

# Directory of Official Information

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Listings P-R



MINISTRY OF  
JUSTICE  
*Tabu o te Iure*

[New Zealand Government](#)

# About

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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If your department or agency's information is out of date, please email [oa@justice.govt.nz](mailto:oa@justice.govt.nz) with the necessary amendments.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](mailto:oa@justice.govt.nz)

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# The Pacific Islands Polynesian Education Foundation Board

## Governing statutes

The Pacific Islands Polynesian Education Foundation (PIPEF) was established by the Pacific Islands Polynesian Education Foundation Act 1972 as a body corporate.

## Functions and responsibilities

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

## Structure

The Board of Trustees comprises:

One trustee appointed by the Governor-General as Chairperson;

Three ex-officio members including:

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

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

## Divisions

### *Contract Management – Ministry of Education*

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

## ***Funding***

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

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

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

## ***Operations***

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

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

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

## **Selection Committee**

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

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

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

## **Records**

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

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

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

## Contact

Administrator  
PIPEF  
PO Box 48219  
Silverstream 5142

Phone 04 4740743  
Fax 04 4722350

# Ministry for Pacific Peoples

*Entry last updated on 31 January 2022*

## Functions and responsibilities

The Ministry is the Crown's principal advisor on policies and interventions aimed at improving outcomes for Pacific peoples in Aotearoa.

We use our extensive networks with Pacific communities across the country, and our knowledge and understanding of Pacific people, cultures, and values, to influence public policy, and programme and service decisions affecting Pacific Aotearoa.

Pacific values are our anchor, with each generation weaving the foundations for the next to stand on. Through engagement with wider Pacific communities, four goals have been identified to achieve our Pacific Aotearoa vision:

1. Thriving Pacific languages, cultures, and identities.
2. Prosperous Pacific communities.
3. Resilient and healthy Pacific Peoples.
4. Confident, thriving, and resilient Pacific young people.

More information on this can be found in our Pacific Aotearoa Lalanga Fou report: [www.mpp.govt.nz/assets/Reports/Pacific-Aotearoa-Lalanga-Fou-Report.pdf](http://www.mpp.govt.nz/assets/Reports/Pacific-Aotearoa-Lalanga-Fou-Report.pdf).

Our mission to enrich Aotearoa with thriving, resilient and prosperous Pacific communities is brought to life through:

- Policy advice
- Innovation
- Pacific knowledge and expertise
- Communications and engagement
- Partnerships and leadership

## Structure

The Ministry has more than 100 staff working at five main offices throughout New Zealand: national office in Wellington (with a regional office in Porirua) and regional offices in Auckland, Christchurch, and Hamilton. The Ministry also has staff in Invercargill, Palmerston North, and Whangārei.

The Ministry is organised into the following groups:

- Office of the Secretary for Pacific Peoples
- Corporate Services
- Policy, Evaluation, Research, Housing and Languages
- Regional Partnerships
- Service Delivery

## Pacific sector stakeholders

The Ministry collaborates with a wide range of partner agencies and providers to support our Pacific communities in education, business, health, employment, and social and economic development. More information about the work the Ministry does in partnership with agencies and providers can be found on the 'Programmes' and 'Funding' sections of the Ministry's website: [www.mpp.govt.nz](http://www.mpp.govt.nz).

## Records

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

## Documents relating to decision-making processes

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

- Human resource policies
- Financial delegations
- Business expenditure policy
- Gifts, hospitality, and entertainment policy
- Travel policy
- Legislative compliance policy
- Risk management policy
- Probity policy
- Fraud prevention and investigation policy
- Procurement policy
- Information code of conduct

- Health and safety policy and guidelines
- Standards and integrity and conduct
- Accountability documents.

## Publications

The Ministry publishes the Ministry for Pacific Peoples Strategic Intentions publications and Annual Report, a selection of its reporting and planning documents and a variety of reports to present new Pacific insights. The Ministry's publications can be found on its website here: [www.mpp.govt.nz/publications](http://www.mpp.govt.nz/publications).

## Contact

### Wellington (National Office)

Level 2 ASB House  
101 - 103 The Terrace  
Wellington 6011

PO Box 833  
Wellington 6140

Phone (04) 473 4493  
Fax (04) 473 4301

[contact@mpp.govt.nz](mailto:contact@mpp.govt.nz)

### Christchurch

Level 1 BNZ Centre  
120 Hereford Street  
Christchurch 8011

Private Bag 4741  
Christchurch 8140

Phone (03) 366 7202



## **Auckland**

Te Puni Kōkiri House  
9 Ronwood Ave Manukau  
Auckland 2104

Phone (09) 265 3200  
Fax (09) 265 3202

## **Hamilton**

Te Puni Kōkiri House  
126 Rostrevor Street  
Hamilton 3240

[www.mpp.govt.nz](http://www.mpp.govt.nz)

# Palmerston North Airport Limited

*Entry last updated on 17 May 2023*

## Governing statutes

Palmerston North Airport Ltd is an Airport Company established under the Airport Authorities Act 1966 by the Airport Authorities (Palmerston North Airport Limited) Order 1990.

## Functions and responsibilities

The Company is authorised to exercise the powers of a Local Authority under section 3 of the Airport Authorities Act 1966. The Company operates Palmerston North Airport as a Certificated Aerodrome (Airport) pursuant to the Civil Aviation Rule Part 139 by virtue of an authority dated 30 September 2019.

The Company is approved as a requiring authority under the Resource Management Act 1991 by the Minister for the Environment by notice in the New Zealand Gazette (8 June 1995).

The Palmerston North Airport Bylaws Approval Order 2003 approved bylaws of Palmerston North Airport pursuant to the Airport Authorities Act 1966.

The Company owns and operates Palmerston North Airport and the shares are held by the Palmerston North City Council.

## Structure

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

Key positions:

- Chief Executive Officer, Chief Commercial Officer and Chief Financial Officer.
- The Company's office and the records of the Company are held at the First Floor, Terminal Building, Palmerston North Airport, Airport Drive, Palmerston North.

## Records

The Company publishes an Annual Report and Audited Accounts. It also produces a Statement of Intent as the means of documenting the Company's business with the Shareholder. Recent copies of these documents are available from the Company's website [www.pnairport.co.nz/](http://www.pnairport.co.nz/)

## Contact

The Chief Executive Officer  
Palmerston North Airport Limited  
First Floor, Terminal Building  
Palmerston North International Airport  
Airport Drive  
Palmerston North 4442

PO Box 4384  
Palmerston North 4442

Phone (06) 351 4415

[info@pnairport.co.nz](mailto:info@pnairport.co.nz)

[www.pnairport.co.nz](http://www.pnairport.co.nz)

# Parliamentary Commissioner for the Environment

*Entry last updated on 12 January 2022*

## Te Kaitiaki Taiao A Te Whare Pāremata

### Governing statutes

Established by the Environment Act 1986. No Acts are administered by the Parliamentary Commissioner for the Environment.

### Functions and responsibilities

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

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

The Commissioner has wide-ranging powers to investigate environmental concerns. 'Independent' means independent of the government of the day, so the Commissioner reports not to a Government Minister but to Parliament through the Speaker of the House and the Officers of Parliament select committee.

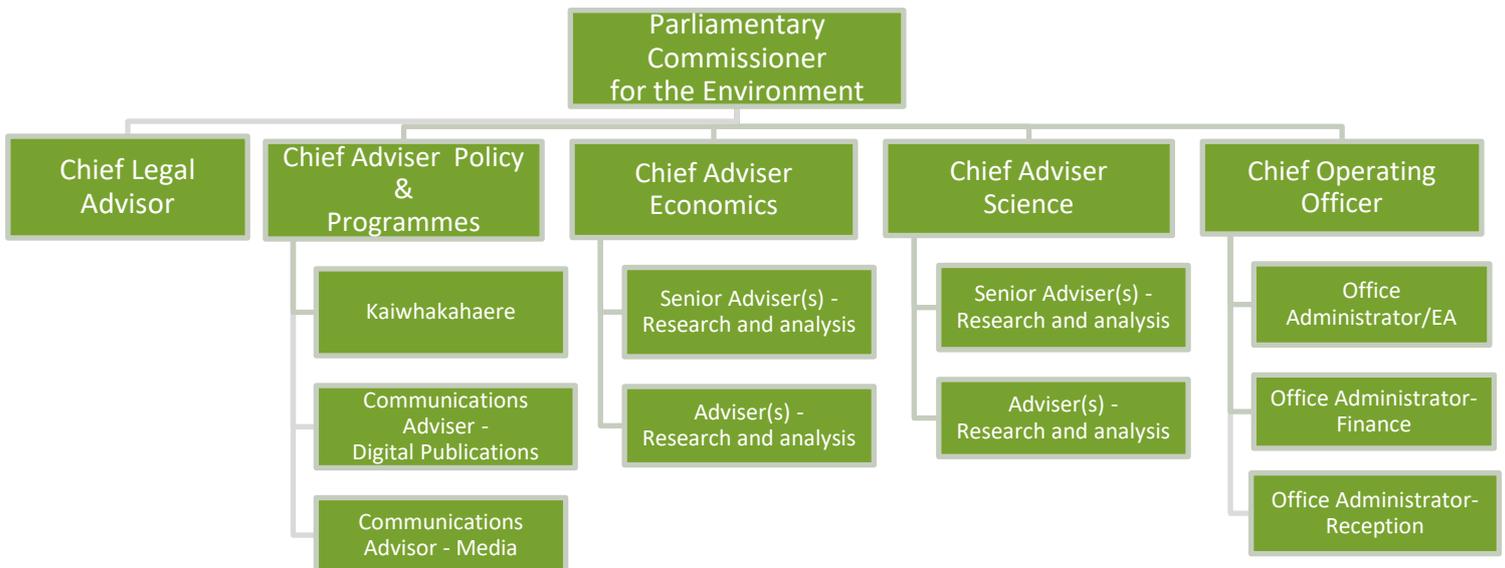
The Commissioner's functions are drawn from section 16 of the Environment Act 1986. He has wide discretion to exercise his functions, which are to:

- review the system of agencies and processes established by the Government to manage the allocation, use, and preservation of natural and physical resources, and report to the House of Representatives
- investigate the effectiveness of environmental planning and environmental management carried out by public authorities, and advise them on remedial action
- investigate any matter where the environment may be or has been adversely affected, advise on preventative measures or remedial action, and report to the House of Representatives
- at the request of the House of Representatives or any select committee, report on any petition, Bill or other matter which may have a significant effect on the environment

- on the direction of the House of Representatives, inquire into any matter that has had or may have a substantial and damaging effect on the environment and report to the House
- undertake and encourage the collection and dissemination of information relating to the environment
- encourage preventive measures and remedial actions for the protection of the environment.

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

## Structure



## Records

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

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

## Documents relating to decision-making processes

The office produces an Annual Report and a Strategic Intentions

## Publications

The Annual Report and Strategic Intentions and the Commissioner's investigations are published and available on request from the office's website.

## Contact

Hon Simon Upton Parliamentary Commissioner for the Environment  
Level 8, 22 The Terrace  
Wellington 6011

PO Box 10245  
Wellington 6140

Phone (04) 471-1669

[pce@pce.parliament.nz](mailto:pce@pce.parliament.nz)

[www.pce.parliament.nz](http://www.pce.parliament.nz)

# New Zealand Parole Board

*Entry last updated on 10 January 2022*

## Governing statute

The Parole Board is established by the Parole Act 2002.

## Functions and responsibilities

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

In every case, the Board's paramount consideration is safety of the community.

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

## Structure

The Board comprises about 40 members from the community and the judiciary. The Board sits in panels of three or four members, often with a Judge as convenor. The Board's chairperson is a former High Court Judge.

## Records

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

## Documents relating to decision-making processes

Guide for New Zealand Parole Board Members

## Contact

Level 12 Prime Property Tower  
86-90 Lambton Quay  
PO Box 939  
Wellington 6140

Phone 0800 PAROLE  
Fax (04) 495 8432

[info@paroleboard.govt.nz](mailto:info@paroleboard.govt.nz)

[www.paroleboard.govt.nz](http://www.paroleboard.govt.nz)

# Pharmaceutical Management Agency (Pharmac)

*Entry last updated on 18 March 2022*

## Te Pātaka Whaioranga

### Governing statutes

Pharmac Te Pātaka Whaioranga, was established by the New Zealand Public Health and Disability Act 2000. It does not administer any Acts.

### Functions and responsibilities

Pharmac's objectives are:

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

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

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

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

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

Pharmac must establish:

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

Pharmac may establish any other committees the Pharmac Board considers appropriate.

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

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

## Structure

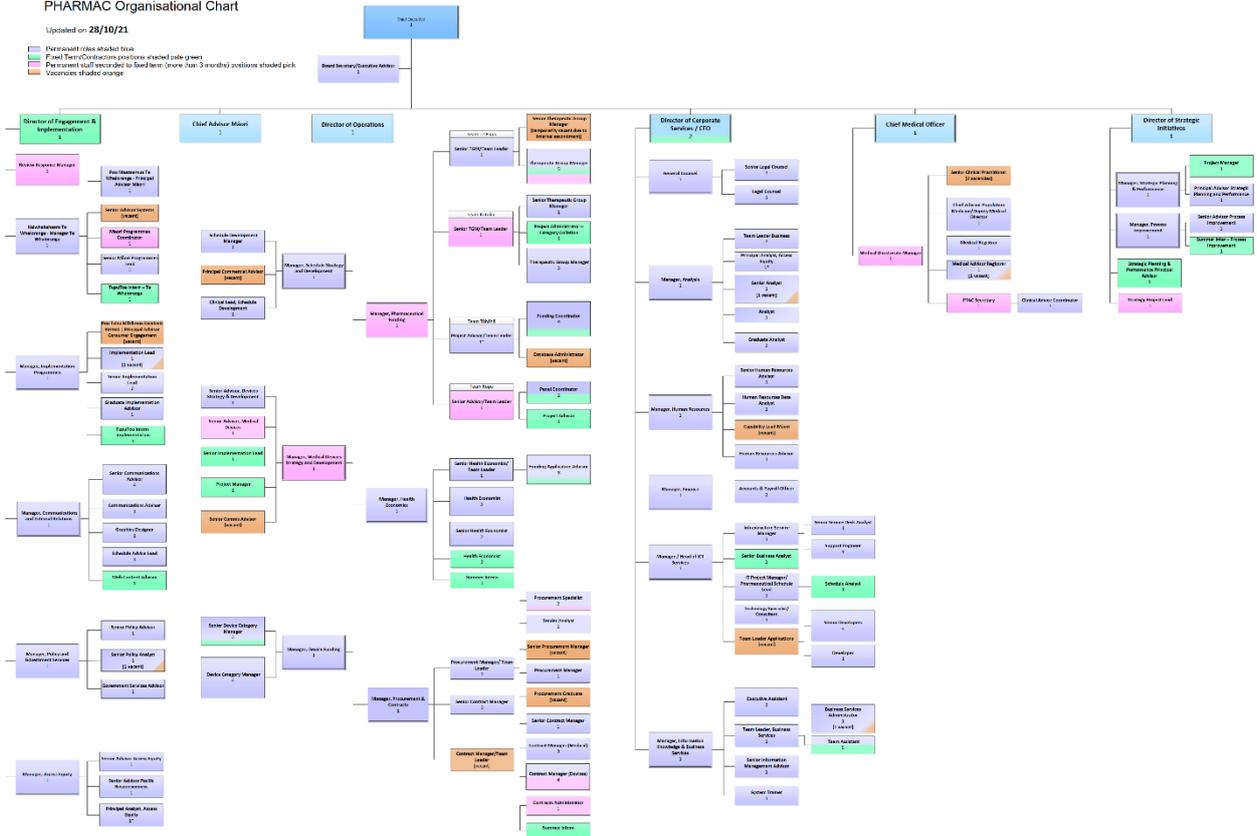
Pharmac's structure is outlined in the organisational chart.

This structure reflects the key areas for which Pharmac has responsibility and associated support functions.

## PHARMAC Organisational Chart

Updated on 28/10/21

- Permanent roles shaded blue
- Fixed Term/Contract positions shaded orange
- Permanent staff reported to fixed term (more than 3 months) positions shaded pink
- Vacancies shaded orange



## Records

Outlined below is a general description of the 10 records classes created and held by Pharmac:

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

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

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

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

**Pharmaceuticals** – Managing the Combined Pharmaceutical Budget through the list of subsidised pharmaceuticals published in the Pharmaceutical Schedule.

**Managing the Combined Pharmaceutical Budget** – Summary records of forecasting and papers regarding budget setting, including descriptions of forecasting methodology, which are provided to the Audit & Forecast Subcommittee of the Pharmac Board.

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

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

**Managing special access to medicines** – Case records for people who are provided with pharmaceuticals through the Named Patient Pharmaceutical Assessment (NPPA) scheme and other special access processes. These records also include meeting minutes for Pharmac’s specialised panels, used to provide input on decisions.

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

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

## Documents relating to decision-making processes

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

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

## Contact

Level 9, Simpl House  
40 Mercer Street  
Wellington 6011

PO Box 10254  
The Terrace  
Wellington 6143

Phone (04) 460 4990

[enquiry@pharmac.govt.nz](mailto:enquiry@pharmac.govt.nz)

[www.pharmac.govt.nz](http://www.pharmac.govt.nz)

# Plant & Food Research

*Entry last updated on 10 January 2022*

## Rangahau Ahumāra Kai

### Governing statutes

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

### Functions and responsibilities

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

### Structure

Plant & Food Research has more than 1000 staff based at 14 sites across New Zealand, as well as offices in Australia and the USA. Science Operations are managed through five Portfolios – New Cultivar Innovation, BioProtection, Sustainable Production, Food Innovation and Seafood Technologies.

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

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

#### *Board of Directors*

The Institute has a Chairperson (Nicola Shadbolt), supported by a Deputy Chair and four directors. Day-to-day management of the company is the responsibility of the Chief Executive Officer (David Hughes) supported by a senior leadership team of six group general managers and the chief scientist. A science advisory panel of four eminent scientists assists the company.

## Records

- Administration records
- Research records
- Documents relating to decision-making processes
- Statement of Corporate Intent
- Code of Conduct & Ethics

The Statement of Corporate Intent and other corporate publications, including the Annual Report, can be found at [www.plantandfood.co.nz](http://www.plantandfood.co.nz)

## Contact

OIA Officer  
Plant & Food Research  
Private Bag 92169  
Auckland 1142

[ويا@plantandfood.co.nz](mailto:ويا@plantandfood.co.nz)

[www.plantandfood.com](http://www.plantandfood.com)

# New Zealand Police

*Entry last updated on 28 January 2022*

## Nga Pirihimana O Aotearoa

### Governing statutes

Police operates under the Policing Act 2008.

### Acts administered

Police administers the following Acts:

- Arms Act 1983
- Policing Act 2008
- Child Protection (Child Sex Offender Government Agency Registration) Act 2016

In addition to these Public Acts, New Zealand Police administers a number of Regulations, Land Transport Notices and Arms Orders.

### Functions and responsibilities

New Zealand Police is working with the community to make New Zealanders be safe and feel safe. With over 13,000 staff, we provide policing services 24 hours a day, every day. We operate by land, sea and air, manage over 860,000 emergency calls a year and are always actively preventing crime and crashes.

Our mission is to prevent crime and harm through exceptional policing.

We're working towards specific goals and targets that highlight our intent to work collaboratively with iwi and communities, other government sectors and business partners to deliver 'Our Business' and achieve long-term change.

The functions of Police as set out in the Policing Act 2008 include:

- Keeping the peace
- Maintaining public safety
- Law enforcement
- Crime prevention
- Community support and reassurance

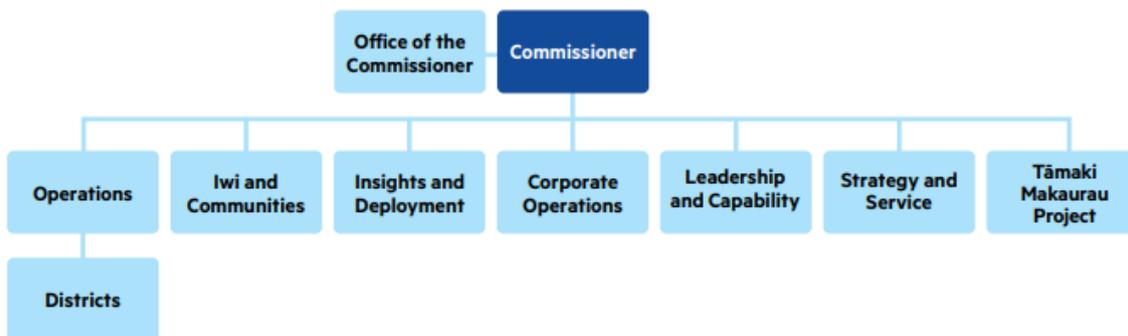
- National security
- Participation in policing activities outside New Zealand
- Emergency management response

## Structure

The Commissioner of Police is appointed by the Governor-General and is accountable to the Minister of Police for the administration of police services. The Commissioner acts independently in carrying out operational activity relating to the maintenance of law and order.

Nationally we have 12 districts administered from Police National Headquarters in Wellington, and national service centres that provide administrative and specialised support.

Each of the 12 districts has a District Commander and a team of Area Commanders who manage day-to-day operations.



## Records

New Zealand Police maintains records in accordance with the Public Records Act 2005.

## Documents relating to decision-making processes

The Police Manual contains good practice guidelines and instructions for the New Zealand Police and includes General Instructions and Commissioner’s Circulars.

The Police Code of Conduct guides our judgement, choices and actions. It sets out the high standards of conduct our communities rightly expect and what we can expect of each other.

## Contact

105 is the phone number for Police non-emergencies.

**For an emergency response from Police, Fire or Ambulance, call 111.**

Official Information Act requests can be submitted here: [www.police.govt.nz/advice-services/request-information/request-other-information-official-information-act](http://www.police.govt.nz/advice-services/request-information/request-other-information-official-information-act)

### **Police National Headquarters**

180 Molesworth Street  
Wellington 6011

PO Box 3017  
Wellington 6140

Phone 04 474 9499

### **Royal New Zealand Police College**

Private Bag 50906  
Porirua 5024

### **Northland District HQ**

88 Cameron Street  
Whangarei 0148

### **Waitemata District HQ**

7 Buscomb Avenue  
Henderson  
Auckland 0610

### **Auckland District HQ**

Cnr Cook and Vincent Streets  
Auckland 1010

### **Counties-Manukau District HQ**

42 Manukau Station Road  
Manakau City 2104



## **Waikato District HQ**

12 Anzac Parade  
Hamilton 3216

## **Bay of Plenty District HQ**

1190 – 1214 Fenton Street  
Rotorua 3010

## **Eastern District HQ**

77 Station Road  
Napier 4110

## **Central District HQ**

404 Church Street  
Palmerston North 4410

## **Wellington District HQ**

41 Victoria Street  
Wellington 6011

## **Tasman District HQ**

188 Bridge Street  
Nelson 7010

## **Canterbury District HQ**

40 Lichfield Street  
Christchurch 8011

## **Southern District HQ**

25 Great King Street  
Dunedin 9016

# New Zealand Pork Industry Board

*Entry last updated on 24 February 2022*

## Governing statutes

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

## Functions and responsibilities

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

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

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

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

The functions of the Board are:

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

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

## Industry Vision

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

## Mission

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

Three key areas of focus:

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

## Structure

The structure of the Pork Industry Board is as follows:

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

## Records

Records held at Head Office include:

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

## Documents relating to decision-making processes

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

## Contact

New Zealand Pork  
PO Box 20176  
Bishopdale  
Christchurch 8543

Phone 0800 697 675

[info@pork.co.nz](mailto:info@pork.co.nz)

[www.pork.co.nz](http://www.pork.co.nz)

# New Zealand Post Limited

*Entry last updated on 26 January 2022.*

## Governing statutes

NZ Post Ltd was established under the State-Owned Enterprises Act 1987 and Companies Act 1993. It does not administer any Acts of Parliament.

## Functions and responsibilities

NZ Post has been a critical part of New Zealand's landscape for over 180 years. Our 6,500 people connect customers, consumers and businesses across New Zealand and around the world 'delivering what people care about'.

We process and deliver items – parcels, packages and letters. We also provide logistics services for businesses, including many who are engaged in eCommerce here and internationally.

NZ Post's strong delivery and logistics capabilities and deep connection with New Zealanders are enabling the high growth occurring in online shopping. One of our key strategies is to be New Zealand's best partner for online shopping. Business-to-consumer sending is a key part of what we support.

NZ Post has also been responding to the decline in the number of letters people send with world class changes through a mix of technology, service changes, new delivery methods and price changes.

We provide solutions that support New Zealand communities to connect. The communities we support are largely everyday customers and small businesses, who interact with us via our retail network and our contact centre. This is an important area for us, not only because of the value these customers generate (as senders and receivers) but because of the contribution our reach has into these communities. Our goal is to enable us to sustainably provide our services and deliver better customer service and support to New Zealand communities.

We offer postal services to customers in hundreds of communities around the country. We work with local businesses to provide these services on our behalf. This approach also helps us meet our obligations to operate a network of 880 postal outlets. This is good for customers, providing access thanks to things like longer opening hours, it's great for the local business and it also means we can keep providing our services locally.

## Structure

In addition to its New Zealand based operations, New Zealand Post Limited operates a wholly owned subsidiary, New Zealand Post Australia Holdings Pty Limited, in Australia and a branch in Singapore, which provide sales capability into key markets.

NZ Post owns 53% of Kiwi Group Holdings Limited (whose subsidiaries include Kiwibank Limited and its sister companies), and a 50% share in Supply Chain Solutions (NZ) (2021) Limited

## Documents relating to decision-making processes

Investor Centre

[www.nzpost.co.nz/about-us/investor-centre](http://www.nzpost.co.nz/about-us/investor-centre)

Reports and presentations – Statement of Corporate Intent, Annual Report, Half Year Report

[www.nzpost.co.nz/about-us/investor-centre/reports-presentations](http://www.nzpost.co.nz/about-us/investor-centre/reports-presentations)

Deed of Understanding with the Government

[www.nzpost.co.nz/about-us/postal-legislation/deed-of-understanding](http://www.nzpost.co.nz/about-us/postal-legislation/deed-of-understanding)

## Contact

Corporate Affairs  
Ground Floor, 7WQ  
7 Waterloo Quay  
Pipitea  
Wellington 6011

Private Bag 39990  
Wellington Mail Centre  
Lower Hutt 5045

Phone 04 470 2086

Customer Care Centre: 0800 501 501

[nzpostcommunications@nzpost.co.nz](mailto:nzpostcommunications@nzpost.co.nz)

[Oia.Officer@nzpost.co.nz](mailto:Oia.Officer@nzpost.co.nz) (contact for Official Information Act requests)

[www.nzpost.co.nz](http://www.nzpost.co.nz)

# Ministry for Primary Industries

*Entry last updated on 4 March 2022*

## Manatū Ahu Matua

### Acts administered

#### Public acts

- Agricultural and Pastoral Societies Act 1908
- Agricultural Compounds and Veterinary Medicines Act 1997
- Airports (Cost Recovery for Processing of International Travellers) Act 2014
- Animal Control Products Limited Act 1991
- Animal Products (Ancillary and Transitional Provisions) Act 1999
- Animal Products Act 1999
- Animal Welfare Act 1999
- Apple and Pear Industry Restructuring Act Repeal Act 2001
- Aquaculture Reform (Repeals and Transitional Provisions) Act 2004
- Biosecurity Act 1993
- Commodity Levies Act 1990
- Dairy Industry Restructuring Act 2001
- Driftnet Prohibition Act 1991
- Farm Debt Mediation Act 2019
- Fisheries (Quota Operations Validation) Act 1997
- Fisheries Act 1983
- Fisheries Act 1996
- Food Act 2014
- Forestry Encouragement Act 1962
- Forestry Rights Registration Act 1983
- Forests (West Coast Accord) Act 2000

- Forests Act 1949
- Forests Amendment Act 2004
- Hazardous Substances and New Organisms Act 1996 (relevant to MPI in respect of new organisms under section 97A)
- Hop Industry Restructuring Act 2003
- Irrigation Schemes Act 1990
- "Kaikoura (Te Tai o Marokura) Marine Management Act 2014 (joint administration with the Department
- of Conservation)"
- Kiwifruit Industry Restructuring Act 1999
- Māori Commercial Aquaculture Claims Settlement Act 2004
- Māori Fisheries Act 2004
- Meat Board Act 2004
- Ministry of Agriculture and Fisheries (Restructuring) Act 1995
- Ministries of Agriculture and Forestry (Restructuring) Act 1997
- Ministry of Agriculture and Forestry (Restructuring) Act 1998
- National Animal Identification and Tracing Act 2012
- New Zealand Horticulture Export Authority Act 1987
- Plants Act 1970
- Pork Industry Board Act 1997
- Primary Products Marketing Act 1953
- Public Works Act 1981 (Part 19)
- Royal New Zealand Institute of Horticulture Act 1953
- Taratahi Agricultural Training Centre (Wairarapa) Act 1969
- Treaty of Waitangi (Fisheries Claims) Settlement Act 1992
- Veterinarians Act 2005
- Walking Access Act 2008
- Wine Act 2003
- Wool Industry Restructuring Act 2003

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

#### Private acts

- Auckland Agricultural Pastoral and Industrial Shows Board Act 1972
- Canterbury Agricultural and Pastoral Association Empowering Act 1982
- Clevedon Agricultural and Pastoral Association Empowering Act 1994
- Kumeu District Agricultural and Horticultural Society Act 1991
- Marlborough Agricultural and Pastoral Association Empowering Act 1974
- Telford Farm Training Institute Act 1963
- Tokoroa Agricultural and Pastoral Association Empowering Act 1968
- United Wheatgrowers Act 1936
- Waikato Show Trust Act 1965

## Functions and responsibilities

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

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

## Structure

Director-General: Ray Smith

Deputy Director-General Fisheries New Zealand: Dan Bolger

Deputy Director-General New Zealand Food Safety: Vincent Arbuckle

Deputy Director-General Corporate Services: Neil Cherry

Deputy Director-General Agriculture & Investment Services: Karen Adair

Deputy Director-General Policy and Trade: Julie Collins

Deputy Director-General Compliance and Governance: Andrew McConnell

Deputy Director-General Biosecurity New Zealand: Stuart Anderson

Deputy Director-General Te Uru Rākau – New Zealand Forest Service: Jason Wilson

Deputy Director-General Public Affairs: Gillon Carruthers

## **MPI Branches**

### **Fisheries New Zealand**

Fisheries New Zealand operates the country's fisheries management system, which provides New Zealanders with sustainable access to wild fisheries for tangata whenua, recreational and commercial fishers. Fisheries New Zealand monitors the sustainability of fish stocks and sets limits on commercial catches that maintain the balance between commercial and other uses. It enforces those limits and the rules associated with the system.

### **New Zealand Food Safety**

New Zealand Food Safety supports primary producers, exporters, importers, and consumers by implementing the full range of MPI's legislative and regulatory frameworks. This business unit maintains the core of MPI's regulatory functions. It ensures our regulatory settings and systems – for biosecurity, food safety, primary production, animal welfare, and fisheries management – have integrity and credibility.

### **Corporate Services**

Corporate Services provides a broad range of business functions including financial, technology, human resources, security and privacy and business support services.

### **Agriculture and Investment Services**

The Agricultural and Investment Services business unit provides services to farmers and industry, with an important part of this being the work we do with Māori landowners, employers and stakeholders.

This business unit maintains MPI's relationship and commitments to Māori arising from the Treaty of Waitangi and Treaty settlement agreements, including negotiating MPI's input into Treaty settlements, and providing advice to ministers and within MPI on policy and regulatory interventions that may affect Māori interests in the primary sector.

### **Policy and Trade**

The Policy and Trade branch provides sector-level strategic thinking, policy advice and analysis, and oversees government-to-government relationships to maximise export opportunities.

The business unit incorporates market access functions and leads MPI's involvement in New Zealand's trade system. It focuses on sustainable economic growth, resource management, and main issues of interest to New Zealand's primary sectors.

## **Compliance and Governance**

Compliance and Governance is the centre of assurance excellence for MPI. It manages our organisational governance, strategy and planning, legal, risk, evaluation and internal audit functions, designs our services, and oversees MPI's projects and programmes.

In addition, Compliance and Governance includes our almost 300 fishery officers, animal welfare inspectors, National Animal Identification and Tracing staff, and compliance investigators.

## **Biosecurity New Zealand**

The Biosecurity New Zealand business unit works to prevent harmful organisms crossing New Zealand's borders. It manages border and compliance activities as well as preparing for, and responding to, any biosecurity incursions that may occur.

The business unit also manages MPI's centralised intelligence, planning, and coordination group. This was established to manage food, biosecurity, and animal welfare responses consistently and effectively.

It has been established to protect New Zealand from biosecurity incursions and pests. It will increase the visibility of some of the important biosecurity work we do at MPI, making the most of MPI's scale and reach.

## **Te Uru Rākau – New Zealand Forest Service**

Te Uru Rākau – New Zealand Forest Service is leading the Government's renewed focus on forestry, by supporting the ongoing development, growth, and management of the forestry sector. Te Uru Rākau – New Zealand Forest Service works with the forestry sector to promote and protect New Zealand's forestry resources. It funds programmes which encourage innovation and supports forestry projects that improve land production or reduce erosion.

## **Public Affairs**

Public Affairs brings together the functions that assist MPI's director-general to meet the expectations of the general public, ministers and main industry stakeholders.

This unit includes our Communications, Engagement and Information, and the Government Services directorate. Government Services has oversight of the full interface between MPI and the Government and incorporates the Ministerial Services and Official Information Act teams.

## **Publications**

MPI produces a range of publications, which are available on our website [www.mpi.govt.nz](http://www.mpi.govt.nz)

## Contact

The Ministry's Head Office is in Wellington and it has offices in Auckland, Blenheim, Christchurch, Dunedin, Gisborne, Hamilton, Invercargill, Kaikoura, Kaitaia, Lyttleton, Masterton, Napier, Nelson, New Plymouth, Palmerston North, Queenstown, Rotorua, Tauranga, Timaru, Whanganui, Whakatane, Whangarei and Whitianga.

### Head Office

Charles Fergusson Building  
34-38 Bowen St  
Pipitea  
Wellington 6011

MPI General Enquiries: 0800 008 333

Exotic Pest and Disease Hotline: 0800 80 99 66

Biosecurity Import Cargo Clearances: 0800 222 018

Food complaints: 0800 008 333

Animal welfare concerns: 0800 008 333

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

Media enquiries: 029 894 0328

[info@mpi.govt.nz](mailto:info@mpi.govt.nz)

[www.mpi.govt.nz](http://www.mpi.govt.nz)

# Department of the Prime Minister and Cabinet

*Entry last updated on 31 January 2022*

## Functions and responsibilities

The Department of the Prime Minister and Cabinet (DPMC) supports the government of the day, and does so by leading, advising, stewarding and delivering activities across the public service. It also provides specific advice and support to the Governor-General, Prime Minister and portfolio Ministers.

DPMC has three enduring roles:

- Supporting informed decision making, which includes providing the Prime Minister, Ministers and Cabinet with intelligence, advice, support and brokerage on the business of the day, as well as strategic advice to help the Government shape its agenda and ensure the public service is aligned with the Government's programme. When required, the Department is also responsible for shaping and progressing emerging high-priority issues.
- Supporting well conducted government, which includes supporting the Governor-General, Prime Minister and Ministers to exercise their constitutional roles, as well as ensuring the smooth, lawful and trustworthy running of executive government through the provision of secretariat services, constitutional advice and support, legislative support and administration of the New Zealand Royal Honours System.
- Leading an effective, strategically focused National Security System, which includes leading New Zealand's national security and intelligence sector in strengthening national resilience, developing situational understanding, and improving coordination and collaboration on nationally significant issues.

## Structure

DPMC is comprised of nine business groups headed by the Chief Executive. The Chief Executive is supported by the following senior managers:

- Secretary of the Cabinet/Clerk of the Executive Council
- Deputy Chief Executive, Policy Advisory Group
- Deputy Chief Executive, National Security Group
- Deputy Chief Executive, COVID-19 Response Group
- Executive Director, Strategy, Governance and Engagement Group

- Executive Director, Child Wellbeing and Poverty Reduction Group
- Executive Director, Implementation Unit
- Director, Health and Disability Review Transition Unit.

In addition, DPMC hosts the National Emergency Management Agency (NEMA), a departmental agency established on 1 December 2019 to replace the Ministry of Civil Defence & Emergency Management.

## Cabinet Office

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

- The [Cabinet Manual](#) provides authoritative guidance on central government decision making and records constitutional conventions and practices.
- The [CabGuide](#), which is an online resource, provides more detailed procedural advice on Cabinet processes.

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

The Clerk of the Executive Council provides impartial secretariat support for the Executive Council and is the principal advisor to the Governor-General and the Prime Minister on constitutional issues.

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

## Records

The records held in the Cabinet Office are categorised broadly as: Cabinet documents, Cabinet Office working files, Honours files and administration files. The majority of these records are papers relating to the activities of Cabinet and its Committees (i.e. agendas, submissions and minutes). They cover the entire spectrum of government business.

Most submissions to Cabinet and its Committees are drafted in government departments or agencies on behalf of their Ministers and copies are held in the records system of the relevant department or on CabNet (the electronic system that supports Cabinet processes).

When a Minister is satisfied with a draft submission, he or she will approve it for lodgement in CabNet, and Cabinet Office will then process it for consideration at the designated Cabinet or Cabinet committee meeting.

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

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

### **Access to Cabinet documents**

A wide number of agencies (including all public service departments) are able to access Cabinet material online via CabNet, for the items they have been provided access to. This applies to material from August 2015 onwards that is classified up to and including Restricted.

Under the 'Proactive Release of Cabinet Material' policy, all Cabinet and Cabinet committee papers (excluding appointment papers) must be proactively released within 30 business days of final decisions being taken by Cabinet, unless there are good reasons not to publish all or part of the material, or to delay the release beyond 30 days (refer to [Cabinet Office Circular CO \(18\) 4](#) for full details). Proactively released Cabinet material is published on the relevant agency's website.

For copies of highly classified material, or material prior to August 2015, a request for a copy of a Cabinet document should be made first to the department or agency in which it originated, or which is most closely associated with the subject matter. If the document is a Cabinet record of the current government, that department or agency may decide on the request itself or may transfer the request to the Minister under the provisions of section 14 of the Official Information Act. If the document is a Cabinet record of a previous government (currently in opposition), a special convention applies.

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

The Cabinet Office has certain archival responsibilities for State papers including the formal minutes of the Executive Council. However, it should be noted that the original documents approved in the Executive Council are returned to the originating Minister in all cases, for referral to the relevant agency. Enquiries should be directed to the relevant agency in the first instance, or the relevant Order in Council or regulations may be found on the [New Zealand Legislation](#) website.

## **Government House**

The Governor-General serves as the representative of The Queen of New Zealand, New Zealand's Head of State. The Governor-General's constitutional, ceremonial, international and community roles together seek to maintain national unity and foster national identity. The Clerk of the Executive Council and Government House staff support the Governor-General in carrying out his or her functions.

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

The Governor-General's website is [www.gg.govt.nz](http://www.gg.govt.nz). The Governor-General is not subject to the OIA or the Privacy Act.

## Child Wellbeing and Poverty Reduction Group

A key priority of the Government is to improve the wellbeing of children and reduce child poverty so that New Zealand is the best place in the world for children and young people. To advance this, the Government has set a legislative framework that embodies child wellbeing and poverty reduction through the Children's Act 2014 and the Child Poverty Reduction Act 2018. Under these Acts, there are targets to significantly reduce child poverty and a strategy designed to improve the wellbeing of children and young people in New Zealand.

The work is led by the Child Wellbeing and Poverty Reduction Group, which was established in February 2018. The group works across children's agencies and beyond to influence, design and coordinate ambitious approaches to improve the lives of New Zealand's children and young people.

## Records

The Group holds administrative records in relation to the policy development of the child poverty reduction programme and the *Child and Youth Wellbeing Strategy*.

## Strategy, Governance and Engagement Group

The Strategy, Governance and Engagement Group supports DPMC to achieve its strategic priorities and manage risk by working across the department to ensure it has sound planning and advice, effective policies, communications, governance, and efficient organisational systems and processes. It manages residual functions associated with greater Christchurch regeneration, and administrative tasks associated with the Prime Minister's Chief Science Advisor.

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

## Records

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

## Policy Advisory Group

The Policy Advisory Group is responsible for providing free, frank and impartial advice on issues of the day directly to the Prime Minister and, as appropriate, to other Ministers.

The Group contributes to policy development across the full range of government issues and supports the Prime Minister in all Cabinet Committees. From time-to-time Advisors lead policy projects specially commissioned by the Prime Minister to "cut through" on issues of significance.

The Policy Advisory Group facilitates cross-government linkages amongst agencies working on related issues and seeks to ensure that officials' advice takes account of broader government priorities. Where possible the Group takes a medium to longer term view that incorporates a strategic perspective, to ensure policy coherence. The Group also has an important role in providing the Prime Minister with up-to-date information on emerging policy issues and giving support to his/her office.

The Policy Advisory Group also includes:

- the Policy Project which supports the Chief Executive in his stewardship role as Head of the Policy Profession;
- the Christchurch Call Unit which works closely with the Ministry of Foreign Affairs and Trade and in conjunction with the Department of Internal Affairs to advance practical changes that contribute to the goal of eliminating terrorist and violent extremist content online; and
- the Strategy Unit which is designed to strengthen New Zealand's governance by providing analysis and advice to the Prime Minister on medium to long term strategic options.

## Records

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

## National Security Group

The National Security Group leads, coordinates and supports New Zealand's National Security System. Through governance structures such as the Officials' Committee for Domestic and External Security Coordination (ODESC), the Group strengthens the National Security System's support for the Government's priorities, develops better risk and assessment-based situational understanding, and improves agencies' coordination and collaboration to effectively deal with national security issues. The National Security Group administers two pieces of legislation – the Intelligence and Security Act 2017 and the International Terrorism (Emergency Powers) Act 1987.

The Group is made up of several directorates, including the National Assessments Bureau, National Security Systems, National Security Policy, and National Intelligence and Risk Coordination. A range of specialist coordinator roles exist in the Group, including for Counter Terrorism, Foreign Interference and Cyber, and the Prime Minister's special representative for Cyber and Digital.

The Group also supports Kāpuia, the Ministerial advisory group to provide perspectives on the implementation of the government response to the Royal Commission of Inquiry into the Terrorist Attack on Christchurch Mosques on 15 March 2019.

### Records

The National Security Group holds information in relation to coordination within the intelligence sector, national security system, information relating to cyber security policy, including New Zealand's *Cyber Security Strategy*. Information held by the Group may be classified. In relation to Kāpuia, the Group holds administrative records only.

## COVID-19 Response Group

The COVID-19 Response Group was established as a DPMC business unit on 1 July 2020. The Group provides advice to Ministers to evolve and improve the COVID-19 response, coordination and integration of New Zealand's COVID-19 response and recovery strategy across the public sector. This involves the provision of integrated policy advice, clear and consistent public communications, assurance to Ministers and continuous improvement across the system. It provides administrative support to advisory groups as required.

### Records

The COVID-19 Response Group holds information in relation to the operations of the business unit and advice in relation to the all-of-government response to COVID-19.

## Health and Disability System Review Transition Unit

The Health and Disability System Review Transition Unit was established as a DPMC business unit in September 2020 following consideration of the Health and Disability System Review / Hauora Manaaki Ki Aotearoa Whānui. The Unit led the response to the review, including developing the policy response and design of the system operating model, providing advice on the establishment of new entities and legislative change, and is responsible for producing an overall implementation plan and work programme for the transition. During 2022 the Unit's functions will be devolved to the new health entities being established: Health New Zealand and the Māori Health Authority. The Unit reports directly to a Ministerial advisory group for delivery of the work programme.

### Records

The Health and Disability Review Transition Unit holds information in relation to the operations of the business unit and policy/ministerial advice in relation to the reform programme of the national public health system.

## Implementation Unit

The Implementation Unit was established in 2021 to ensure that the Deputy Prime Minister, responsible ministers, Cabinet, responsible public servants and Central Agencies know, accurately, whether selected priority projects are on track to deliver their intended benefits, in their intended timeframes and budgets, and, if they are not, to work with the responsible minister and agency to identify what needs to be done to bring the project back on track.

### Records

The Implementation Unit holds reports prepared for the Deputy Prime Minister and material from other agencies who are involved in the programme, initiative or project that the Unit is either working alongside or undertaking a stocktake of.

## Special Units

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

- Greater Christchurch Group 2016-2020
- Inquiry into the Earthquake Commission 2018-2020
- The Insurance Taskforce 2018
- Flag Secretariat 2015

- The Policy Project 2014-present
- Canterbury Earthquake Recovery Team 2011
- Rugby World Cup 2011
- David Henry Inquiry into the leak of the Kitteridge Report 2013
- Youth Mental Health Project 2011
- Future State of the State Sector 2010/11.

### **Access to records relating to Greater Christchurch Regeneration**

The Greater Christchurch Group (GCG) was a group within DPMC between 1 March 2016 and 29 January 2021. The group was responsible for leading and coordinating central Government's ongoing role in the recovery and regeneration of greater Christchurch following the disestablishment of the Canterbury Earthquake Recovery Authority. DPMC holds records for the Group, including in relation to policy and planning decisions concerning the recovery and regeneration of greater Christchurch, monitoring and reporting on overall recovery progress and the horizontal infrastructure programme.

### **Access to records relating to the Prime Minister's Chief Science Advisor**

The Department holds administrative records in relation to the Prime Minister's Chief Science Advisor. Records relating to advice provided by the Chief Science Advisor are held by the Prime Minister's Office.

## **Contact**

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

Chief Executive  
Department of the Prime Minister and Cabinet  
Executive Wing  
Parliament Buildings  
Wellington 6011

Phone (04) 830 5000

Electronic requests to the Department should be addressed to: [information@dpmc.govt.nz](mailto:information@dpmc.govt.nz)

Inquiries can also be made through the contact form: [www.dpmc.govt.nz/contact-us](http://www.dpmc.govt.nz/contact-us)

# Office of the Privacy Commissioner

*Entry last updated on 24 February 2022*

## Te Mana Mātāpono Matatapu

### Governing statutes

The Privacy Commissioner is an independent Crown entity that was established under the Privacy Act 1993 and continues to exist pursuant to the Privacy Act 2020. The Commissioner administers the Privacy Act 2020 and the codes of practice issued under the Privacy Act 2020.

Various statutes also require agencies to consult the Commissioner on matters which involve the collection, use and disclosure of personal information.

### Functions and responsibilities

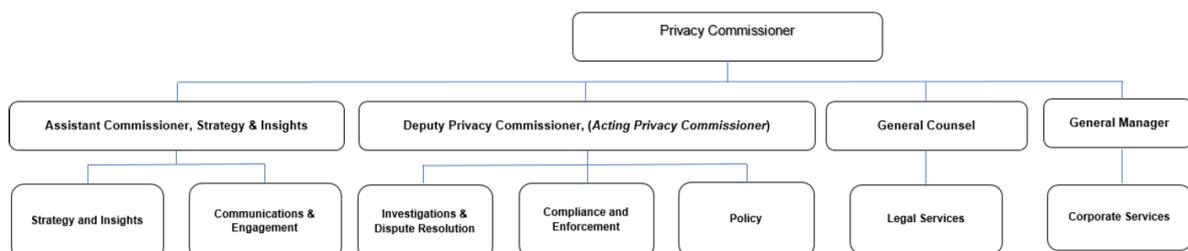
The Privacy Commissioner is responsible for promoting and protecting individual privacy in accordance with the information privacy principles in the Privacy Act 2020. The Privacy Commissioner's functions are set out in section 17 of the Privacy Act 2020, and include:

- exercising the powers, and carrying out the functions and duties, conferred on the Commissioner by or under the Privacy Act or any other enactment;
- providing advice to a Minister, a Parliamentary Under-Secretary, or an agency on any matter relevant to the operation of the Privacy Act;
- promoting, by education and publicity, an understanding and acceptance of the information privacy principles and their objectives;
- making public statements in relation to any matter affecting the privacy of individuals;
- receiving and inviting representations from members of the public on any matter affecting the privacy of individuals;
- consulting and co-operating with other persons and bodies concerned with the privacy of individuals;
- examining any proposed legislation or proposed government policy that the Commissioner considers may affect the privacy of individuals;
- monitoring the use of unique identifiers;
- inquiring generally into any matter if it appears to the Commissioner that the privacy of individuals is being, or may be, infringed;

- undertaking research into, and monitoring developments in, data processing and technology to ensure that any adverse effects of the developments on the privacy of individuals are minimised;
- advising people in relation to any matter that concerns the need for, or desirability of, action by that person in the interests of the privacy of individuals;
- conducting, upon an agency’s request, an audit of personal information maintained by that agency for the purpose of ascertaining whether the information is maintained according to the information privacy principles;
- monitoring the operation of the Privacy Act and consider whether any amendments to the Act are necessary or desirable;
- reporting to the responsible Minister on the results of examinations, monitoring and research as described above;
- reporting to the Prime Minister on:
  - any matter affecting the privacy of individuals, including the need for, or desirability of, taking legislative, administrative, or other action to give protection or better protection to the privacy of individuals;
  - the desirability of New Zealand accepting any international instrument relating to the privacy of individuals; and
  - any other matter relating to the privacy of individuals that, in the Commissioner’s opinion, should be drawn to the Prime Minister’s attention; and
- gathering any information that will assist in carrying out the above functions.

## Structure

The Privacy Commissioner has offices in Auckland and Wellington. For further information go to [www.privacy.org.nz/about-us/who-we-are/](http://www.privacy.org.nz/about-us/who-we-are/)



## Records

The Office of the Privacy Commissioner holds information electronically on an electronic document records management system. The Office also contracts third party providers to store and process data. For more information, you can review the Commissioner's website: [privacy.org.nz/about-us/transparency-and-accountability/website-privacy-statement/storage-and-security/](https://www.privacy.org.nz/about-us/transparency-and-accountability/website-privacy-statement/storage-and-security/)

The Privacy Commissioner has entered into a contract with Microsoft to store all applications and data on external servers based in Sydney, Australia. You can review the Privacy Impact Assessment for that arrangement on the Privacy Commissioner's website: [privacy.org.nz/assets/New-order/About-us/Transparency-and-accountability-/Updated-Public-Privacy-Impact-Assessment-Report2.pdf](https://www.privacy.org.nz/assets/New-order/About-us/Transparency-and-accountability-/Updated-Public-Privacy-Impact-Assessment-Report2.pdf)

You can review information about the Office and its functions, including a range of accountability documents, on the Privacy Commissioner's website: [privacy.org.nz/about-us/transparency-and-accountability/](https://www.privacy.org.nz/about-us/transparency-and-accountability/)

## Contact

Office of the Privacy Commissioner  
PO Box 10094  
Wellington 6143

Phone 0800 803 909

Enquiries: [enquiries@privacy.org.nz](mailto:enquiries@privacy.org.nz)

OIA requests: [OIA@privacy.org.nz](mailto:OIA@privacy.org.nz)

[www.privacy.org.nz](https://www.privacy.org.nz)

# Private Security Personnel Licensing Authority

*Entry last updated on 5 January 2022*

## Governing statutes

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

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

## Functions and responsibilities

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

The Licensing Authority:

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

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

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

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

## Structure

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

## Records

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

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

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

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

## Contact

Tribunals Unit, Level 1, 86 Customhouse Quay  
Wellington 6011

Private Security Personnel Licensing Authority  
DX SX10042  
Wellington

Phone 0800 4PSPLA (477 752)

[PSPLA@Justice.govt.nz](mailto:PSPLA@Justice.govt.nz)

[www.justice.govt.nz/tribunals/licences-certificates/pspla/](http://www.justice.govt.nz/tribunals/licences-certificates/pspla/)

# Public Advisory Committee on Disarmament and Arms Control

*Entry last updated on 25 January 2023*

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

### Governing statutes

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

### Functions and responsibilities

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

### Structure

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

### Records

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

## Contact

Any communications relating to the Committee should be addressed to:

PACDAC Secretariat International Security and Disarmament Division  
Ministry of Foreign Affairs and Trade  
195 Lambton Quay  
Wellington 6001

Private Bag 18901  
Wellington 6001

Phone (04) 439 8000  
Fax (04) 439 8519

[pacdac@mfat.govt.nz](mailto:pacdac@mfat.govt.nz)

# Public Trust

*Entry last updated on 1 March 2022*

## Governing statutes

Public Trust is successor to the former Public Trust Office that was founded in 1873 to provide a stable, independent and impartial trustee. It is established by the Public Trust Act 2001 and has administrative responsibility for the Act and the Howard Estate Act 1978, as well as functions under a range of different statutes.

## Functions and responsibilities

### Functions

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

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

### Objectives

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

- Be as efficient as comparable businesses that are not owned by the Crown; and
- Prudently manage its assets and liabilities; and
- Maintain financial viability in the long-term; and
- Be a good employer; and
- Be an organisation that exhibits a sense of social responsibility by having regard to the interests of the communities in which it operates.

## Independence

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

## Business Activities

Public Trust's core business is:

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

## Structure

### Governance and Management

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

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

### Operational Structure

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

#### ***Retail, Investments & Fee Protect***

This area is responsible for Public Trust's activities relating to its individual, Fee Protect, Charitable Trust and farm customers including Fee Protect customers. Retail comprises a number of teams across New Zealand located at 32 Customer Centres, including four corporate sites and eight appointment sites.

### ***Corporate Trustee Services***

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

### ***Corporate Office***

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

## **Records**

### **Retail, Investments & Fee Protect and Corporate Trustee Services**

Documents relating to Retail, Investments & Fee Protect and Corporate Trustee Services customers are kept in a mixture of hardcopy file relating to that customer and/or the central electronic document management system. Progress is underway to transition more files to a purely electronic document management system.

Documents kept in these files include:

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

### **Corporate Office**

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

Such documents include:

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

## Documents relating to decision-making processes

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

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

## Disclosure of Information to the Public

### Availability of information

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

- maintain and aid in maintaining the secrecy of all matters coming to his or her knowledge about the affairs of any estate under administration in Public Trust, or in relation to the affairs of any person concerned in any such estate, except as may be authorised by law or for the purpose of assisting to carry out the powers and functions of Public Trust or the member's or employee's own proper duties.

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

Under the Privacy Act 2020, individuals have the right to request personal information about themselves held by Public Trust.

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

## Contact

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

Phone 0800 371 471

Or from overseas:

Phone +64 3 977 7956

[info@publictrust.co.nz](mailto:info@publictrust.co.nz)

Your call will be answered between 9.00am and 7.00pm, Monday to Friday, and 10.00am to 4.00pm Saturday and Sunday. You can leave a message outside these hours.

A full list of our Customer Centres can be found at: [www.publictrust.co.nz/contact-us/](http://www.publictrust.co.nz/contact-us/).

Requests for general information about Public Trust's products and services can be made online via the enquiry form at [www.publictrust.co.nz/contact-us/](http://www.publictrust.co.nz/contact-us/) or by email to [info@publictrust.co.nz](mailto:info@publictrust.co.nz).



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

The Privacy Officer  
Public Trust  
PO Box 5902  
Wellington

# New Zealand Qualifications Authority

*Entry last updated on 31 January 2022*

## Mana Tohu Mātauranga O Aotearoa

### Governing statutes

The New Zealand Qualifications Authority (NZQA) is a Crown Entity as defined by the Crown Entities Act 2004, and subsequent amendments. Current managing legislation is Subpart 2 of Part 5 of the Education and Training Act 2020.

### Functions and responsibilities

NZQA's role is to ensure that New Zealand qualifications are regarded as credible and robust, nationally and internationally. Learners, whānau, teachers, educators, iwi and industry all depend on NZQA to manage and improve the New Zealand Qualifications Framework (NZQF), administer the secondary school assessment system, and provide independent quality assurance of non-university tertiary education providers.

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

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

### Documents relating to decision-making processes

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

- registration of private training establishments
- student fee protection
- listing qualifications
- programmes leading to qualifications
- accreditation to provide approved programmes
- training schemes and micro-credentials

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

## Structure

As at 30 April 2021 NZQA had 406.5 current permanent FTEs and 33.21 current fixed term FTEs.

### Governance

NZQA is governed by an independent board of eight to ten members appointed by the Minister of Education. NZQA was established in 1990 under the (then) Education Act 1989, with the organisation's core roles and functions now set out in Part 5 of the Education and Training Act 2020.

The Board is accountable to the Minister of Education as NZQA's Responsible Minister. The Board is responsible for setting the strategic direction of NZQA in consultation with Ministers and monitors the organisation's performance. The Board also ensures also that NZQA carries out its legislative functions and complies with accountability requirements.

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

- The Risk and Assurance Committee has oversight of the internal control environment; risk management framework; internal and external audit functions; annual report and financial statements; and the legislative and organisational compliance framework.
- The People and Culture Committee has oversight of NZQA's people-related strategies including remuneration; culture and capability; organisational development; and health and safety. This committee also oversees the process for appointment and remuneration of the Chief Executive and their direct reports.

## Chief Executive

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

## Divisions

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

The Strategic and Corporate Services Division is responsible for:

- portfolio management
- organisational planning and performance reporting
- customer insights
- information services
- finance
- people and capability
- legal services
- administration
- internal assurance.

The Assessment Division is responsible for:

- external assessment, including logistical operations and support, of:
  - achievement standards towards NCEA
  - New Zealand Scholarship
- moderation and support of:
  - school-based internal assessment towards NCEA
  - tertiary provider internal assessment of achievement standards and NZQA-developed unit standards
- quality assurance of assessment systems and practices of, and liaison with, secondary schools and kura
- provision and reporting of data and statistical analysis
- maintaining the NZ Record of Achievement

- maintenance of university entrance
- qualification services - development, maintenance, review, support of Mātauranga Māori, Pacific focussed and generic unit standards and related New Zealand qualifications
- implementation of NZQA's programme to move to online delivery of NCEA external assessment

The Quality Assurance Division is responsible for:

- making rules in regard to qualifications, programmes and training schemes that apply across the tertiary education sector
- registering private training establishments
- administering the New Zealand Qualifications Framework
- approving all qualifications and programmes developed by private training establishments, government training establishments, wānanga, and Te Pūkenga subsidiaries
- registering and quality assuring standards as part of the Directory of Assessment Standards
- administering the Education (Pastoral Code of Tertiary and International Learners) Code of Practice.
- qualification recognition services – for people from overseas who need their qualification recognised.
- Implementing international agreements related to the recognition of New Zealand qualifications.

The Office of the Deputy Chief Executive Māori is responsible for the work across two teams led by the Manager Māori Strategy and Chief Advisor Pasifika. These two teams support NZQA by:

- Providing strategic leadership and influence to strengthen the organisational relationship with Māori and Pasifika stakeholders,
- Providing leadership and management of Te Kōkiritanga (NZQA's Maori Strategic Action Plan) and Takiala Pasifika (NZQA's Pasifika Strategic Action Plan),
- Giving effect to NZQA's commitment to Māori and Pasifika learners succeeding in education
- Contributing to and/or managing projects of significance relevant to NZQA's contribution to Maori and Pasifika educational achievement, and
- Building the cultural capability of NZQA staff so they are enabled to contribute effectively to relevant NZQA business outputs and deliverables and to develop business systems and processes that take account of cultural views and practises.

The Office of the Chief Executive is responsible for:

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

## Records

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

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

The New Zealand Qualifications Framework contains a comprehensive list of all quality-assured qualifications in New Zealand. It enables New Zealand to describe its quality-assured qualifications using internationally recognised levels of learning and defined qualification types and is built around learning outcomes. It is the single, definitive source for accurate and current information on New Zealand qualifications. Searches for a qualification, or provider of the qualification, can be made on NZQA's website at [www.nzqf.govt.nz](http://www.nzqf.govt.nz) or [www.nzqa.govt.nz/nzqf](http://www.nzqa.govt.nz/nzqf).

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

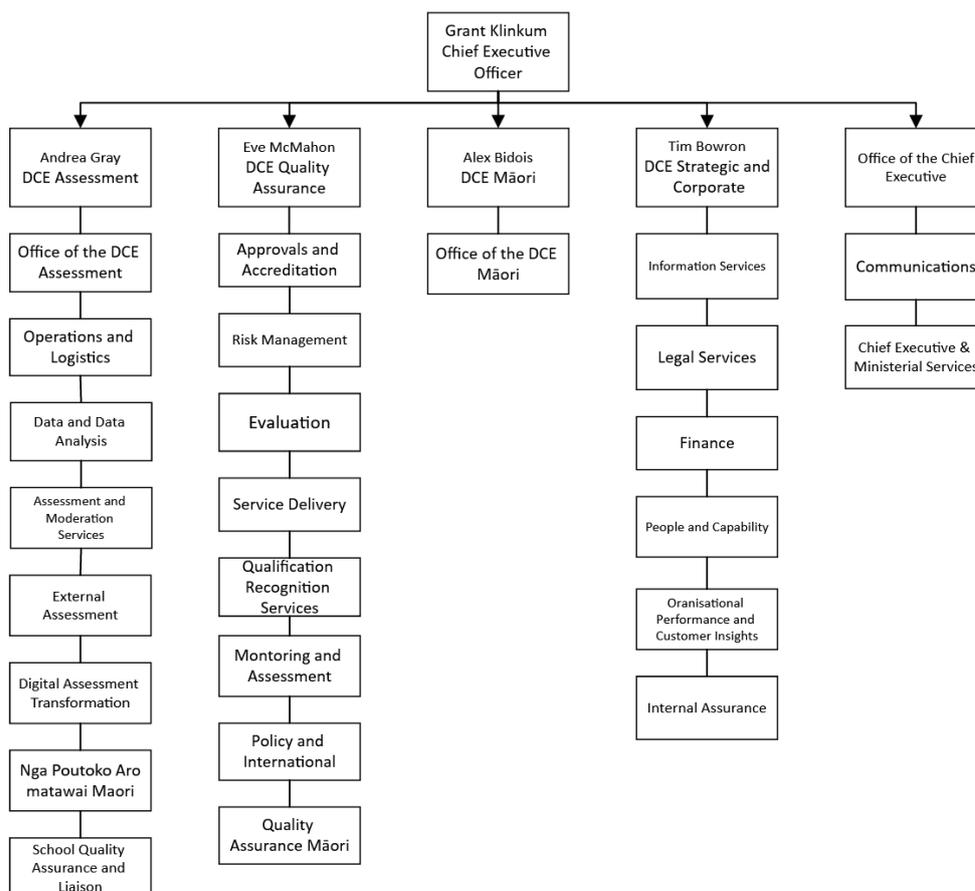
For Assessment Standards see: [www.nzqa.govt.nz/qualifications-standards](http://www.nzqa.govt.nz/qualifications-standards).

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

### **Tertiary sector quality assurance**

Quality assurance processes in the non-university tertiary sector ensure government and individuals are investing time and money in quality education and training. Quality assurance includes the registration, approval, accreditation, and monitoring of education providers, qualifications and programmes. All tertiary education organisations must participate in an external evaluation and review process at least once every four years. External evaluation and review reports are available at: [www.nzqa.govt.nz/providers-partners/registration-and-accreditation/external-evaluation-and-review](http://www.nzqa.govt.nz/providers-partners/registration-and-accreditation/external-evaluation-and-review).

## Organisational chart



## Publications

NZQA produces a number of publications. See [www.nzqa.govt.nz/about-us/publications/](http://www.nzqa.govt.nz/about-us/publications/).

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

## Contact

Level 13, 125 The Terrace  
Wellington 6011

PO Box 160  
Wellington 6140

Phone (04) 463 3000

[ministerials@nzqa.govt.nz](mailto:ministerials@nzqa.govt.nz)

[www.nzqa.govt.nz](http://www.nzqa.govt.nz)

# Queen Elizabeth the Second National Trust

*Entry last updated on 10 January 2022*

## Open Space New Zealand/Ngā Kairauhī Papa

### Governing statutes

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

### Functions and responsibilities

Our mission is to partner with landowners to protect special places on private land for the benefit of present and future generations. Our vision is to inspire new protection and stewardship and to inspire New Zealanders to work with, and support us, to protect private land.

We are an independent charitable trust that partners with private landowners to protect natural and cultural heritage sites on their land with covenants. A covenant is an agreement between us and a landowner to protect land forever. The landowner continues to own and manage the protected land, and the covenant protects the land, even when the property is sold to a new owner.

Our partnerships have created a growing network of over 4900 protected areas throughout Aotearoa, ranging from small backyard patches to huge swathes of high country. These covenants protect more than 190,000 ha of private land, and play a critical role as a refuge for some of New Zealand's rarest and most endangered biodiversity and ecosystems

QEII National Trust also plays an important role assisting local authorities meet their responsibilities under the Resource Management Act 1991. Under section 6, local authorities must recognise and provide for matters of national importance including:

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

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

#### Summary at 20 June 2021

| Agreement type       | Number | Hectares  |
|----------------------|--------|-----------|
| Registered covenants | 4,880  | 179,548.4 |
| Approved covenants   | 299    | 12,101.3  |
| Formal agreements    | 32     | 925.0     |
| TOTAL                | 5,211  | 192,574.7 |

## Structure

Our Board is responsible for executive control and management of the QEII National Trust.

Our Board is made up of six directors. The Minister of Conservation appoints four directors who have the right mix of environmental and conservation values, and who can reflect the interests of rural landowners, and the interests of the Maori community. QEII National Trust members elect the remaining two directors.

We have around 27 people in our office in Wellington – this team covers legal, ecological, health and safety, and policy advice, and coordinates nationwide activities. We also have 26 Regional Representatives nationwide.

## Records

QEII National Trust holds documents related to the areas we protect, pertaining to ecological information, landowner details, covenant negotiation, decisions of the Board and those made under delegated authority, and so on. We also hold records related to our general administration.

## Documents relating to decision-making process

Our Act is the primary document related to our decision making. We also have policies and procedures related to our general operations.

## Contact

QE II National Trust  
Level 4, 138 The Terrace  
Wellington 6011

PO Box 3341  
Wellington 6140

Phone 04 472 6626

[info@qeii.org.nz](mailto:info@qeii.org.nz)

[www.qeiiinternationaltrust.org.nz](http://www.qeiiinternationaltrust.org.nz)

# Queenstown Airport Corporation Limited

*Entry last updated on 16 November 2022*

## Governing statutes

Queenstown Airport Corporation Limited is a Company established by the Airport Authorities Act 1966 and by virtue of the consent contained in the Airport Authorities (Queenstown Airport Corporation Limited) Order 1989.

## Functions and responsibilities

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

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

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

## Structure

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

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

## Records

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

## Committees

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

## Publications

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

Company documentation including the Constitution is available at the New Zealand Companies Register at [www.business.govt.nz](http://www.business.govt.nz).

## Contact

The Chief Executive Officer  
Queenstown Airport Corporation Limited  
PO Box 2641  
Queenstown 9349

Phone 03 450 9031  
Fax 03 442 3515

[Glen.Sowry@queenstownairport.co.nz](mailto:Glen.Sowry@queenstownairport.co.nz)

[media@queenstownairport.co.nz](mailto:media@queenstownairport.co.nz)

[www.queenstownairport.co.nz](http://www.queenstownairport.co.nz)

# Quotable Value Limited

*Entry last updated on 24 February 2022*

## Governing statutes

Quotable Value was established under the State-Owned Enterprises Act 1987 and the Companies Act 1993 in 1998. It does not administer any Acts of Parliament.

## Functions and responsibilities

Quotable Value has operations in New Zealand and Australia. QV offers independent and extensive market valuation, rating and taxation and property management services across the residential, rural, government, commercial and industrial sectors in New Zealand and Australia. Quotable Value has multiple brands offering different services tailored to different sectors of the market:

- QV: Rating valuation service provision for local authorities in New Zealand, and residential and rural property valuation and advisory services.
- QV Australia: Valuations for rating and taxation purposes for local authorities in New South Wales.
- Darroch: Property management services and property valuation and advisory services specialising in commercial and industrial property.
- QV CostBuilder: Subscription-based building cost platform. For more information go to: [costbuilder.qv.co.nz](https://costbuilder.qv.co.nz)

## Structure

The Board of QC consists of the Chairperson (Greg Fortuin), Deputy Chair and six directors.

QV has offices throughout New Zealand and locations in Australia. The Executive leadership team are:

- Jacquie Barker, Chief Executive
- Melanie Lewis, Chief Operating Officer, Brendon Bodger, General Manager Business Development and Partnering, Neil Cran, Chief Technology Officer, Gary Obbes, Chief Financial Officer, and Rochelle Clancy, Chief People Officer.

## Records

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

## Documents relating to decision-making processes

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

## Contact

Quotable Value Corporate Office

Level 1, QV House 22 Nevis Street  
Petone  
Lower Hutt 5012

Private Bag 39818  
Wellington Mail Centre  
Lower Hutt 5045

Phone 0800 786 822 8.30am-5pm Mon-Fri.

[contact@qv.co.nz](mailto:contact@qv.co.nz)

[media@qv.co.nz](mailto:media@qv.co.nz)

For individual office contact details go to [qvgroup.qv.co.nz/contact-us](http://qvgroup.qv.co.nz/contact-us)

# Radiation Safety Advisory Council

*Entry last updated on 11 May 2023*

## Governing statutes

The Radiation Safety Advisory Council was established by the Radiation Safety Act 2016.

## Functions and responsibilities

The functions of the Council are to:

- a provide advice to the Director for Radiation Safety and the Minister of Health on general matters relating to or affecting radiation safety and standards relating to radiation safety; and
- b advise and make recommendations to—
  - i the Minister of Health on the exercise of the Minister's powers under this Act;
  - ii the Director on the adoption of recommendations, policies, codes of practice, and standards relating to radiation safety;
  - iii the Director in respect of authorisations referred to it by the Director; and
- c provide advice as requested on any matter relating to radiation safety referred to it by the Minister, the Director-General of Health, or the Director.

## Structure

The Council consists of up to seven members appointed by the Minister of Health under section 80(3) of the Radiation Safety Act. Membership of the Council is as follows:

- at least 2 members who, in the Minister's opinion, have appropriate knowledge, expertise, or interest in radiation and nuclear safety; and
- at least 2 members who, in the Minister's opinion, have appropriate knowledge and experience in the use of radiation and radiation sources; and
- at least 1 lay member.

Members hold office for a period of three years but may be reappointed for a second term. The Office of Radiation Safety provides the secretariat support for the Council.

## Records

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

## Documents relating to decision-making processes

The Council carries out its functions in accordance with terms of reference “Terms of Reference for the Radiation Safety Advisory Council” that are revised annually and approved by the Deputy Director-General of Health.

## Contact

Contact details for the Council are:

The Secretariat

Office of Radiation Safety

Manatū Hauora

133 Molesworth Street

Thorndon

Wellington 6011

[rsac@health.govt.nz](mailto:rsac@health.govt.nz)

# Radio New Zealand

*Entry last updated on 19 January 2022*

## Te Reo Irirangi O Aotearoa

### Governing statutes

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

### Functions and responsibilities

The Radio New Zealand Amendment Act received Royal assent from 1 April 2016. The legislation made some amendments to the Radio New Zealand Charter. The updated Radio New Zealand Charter is available at [www.radionz.co.nz/about/charter](http://www.radionz.co.nz/about/charter)

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

The Company's functions are set out in the Radio New Zealand Charter:

### Charter and Principles of Radio New Zealand

#### ***Purpose***

(1) As an independent public service broadcaster, the public radio company's purpose is to serve the public interest.

(2) Freedom of thought and expression are foundations of democratic society and the public radio company as a public service broadcaster plays an essential role in exercising these freedoms.

(3) The public radio company fosters a sense of national identity by contributing to tolerance and understanding, reflecting and promoting ethnic, cultural, and artistic diversity and expression.

(4) The public radio company provides reliable, independent, and freely accessible news and information.

### **Delivery**

(5) In achieving its purpose, the public radio company must endeavour to provide services of the highest quality, which—

- **(a)** are predominantly and distinctively of New Zealand:
- **(b)** inform, entertain, and enlighten the people of New Zealand:
- **(c)** are challenging, innovative, and engaging:
- **(d)** foster critical thought, and informed and wide-ranging debate:
- **(e)** stimulate, support, and reflect the diversity of cultural expression, including drama, comedy, literature, and the performing arts:
- **(f)** stimulate, support, and reflect a wide range of music, including New Zealand composition and performance:
- **(g)** reflect New Zealand’s cultural identity, including Māori language and culture:
- **(h)** provide awareness of the world and of New Zealand’s place in it:
- **(i)** provide comprehensive, independent, accurate, impartial, and balanced regional, national, and international news and current affairs:
- **(j)** provide programmes which balance special interest with those of wide appeal, recognising the interests of all age groups:
- **(k)** contribute towards intellectual and spiritual development:
- **(l)** include an international service to the South Pacific in both English and Pacific languages:
- **(m)** take account of services provided by other broadcasters:
- **(n)** take advantage of the most effective means of delivery:
- **(o)** preserve and archive broadcasting material of historical interest.

### 8A Principles of operation

(1) The public radio company must, in fulfilling its Charter, exhibit a sense of social responsibility by—

- **(a)** having regard to the interests of the community in which it operates; and
- **(b)** endeavouring to accommodate or encourage those interests when able to do so.

(2) The public radio company must, in fulfilling its Charter, ensure that it is not influenced by the commercial interests of other parties.

(3) The public radio company must, in fulfilling its Charter, ensure that it operates in a financially responsible manner and, for this purpose, that it—

- **(a)** prudently manages its assets and liabilities; and
- **(b)** endeavours to ensure—
  - **(i)** its long-term financial viability; and
  - **(ii)** that it acts as a successful going concern.

The Charter shall be reviewed by the House of Representatives at five-yearly intervals.

## Structure

Radio New Zealand is headed by a board of Governors appointed under statutory provisions and responsible to the Ministers. The RNZ constitution sets the size of the Board at a minimum of two and a maximum of nine Governors. A chief executive is appointed by and responsible to the Board.

### **Responsible to the Chief Executive and Editor-in-Chief are:**

- Chief Financial Officer
- Head of News
- Head of Content
- Head of Radio and Music
- Head of Strategy
- Chief Technology and Operations Officer
- Chief of People

### **Networks operated by Radio New Zealand are:**

- RNZ National: a nationwide public radio network that focuses primarily on news and information;
- RNZ Concert: a nationwide network that provides classical music and music-related features;
- RNZ Pacific: providing shortwave services to Pacific countries on behalf of the Ministry of Foreign Affairs and Trade;
- AM Network: Broadcasts daily coverage of Parliament.
- [www.rnz.co.nz](http://www.rnz.co.nz); and

- TAHI.fm: a streaming platform for rangatahi.

## Records

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

Retention of Records: In general, business, policy and planning files are retained for a seven-year period; programmes and news and current affairs items produced by RNZ are generally uploaded to our website at [www.rnz.co.nz/](http://www.rnz.co.nz/) . Archive material is an exception, with a selection being retained indefinitely by Ngā Taonga Sound & Vision, see [www.ngataonga.org.nz](http://www.ngataonga.org.nz).

## Documents relating to decision-making processes

RNZ Charter, RNZ Statement of Performance Objectives, RNZ Statement of Intent, RNZ Editorial Policies.

## Contact

Radio New Zealand  
PO Box 123  
Wellington 6140

Phone (04) 474 1999

[rnz@rnz.co.nz](mailto:rnz@rnz.co.nz)

[www.rnz.co.nz](http://www.rnz.co.nz)

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

# Real Estate Authority

*Entry last updated on 3 March 2023*

## Governing statutes

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

## Functions and responsibilities

The main functions of REA are to:

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

The Authority issues licences, receives complaints about the conduct of licensees and runs the first tier of the disciplinary system. It appoints Complaints Assessments Committees to deal with complaints and allegations about the conduct of licensees. Regulations provide for requirements relating to licensing, trust account audit, complaint and discipline processes, licensee duties and exemptions.

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

## Structure

The REA Board consists of no more than 7 members one of whom is the Chair. Members are appointed by the Minister. Appointment is for a term of up to 3 years, which is subject to renewal.

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

## Records

The main documents held by REA relate to licensing applications, and complaints about the conduct of licensees. REA also maintains a public register of all current licensees and provides consumer information through its websites [www.rea.govt.nz](http://www.rea.govt.nz) and [www.settled.govt.nz](http://www.settled.govt.nz).

## Publications

- Accountability documents: Statement of Intent, Statement of performance expectations, Annual Report
- Practice rules, including a code of professional conduct and client care continuing education requirements and fees and levies.
- Approved consumer guides relating to agency and sale and purchase agreements (in seven languages).
- Consumer information on real estate transactions and services.
- Decisions made by Complaint Assessment Committees.

## Contact

Real Estate Authority  
Level 4, 95 Customhouse Quay  
Wellington 6011

PO Box 25371  
Wellington 6146

Phone 0800 367 7322

[info@rea.govt.nz](mailto:info@rea.govt.nz)

[www.rea.govt.nz](http://www.rea.govt.nz)

# New Zealand Registered Architects Board

*Entry last updated on 7 June 2022*

## **Governing statutes**

Registered Architects Act 2005.

## **Functions and responsibilities**

Registers and disciplines architects, maintains a New Zealand Architects Register.

## **Structure**

Board of six to eight members, six Executive Office staff.

## **Records**

Board minutes.

## **Documents relating to decision-making processes**

Registered Architects Rules 2006.

## **Publications**

- Annual Report
- Strategic Plan

## Contact

Dougal McKechnie, Chief Executive  
New Zealand Registered Architects Board  
Te Poari Kaihoahoa Ngaio Rēhita o Aotearoa  
PO Box 11106  
Manners Street  
Wellington 6142

Phone 04 471 1336

[dougal@nzrab.org.nz](mailto:dougal@nzrab.org.nz)

[www.nzrab.nz](http://www.nzrab.nz)

# Remuneration Authority

*Entry last updated on 25 January 2022*

## Te Mana Utu Matua

### Relevant acts

- Remuneration Authority Act 1977
- Governor General Act 2010
- Members of Parliament (Remuneration and Services) Act 2013
- Local Government Act 2002
- Crown Entities Act 2004

### Functions and responsibilities

The Remuneration Authority | Te Mana Utu Matua (the Authority) is established under the Remuneration Authority Act 1977. The Act defines the following areas of the Authority's jurisdiction:

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

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

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

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

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

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

The Crown Entities Act 2004 requires the Authority to determine the remuneration of members of independent Crown entities and members of Crown agents or autonomous Crown entities that are a corporation sole.

Schedule 4 of the Remuneration Authority Act 1977 lists those independent statutory officers whose remuneration is determined by the Authority.

## Structure

The Authority comprises a Chairperson and two other members appointed by the Governor-General by Order in Council. A Director and Analyst/Administrator are responsible to the Authority for its day-to-day functions and operations.

## Records

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

## Publications

The Authority presents an annual report to Parliament, which is published on the Authority's website. The Authority's determinations which are published in the New Zealand Gazette are also made available on the Authority's website.

## Contact

Remuneration Authority | Te Mana Utu Matua  
PO Box 10 084  
Wellington 6140

Phone (04) 499 3068

[info@remauthority.govt.nz](mailto:info@remauthority.govt.nz)

[www.remauthority.govt.nz](http://www.remauthority.govt.nz)

# Representation Commission

*Entry last updated on 23 June 2022*

## Te Komihana Whakatau Rohi Pōti

### Governing statutes

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

### Functions and responsibilities

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

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

### Structure

The Commission comprises:

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

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

- the Chief Executive of Te Puni Kōkiri; and
- two persons of Māori descent who represent the Government and the Opposition.

Secretariat services and funding are managed by the Electoral Commission, which is responsible for administration of the Electoral Act 1993. Technical services are provided by Land Information New Zealand and Statistics New Zealand.

## Records

The following records are held by the Commission:

- electoral populations and methodology used by Government Statistician to determine the number of electoral districts and population quotas (available on stats.nz);
- provisional boundary proposals produced by the Surveyor-General;
- description of the proposed districts together with a summary in respect of each proposed district of the reasons why the boundaries described are being proposed (available on elections.nz);
- objections to boundary proposals and counter-objections (available on elections.nz);
- written submissions received under section 34 of the Electoral Act;
- minutes of Commission proceedings;
- correspondence relating to Commission activities, timetabling, objection process, etc;
- published final report to the Governor-General with description of final boundaries, and names (available on elections.nz and Parliament.nz); and
- maps depicting finalised electoral districts (available as pdfs that can be printed as A1 or A4 maps on elections.nz).

## Contact

C/O Electoral Commission  
PO Box 3220  
Wellington 6140

Phone (04) 495 0030

[representation.commission@elections.govt.nz](mailto:representation.commission@elections.govt.nz)

[www.elections.nz](http://www.elections.nz)

# REANNZ (Research and Education Advanced Network NZ)

*Entry last updated on 17 January 2022*

REANNZ is New Zealand's designated National Research and Education Network (NREN) that provides a specialist network, tools and services to support the research, education and innovation sectors.

REANNZ's high performance network enables researchers to connect and collaborate both nationally and internationally, providing the pathways and connections to global research partners and science infrastructure. These connections allow New Zealand's scientists, researchers and academic institutions to deliver impact on a local and global scale.

REANNZ offers a range of services and products specifically designed to meet the needs of end users operating in these specialist environments.

## Acts administered

Research and Education Advanced Network New Zealand Limited (REANNZ) is a Crown-owned company, under schedule 4 of the Public Finance Act 1989 and incorporated under the Companies Act 1993. Its shareholders are the Minister of Finance and the Minister of Research, Science and Innovation. It does not administer any legislation. REANNZ is subject to the Official Information Act 1982 and the Ombudsman Act 1975.

## Functions and responsibilities

REANNZ's purpose is to establish, own and operate a high-speed data network dedicated to New Zealand's research, education and innovation sector. REANNZ's research, education and innovation objectives are to:

- enable and support data-intensive science, research and innovation.
- facilitate connectivity throughout the New Zealand and the international research and education community.

REANNZ's governance objectives are to:

- operate in a financially sustainable manner and manage foreseeable upgrades and increases in network capacity through the accumulation of reserves.

## Structure

REANNZ's Board of Directors are appointed by its shareholding Minister. The Board appoints the Chief Executive, who is responsible for the day-to-day operations of REANNZ.

## Publications

REANNZ's reporting documents and communications are available on its website:  
[www.reannz.co.nz](http://www.reannz.co.nz)

## Contact

Research & Education Advanced Network New Zealand Limited  
Level 5, Qual IT House, 22 The Terrace  
Wellington 6011

PO Box 3325  
Wellington 60140

Phone (04) 913 1090

[info@reannz.co.nz](mailto:info@reannz.co.nz)

[www.reannz.co.nz](http://www.reannz.co.nz)

# Reserve Bank of New Zealand

*Entry last updated on 27 January 2022*

## Legislation

In November 2017 the Government announced it would review the Reserve Bank of New Zealand Act 1989 (RBNZ Act 1989). This led to two pieces of reform, firstly the Reserve Bank of New Zealand Act 2021 (RBNZ Act 2021), which will come into force in July 2022. Secondly, the proposed Deposit Takers Bill which will cover prudential regulation and supervision of deposit takers and introduce a deposit insurance scheme. The Deposit Takers Bill will integrate two existing prudential frameworks for deposit takers (banks under the RBNZ Act and non-bank deposit takers under the NBDT Act).

The Reserve Bank exercises powers across the financial sector that are derived from several pieces of legislation:

- **Reserve Bank of New Zealand Act 1989 (RBNZ Act 1989):** Under the RBNZ Act 1989 the Reserve Bank is responsible for formulating and implementing monetary policy, promoting a sound and efficient financial system, and carrying out other functions and exercising other powers as set out in the Act. The RBNZ Act 2021 will repeal and replace the parts of the RBNZ Act 1989 that provide for institutional form, governance and accountability arrangements and central bank powers of the Reserve Bank. The remainder of the RBNZ Act 1989, which creates the framework for the registration and supervision of banks, will remain in force. The RBNZ Act 1989 will be renamed Banking (Prudential Supervision) Act 1989 when the RBNZ Act 2021 commences in July 2022.
- **Reserve Bank of New Zealand Act 2021 (RBNZ Act 2021):** The RBNZ Act 2021 covers the Reserve Bank's institutional, governance and accountability arrangements and central bank powers. The Act modernises the institutional arrangements of the Reserve Bank by replacing the single decision maker model with a governance board and strengthens reporting and accountability requirements.
- **The Insurance (Prudential Supervision) Act 2010:** The Reserve Bank issues licences to insurers carrying on insurance business in New Zealand and undertakes prudential supervision of licensed insurers.
- **The Anti-Money Laundering and Countering Financing of Terrorism (AML/CFT) Act 2009:** The Reserve Bank supervises banks, life insurers, and non-bank deposit takers for compliance with measures to detect and deter money laundering and terrorism financing. Several other government sector agencies supervise other businesses for compliance with AML/CFT laws and regulations.

- **The Non-bank Deposit Takers Act 2013:** The Reserve Bank acts as the prudential regulator and licensing authority for non-bank deposit takers. Trustee companies also have obligations under the Act.
- **Financial Market Infrastructures Act 2021 (FMI Act 2021):** The FMI Act will govern financial market infrastructures (FMIs) which are critical systems that allow electronic payments and financial market transactions to occur. The Reserve Bank and the Financial Markets Authority (FMA) will be joint regulators of most FMIs and the Reserve Bank will be the sole regulator of payments systems. In July 2021 the Reserve Bank and FMA outlined plans to implement the FMI Act over an approximately 18-month period.

## Functions and responsibilities

The Reserve Bank regulates and supervises banks, non-bank deposit takers and insurance companies, issues banknotes and coins to banks, runs the inter-bank payment and settlement system, keeps inflation low and stable, and manages approximately \$25 billion of the nation's foreign reserves.

### Monetary policy

The Bank, acting through the Monetary Policy Committee, is responsible for managing monetary policy to achieve and maintain overall price stability and support maximum sustainable employment.

### Financial stability

The Reserve Bank is responsible for promoting the stability of a sound and efficient financial system.

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

A safe and efficient payments system is critical to supporting day-to-day financial transactions in the economy. For this reason, the Reserve Bank oversees and operates New Zealand's wholesale payment and settlement systems.

The Bank also monitors and liaises with financial markets to manage liquidity in the New Zealand banking system, and manages foreign reserves to support monetary policy objectives and maintain orderly markets.

## Currency

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

## Structure

The Reserve Bank's internal structure is made up of several departments under six groups:

### 1. Financial Stability

- Prudential Supervision
- Financial Stability Assessment & Strategy
- Prudential Policy
- Specialist Supervision and Support
- Enforcement and Resolution

### 2. Information Data & Analytics

- Data, Statistics & Analytics
- Knowledge & Information Management

### 3. Money

- Economics
- Financial Markets
- Payments and Settlements
- Money & Cash

### 4. Finance & Commercial Operations

- Regulatory Services (Finance)
- Commercial
- Finance

### 5. Strategy, Governance & Sustainability

- Strategy & Business Performance
- Communications & Stakeholder Engagement

- Governance & Internal Audit
- Sustainability & Financial Inclusion

## **6. Transformation, Innovation, People & Culture**

- People & Capability
- Diversity, Equality, Inclusion & Wellbeing
- Enterprise Delivery
- Transformation & Innovation

## **7. Digital Solutions & Security**

- Digital Solutions
- Information Security
- Physical & Personnel Security
- Digital and Security

## **8. Risk, Compliance & Legal Services**

- Legal Services
- Risk & Compliance

### **Authority and Accountability**

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

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

The Reserve Bank also adheres to its purpose of promoting a sound, efficient and dynamic monetary and financial system. It also seeks to achieve its vision – A Great Team, Best Central Bank – with values of Integrity, Innovation, and Inclusion.

## **The Governor**

Under the RBNZ Act 1989, most decision-making authority resides with the Governor. Under the RBNZ Act 2021 the Governor will be one vote on the board and the Governor will have the same accountabilities as the other directors. The Governor will continue to be the Chief Executive of the Reserve Bank under the RBNZ Act 2021.

## **Management Structure**

The Reserve Bank is led by a group of eight people, who together, form the executive leadership team. This team is jointly responsible for progressing the Bank's vision (Great Team, Best Central Bank) and for all strategic, financial, legal, operational and reputational matters.

The Bank's executive leadership team is made up of the Governor; a Deputy Governor who is also the General Manager of Financial Stability; and six Assistant Governors (a Chief Financial Officer; a General Manager of Governance, Strategy and Corporate Relations; a General Manager of Business Operations; a General Manager of People and Culture; and a General Manager of Economics, Financial Markets and Banking).

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

## **Board of Directors**

The Reserve Bank has a Board of Directors whose primary function under the RBNZ Act 1989 is to keep under constant review the Bank's performance and that of the Governor in carrying out their statutory functions.

The RBNZ Act 2021 (on main commencement in July 2022) will establish a new governance board that will be comprised of non-executive members and the Reserve Bank Governor. The board will be the governing body of the Reserve Bank with the authority, in the Reserve Bank's name, to exercise the powers and perform the functions of the Bank. All decisions relating to the operation of the Bank will be made by, or under the authority of, the board (with the exception of decisions made by the Monetary Policy Committee and the responsibilities of the Minister).

## **Financial Management**

The Bank receives no direct funding through the central government budgetary process. Instead, the Bank's main source of income is the return on the substantial investments the Bank holds, which are funded by the issue of currency and by the Bank's equity.

The RBNZ Act 1989 (and the RBNZ Act 2021) requires the Minister of Finance and the Governor to enter into five-year funding agreements to specify the amount of the Bank's income that may be used to meet operating expenses in each financial year. The Bank reports its expenditure against the funding agreement in its Annual Report. The current

Funding Agreement, which was signed in 2020, covers the five-year period ending 30 June 2025.

The RBNZ Act 2021 will require the Bank to publish a statement of financial risk management setting out the Reserve Bank's approach to risk management and a statement of dividend principles. Under the RBNZ Act 1989 the statement of dividend principles is published in the Reserve Bank's Statement of Intent.

Each year, the Bank makes a recommendation to the Minister of Finance about the amount to be paid as a dividend. The Minister decides how much should be paid, having regard for the Bank's recommendation, the views of the Board and any other relevant matters.

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

## Records

The Reserve Bank's public documents are for the most part available on the Bank's website at [www.rbnz.govt.nz](http://www.rbnz.govt.nz).

## Documents relating to decision-making processes

The main ways for externally communicating the Bank's views each year are:

- seven Official Cash Rate (OCR) decisions, four of them in the quarterly Monetary Policy Statements. The Monetary Policy Statement describes in detail the factors that go into the Reserve Bank's monetary policy decisions;
- two Financial Stability Reports;
- the Bank's SOI, Annual Report and financial statements;
- addresses given by the Governors and other senior Bank staff; and
- the Bank's website ([www.rbnz.govt.nz](http://www.rbnz.govt.nz)), digital publications and growing use of social media.

## Contact

Main Office  
Reserve Bank of New Zealand  
2 The Terrace  
Wellington 6011

PO Box 2498  
Wellington 6140

Phone 64 4 472 2029

[rbnz-info@rbnz.govt.nz](mailto:rbnz-info@rbnz.govt.nz)

[www.rbnz.govt.nz](http://www.rbnz.govt.nz)

# Retirement Commissioner

*Entry last updated on 12 January 2022*

## Te Ara Ahunga Ora Retirement Commission

### Governing statutes

NZ Superannuation and Retirement Income Act 2001; Retirement Villages Act 2003.

### Functions and responsibilities

The Retirement Commissioner is an appointment under the New Zealand Superannuation and Retirement Income Act 2001. Te Ara Ahunga Ora Retirement Commission is the office of the Retirement Commissioner and is an Autonomous Crown Entity under the Crown Entities Act 2004. Te Ara Ahunga Ora leads the government response to help people to get ahead financially. We work to increase financial capability and the confidence of New Zealanders, across a lifetime, putting them in the best possible position to reach their life goals and reach retirement in good financial health.

Te Ara Ahunga Ora has three core responsibilities:

- Financial capability – we help all New Zealanders prepare financially for their retirement through programmes and initiatives designed to improve financial capability and drive sustainable and enduring behaviour change. We lead the National Strategy for Financial Capability and through our well-established brand Sorted which now operates as a website as well as tailored face to face education programmes in the Community, Schools and Workplaces.
- Retirement income policies – we raise awareness and understanding of retirement income policy issues and provide robust policy advice, including a three-yearly review of retirement income policies.
- Retirement villages – we monitor the provisions of the Retirement Villages Act (2003) and administer its dispute provisions, and provide information and education to the sector.

### Structure

- Retirement Commissioner
- Director, Marketing
- Director, Financial Capability

- Director, Stakeholder Relations
- Director, Corporate Services
- Director, Policy
- Kaihautū. Director, Māori Development

## Publications

- Statement of Intent
- Annual Report
- Statement of Performance Expectations
- National Strategy for Financial Capability

## Records

Tools, calculators, and guides on personal financial management on [www.sorted.org.nz](http://www.sorted.org.nz).

Corporate communications, retirement income research and retirement villages information on [www.retirement.govt.nz](http://www.retirement.govt.nz).

## Contact

Retirement Commissioner  
Level 15, 19 Victoria Street West  
Auckland 1010

PO Box 106-056  
Auckland City 1143

Phone 09 356 0052

[ويا@retirement.govt.nz](mailto:ويا@retirement.govt.nz)

[retirement.govt.nz](http://retirement.govt.nz)

[sorted.org.nz](http://sorted.org.nz)

[sortedinschools.org.nz](http://sortedinschools.org.nz)

# Rotorua Regional Airport Limited

*Entry last updated on 24 February 2022*

## Governing statutes

Airport Authorities Act 1967, Civil Aviation Act 1990, Local Government Act 2002, Companies Act 1993.

## Functions and responsibilities

Rotorua Regional Airport Limited is wholly owned by the Rotorua Lakes Council.

## Records

RRAL hold documents under the following categories:

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

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

## Documents relating to decision-making processes

Emergency plan, Civil Aviation Manual, CAA Exposition.

## Contact

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State Highway 30  
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Rotorua 3074

PO Box 7221  
Te Ngae  
Rotorua 3042

Phone (07) 345 8800

[talk2us@rotorua-airport.co.nz](mailto:talk2us@rotorua-airport.co.nz)

[www.rotorua-airport.co.nz](http://www.rotorua-airport.co.nz)

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