct
- making recommendations concerning the setting of standards or policies for codes of ethical conduct
- providing information and advice to animal ethics committees
- making recommendations on the appointment of accredited reviewers
- considering the reports of independent reviews of code holders and animal ethics committees
- making recommendations about declaring procedures not to be manipulations
- making recommendations about the manipulation of non-human hominids
- making recommendations on the approval of research or testing in the national interest.

Structure

The National Animal Ethics Advisory Committee consists of not more than 10 members. Members are appointed by the Minister responsible for terms not exceeding three years. Members can be reappointed.

The members comprise a chairperson and such other members as are appointed by the Minister in accordance with section 64(3) of the Animal Welfare Act 1999.

Records

Secretarial services to the National Animal Ethics Advisory Committee are provided by the Ministry for Primary Industries. Any records pertaining to this Committee are held within the Ministry for Primary Industries, and Animal Health and Welfare Directorate records.

Documents relating to decision-making processes

- Animal Welfare Act 1999
- Animal Welfare (Records and Statistics) Regulations 1999
- National Animal Ethics Advisory Committee Annual Reports
- National Animal Ethics Advisory Committee Newsletter
- Good Practise Guide for the use of animals in research, testing and teaching, March 2019
- Template: code of ethical conduct for the use of animals for research, testing and teaching

Contact

NAEAC Secretary
C/- Ministry for Primary Industries
PO Box 2526
Wellington 6140

Phone 0800 008 333

naeac@mpi.govt.nz

www.naeac.org.nz

National Animal Welfare Advisory Committee

Entry last updated on 15 June 2022

Governing statutes

Animal Welfare Act 1999.

Functions and responsibilities

To provide independent advice on animal welfare to the Minister responsible for animal welfares.

Section 57 of the Animal Welfare Act 1999 prescribes the following functions for the National Animal Welfare Advisory Committee:

- Advising the Minister on any matter relating to the welfare of animals in New Zealand, including:
 - Areas where research into the welfare of animals is required
 - Legislative proposals concerning the welfare of animals
- Making recommendations to the Minister on:
 - Declaring procedures not to be manipulations
 - Declaring procedures to be significant surgical procedures and classifying surgical procedures as prohibited or restricted
 - Declaring traps or devices to be prohibited or restricted and any conditions on the sale or use of restricted traps
 - The issue, amendment, suspension, revocation or review of codes of welfare
- Promoting and assisting others to promote the development of guidelines for:
 - The use of traps or devices
 - The hunting or killing of animals in a wild state.

Structure

The National Animal Welfare Advisory Committee consists of not more than 11 members. Members are appointed by the Minister for Primary Industries for terms not exceeding three years. Members can be reappointed.

The members comprise a chairperson, the chairperson of the National Animal Ethics Advisory Committee, and such other members as are appointed by the Minister in accordance with section 58(3) of the Animal Welfare Act 1999.

Records

Secretarial services to the National Animal Welfare Advisory Committee are provided by the Ministry for Primary Industries. Any records pertaining to this Committee are held within the Ministry for Primary Industries and Animal & Animal Products Directorate records.

Documents relating to decision-making processes

- Animal Welfare Act 1999
- Codes of Welfare
- Guidelines for Drafting Codes of Welfare, MAF Information Paper No 36, 3 May 2001
- National Animal Welfare Advisory Committee Annual Reports
- National Animal Welfare Advisory Committee Guidelines

Contact

NAWAC Secretary
C/- Ministry for Primary Industries
PO Box 2526
Wellington 6140

Phone 0800 008 333

nawac@mpi.govt.nz

www.nawac.org.nz

National Emergency Management Agency

Entry last updated on 31 January 2022

Functions and responsibilities

The National Emergency Management Agency (NEMA) is the Government lead for emergency management.

NEMA provides leadership in reducing risk, being ready for, responding to and recovering from emergencies.

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

NEMA works with central and local government, communities, iwi, and business to make sure responses to and recoveries from emergencies are effective and integrated, mitigating risk for people, communities, property, infrastructure, the economy and the environment. NEMA also engages internationally with key counterparts as well as in support of New Zealand's foreign policy objectives.

NEMA's key functions are steward, operator and assurer of the emergency management system.

- As steward, NEMA provides strategic leadership for risk reduction, readiness, response and recovery activities, and builds emergency management capability and capacity.
- As operator, NEMA leads or supports the response to and recovery from emergencies while also supporting the operation of the emergency management system.
- As assurer (a new function) NEMA will provide assurance that the emergency management system is fit for purpose.

NEMA's responsibilities fall under the Civil Defence Emergency Management Act 2002, the National Disaster Resilience Strategy, National CDEM Plan and the Department of the Prime Minister and Cabinet's (DPMC's) Strategic Intentions.

Structure

NEMA is a departmental agency, hosted by DPMC. It was established on 1 December 2019 to replace the Ministry of Civil Defence & Emergency Management.

NEMA is comprised of 8 business units headed by the Chief Executive. The Chief Executive is supported by the following executive leadership team:

- Deputy Chief Executive, Emergency Management
- Deputy Chief Executive, Strategic Enablement
- Chief Advisor to CE
- Chief Advisor to DCE, Emergency Management
- Chief Advisor Māori
- Chief of Staff
- External advisor.

Records

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

Contact

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

Chief Executive
National Emergency Management Agency
C/O Department of the Prime Minister and Cabinet
Executive Wing
Parliament Buildings
Wellington 6011

Phone (04) 830 5000

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

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

National Institute of Water and Atmospheric Research Limited (NIWA)

Entry last updated on 2 March 2022

Taihoru Nukurangi

Governing statutes

NIWA was established under the Crown Research Institutes Act 1992 and is also subject to the Crown Entities Act 2004 and the Companies Act 1993.

Functions and responsibilities

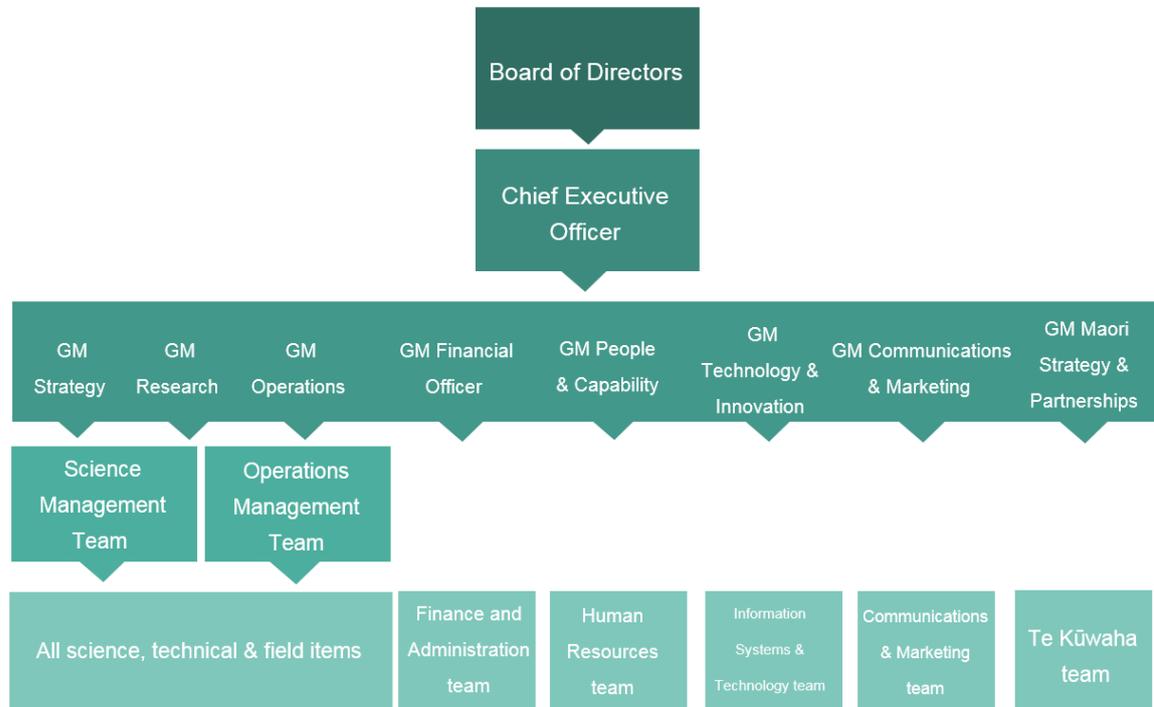
NIWA's purpose is to enhance the economic value and sustainable management of New Zealand's aquatic resources and environments, to provide understanding of climate and the atmosphere and increase resilience to weather and climate hazards to improve safety and wellbeing of New Zealanders.

NIWA's services are marketed under the following areas:

- Aquaculture
- Climate, Atmosphere & Hazards
- Coasts & Estuaries
- Environmental Information
- Fisheries
- Freshwater
- High Performance Computing and Data
- Māori Environmental Research
- Oceans
- Pacific Rim

Structure

NIWA was established as a Crown Research Institute in 1992. It operates as a stand-alone company with its own board of directors; its shares are held by the Crown.



The Board is led by a Chairperson (Barry Harris), Deputy Chairperson and six directors. The day-to-day management of the company is the responsibility of the Chief Executive (John Morgan), seven general managers and the chief financial officer (who is also the company secretary). There are also science management and operational management teams.

The Corporate Office is in Auckland and the company has regional offices in Hamilton, Wellington and Christchurch, and field offices in Alexandra, Bream Bay, Dunedin, Greymouth, Lauder, Napier, Nelson, Rotorua, Twizel, and Whanganui. NIWA also owns a subsidiary in Western Australia (Unidata Pty Ltd).

Records

NIWA holds records relating to its research and science activities and is subject to the Public Records Act 2005.

Documents relating to decision-making processes

NIWA holds various policies, systems, organisational procedures, and operating procedures.

The Statement of Corporate Intent and other corporate publications, including the Annual report, can be found at www.niwa.co.nz/about

Contact

NIWA Corporate Office & Address for Board and Executive correspondence:

41 Market Place

Auckland Central 1010

Private Bag 99940

Newmarket Auckland 1149

Phone 64 9 375 2050

enquiries@niwa.co.nz

www.niwa.co.nz

National Library of New Zealand

Entry last updated on 14 March 2023

Te Puna Mātauranga o Aotearoa

Governing statutes

The National Library is governed by the National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003.

Acts administered

The Public Lending Right for New Zealand Authors Act 2008 is also administered by the Library. The Act provides for New Zealand authors to receive payments to recognise that their books are available for use in New Zealand libraries.

Functions and responsibilities

The purpose of the National Library is to enrich the cultural and economic life of New Zealand and its interchanges with other nations by:

- collecting, preserving, and protecting documents, particularly those relating to New Zealand, and making them accessible for all the people of New Zealand, in a manner consistent with their status as documentary heritage and taonga;
- 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, which merged into the Department of Internal Affairs in 2011, delivers services through Vote Internal Affairs under the output of Managing and Accessing Knowledge Information, in regard to

- assisting access to library collections and other information
- the collection and preservation of published and unpublished items for the National Library and Alexander Turnbull Library collections
- provision of library and information services and products to schools in support of the National Curriculum; and
- administration of the Public Lending Right for New Zealand Authors Scheme

Structure

The National Library's Leadership Team is composed of:

- National Librarian
- Chief Librarian, Alexander Turnbull Library
- Director Literacy and Learning
- Director Content Services
- Director Public Engagement
- Manager Digital New Zealand
- Manager Strategy and Business Support.

National Library of New Zealand has three main locations nationwide: Auckland, Wellington and Christchurch. The National Librarian, the Chief Librarian of the Alexander Turnbull Library and most of the staff are based in Wellington.

Advisory Groups

Two independent advisory bodies were established under the National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003. These are 'the Library & Information Advisory Commission' and 'the Guardians/Kaitiaki of the Alexander Turnbull Library'. These two independent advisory bodies were established to provide advice to the Minister Responsible for the National Library. The Department of Internal Affairs provides administrative services to both bodies.

The Public Lending Right Advisory Group, established under the Public Lending Right for New Zealand Authors Act 2008, provides advice to the Chief Executive on the Public Lending Right for New Zealand Authors scheme.

Records

The Department of Internal Affairs holds collections of records relating to all activities supporting the National Library's functions and responsibilities, as well as administrative records used to manage the Library. The Department manages and maintains the Library's formal record keeping system on an EDRMS, and its legacy records are regularly transferred into Archives New Zealand custody.

Documents relating to decision-making processes

The Department of Internal Affairs publishes an Annual Report (G.7 in the Appendices to the Journals of the House of Representatives) and a Statement of Intent (G.7 SOI in the Appendices to the Journals of the House of Representatives). Three policy documents

(Collections Policy, Preservation Policy, and Access Policy) contain guidelines on how the National Library acquires, preserves and provides access to items in the collections.

Contact

Requests for official information held by the National Library should be emailed to the Department's central OIA email address: OIA@dia.govt.nz

Requests and enquiries can also be addressed to:

National Librarian
National Library of New Zealand
Cnr Molesworth and Aitken Streets
PO Box 1467
Wellington 6140

information@natlib.govt.nz

www.natlib.govt.nz

National Provident Fund

Entry last updated on 7 January 2022

Governing statute

The Board of Trustees of the National Provident Fund is governed by the National Provident Fund Restructuring Act 1990 (the Act).

Functions and responsibilities

The Board is trustee of 8 defined contribution and defined benefit superannuation schemes (the NPF schemes) and the Global Asset Trust (GAT), also a superannuation scheme which holds the investment assets on behalf of the 8 NPF schemes. Collectively, the NPF schemes and the GAT are referred to as National Provident Fund (NPF).

The NPF schemes were closed to new members with effect from 31 March 1991.

Structure

NPF's activities are governed by the National Provident Fund Restructuring Act 1990. The members of the Board are appointed by the Minister of Finance.

The Board's primary function is to administer the schemes and manage the schemes' investments in the best interests of the members, taking into account the interests of the employer contributors and the Crown, as guarantor of the benefits payable by the schemes.

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

Records

Minutes of Board meetings are held by Management.

Individual member records are held on behalf of the Board by Datacom as scheme administrator.

Publications

- Annual reports for each of the NPF schemes, presented to Parliament
- Statutory Actuarial Valuation of the NPF schemes every 3 years, presented to Parliament
- Statement of Investment Policies, Standards and Procedures

These publications can be viewed on the Board's website – www.npf.co.nz.

Contact

The Board

Chief Executive
Board of Trustees of the National Provident Fund
Level 12, The Todd Building
95 Customhouse Quay
Wellington 6011

Phone (04) 499 6999

enquiries@npf.co.nz

www.npf.co.nz

Member enquiries

Datacom Connect Ltd
PO Box 3614
Wellington 6140

Phone 0800 628 776

npfenquiries@datacom.co.nz

Nelson Airport Limited

Entry last updated on 12 January 2022

Governing statutes

Nelson Airport Limited is a company established pursuant to the Airport Authorities Act 1966.

Functions and responsibilities

The company is authorised to exercise the powers of a local authority under section 3 of the Airport Authorities Act 1966. That section confers on the company the power to establish, improve, maintain, operate and manage airports and acquire land for those purposes. The company operates Nelson Airport as a certified airport pursuant to the Civil Aviation Rule Part 139 by virtue of an authority dated 2nd November 1998. The primary responsibilities of the company are:

- to ensure the full operating potential of the airport is maintained so that it continues to meet the needs of the region as it grows
- to maintain the Civil Aviation Airport Operating Certificate and all other safety requirements and consents necessary to carry on the business as an airport operator.

As well as the provision and management of appropriate landside facilities for the airport, the company has responsibility for the design, provision, maintenance and management of runways, taxiways and aprons on the airport and airspace control in the immediate vicinity of the airport, in co-operation with airport users and Directors.

Structure

The company has two shareholders: Nelson City Council and Tasman District Council. The company has four Directors and a Chairperson of the Board. The Chairperson of the Board of Directors is appointed by the Directors. The management team of the company has a Chief Executive reporting to the Board of Directors, and a Senior Leadership Team reporting to the Chief Executive.

Records

Documents used by the company for the management of its business, other than Acts and regulations are: Nelson Airport Exposition, consisting of the following manuals:

- Standards and Procedures
- Aerodrome Emergency Plan

- Rescue Fire Plan
- Quality Assurance

Publications

The company has available the following categories of documents:

- Annual reports
- Master Plan
- Interim Reports
- Disclosure Financial Statements

Contact

Nelson Airport Limited
PO Box 1598
Nelson 7040

Phone 64 3 547 3199

office@nelsonairport.co.nz

www.nelsonairport.co.nz

New Zealand Geographic Board

Entry last updated on 17 February 2022

Ngā Pou Taunaha o Aotearoa

Acts administered

The Board does not administer any legislation.

The New Zealand Geographic Board (Ngā Pou Tauhana o Aotearoa) Act 2008 is administered by Toitū Te Whenua Land Information New Zealand.

Functions and responsibilities

Legislative responsibilities

The New Zealand Geographic Board (Ngā Pou Tauhana o Aotearoa) Act 2008 guides the Board in its purpose, functions, duties, jurisdiction and processes.

The Board has a role under [section 54](#) the Geographical Indications (Wines and Spirits) Registration Act 2006.

Four Acts¹ administered by Te Papa Atawhai Department of Conservation include provisions for a concurrence naming role with the Board, requiring a standard observed for Crown protected area naming agreed between the Board and the Minister of Conservation.

The Board must also fulfil official geographical naming commitments set out under various Treaty of Waitangi claim settlement legislation.

Functions

The Board is New Zealand's national naming authority for geographic features and places in New Zealand, its offshore islands and continental shelf, and the Ross Dependency of Antarctica.

The Board:

- assigns official names to features and places

¹ Marine Reserves Act 1971, Reserves Act 1977, National Parks Act 1980 and Conservation Act 1987

- approves recorded names (unofficial names shown in at least two publicly available authoritative publications or databases)
- alters official or recorded names by correcting the spelling or substituting a new name
- discontinues the use of official or recorded names
- investigates and decides on the position and extent of named features
- reviews and concurs with proposals for Crown protected area names from Te Papa Atawhai Department of Conservation.

The Board can also:

- put in place policies, rules and standards to help it to carry out its responsibilities
- decide on the official spelling that should be shown on maps and charts
- investigate and decide on who first discovered a feature
- collect original Māori names for recording on maps and charts
- encourage the use of original Māori names on maps and charts
- get advice from Te Taura Whiri i te reo Māori (the Māori Language Commission) on the correct spelling of Māori names
- research proposals to name or alter the name of features
- anything else necessary to help meet its responsibilities.

The Board is required to:

- administer the official listing of New Zealand place names called the New Zealand Gazetteer, gazetteer.linz.govt.nz/
- develop a standard for naming Crown protected areas with the Minister of Conservation
- make enquiries and recommendations on matters referred by the Minister for Land Information
- take on any other tasks that enables it to do its job effectively under the NZGB Act 2008 or any other Act
- give effect to the compliance provisions under the NZGB Act 2008.

Strategic goals

The Board's strategic goals are:

1. Naming places

Officially name features and places so that people can effectively communicate information about location and we preserve New Zealand's heritage and culture.

2. Outreach

Make information including stories about place names readily available.

3. Using official names

Organisations use official names so that people use them in everyday life.

4. Improving capability and processes

Continuously improve capability and processes to achieve goals and objectives.

Broader role

The Board:

- has a responsibility to safeguard the geographic naming traditions, culture and heritage brought to New Zealand by its various communities
- ensures its geographic naming work contributes to a geographic information system that provides economic, cultural, and social value to all New Zealanders
- is kaitiaki and custodian of New Zealand's official geographic names
- is principal adviser to the New Zealand government on geographic names (official and unofficial) – especially to Toitū Te Whenua Land Information New Zealand, Te Arawhiti (the Office for Māori Crown Relations) and Te Papa Atawhai Department of Conservation
- consults with New Zealanders to take account of their views in its decision making
- ensures its decision making and advisory capabilities are deployed where they can most benefit the longer-term interests of New Zealand
- ensures its decision making is independent and based on robust processes.

Toitū Te Whenua Land Information New Zealand

In line with one of the four core roles of Toitū Te Whenua Land Information (the department administering the Board) to make New Zealand's geographic information more accessible, the Board contributes to collecting core geographic information in respect to place names and maintaining the infrastructure that produces this information. The maps and charts produced by Toitū Te Whenua LINZ use official place names, which are also available for re-use and linking through the LINZ Data Service and data.govt.nz. The main search tool for place names is the Board's online New Zealand Gazetteer: gazetteer.linz.govt.nz/.

Structure

Ministers	
Minister for Land Information	Hon. Damien O'Connor
Minister of Conservation	Hon. Kiri Allan
Minister for Treaty of Waitangi Negotiations	Hon. Andrew Little
Board membership	
Chairperson ex-officio Surveyor-General from Toitū Te Whenua LINZ	Anselm Haanen
Board member responsible for setting hydrographic standards ex-officio, National Hydrographer, Toitū Te Whenua LINZ	Adam Greenland
Board member nominated by Te Rūnanga o Ngāi Tahu	Paulette Tamati-Elliffe
Board member nominated by New Zealand Geographical Society Inc	Robin Kearns
Board member nominated by Federated Mountain Clubs of NZ Inc	Shaun Barnett
Board member nominated by Local Government New Zealand	Bonita Bigham
Board member recommended by the Minister for Māori Development	Shane Te Ruki
Board member recommended by the Minister for Māori Development	Chanel Clarke
Board member appointed by the Minister for Land Information	Merata Kawharu
Board member appointed by the Minister for Land Information	Jenni Vernon
Other	
Chair, Undersea Feature Names Committee	Adam Greenland
Chair, Antarctic Names Committee	Graeme Blick

Co-Chairs, Komiti Taunahatanga Māori	Matanuku Mahuika Paulette Tamati-Elliffe
Board Secretary from Toitū Te Whenua LINZ	Wendy Shaw

Records

The Board holds many records, the details of which are provided on the Toitū Te Whenua LINZ website at www.linz.govt.nz/regulatory/place-names/propose-place-name/resources-for-researching-place-names-new-zealand-and-its-offshore-islands.

Physical records include:

- Correspondence volumes 1-72, 1915 -1994
- Board minutes volumes 1-9, 1927-1986
- File 22/2605/3 volumes 1-19, 1945-1993
- Antarctic names volumes 1-8, 1952-1994
- Manual card indexes
- Database of proposals and submissions
- Database of enquiries
- Database of Māori place name articles from New Zealand Surveyor journals
- A Māori Oral History Atlas
- The Survey Pegs of the Past, Understanding Māori Place Names
- Place naming the Ross Sea Region of Antarctica
- Restoring original Māori place names
- Undersea feature naming
- Te Ika a Maui, The Land and its People
- Te Wai Pounamu, The Land and its People

Documents relating to decision-making processes

- Frameworks of the New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa
- Minimum requirements for name proposals
- Kaupapa for Māori place names

- Consulting with Tangata Whenua
- Standard for New Zealand place names
- Standard for Crown protected area names
- Standard for altering Region and District names
- Standard for Antarctic place names
- Standard for undersea feature names
- Protocol for undersea feature naming
- Generic terms policy
- Strategic Plan 2020-2025
- Delegations
- Managing Conflicts of Interest
- Criteria for approving recorded names as official
- Criteria for collecting original Māori names
- Dual names for geographic features and places
- Guidelines for Treaty name proposals
- Summary of Board discussions on Treaty name proposals
- Associated Treaty names policy

Contact

The Secretary, New Zealand Geographic Board Ngā Pou Taunaha o Aotearoa
c/- Toitū Te Whenua Land Information New Zealand
National Office
Level 7 Radio New Zealand House
155 The Terrace
Wellington 6011

PO Box 5501
Wellington 6145

Phone (04) 460 0110

NZGBenquiries@linz.govt.nz

www.linz.govt.nz/regulatory/place-names

New Zealand Growth Capital Partners

Entry last updated on 15 February 2022

Functions and responsibilities

NZGCP (previously called New Zealand Venture Investment Fund or NZVIF) was established by the New Zealand government in 2002 to stimulate capital through a private matching model into early-stage capital markets. This was initially through investment into venture capital funds (the VIF1.0 programme), then addressing the angel investment landscape (the SCIF programme which it still operates as the Aspire Fund) and more recently addressing the Series A/B investment space (via the Elevate Fund).

All our investments are made either through privately managed venture capital funds, or alongside experienced angel investors, who we partner with to invest into New Zealand-originated, high-growth potential companies.

We are based in both Auckland and Wellington and are governed by a private sector government-appointed board of directors who provide oversight to our management team. We also play an active role in market development, alongside investors and industry associations such as the New Zealand Private Equity & Venture Capital Association and the Angel Association New Zealand.

Venture Capital Fund (VIF1.0 programme)

The NZGCP Venture Capital Fund is an equity investment vehicle investing \$160 million into a series of privately managed venture capital investment funds. This fund is in the process of winding down.

The venture capital fund managers we invested in, rather than NZGCP, made decisions about which companies to invest in. Investments were likely to be focused on technology companies with potential for high growth. Investments had to be in New Zealand-originated businesses through the seed, start-up and expansion stages of their development.

Seed Co-Investment Fund (SCIF)

The Seed Co-investment Fund (SCIF1.0) was an early-stage direct investment fund aimed at early-stage businesses with strong potential for high growth. It was established in late 2005 and made its first investment in 2006.

The fund provided \$40 million of matched investment alongside selected Seed Co-investment Partners on a 1:1 basis into seed or start up high growth New Zealand businesses.

Aspire NZ Seed Fund (formerly SCIF2.0)

In 2017, the SCIF mandate was altered to allow NZGCP to operate the Seed Co-Investment Fund under a more active mandate (SCIF 2.0). This mandate change allowed NZGCP to choose which investments to make alongside a broader range of co-investment partners. The 2017 mandate change also included a self-imposed limit on the amount of money SCIF could invest per annum (\$8m) and per company (\$1.5m).

In 2019, the maximum annual investment cap for SCIF2.0 was raised to \$12m and the amount per company was kept at \$1.5m. In March 2020, SCIF2.0 was rebranded as the Aspire NZ Seed Fund. Following the COVID-19 pandemic, the settings were temporarily changed to \$20m per annum and a maximum investment per company to \$2.5m. Aspire can also co-lead deals in certain circumstances.

Elevate Fund

The Venture Capital Fund (subsequently renamed to Elevate Fund) was announced in the May 2019 budget and the Venture Capital Fund Act 2019 (VCF Act) was passed in December of that year. The VCF Act and associated Policy Statement required The Guardians of New Zealand Superannuation (Guardians) to administer the Elevate Fund and to sub-contract the initial management of the Fund to NZGCP.

The Elevate Fund is a \$300m venture capital fund of funds that invests into venture capital funds which in turn invest substantially all their capital into New Zealand start-ups at the Series A/B space. The Fund has a fifteen-year investment period.

Structure

NZGCP was incorporated as a Crown Owned Company (CROC) on 1 July 2002 and is governed by a Board of Directors, selected for their venture capital and commercial experience. Management and Administration of NZGCP is administered by a small, dedicated specialist management team.

Documents relating to decision-making processes

NZGCP Ltd communicates the nature and intent of the NZGCP Programmes on its website at www.nzgcp.co.nz. All OIA requests to be directed at info@nzgcp.co.nz.

Contact

Rob Everett, Chief Executive Officer
Main Office New Zealand Growth Capital Partners Limited
Level 1, Generator Building
12 Madden Street, Wynyard Quarter
Auckland 1010

PO Box 91705
Victoria Street West
Auckland 1142

info@nzgcp.co.nz

www.nzgcp.co.nz

New Zealand Meat Board

Entry last updated on 10 January 2022

Governing statutes

The New Zealand Meat Producers Board was established by the Meat Export Control Act 1921–22. In 1997, however, the Meat Producers Board legislation was consolidated and amended by the Meat Board Act 1997. In this Act, the Board was renamed the New Zealand Meat Board. The Meat Board Act 2004 continued the New Zealand Meat Board, but with reduced functions.

Functions and responsibilities

The Board's objects under the Meat Board Act 2004 are to:

- facilitate the capture, for New Zealand and in the best interests of the meat industry, of the best possible ongoing returns available from quota markets
- manage the Board's reserves and other assets in the interests of livestock farmers;

To achieve these objects, the Board has a range of functions

- to establish and operate quota management systems
- to collect, process, and maintain information as required to support the Board's function under paragraph a);
- to manage, in the interests of livestock farmers, the Board's reserves and other assets, including— providing funding to assist in the meat industry's response to any major industry crisis; and
 - maintaining a prudent level of net assets to avoid jeopardising quota markets and the integrity of quota management systems; and
 - providing funding for industry-good activities:
- to account to livestock farmers regarding the Board's activities
- to perform such other activities as are conferred on the Board by this Act or any other enactment.

Structure

The Board comprises 10 Directors of whom six are nominated by Beef + Lamb New Zealand Limited being elected to that organisation by livestock farmers, two are nominated by Beef + Lamb New Zealand Limited being appointed to that organisation on the recommendation of

the Meat Industry Association, and two are appointed by the Minister of Agriculture. The Board has its head office in Wellington and has an overseas regional office in Brussels.

Records

Files and documents held by the Board deal primarily with the meat export trade in New Zealand and the major overseas markets, particularly relating to overseas markets where quotas have been applied by authorities there.

The Board also holds files relating to the management of reserves.

The Board also holds files containing the minutes of meetings.

Documents relating to decision-making processes

The Board must publish financial statements and an annual report within six months of the end of its financial year (30 September).

The Board also maintains a “Reserves Policy” setting out how it will manage its reserves. This document is available from its website: www.nzmeatboard.org.

Quota allocation manuals, setting out the Board’s processes for allocating quota, are also available from the website.

Contact

New Zealand Meat Board
Wellington Chambers
Level 4, 154 Featherston St
Wellington 6011

PO Box 121
Wellington 6140

Phone 64 4 473 9150

info@nzmeatboard.org

www.nzmeatboard.org

New Zealand Trade and Enterprise

Entry last updated on 26 May 2023

Governing statutes

New Zealand Trade and Enterprise (NZTE) operate under the Crown Entities Act 2004, the Public Finance Act 1989, and the NZTE Act 2003, we are fully committed to the Treaty of Waitangi.

Functions and responsibilities

Our purpose

To grow companies internationally – bigger, better, faster – for the good of New Zealand.

What we do

Te Taurapa Tūhono | New Zealand Trade and Enterprise (NZTE) is the New Zealand government's international business development agency. Our job is to support exporters in order to grow a productive, sustainable and inclusive economy.

NZTE helps New Zealand businesses to grow internationally by:

- making our knowledge, resources and connections available to New Zealand businesses, Māori entities and coalitions
- connecting New Zealand businesses with the right partners and investors for growth
- connecting global investors and companies with opportunities in New Zealand
- elevating New Zealand's business reputation in international markets.

We tailor our support to our customers' changing needs, offering light-touch guidance to those at the beginning of their export journey and engaging more intensively with those who are further along. We don't charge anything for our time.

Our services

If you're thinking about exporting, making plans to export, or already exporting and looking for support, talk to us about your goals. If you're a global investor or business looking for opportunities in or from New Zealand, we can help you, too.

We can tailor our support to the stage you're at and the level of engagement you're comfortable with, and if we're not the right organisation to help you, we can often direct you to the relevant resources and support.

Structure

NZTE is a New Zealand Crown entity, created by the New Zealand Trade and Enterprise Act 2003 which merged Trade New Zealand and Industry New Zealand.

- NZTE Board (1 chair, 1 deputy chair, 5 members)
- 2 Crown Ministers

NZTE Executive Leadership Team:

- Chief Executive
- International
- Customer Solutions
- Export Customers
- People and Kōrako
- Investment
- Strategy, Performance and Partners
- Te Pora Māori (Māori Business Group - cross-function)

Records

NZTE primarily employs an electronic records system and corporate records are increasingly retained electronically.

Documents relating to decision-making process

Details on how acceptable investments are determined for the Active Investor Plus Visa programme can be found at: [Acceptable investments - Active Investor Plus visa | Invest New Zealand \(nzte.govt.nz\)](#)

Publications

- Annual reports
- Statements of intent
- Statements of performance expectations
- Gender Pay Gap Action Plans
- Sustainability Reports
- Briefings to incoming ministers
- Chief Executive expenses

All publications can be found at: [Publications and media releases | NZTE](#)

Contact

[Contact us | NZTE](#)

Oranga Tamariki – Ministry for Children

Entry last updated on 17 January 2022

Acts administered

Oranga Tamariki – Ministry for Children (Oranga Tamariki) administers the following statutes solely or jointly with other agencies:

- Oranga Tamariki Act 1989
- Children’s Act 2014 (with Ministry of Education)

Functions and responsibilities

On 1 April 2017, Oranga Tamariki was established. Oranga Tamariki incorporates a ‘whole of sector’, child-centred approach which will transform the way we work with vulnerable children and young people, by working in partnership with the wider social sector to achieve its outcomes. We are responsible for ensuring vulnerable children and their families and whānau get the services they need, and that agencies work together to take a broader view of children and young people who are at significant risk of harm now and in the future.

Our purpose is to ensure that all tamariki are in loving whānau and communities where their oranga can be realised.

Our focus is on children and young people who are at significant risk of harm now and in the future as a consequence of their family environment, and/or their own complex needs or who have offended or may offend in the future.

Oranga Tamariki is responsible for these main functions:

- Supporting children, young people and their families who are at significant risk of harm.
- Developing partnerships with children, families/whānau, iwi, NGOs and other government agencies to help children thrive.
- Providing care and protection for children and young people who are not having their needs met at home.
- Procuring services for at-risk children and their families/whānau and providing sector leadership of the system to support at-risk children.
- Recruiting, training and supporting caregivers working with at-risk children.
- Supporting individuals seeking information about their adoption.

- Supporting young people to address the impacts of any harm they have experienced and supporting their transition from care to independence.
- Supporting family-led decision making to address care and protection concerns or offending by children and young people.
- Responding to offending by young people and preventing re-offending.
- Working with people wanting to adopt or people wanting to place a child for adoption.
- Advocating for children in need, particularly those in care, across the system.
- Providing policy advice to Ministers that contributes to the development of government policy and the reform and development of legislation relating to children and young people. Support and advice are also provided to select committees.
- Administering funding for services and programmes for at-risk children and young people.
- Providing advice and support in relation to international child protection matters.
- Providing transition support services to young people up to 25 years old who are leaving care to ensure they are supported in their journey to independence.

Structure

Oranga Tamariki is led by a leadership team comprising of the Chief Executive, Chief Māori Advisor to the Chief Executive, Director Safety of Children in Care and ten Deputy Chief Executives. Oranga Tamariki has approximately 4,000 employees working throughout New Zealand. It is organised into the following clusters:

- Services:
- Partnering for Outcomes
- Services for Children and Families North
- Services for Children and Families South
- Youth Justice Services
- Care Services.
- Voices and Quality:
- Tamariki Advocate/Voices of Children
- Professional Practice Group

- Enabling functions:
- Policy and Organisational Strategy
- Corporate Services
- Governance and Engagement
- Safety of Children in Care

Leadership and governance

Our Leadership Team is made up of our Chief Executive and ten Deputy Chief Executives. These leaders have collective responsibility for ensuring our organisational health, capability and capacity to deliver services and achieve outcomes.

There are four Oranga Tamariki Leadership Team Governance Committees. They each exist to make decisions on organisational direction, focus and priorities to ensure we deliver improved outcomes for tamariki Māori, children, and young people. The Committees, and their individual focuses are: — Business Committee – this committee is responsible for making decisions on organisational matters that are significant in terms of people, risk, impact or investment required. — Change Board – this board is responsible for overseeing the performance of our change programme. — Performance Committee – this committee has oversight of organisational health and operational performance. — Strategy and Planning Committee – this committee is responsible for future policy direction and strategy for the organisation.

Services

The Services group ensures that tamariki and whānau receive the support they need to thrive. Services include investigation and assessments, interventions, transition support services, residential care/youth justice services and case work and adoptions.

To achieve our purpose of ensuring that all children and young people are in loving whānau and communities where their oranga can be realised, we need to work with other government agencies, NGOs, iwi, Māori organisations as well as communities throughout New Zealand. Further information on our partnerships with iwi, Māori organisations and NGOs can be found in our annual report.

Voices and Quality

The Tamariki Advocate, Voices of Children group ensures that tamariki, whānau and community are listened to and their needs and aspirations are delivered on by Oranga Tamariki and the wider public sector.

Enabling functions

The group is responsible for engaging all New Zealanders to take action in support of at-risk tamariki and rangatahi. The group does this by: — engaging with tamariki and whānau to gain a deep understanding of their experiences and aspirations through research and analysis; — advocating for the interests of at-risk tamariki and rangatahi across the public sector; — using human-centred design expertise to develop and improve systems and services; — motivating New Zealanders to support tamariki and their whānau through social media, communications and community engagement; and — ensuring Oranga Tamariki upholds its commitments to improve outcomes for tamariki Māori.

The new Oranga Tamariki legal team delivers all our legal needs, including litigation and advice, and supports the frontline as well as national office. This includes progressing care and protection applications through the Family Court, assisting with youth justice proceedings, assisting on adoption applications, advising on complex privacy or official information matters, and supporting and guiding major policy or legislation change relating to Oranga Tamariki.

Health, Safety and Security Governance Committee

The Health, Safety and Security Governance Committee oversees the health, safety and security for Oranga Tamariki, providing leadership, direction and assurance to ensure the wellbeing of tamariki by keeping our staff and those we partner with safe and well. The Committee supports our staff, and those we partner with, to have a voice so they are safe, secure and well. The Committee also enables the Chief Executive and members of the Leadership Team to meet their obligations as Officers under the Health and Safety at Work Act 2015.

Risk and Assurance Committee

The Risk and Assurance Committee has been established by the Chief Executive to provide independent advice and challenge on risk, internal control and assurance matters. They have provided advice on the following key areas: — organisational risks and approach to managing risk; — organisational governance arrangements; and — financial and non-financial performance.

Records

Oranga Tamariki holds:

- Records and information relating to our functions and responsibilities, including the services we deliver to the public and the advice provided to Ministers. Records include briefings and advice to Ministers, and internal information and records relating to the development and delivery of services and the operation of Oranga Tamariki.

- Records relating to tamariki who are under the care of the Chief Executive, including records relating to their whānau, caregivers and other support persons, the operation of care and protection residences and core worker vetting.
- Records and information relating to how we work with third party community partners to deliver support services to tamariki and their whānau. Records include contracts and funding agreements and the monitoring and review of the services provided.
- Statistics (counts, averages, demographics, etc) to provide insights to assess funding models and monitor our care targets.
- Records relating to the delivery of Youth Justice services. Records include the operation of Youth Justice facilities.

Documents relating to decision-making processes

Oranga Tamariki policies and procedural documents can be found on the practice centre: practice.orangatamariki.govt.nz/ . There are a wide range of documents supporting our decision-making processes including:

- The Practice Standards: our practice standards are the benchmark for our practice working with tamariki and their whānau, caregivers and others involved in their lives.
- Care Standards
- The Tuituia framework
- Recruitment Policy
- Privacy and Personal Information Policy
- Information sharing Policy

A full list of policies can be found on our practice centre linked above.

Contact

For Official Information Act requests and enquiries:

OIA_Requests@ot.govt.nz

www.orangatamariki.govt.nz/about-us/information-releases/official-information-act/

NOTE: Court or tribunal records cannot be requested under the Official Information Act 1982. This is because the judiciary is independent of the Executive branch of government and the courts and tribunals (in their judicial functions) are not subject to the Act. To access court documents, you must apply directly to the court (or appropriate tribunal registry).



For general enquiries:

Oranga Tamariki National Office
PO Box 546
Wellington 6140

Freephone 0508 326 459

contact@ot.govt.nz

www.orangatamariki.govt.nz

Ministry of Justice
Tāhū o te Ture

justice.govt.nz

contactus@justice.govt.nz

0800 COURTS
0800 268 787

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New Zealand Government