

# Directory of Official Information

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Listings D-F



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If your department or agency's information is out of date, please email [official.correspondence@justice.govt.nz](mailto:official.correspondence@justice.govt.nz) with the necessary amendments.

[official.correspondence@justice.govt.nz](mailto:official.correspondence@justice.govt.nz)  
Ministerial Services  
Strategy, Governance & Finance

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# Ministry of Defence

## Acts Administered

Legislation administered by the Ministry of Defence:

- Defence Act 1990.

## Functions and Responsibilities

The Ministry of Defence is the Government's lead civilian advisor on defence. Our purpose is to give civilian advice on defence matters to enhance the security and interests of New Zealand and its people. We also purchase major equipment which becomes a capability when it is used by service men and women of the New Zealand Defence Force (NZDF).

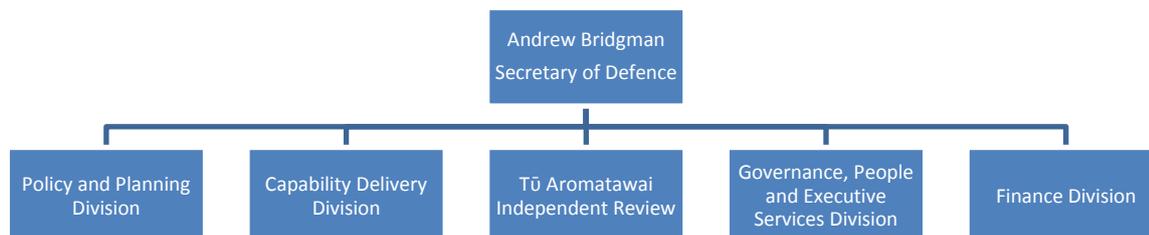
To carry out our role, we:

- provide analysis and advice on New Zealand's national security and defence interests and challenges, across both the short and long terms
- advise the Government on how our Defence Force can meet current challenges (such as potential deployments) and possible future challenges, by purchasing, upgrading and deploying capabilities
- purchase major defence equipment for use by the New Zealand Defence Force as a defence capability
- build and maintain strong defence relationships internationally
- advise on Defence's performance and effectiveness as a system.

We work closely with the New Zealand Defence Force, the Ministry of Foreign Affairs and Trade, and other agencies to carry out these activities. We also build and maintain strong defence connections with other governments, including our ally Australia, so New Zealand can contribute to the security of the Asia-Pacific region, as well as understand and respond to defence and security challenges internationally.

## Structure

The Ministry of Defence is made up of five divisions: Policy and Planning; Capability Delivery; Tū Aromatawai Independent Review; Governance, People and Executive Services; and Finance.



The Ministry is organised around its civilian advice and capability delivery roles. Its centre provides in-house financial services, human resources, corporate planning, governance and assurance, security and other back office services.

The Ministry has shared services arrangements with the New Zealand Defence Force for property, IT and communications services, and some security services. This involves a shared services agreement and agreed priorities for delivery.

### ***Policy and Planning***

In consultation with the NZDF, we provide advice to the Government on Defence policy matters, including:

- the strategic environment
- Defence and security policies
- military capabilities needed to meet Defence policy goals, including the cost, benefits and risks associated with proposed capability options; this includes technical analysis and advice
- the effective operation of the Defence Capability Management system
- the management of bilateral and multilateral defence relations, including NZDF deployments.

### ***Capability Delivery***

We purchase major military equipment/defence capability for the three NZDF services: the Royal New Zealand Navy, New Zealand Army and Royal New Zealand Air Force.

### ***Tū Aromatawai Independent Review***

We carry out assessments and audits of any function, future or project of the NZDF. We also audit our Ministry's activities relating to the purchasing of major military equipment/capability.

### ***Governance, People and Executive Services***

We support the Ministry and its people to ensure the Ministry:

- is a sustainable, resilient organisation

- plans effectively
- is accountability as appropriate to its role as the Government's lead civilian advisor on Defence matters
- supports the Ministry's staff to work effectively and in strong partnership with the NZDF and other Defence and security sector agencies.

## **Finance**

We provide financial services and advice, manage cash and foreign currency funds, and produce estimates and reports on financial aspects of Ministry business.

## **Records**

General administrative records relating to the divisions' work are held.

## **Publications**

The Ministry's work starts with developing a long-term view of the performance and fit-for-purpose of New Zealand's defence system, and an understanding of New Zealand's current and longer-term defence challenges.

The Government sets its strategic direction for how it expects Defence to respond to these challenges, which the Ministry and Defence Force implement together. The *Strategic Defence Policy Statement 2018* sets out the roles and tasks the Government expects the Defence Force to undertake, and guides choices and priorities in making capability purchases, building international defence relationships, and assessing risk and performance.

Based on the Government's direction, Defence develops long-term plans on how these intentions translate into defence effects and materiel.

The *Defence Capability Plan 2019* sets out the detailed capability requirements to deliver on these policy settings – including the people, research and development, infrastructure, processes, information technology, equipment, and logistics.

The Plan allows the Government to communicate its Defence capability priorities to the public, industry, and international partners. It does not represent a final commitment by the Government. Each investment is subject to approval of a business case that justifies the proposed investment and funding being available through the Budget process.

## **Contact**

Ministry of Defence  
PO Box 12703



Molesworth Street  
WELLINGTON 6144

Phone: (04) 4960 999

Email: [info@defence.govt.nz](mailto:info@defence.govt.nz)

Website: [www.defence.govt.nz](http://www.defence.govt.nz)

# New Zealand Defence Force (NZDF)

## Te Ope Kaatua o Aotearoa

### Acts Administered

Legislation administered by the New Zealand Defence Force (NZDF):

- Armed Forces Canteens Act 1948
- Armed Forces Discipline Act 1971
- Courts Martial Appeals Act 1953
- Defence Act 1990
- Military Decorations and Distinctive Badges Act 1918
- Military Manoeuvres Act 1915
- Visiting Forces Act 2004.

### Functions and Responsibilities

The Defence Act 1990 provides for armed forces to be raised and maintained for:

- the defence of New Zealand and of any area for which New Zealand is responsible under any Act, and the protection of New Zealand's interests, whether in New Zealand or elsewhere
- the contribution of forces under collective security treaties, agreements or arrangements, and the contribution of forces to the United Nations or other organisations or states for operations in accordance with the principles of the United Nations Charter
- assistance to the civil power in time of emergency, either in New Zealand or elsewhere, and the provision of public services.

### NZDF/Ministry of Defence Consultation

The Defence Act 1990 separated New Zealand's defence establishment into two components – the NZDF and the Ministry of Defence (MoD). The Secretary of Defence and the Chief of Defence Force are required to consult about any advice on major matters of defence policy to be given to the Minister of Defence, or other ministers.

The requirement to consult about implementation of the Government's defence and security objectives is met through collaborative staff arrangements within the Office of the Chief Executives.

Headquarters New Zealand Defence Force (HQ NZDF) has four principal functions:

- to contribute to the development of defence policy;
- to prescribe military policy;
- to command and manage all aspects of Defence Force activity; and,
- to manage all finance and resources allocated to and used by the Defence Force, including the procurement, replacement and repair of equipment which does not entail major changes to capability or involve major re-equipment.

## Structure

The New Zealand Defence Force is under the control of the Minister of Defence, and comprises the Royal New Zealand Navy, the New Zealand Army and the Royal New Zealand Air Force, plus civilian staff, within New Zealand and overseas. The Chief of Defence Force (CDF) of Lieutenant General-equivalent rank commands the Armed Forces through the three Service Chiefs: a Rear Admiral (Navy), a Major General (Army), and an Air Vice-Marshal (Air Force)

The CDF commands joint force operations through the Commander Joint Forces New Zealand.

The CDF is the Chief Executive of the New Zealand Defence Force and is the principal military adviser to the Minister of Defence.

The CDF chairs the NZDF's Executive Leadership Team (ELT). The ELT is the governance body for the strategic-level leadership of the NZDF. The eight members of the ELT are: Chief of Defence Force; Vice Chief of Defence Force; Chief of Navy; Chief of Army; Chief of Air Force; Commander Joint Forces New Zealand; Corporate Financial Officer and General Manager of Organisational Support. The Head of Planning participates in all ELT meetings, but does not vote.

Headquarters New Zealand Defence Force comprises the staffs of the three Services, seven branches, and other staff providing strategic policy and planning advice to the CDF and the ELT. Branches reporting to the Chief of Defence Force through the Vice Chief of Defence Force are:

- Strategic Commitments and Intelligence Branch
- Strategic Commitments and Intelligence Branch (SCI Br) comprises two directorates:

- Strategic Commitments (responsible for strategic operations policy and planning, inter-government department strategic liaison, Civil Defence liaison, strategic logistic planning and other government agency support policies); and
- Defence Intelligence and Security (responsible for the provision of strategic level military intelligence support, analysis and security policy advice to the Chief of Defence Force, strategic level planning staffs, the Services and operational commanders).
- International Defence Relations. The International Defence Relations Branch (IDR Br) provides advice on defence relations and issues and manages New Zealand's bilateral and multilateral defence relationships. It is part of the Defence Policy & Planning Unit (DPPU) that reports to both the CDF and the Secretary of Defence. The DPPU has two sections, the second being Strategic Policy, which provides advice on defence policy and the military capabilities needed to meet the Government's defence policy objectives.
- Development Branch. Development Branch (Dev Br) develops broad policies for the Chief of Defence Force's contribution to defence policy, and to defence assessments. It also prescribes policies relevant to Defence Force goals and objectives, capabilities and force structures, and logistic and purchasing requirements to produce agreed outputs in the appropriate priority.
- Planning Branch. The Head of Planning is responsible for the management of:
  - strategic and annual planning and reporting
  - programme monitoring and support
  - organisational development and learning.

Branches reporting directly to the Chief of Defence Force are:

- Finance Branch. Under the leadership of the Corporate Finance Officer (CFO), Finance Branch (Fin Br) is responsible for the development and maintenance of effective financial policy, systems, processes and corporate reporting, risk management and treasury functions. It also provides financial advice to management in general.
- Personnel Branch. Personnel Branch (Pers Br) is responsible for advice to the CDF on all matters affecting military personnel and civilian staff, including conditions of service, medical policy, accommodation assistance, superannuation, remuneration, equity issues, industrial relations and medallic issues. The Branch also coordinates the Defence Force's youth training initiatives and training assistance provided to the New Zealand Cadet Forces.

Branches and business units reporting to the CDF through the General Manager Organisational Support (GMOS) are:

- Defence Legal Services

- Communication and Information Systems Branch
- Joint Logistics and Support Organisation
- Defence Technology Agency
- Defence Public Relations Unit
- Office of the Judge Advocate General
- Programme Management and Change Office
- Defence Library
- Communication and Information Systems (CIS) Branch. CIS Branch delivers, operates and defends NZDF information systems and communication capabilities. The Branch's role is to maintain a modern and stable infrastructure (facilities), implement fit-for-purpose practices and processes, provide fit-for-purpose skills and expertise and to deliver effective information technology governance, leadership and direction.
- Joint Logistics Service Organisation (JLSO). The JLSO, established in 2006, is charged with delivering goods and services more effectively than is possible within a traditional fully-decentralised framework, by controlling operations centrally, but delivering services where they are required. The JLSO hub is at Trentham, and there is a JLSO presence at each NZDF camp/base to ensure close contact between NZDF "customers" and the service delivery elements of JLSO.
- Defence Technology Agency (DTA). The Director of DTA is the Chief Military Scientist, who coordinates and implements the annual Defence Science Programme. The DTA provides research and development facilities to HQ NZDF, the three Services and the Ministry of Defence. The DTA's activities are supported by the hydrographic survey ship HMNZS Resolution and other NZDF units. Many DTA projects form part of New Zealand's contribution to The Technical Cooperation Programme (TTCP), in which New Zealand participates with Australia, Canada, the United Kingdom and the United States of America. The DTA also operates under the bilateral memorandum with Australia on cooperation in defence science.
- Other Staff Functions. In addition to the seven branches, staff advice is provided on medical and dental matters, and by Defence Legal Services and the Defence Public Relations Unit. Some joint units are administered by one of the Services acting as agent for the Defence Force, including the National Codification Bureau.

Headquarters Joint Forces New Zealand (HQ JFNZ) commands and controls the operational forces of the New Zealand Defence Force in support of national objectives. All deployable NZDF force elements, whether drawn from the Navy, Army, or Air Force, are under operational command of the Commander Joint Forces New Zealand (COMJFNZ). The three Service Chiefs continue to command their own Services, but their primary role is to raise, train and sustain their Services efficiently and effectively. The three Service component commanders at HQ JFNZ – the Maritime Component Commander (MCC), the Land

Component Commander (LCC), and the Air Component Commander (ACC) – are responsible to COMJFNZ and their Service Chiefs for generation and sustainment of their respective Service’s capabilities.

## Contact

HQ New Zealand Defence Force  
Private Bag 39997  
Wellington Mail Centre  
Lower Hutt 3045  
Wellington

Email: [ministerialservices@nzdf.govt.nz](mailto:ministerialservices@nzdf.govt.nz)

# Drug Free Sport New Zealand

## Governing Statutes

The Drug Free Sport NZ (DFSZNZ) is established under the New Zealand Sports and Drug Agency Act 1994. This was replaced by the Sports Anti-Doping Act 2006, which came into force on 1 July 2007.

## Functions and responsibilities

The functions and powers of Drug Free Sport NZ are described in sections 12 and 13 of the Sports Anti-Doping Act, which charges DFSNZ with the responsibility to do all that is necessary to implement and apply the World Anti-Doping Code in New Zealand. The primary tool for achieving this is the Sports Anti-Doping Rules, which are made after consultation with the Sports sector, promulgated annually by DFSNZ and adopted by National Sport Organisations (NSOs).

DFSNZ is funded by the NZ Government for the provision of:

- information and education on the anti-doping regime;
- drug testing of sports persons (including athletes who are not citizens or residents of New Zealand, if requested by other anti-doping organisations in accordance with agreements with them);
- investigations of possible anti-doping rule violations;
- taking action against athletes and other persons who commit anti-doping rule violations; and
- international anti-doping obligations and related activities.

## Structure

- DFSNZ is accountable to the Minister for Sport and Recreation and the New Zealand Government, but as an independent crown Entity is not responsible for the implementation of government policy
- DFSNZ is overseen by a board of up to five members who are appointed by the Governor General of New Zealand on recommendation by the Minister for Sport and Recreation.
- The Board reports to the Minister through the Chair.
- The Board appoints a Chief Executive who reports to it.
- The Chief Executive appoints staff as necessary.
- DFSNZ has a staff of 14 full-time and part-time employees plus independent contractors who work in the field collecting samples and/or educating athletes and support personnel.

## Records

The categories of documents are:

- general administration records
- sport correspondence
- competitor details and files including “whereabouts” information
- Sports Anti-Doping Rules
- documents that must be presented to the Sports Tribunal, or other Tribunal, in support of allegations of anti-doping rule violations.

## Documents relating to decision-making processes

Drug Free Sport New Zealand must implement relevant requirements contained in the World Anti-Doping Code and associated International Standards published by the World Anti-Doping Agency as part of the World Anti-Doping Programme.

## Publications

Drug Free Sport NZ must gazette and then publish the Sports Anti-Doping Rules, which are to be updated as necessary.

## Contact

Drug Free Sport NZ  
PO Box 17 451  
Greenlane  
Auckland 1546

Level 3, Building 5  
Central Park Corporate Centre  
666 Great South Road  
Greenlane, Auckland 1051

Phone: (64) 9 5820388

Fax (64) 9 5800381

e-mail: [admin@drugfreesport.org.nz](mailto:admin@drugfreesport.org.nz)

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

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

# Dunedin International Airport

## Governing statute

Dunedin International Airport Ltd was established under the Airport Authorities Act 1966.

## Functions and responsibilities

The company is authorised to exercise the powers of a local authority under the Airport Authorities Act 1966. Section 3 confers on the company the power to establish, improve, maintain, operate and manage airports and acquire land for those purposes. The Airport Authorities Act 1966 requires that the company operate Dunedin International Airport as a commercial undertaking.

The primary activity of the company is to operate Dunedin International Airport efficiently and on sound business principles for the benefit of both commercial and non-commercial aviation users in accordance with the terms of its Aerodrome Certificate. This defines standards and conditions laid down by the Civil Aviation Authority of New Zealand.

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

## Structure

The Executive Leadership team consists of the Chief Executive, reporting to the Board of Directors, GM Commercial (who is the Company Secretary), GM Infrastructure and GM Business Development. The Company is owned by the Crown (50%) and Dunedin City Holdings Ltd (50%), a wholly owned subsidiary of the Dunedin City Council.

## Records

Documents used by the company for the management of its business, other than Acts and regulations are:

Dunedin Airport Exposition, consisting of the following manuals:

- Policy
- Aerodrome Emergency Plan
- Aerodrome Maintenance

- Aerodrome Fire Service Procedures
- Compliance Manual
- Dunedin International Airport Ltd Business Plan
- Dunedin International Airport Ltd Environmental Management Systems
- Dunedin International Airport Ltd Quarantine Procedures
- Dunedin International Airport Ltd Occupational Health and Safety Policy
- Dunedin International Airport Ltd Terminal Evacuation Plan
- Airports Council International Policy Handbook
- Brookers Business & Employment Fact Book Manual
- New Zealand Society of Accountants Manuals
- Inland Revenue Department Tax Advisory Documents.
- Safety Management System

## **Publications**

The company has available the following categories of documents:

1. annual and half-year reports
2. master plan.

The company is involved with the following four advisory committees.

- Audit Committee
- Emergency Committee
- Civil Defence
- Health and Safety Committee

## **Contact**

The Chief Executive  
Dunedin International Airport Ltd  
25 Miller Road  
MOMONA

Private Bag 1922  
DUNEDIN



Phone: (03) 486 2879

Fax: (03) 486 2813

Email: [admin@dnairport.co.nz](mailto:admin@dnairport.co.nz)

Website: [www.dnairport.co.nz](http://www.dnairport.co.nz)

# Earthquake Commission

## Governing statute

The Earthquake Commission Act 1993 (EQC Act) and Regulations are administered by Treasury and implemented by the Earthquake Commission (EQC). EQC was originally established under the Earthquake and War Damage Act 1944 as the Earthquake and War Damage Commission.

## Functions and Responsibilities

The Earthquake Commission Act 1993 provides residential property owners in New Zealand, who have purchased fire insurance, with insurance cover for damage to residential dwellings, personal property, and land caused by:

- Earthquake, natural landslip, volcanic eruption, hydrothermal activity, or tsunami
- In the case of residential land, also storm and flood
- Fire resulting from any of these natural disasters.

From 1 July 2019, the cover provided for residential properties is first loss replacement value to a maximum of \$150,000 (plus Goods and Services Tax (GST)) on residential dwellings. Residential land is provided outside of these limits. There is no cover for personal property.

EQC's functions are to:

- Administer the insurance against natural disaster damage provided under the EQC Act
- Collect premiums payable for the insurance provided under the EQC Act
- Administer the Natural Disaster Fund (NDF) and, so far as is reasonably practicable, protect its value, including by the investment of money held in the NDF
- Obtain reinsurance in respect of the whole or part of the insurance provided under the EQC Act
- Facilitate research and education about matters relevant to natural disaster damage, methods of reducing or preventing natural disaster damage, and the insurance provided under the EQC Act.

Such other functions as may be conferred on it by:

- The EQC Act, or any other Act
- The Minister, by written notice to EQC after consultation with EQC.

Premiums at the rate of 15 cents (plus GST) per \$100 cover are collected by insurance companies and brokers and paid to EQC.

EQC is:

- A Crown Entity Agent under the Crown Entities Act 2004
- A body corporate with perpetual succession, a common seal and capital of \$1.5 billion
- Empowered to exercise all rights, powers, and privileges, and to incur the liabilities and obligations of a natural person
- Subject to the Public Finance Act 1989
- Responsible to the Minister of Finance, as defined by section 2 of the EQC Act. Since 2011, EQC has reported to the Minister Responsible for the Earthquake Commission.

## Structure

Board members are appointed by the Minister Responsible for the Earthquake Commission for a period of up to three years.

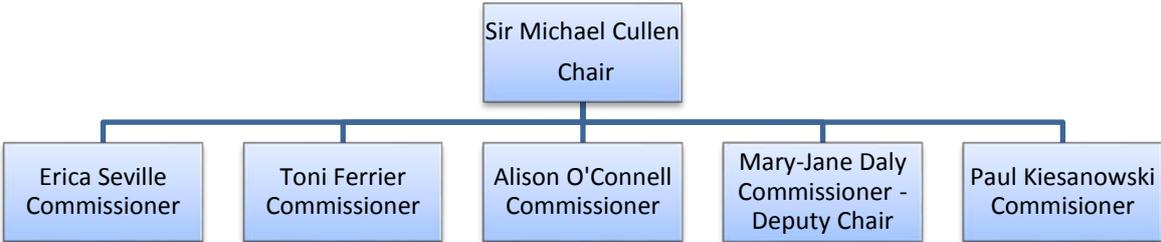
## Board

The Board (5-9 persons) consists of the: Chairperson, Deputy Chairperson and Commissioners

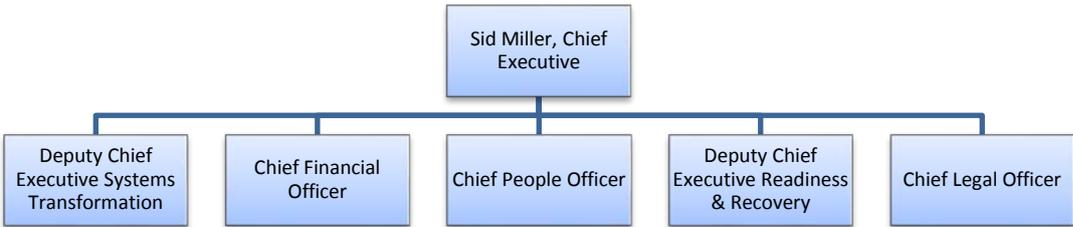
Executive Leadership Team (as at 14 May 2019) consists of the Chief Executive, Deputy Chief Executive, Systems Transformation, Chief Financial Officer, Chief People Officer, Deputy Chief Executive Readiness & Recovery and Chief Legal Counsel.

# Organisational Chart

## Board (Structure effective from 1 July 2019)



## Executive Leadership Team (ELT)



This Organisation Chart is correct as at 4 May 2019. EQC's structure is changing as it we completes its work in Canterbury.

## Records

Records held by EQC are as follows:

## Claim Files (electronic only)

These contain details of claims received from individuals together with loss adjusters' reports, engineers' reports, recommendations and details of payments made. They are not available to the public but can be requested by the claimant.

## Series Files

These contain information relating to the day-to-day activities of EQC (other than claims) and include:

- Administration/governance of EQC
- Office accounts
- Contracts and agreements
- Staff matters
- Research grants
- General office administration
- Investments and fund protection
- Dealings with external stakeholders.
- Premium Records.

Copies of premiums collected from insurance companies and brokers. Under section 25 of the EQC Act, this information can only be issued in a form that does not allow the premiums or amounts of cover to be attributable to a particular insurance company or companies – or identify the company or companies.

## Documents Relating to Decision-Making Processes

Manuals held by EQC cover matters of procedures, policy, and catastrophe response planning.

## Publications

Further information is available as follows:

- EQC annual report
- EQC statement of intent
- EQC statement of performance expectations

- Information brochures
- Guidelines for customers, insurance companies, brokers, and loss adjusters.

## Contact

Earthquake Commission  
Level 11, Majestic Centre  
100 Willis Street

PO Box 790  
WELLINGTON 6140

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

# Eastern Institute of Technology

## Te Aho a Māui

### Governing statutes

Eastern Institute of Technology (EIT) is a Tertiary Education Institute established under the Education Act 1989 and is governed under the Education Act 1989 and the Crown Entities Act 2004. EIT is New Zealand Government owned, so is consolidated into the Crown financial statements and is audited by Audit New Zealand.

### Functions and responsibilities

EIT's mission is to provide high quality, relevant and accessible tertiary education for the well-being of our students, whanau and communities.

### Functions and responsibilities

EIT's values are to:

- Act with Integrity
- Inspire Success
- Be Committed
- Nurture Wanaungatanga

EIT's vision is to Engage Inspire and Transform its students, communities, worlds.

### Structure

Eastern Institutes of Technology is governed by a Council which comprises of four ministerial appointments and four community appointments. The Chief Executive's Secretary acts as Secretary to Council.

## Functions and responsibilities

### Key Council Functions and responsibilities include:

- Appointing a chief executive in accordance with Part 7B of the State Sector Act 1988, and monitoring and evaluation his or her performance;
- Preparing and submitting a proposed investment plan (if seeking funding that requires a plan); and
- Undertaking planning relation to the Institutes' long-term strategic direction
- Endeavouring to ensure that the institution attains the highest standards of excellence in education, training and research;
- Acknowledging the principles of the Treaty of Waitangi;
- Encouraging the greatest possible participation by the communities served by the Institution so as to maximise the educational potential of all members of those communities with particular emphasis on those groups in those communities that are under-represented among the students of the Institution;
- Ensuring that the Institution does not discriminate unfairly against any person;
- Ensuring that systems are established for the co-ordination of, and accountability for, activities within the institution to ensure the responsible use of public resources; and
- Ensuring that proper standards of integrity, conduct and concern for the public interest and well-being of students are maintained.

### The Chief Executive works with an Executive Leadership Team which comprises:

- Deputy Chief Executive
- Executive Director Corporate Services
- Executive Director Human Resources
- Executive Director International
- Executive Director Māori
- Executive Director Marketing
- Executive Director Policy and Projects
- Executive Director Student & Academic Services
- Executive Director Tairāwhiti Campus

- Executive Dean, Faculty of Commerce & Technology
- Executive Dean, Faculty of Education, Humanities & Health Science

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

- Mission, Vision Statement and Strategic Plan
- Tertiary Education Strategy
- Investment Plan
- Quality Management System (QMS).

## **Contact**

Deputy Chief Executive EIT  
Eastern Institute of Technology  
Private Bag 1201  
Taradale  
HAWKE'S BAY

Phone: (06) 974 8000

Web: [www.eit.ac.nz](http://www.eit.ac.nz)

# Education Review Office

## Te Tari Arotake Matauranga

### Functions and Responsibilities

The Education Review Office (ERO) is a government department under the State Sector Act 1988 whose purpose is to evaluate and report publicly on the education and care of students in schools and early childhood centres.

ERO's findings inform decisions and choices made by parents, teachers, managers, trustees and others, at the individual school and early childhood level and at the national level by government policy makers.

The Chief Executive of ERO is the Chief Review Officer, who formally designates individual Review Officers to carry out reviews in schools and early childhood centres. The functions and powers of the Chief Review Officer are described in part 28, sections 323–328H of the Education Act 1989.

This Act gives the Chief Review Officer the power to initiate reviews, and report to the Minister of Education on the provision of education for all young New Zealanders. ERO publishes the results of review reports on its website.

The Chief Review Officer has about 120 designated Review Officers who are located throughout three geographic regions in New Zealand (Northern, Central and Southern), and a Māori language immersion education review unit which covers all of New Zealand.

### Structure

ERO's structure covers the whole country and comprises:

- a corporate office with responsibilities allocated in line with outputs;
- offices throughout New Zealand, organised into three geographical regions, for the delivery of school and early childhood education reviews;
- Unit designated to the review of kura kaupapa Māori and kōhanga reo;
- a specialist unit, Moana Pasefika (based in Auckland).



## Records

- ERO's school and early childhood education service review reports
- National education evaluation reports

## Documents Relating to Decision-Making Processes

- Manual of Standard Procedures for Education Reviews
- Code of Conduct

## Contact

National Office  
Level 1  
101 Lambton Quay  
Wellington 6011

PO Box 2799  
Wellington 6140

### Enquires

Email - [ERO.Information@ero.govt.nz](mailto:ERO.Information@ero.govt.nz)

Telephone - 04 499 2489

Fax - 04 499 2482

Website - [www.ero.govt.nz](http://www.ero.govt.nz)

Further contact details for ERO are available at - <https://www.ero.govt.nz/footer-upper/contact-us/>

# Ministry of Education

## Acts administered

- Education Act 1989
- Taranaki Scholarships Trust Board Act 1957
- Pacific Islands Polynesian Education Foundation Act 1972
- Pacific Education Foundation Act 1972
- Music Teachers Act 1981
- Education Act 1964
- Education Lands Act 1949
- Industry Training Act 1992
- Industry Training and Apprenticeships Act 1992
- Ngarimu VC and 28th (Māori) Battalion Memorial Scholarship Fund Act 1945
- New Zealand Council for Educational Research Act 1972
- Māori Education Foundation (Abolition) Act 1993
- Queen Elizabeth the Second Technicians' Study Award Act 1970
- Victoria University of Wellington Act 1961
- Lincoln College Act 1961
- Lincoln University Act 1961
- University of Canterbury Act 1961
- University of Auckland Act 1961
- Massey University Act 1963

- Queen Elizabeth the Second Postgraduate Fellowship of New Zealand Act 1963
- University of Waikato Act 1963
- University of Otago Ordinance 1869
- New Zealand Library Association Act 1939
- Kitchener Memorial Scholarship Trust Act 1941

## Functions and Responsibilities

The Ministry of Education is the lead advisor to the Government on education: early childhood education, primary and secondary education, tertiary and international education. We are also the steward of the education system. Stewardship in this context means two key things:

- a focus on the long-term health and performance of the education system as a whole
- providing support to enable sector leaders to raise achievement. As steward, we also ensure the system reflects and fulfils our responsibilities under the Treaty of Waitangi.

Stewardship is about making linkages. We have a clear view of the whole education system. This allows us to help ensure the different stages learners go through and the environments in which they learn effectively fit together to best support educational success.

We also make links between the education system and communities' needs and to the future of New Zealand's society and economy. We do this in our policy advice and at the front line, aiming to understand and respond to the needs of children and young people, helping them achieve.

## What we do

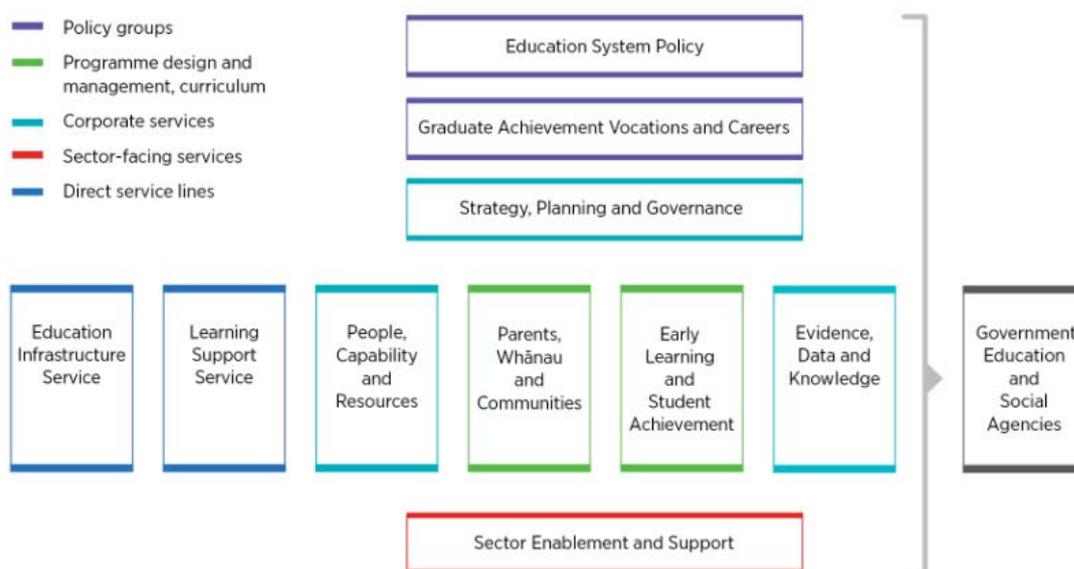
As stewards, we focus on the long-term health and performance of the education system as a whole.

At the heart of this is making sure the education system is designed to help children and students succeed. We work with sector leaders and other government agencies because we achieve more together. We work across organisational boundaries to consider, and influence, the complex factors that drive educational achievement.

We fund the system and make investment decisions that support its long-term sustainability. We also deliver infrastructure, Information Communication Technology (ICT), and other services that enable education professionals to focus on achievement.

Further information about the work of the Ministry can be found in our Four Year Plan which is available at [www.education.govt.nz/ministry-of-education/publications/four-year-plan-and-statements-of-intent/](http://www.education.govt.nz/ministry-of-education/publications/four-year-plan-and-statements-of-intent/).

## Structure



## Contact

### National Office physical address:

Mātauranga House  
Level 1  
33 Bowen Street  
Wellington 6011

### National Office postal address:

PO Box 1666  
Wellington 6140

### Enquiries

Phone - 64 4 463 8000

Fax - +64 4 463 8001

Email - [enquiries.national@education.govt.nz](mailto:enquiries.national@education.govt.nz)

Website - [www.education.govt.nz](http://www.education.govt.nz)

Further contact details for the Ministry of Education are available at [www.education.govt.nz/header-utilities/contact-us/](http://www.education.govt.nz/header-utilities/contact-us/)

# Electricity Authority

## Te Mana Hiko

### Governing Statutes

The Electricity Authority was established under the Electricity Industry Act 2010 (Act), following the disestablishment of the Electricity Commission. Under section 15 of the Act, the Authority's objective is to "promote competition in, reliable supply by and the efficient operation of, the electricity industry for the long-term benefit of consumers".

### Functions and Responsibilities

The Authority is an independent Crown Entity covered by the Crown Entities Act 2004. The functions of the Authority are set out in section 16 of the Act:

- (a) to maintain a register of industry participants, and to exempt individual industry participants from the obligation to be registered:
- (b) to make and administer the Electricity Industry Participation Code 2010 (Code):
- (c) to monitor compliance with the Act, regulations made under the Act, and the Code, and to exempt individual industry participants from the obligation to comply with the Code or specific provisions of the Code:
- (d) to investigate and enforce compliance with regulations made under the Act, the Code, and parts of the Act:
- (e) to undertake market-facilitation measures (such as providing education, guidelines, information, and model arrangements), and to monitor the operation and effectiveness of market facilitation measures:
- (f) to undertake industry and market monitoring, and carry out and make publicly available reviews, studies, and inquiries into any matter relating to the electricity industry:
- (g) to contract for market operation services and system operator services:
- (h) to promote to consumers the benefits of comparing and switching retailers:
- (i) to perform any other specific functions imposed on it under the Act or any other Act.

## Structure

The Authority comprises a Board appointed under the Crown Entities Act and a staff of about 70 employees managed by the Chief Executive.

## Records

The categories of documents held by the Authority include the formal record of the Authority's Board meetings and decision making and business records made supporting the Authority Board, including administrative functions.

The Authority maintains and publishes a comprehensive range of electricity sector data portal ([www.emiea.govt.nz](http://www.emiea.govt.nz)).

The Authority's website ([www.ea.govt.nz](http://www.ea.govt.nz)) provides access to the data portal, consultations and information on the regulation and operation of the New Zealand electricity market for consumers, industry participants and other stakeholders.

## Documents Relating to Decision-Making Processes

The Authority has a number of protocols, policies and processes in relation to its decision-making functions.

## Contact

Chief Executive's Executive Assistant  
Level 7, Harbour Tower  
2 Hunter Street

P O Box 10041  
Wellington

Phone: 04 460 8860

Fax: 04 460 8879

Website: [www.ea.govt.nz](http://www.ea.govt.nz)

# Energy Efficiency and Conservation Authority

## Te Tari Tiaki Pūngao

### Trade names

EECA, EECA EnergyWise and EECA Business

### Governing Statutes

EECA is a Crown Entity, established under the Energy Efficiency and Conservation Act 2000. It is subject to the Crown Entities Act 2004.

### Functions and Responsibilities

EECA works to make New Zealand a better place to live – economically, environmentally and socially – through the better use of energy.

It improves the energy efficiency of New Zealand homes and businesses and encourages the uptake of renewable energy. Its work is also aimed at reducing carbon emissions to help New Zealand transition to a low emissions economy.

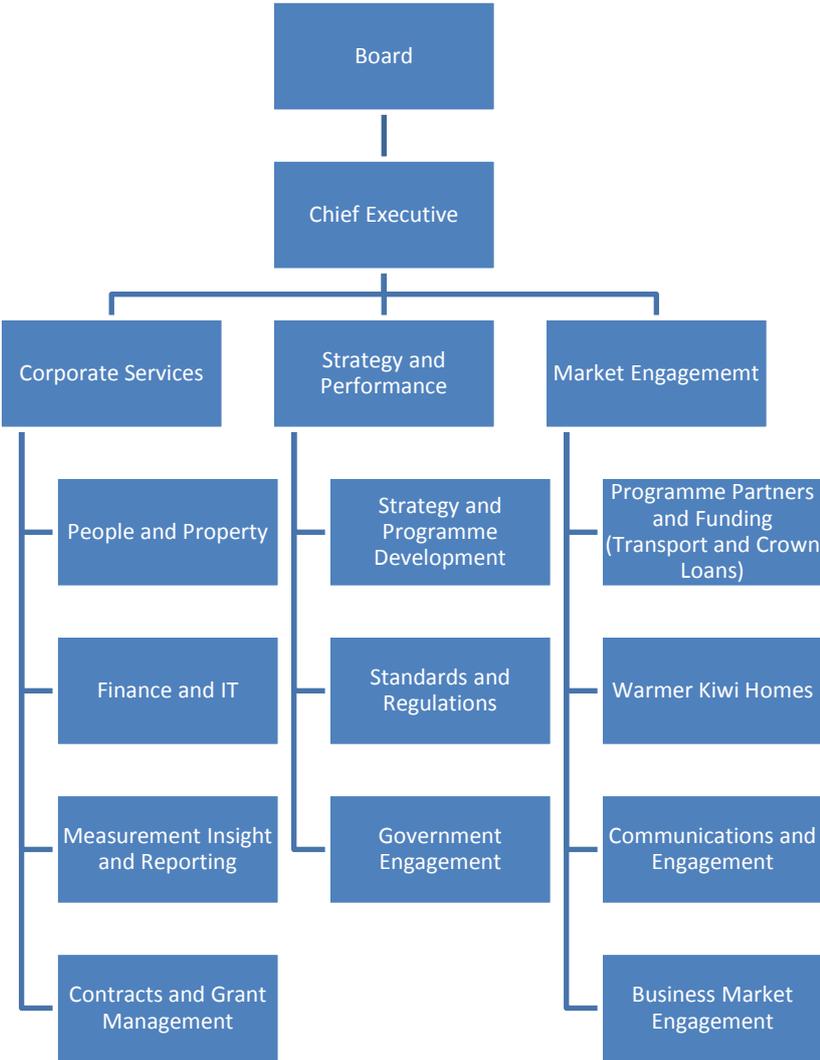
It influences energy use across the economy by working towards:

- Productive and low-emissions business
- Efficient, safe and low carbon transport
- Energy efficient homes
- Government leadership
- Engaging hearts and minds
- Efficient, competitive and low carbon business.

# Structure

EECA is governed by a board of 6-8 members with experience in energy, commerce, local government and the public sector. The Board is appointed by and reports to the Minister of Energy and Resources.

The Chief Executive heads the staff and is responsible for the management and administration of EECA and its projects. The Ministry of Business, Innovation and Employment (MBIE) is EECA's monitoring agency.



# Records

EECA retains documentation for:

- Advice related to energy efficiency, conservation and the use of renewable energy
- The delivery and administration of its operational programmes

- The development of the New Zealand Energy Efficiency and Conservation Strategy (NZECS) and the New Zealand Energy Strategy.

Many of these documents are available on EECA's website at: [www.eeca.govt.nz](http://www.eeca.govt.nz).

## Documents Relating to Decision-Making Processes

- Annual/Financial Select Committee Review
- Vote Business Science & Innovation: Financial Review
- Estimates of Expenditure
- Letter of Expectations

EECA operates formal policies and guidelines in relation to the administration of its key programmes.

## Publications

EECA's corporate and strategic documents include:

- Annual Report
- New Zealand Energy Efficiency and Conservation Strategy and New Zealand Energy Strategy
- Statement of Intent
- Statement of Performance Expectations (SPE)
- Information/Factsheets
- Research and Case Studies

These documents can be found on EECA's websites at: [www.eeca.govt.nz](http://www.eeca.govt.nz),

[www.energywise.govt.nz](http://www.energywise.govt.nz) and [www.eecabusiness.govt.nz](http://www.eecabusiness.govt.nz).

## Contact

For enquires under the Official Information Act 1982, please contact EECA's main office:

### EECA Wellington (Head office)

Level 8, 44 The Terrace  
PO Box 388  
Wellington, 6140



Phone 04 470 2200 or 0800 358676

Fax: 04 499 5330

Email: [info@eeca.govt.nz](mailto:info@eeca.govt.nz)

**EECA Auckland**

Level 7, AIG Building  
41 Shortland Street  
Auckland, 1010

Phone: 0800 358676

Fax: 04 374 3809

Email: [info@eeca.govt.nz](mailto:info@eeca.govt.nz)

# Environmental Protection Authority

## Te Mana Rauhi Taiao

### Governing statutes

The Environmental Protection Authority was established as a Crown Agent under the Environmental Protection Authority Act 2011. The environmental Acts under which the EPA has powers, duties and functions are:

- Climate Change Response Act 2002
- COVID-19 Recovery (Fast-tracking Consenting) Act 2020 [Act expires 8 July 2022]
- Environmental Protection Authority Act 2011
- Exclusive Economic Zone and Continental Shelf (Environmental Impacts) Act 2012
- Hazardous Substances and New Organisms Act 1996
- Imports and Exports (Restrictions) Act 1988 and Imports and Exports (Restrictions) Prohibition Order (No. 2) 2004
- Ozone Layer Protection Act 1996
- Resource Management Act 1991.

### Functions and responsibilities

The functions, as set out in the Environmental Protection Authority Act, are to:

- advise the Minister for the Environment on any matter relating to the EPA's environmental Acts
- exercise functions and duties under the environmental Acts
- provide a range of advice and services to the Minister on matters related to our functions under the environmental Acts, if and when requested, including:
  - technical advice
  - administrative assistance
  - secretarial and support services
  - contributing to and cooperating with international forums and carrying out international obligations under an environmental Act.

- Our international work includes participating in the work of international bodies dealing with climate change, chemicals regulation, chemicals and ozone-depleting substances governed by international conventions, and the regulation of hazardous substances, hazardous waste and new organisms.

The main activities of the organisation concern the following:

### **Emissions Trading Scheme**

- administration of the Emissions Trading Scheme (NZETS) and the maintenance, security integrity of the New Zealand Emissions Trading Register
- monitoring compliance with the ETS, and taking enforcement action where appropriate
- contributing to New Zealand's involvement in international agreements and protocols, including providing information and reporting on New Zealand's international obligations and the trading of units.

### **Hazardous substances and new organisms**

- assessing and deciding applications for and reassessments of hazardous substances, including pesticides, herbicides, other chemicals, explosives and fireworks
- reviewing and issuing Notices relating to the rules that apply to hazardous substances, a form of tertiary regulation
- deciding import or export permits for ozone-depleting substances, and hazardous waste controlled by international environmental agreements
- assessing and deciding applications for new organisms, including (amongst others) genetically modified organisms
- monitoring and enforcing compliance with hazardous substances legislation and approvals.

### **Exclusive Economic Zone and Continental Shelf (EEZ)**

- assessing and deciding applications for marine consents and rulings in the EEZ, including decisions on dumping and discharge activities for example, for oil, gas and minerals exploration and extraction
- assessing applications for permitted activities in the EEZ
- monitoring and enforcing compliance with the Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act (EEZ Act) and marine consents.

## Resource Management Act and fast-track consenting

- advising the Minister on, and supporting Boards of Inquiry considering proposals of national significance under the Resource Management Act
- support for other resource management processes at a national level, including consideration of proposed water conservation orders
- assisting councils with compliance monitoring and enforcement
- advice and secretariat support to the expert consenting panels considering fast-track consenting applications

## Engagement

- promoting the awareness of the adverse effects of hazardous substances on the environment or people
- raising public awareness about the EEZ Act
- engaging with Māori, including providing the opportunity for mātauranga Māori to be considered in our decision making
- contributing to New Zealand's involvement in international agreements and protocols
- contributing to science and regulatory leadership.

## Structure

The EPA is a Crown entity with a Board of between six and eight members appointed by the Minister for the Environment.

The Board is responsible for the governance of the organisation, including setting strategic direction and monitoring performance. It is responsible for the statutory functions set out in legislation, some of which are delegated to Board committees or the Chief Executive.

The EPA is supported and advised by two statutory committees, the Māori Advisory Committee (Ngā Kaihautū Tikanga Taiao) and the Hazardous Substances and New Organisms Committee.

The staff of the EPA support the Board in carrying out its statutory functions and are responsible for delegated decision-making in a number of areas. The organisation is structured into seven groups. They are:

- Compliance, Monitoring and Enforcement
- Engagement
- Finance and Systems
- Kaupapa Kura Taiao

- Legal
- Regulatory Systems and Operations
- Science and Strategy

## Records

The EPA is required to meet the requirements of the Public Records Act 2005. It maintains an electronic document management system for the management of corporate records. The key processes managed by this system include the:

- capture of internal corporate records
- storage of internal corporate records
- security and access to such records
- disposal of corporate records in accordance with authorised Retention and Disposal Schedules.

The EPA is required to meet the requirements of Official Information Act 1982 by providing appropriate responses to all requests within a statutory timeframe. It uses the electronic document and records management system and paper records to ensure that information is easily searchable and that it retains and archives important documents.

As part of the Engagement Group, there is a dedicated Government Engagement and Official Correspondence Team.

## Decision-making processes

Information about the EPA's work, including making applications and the EPA's decisions, is available on the EPA website, [www.epa.govt.nz](http://www.epa.govt.nz)

## Publications

The EPA has an open book policy and publishes a wide range of information on its website [www.epa.govt.nz](http://www.epa.govt.nz). This includes information on monitoring and reporting, including on 1080 and methyl bromide. It also publishes recent official information requests. The following are the corporate publications published on the website:

- Annual Report
- Statement of Performance Expectations
- Statement of Intent
- Briefing to the Incoming Ministers

- Regular reports to the Ministers
- Chief Executive's expenses
- Chief Executives key performance indicators
- Letter of Expectations from the EPA's Ministers

## Contact

Environmental Protection Authority

Level 10 Grant Thornton House, 215 Lambton Quay

Private Bag 63002

Wellington 6140,

New Zealand

Phone: +64 4 916 2426

Email: [info@epa.govt.nz](mailto:info@epa.govt.nz)

Web: [www.epa.govt.nz](http://www.epa.govt.nz)

# Ministry for the Environment

## Manatū Mō Te Taiao

### Governing statutes

The Ministry for the Environment has specific functions under the:

- Environment Act 1986
- Resource Management Act 1991
- Hazardous Substances and New Organisms Act 1996
- Ozone Layer Protection Act 1996
- Climate Change Response Act 2002
- Waste Minimisation Act 2008

### Acts administered

The Ministry for the Environment administers the following legislation:

- Soil Conservation and Rivers Control Act 1941
- Environment Act 1986
- Resource Management Act 1991
- Ozone Layer Protection Act 1996
- Hazardous Substances and New Organisms Act 1996
- Climate Change Response Act 2002
- Aquaculture – Reform (Repeals and Transitional Provisions) Act 2004
- Fiordland (Te Moana o Atawhenua) Marine Management Act 2005
- Waste Minimisation Act 2008.
- Exclusive Economic Zone and Continental Shelf (Environmental Effects) Act 2012
- Environment Canterbury (Transitional Governance Arrangements) Act 2016
- Litter Act 1979

- Environmental Reporting Act 2015

## Functions and responsibilities

The functions of the Ministry for the Environment as set out in the Environment Act 1986 are:

- to advise the Minister on all aspects of environmental administration, including:
  - policies for influencing the management of natural and physical resources and ecosystems
  - significant environmental impacts of public or private sector proposals, particularly those that are not adequately covered by legislative or other environmental assessment requirements currently in force
  - ways of ensuring that effective provision is made for public participation in environmental planning and policy formulation processes in order to assist decision making, particularly at the regional and local level.
- to solicit and obtain information from any source, and to conduct and supervise research, so far as it is necessary for the formulation of advice to the Government on environmental policies.
- to provide the Government, its agencies, and other public authorities with advice on:
  - the application, operation, and effectiveness of the Acts specified in the Schedule to the Environment Act 1986 in relation to the achievement of the objectives of that Act;
  - procedures for the assessment and monitoring of environmental impacts;
  - pollution control and the co-ordination of the management of pollutants in the environment;
  - the identification and likelihood of natural hazards and the reduction of the effects of natural hazards;
  - the control of hazardous substances, including the management of the manufacture, storage, transport, and disposal of hazardous substances.
- to facilitate and encourage the resolution of conflict in relation to policies and proposals which may affect the environment.
- to provide and disseminate information and services to promote environmental policies, including environmental education and mechanisms for promoting effective public participation in environmental planning.
- generally to provide advice on matters relating the environment.

## Publications

- Statement of Intent
- Annual Report
- Other publications available at [www.mfe.govt.nz/publications/](http://www.mfe.govt.nz/publications/).

## Contact

### Head Office, Wellington

Environment House  
23 Kate Sheppard Place,  
Thorndon  
Wellington  
New Zealand

PO Box 10362  
Wellington 6143  
New Zealand

### General enquiries

Freephone: 0800 499 700  
Phone: +64 4 439 7400  
Fax: +64 4 439 7700  
Email: [info@mfe.govt.nz](mailto:info@mfe.govt.nz)

Email addresses for Ministry staff use the formula: [firstname.lastname@mfe.govt.nz](mailto:firstname.lastname@mfe.govt.nz)

### Official Information Act Requests

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

Website: <http://www.mfe.govt.nz/>

# Institute of Environmental Science and Research Limited

## Governing statutes

The primary legislation regulating the Institute of Environmental Science and Research Limited ('ESR') is the Crown Research Institutes Act 1992. Other legislation that impacts on ESR is the Companies Act 1993, the Crown Entities Act 2004, and Part V of the Public Finance Act 1989. ESR is also subject to the Privacy Act 1993, Official Information Act 1982 and the Ombudsman Act 1975.

## Functions and Responsibilities

ESR's purpose is to deliver enhanced scientific and research services to the public health, food safety, security and justice systems, and the environmental sector to improve the safety of, and contribute to the economic, environmental and social well-being of people and communities in New Zealand.

ESR provides research and scientific services and knowledge transfer in partnership with key stakeholders including government, industry and Māori to:

- safeguard the health of New Zealanders through improvements in the management of biosecurity and threats to public health
- increase the effectiveness of forensic science services applied to safety, security and justice investigations and processes
- enhance protection of New Zealand's food-based economy through the management of food safety risks associated with traded goods
- improve the safety of freshwater and groundwater resources for human use and the safer use of biowastes.

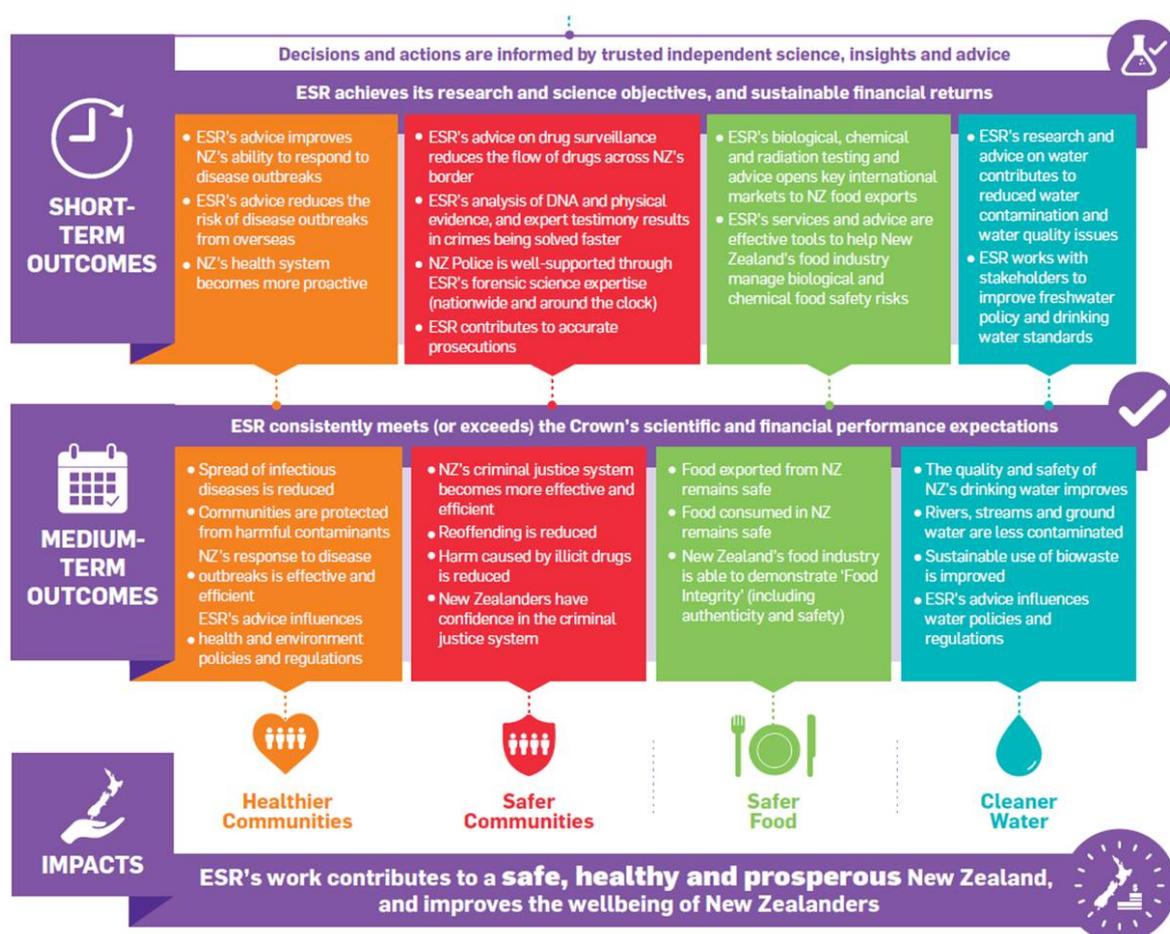
## Scope of Operation

ESR's science capabilities have a positive impact on the health and prosperity of New Zealand communities.

ESR is the lead CRI in:

- forensic science services
- harm prevention from drugs and alcohol

- surveillance of human pathogens and zoonotic diseases
- domestic and export food safety in partnership with the Ministry for Primary Industries
- impacts of the environment on human health, including groundwater, freshwater and drinking-water quality and safe biowaste use
- integrated social and biophysical research to support decision-making in the environmental, public health and justice Sectors
- radiation safety services and regulatory support.



## Records

Each business group is responsible for where and how its scientific research work is published, but in most cases papers are published internationally or in New Zealand in

appropriate research journals. Where services or research are provided for a client, enquiries for information will be directed to that client.

## Contact

Kenepuru Science Centre (including the Corporate Office)  
34 Kenepuru Drive  
PORIRUA 5022

PO Box 50 348  
PORIRUA 5240

Tel: (04) 914 0700

Fax: (04) 914 0770

Website: [www.esr.cri.nz](http://www.esr.cri.nz)

Email: [enquiries@esr.cri.nz](mailto:enquiries@esr.cri.nz)

# External Reporting Board

## Governing statutes

The External Reporting Board (XRB) is an independent Crown Entity, with continued existence under section 11 of the Financial Reporting Act 2013, and subject to the Crown Entities Act 2004.

## Functions and Responsibilities

The functions of the External Reporting Board are prescribed by section 12 of the Financial Reporting Act 2013. The XRB creates standards to give New Zealanders confidence and trust in the financial reporting of entities in the corporate business, public and not-for-profit sectors.

This comprises:

- Developing and implementing an overall strategy for financial reporting standards and auditing and assurance standards (including developing and implementing tiers of financial reporting and assurance)
- Preparing and issuing accounting standards
- Preparing and issuing auditing and assurance standards, including the professional and ethical standards that will govern the professional conduct of auditors
- Liaising with national and international organisations that exercise functions that correspond with, or are similar to, those conferred on the External Reporting Board.

## Structure

The External Reporting Board consists of:

- The External Reporting Board - Board (XRB Board)
- The New Zealand Accounting Standards Board (NZASB)
- The New Zealand Auditing and Assurance Standards Board (NZAuASB)
- The XRB Staff Team (Staff)

The XRB Board is responsible for general governance of the organisation, overall financial reporting strategy, standards strategy, and oversight of the standard setting boards. The

Board comprises 9 members appointed by the Governor-General on the recommendation of the responsible Minister (the Minister of Commerce). XRB Board members are all part-time.

The New Zealand Accounting Standards Board (NZASB) is responsible for developing and issuing accounting standards. This comprises 10 suitably qualified and experienced persons with a diversity of perspective. The members of the NZASB are appointed by the XRB and are all part-time.

The New Zealand Auditing and Assurance Standards Board (NZAuASB) is responsible for developing and issuing auditing and assurance standards. This comprises 10 suitably qualified and experienced persons with a diversity of perspective. The members of the NZAuASB are appointed by the XRB and are all part-time.

All Board meetings are open to the public, with prior registration required. All Board meeting dates, times and agendas are available at [www.xrb.govt.nz/board-meetings](http://www.xrb.govt.nz/board-meetings).

Information about attendance at meetings is also located on our website.

## Records

The External Reporting Board retains extensive documentation for:

- The development and administration of a financial reporting strategy as well as accounting and auditing & assurance standards;
- Board meeting agenda papers and proceedings; and
- Online communications and presentations to stakeholders.

All this material is available on our website.

The External Reporting Board also maintains financial records, human resources records and planning documents, including our Statement of Intent and our annual Statement of Performance Expectations. Our Annual Report is available on our website.

## Documents Relating to Decision-Making Processes

Each Board is presented with a set of Agenda papers a week prior to each Board meeting.

## Publications

Each Board produces an online newsletter at the close of each meeting which any member of the public can subscribe to from via our website at [www.xrb.govt.nz/sign-up](http://www.xrb.govt.nz/sign-up). Past Updates are available on the website

External Reporting Board position papers and consultation documents are also available on our website and we encourage feedback in relation to these publications.

## Contact

Level 7, 50 Manners Street, Wellington  
P O Box 11250  
Manners Street Central  
Wellington 6142

Telephone: 64 4 550 2030

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

[enquiries@xrb.govt.nz](mailto:enquiries@xrb.govt.nz)

# Office of Film and Literature Classification

## Te Tari Whakarōpū Tukuata, Tuhituhinga

### Governing Statutes

The Office of Film and Literature Classification (the Classification Office) is an independent Crown Entity established under the Films, Videos, and Publications Classification Act 1993 (the Classification Act). The statutory powers and functions of the Office are also established under the Classification Act.

The Classification Act is administered by the Ministry of Justice. The Classification Office is funded by appropriation under Vote Internal Affairs. The Office is accountable to the Minister of Internal Affairs through a Memorandum of Understanding.

The classification of publications is governed by:

- Films, Videos, and Publications Classification Act 1993
- Films, Videos, and Publications Classification Regulations 1994
- Films, Videos, and Publications Classification (Fees) Regulations 1994.

### Functions and Responsibilities

The Classification Office is responsible for the classification of publications that may need to be restricted or banned. The Classification Act empowers the Classification Office to classify any written, recorded or stored information. This includes films, videos, DVDs, magazines, books, electronic games, computer files and images of all kinds. The Act does not cover broadcasting or live performances. The Classification Office also carries out research and informs the public about the classification system.

### Structure

The Chief and Deputy Chief Censors of Film and Literature are appointed by the Governor-General by Order in Council made on the recommendation of the Minister of Internal Affairs acting with the concurrence of the Minister of Women's Affairs and the Minister of Justice. The Chief Censor is Chief Executive.

The Chief Censor and Deputy Chief Censor form the Board of the Classification Office.

The Chief Censor is responsible for the overall administration of the Classification Office, and for the allocation of spheres of responsibility and delegation of powers within the Office.

The Communications Manager is responsible for the Information Unit, including its research, information resources (including websites), complaints and library services.

The Corporate Services Manager is responsible for human resources, administrative and technical support, IT, and finance. The Corporate Services Manager is also the Chief Financial Officer.

Senior Classification Officers each supervise a team of Classification Officers.

The Chief Censor, Deputy Chief Censor, Communications Manager and Corporate Services Manager form the Office's Management team.

## Records

The Chief Censor has a statutory obligation to maintain an electronic register of classification decisions. This register holds the classification of each publication examined by the Classification Office or the Film and Literature Board of Review. The register is available to the public online through the New Zealand Register of Classification Decisions database, which can be accessed through the Office's website. The Office must also supply a paper or electronic copy of all or part of the register if requested by a member of the public.

In accordance with Part 10 of the Classification Act, the classification decisions of past censorship bodies (the Chief Censor of Films, the Video Recordings Authority and the Indecent Publications Tribunal) form part of the register of classification decisions held by the Classification Office.

## Documents Relating to Decision-Making Processes

The Classification Office's Practice Manual sets out all the relevant sections of the Classification Act and the New Zealand Bill of Rights Act 1990, as well as setting out the process which must be followed in the classification of publications.

## Publications

The Classification Office has produced brochures explaining its work and how the public can participate in the classification process. These are available upon request.

The Classification Office produces research reports on subjects related to the classification system and these are available on the Office's website.

## Contact

The Office of Film and Literature Classification  
Level 1, 88 The Terrace  
Wellington 6011

PO Box 1999, Wellington 6140

Phone: (04) 471 6770 or 0508 236 767

Web: [www.classificationoffice.govt.nz](http://www.classificationoffice.govt.nz)

Email: [info@classificationoffice.govt.nz](mailto:info@classificationoffice.govt.nz)

Twitter: [twitter.com/NZOFLC](https://twitter.com/NZOFLC)

# Fiordland Marine Guardians

## Governing statute

Fiordland (Te Moana o Atawhenua) Marine Management Act 2005.

## Functions and Responsibilities

Pursuant to Section 13

(a) to advise and make recommendations to management agencies and Ministers who exercise functions under the enactments listed in Schedule 13, to achieve the purpose of this Act, including, but not limited to –

(i) advice and recommendations on the effectiveness of the management measures in the Fiordland (Te Moana o Atawhenua) Marine Area;

(ii) advice and recommendations on activities occurring outside of the Fiordland (Te Moana o Atawhenua) Marine Area if those activities impact, or are likely to impact, on the Fiordland (Te Moana o Atawhenua) Marine Area;

(iii) advice and recommendations on likely threats to the Fiordland (Te Moana o Atawhenua) Marine Area;

(b) to facilitate and promote the integrated management of the Fiordland (Te Moana o Atawhenua) Marine Area;

(c) to obtain, share, and monitor information about the state of the Fiordland (Te Moana o Atawhenua) Marine Area;

(d) to assist management agencies to –

(i) prepare and disseminate information about the Fiordland (Te Moana o Atawhenua) Marine Area, including educational information;

(ii) monitor the state of the marine environment and biological diversity in the Fiordland (Te Moana o Atawhenua) Marine Area;

(iii) plan for the enforcement of, and compliance with, the management of the Fiordland (Te Moana o Atawhenua) Marine Area;

(e) to conduct any reviews instituted under section 25 that they –

(i) are invited by the Minister for the Environment to conduct; and

(ii) agree to conduct:

(f) to perform any other functions given to them under this or any other Act.

Advice and recommendations under subsection (1)(a) may be given on the Guardians' own initiative or at the request of –

- (a) a management agency; or
- (b) the Minister for the Environment; or
- (c) the Minister for Biosecurity; or
- (d) the Minister of Fisheries; or
- (e) the Minister of Conservation.

## Structure

- not more than eight members and not less than five members
- appointed by Minister for the Environment
- must include one member who has been nominated by Te Runanga o Ngai Tahu
- members are appointed for a maximum of four years
- members may be reappointed
- at least five members must be ordinarily resident in Otago or Southland
- Chairperson is elected by members.

## Publications

- Annual Report
- management agencies publish information materials – pamphlets, booklets, etc. – in collaboration with the Fiordland Marine Guardians.

## Documents Relating to Decision-Making Processes

- Fiordland (Te Moana o Atawhenua ) Marine Management Act 2005
- Protocol Between The Fiordland Marine Guardians And The Management Agencies

## Future Changes

- Membership may change as an individual member's tenure of appointment expires.
- The Minister must initiate a review to determine the effectiveness of the Fiordland (Te Moana o Atawhenua) Marine Area five years after the commencement of the Act.

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## Contact

PO Box 213  
Te Anau 9640

Email: [info@fmg.org.nz](mailto:info@fmg.org.nz)

Website: [www.fmg.org.nz](http://www.fmg.org.nz)

# Fire and Emergency New Zealand

## Whakarātonga Iwi

### Governing statutes

Fire and Emergency New Zealand was established under the Fire and Emergency New Zealand Act 2017. It is a Crown agent under the Crown Entities Act 2004 which means it is required to give effect to government policy relating to its functions and objectives, if so directed.

### Functions and Responsibilities

Fire and Emergency New Zealand (Fire and Emergency NZ) is an emergency management and compliance agency.

The functions of the previous New Zealand Fire Service and the National Rural Fire Authority are now integrated into Fire and Emergency New Zealand. Fire and Emergency NZ's remit does not just relate to fire response. The responsibilities are set out within the Fire and Emergency New Zealand Act 2017 and include:

- Promotion of fire safety.
- Providing fire prevention, response and suppression services.
- Stabilising and rendering safe incidents involving hazardous substances.
- Rescuing persons who are trapped as a result of transport and other accidents.
- Providing urban search and rescue services.
- Undertaking a range of additional functions should Fire and Emergency New Zealand have the capacity and capability to do so.

### Structure

The Board has between 5 and 6 members appointed by the Minister of Internal Affairs. The Board is responsible for the governance of the organisation, including setting strategic direction and monitoring performance. It is also responsible for the statutory functions set out in the legislation. The operational functions are delegated to the Chief Executive.

The organisation is structured in to six groups, each of which is led by a Deputy Chief Executive. They are:

- Service Delivery
- People
- Organisation Strategy and Capability Development
- Finance and Business Operations
- Office of the Chief Executive
- Director Integration

Operational work is undertaken through both employees (professional firefighters) and volunteers. Operational personnel operate from brigades and stations which are based across New Zealand.

## Documents Relating to Decision-Making Processes

Fire and Emergency New Zealand documents which relate to decision making processes include Annual Reports, Statement of Intent and performance reports. These are available at [www.fireandemergency.nz](http://www.fireandemergency.nz)

## Records

Fire and Emergency New Zealand maintain an electronic document management system for the management of corporate records. The key processes managed by this system include the:

- Capture of internal corporate records
- Storage of internal corporate records
- Security and access to such records
- Disposal of corporate records in accordance with authorised Retention and Disposal schemes.

## Publications

Fire and Emergency New Zealand has published the following:

- Annual report
- Statement of Performance Expectations
- A website – [www.fireandemergency.nz](http://www.fireandemergency.nz)
- Some information about past operational responses, where those responses were of significant public interest.

- Educational materials in relation to fire prevention and responses for a range of audiences.

## Contact

Fire and Emergency New Zealand  
Level 12, 80 The Terrace

PO Box 2133  
Wellington

Phone: +64 4 496 3600

Fax: +64 4 496 3700

Email: [info@fireandemergency.nz](mailto:info@fireandemergency.nz)

Web: [fireandemergency.nz](http://fireandemergency.nz)

# Fish & Game New Zealand

## Governing statutes

- Wildlife Act 1953
- Conservation Act 1987
- Fish and Game Council Elections Regulations 1990
- New Zealand Game Bird Habitat Stamp Regulations 1993

## Functions and Responsibilities

The New Zealand Fish and Game Council is required to "... represent nationally the interests of anglers and hunters and provide co-ordination of the management, maintenance, and enhancement of sports fish and game".

Its functions include:

- development of national policy (which becomes binding on regional Fish and Game Councils)
- coordination of the management, maintenance and enhancement of sports fish and game by regional councils
- provision of advice to the Minister of Conservation on issues relating to sports fish and game
- development of research programmes promoting the management of sports fish and game
- oversight of the electoral system for Fish and Game Councils
- recommendation to the government of angling and hunting licence fees
- audit of Fish and Game Council activities
- advocacy in appropriate statutory planning processes.
- regional Fish and Game Councils are required to "... manage, maintain, and enhance the sports fish and game resource in the recreational interests of anglers and hunters".
- their particular functions include:

- assessing and monitoring sports fish and game populations, the success rate and degree of satisfaction of anglers and hunters, and the condition and trend of ecosystems as fish and game habitat
- maintaining and improving anglers' and hunters' access
- recommending to the Minister angling and hunting season conditions, bag limits
- maintaining and enhancing sports fish and game habitat
- promoting ethical standards of behaviour by anglers and hunters
- keeping anglers and hunters informed on matters affecting their interests
- representing angler and hunter interests in statutory planning processes
- preparing statutory annual operational work plans.

## Structure

Fish & Game New Zealand comprises the New Zealand Fish and Game Council (New Zealand Council) and 12 regional Fish and Game Councils. They were established by statute in 1990 and replaced the former Acclimatisation Societies.

All 12 members regional councils are comprised of voluntary anglers and hunters elected every three years by fellow anglers and hunters, in accordance with statutory election procedures. The New Zealand Council consists of one member appointed by each of the regional Fish and Game Councils. Each Council elects its own chairperson.

All Councils employ their own staff, are fully funded from licence fees, and thus discharge their statutory functions without any funding or other operational assistance from central government.

All Councils report annually to the Minister of Conservation and are audited by the Office of the Controller and Auditor-General in accordance with the requirements of the Public Finance Act.

## Records

- minutes, agendas and supporting papers
- national policy documents
- freshwater angling and game-bird hunting licence-sale data
- annual reports
- specific files relating to the management and advocacy of sports fish and game, the habitat on which they depend and the interests of anglers and hunters

- reports on the monitoring of sports fish and game populations and their habitat
- reports on harvest surveys and surveys of anglers and hunters
- reports on research carried out
- sports fish and game management plans and annual operational work plans
- submissions made on legislation, government policy and as part of the statutory planning process.
- a number of booklets and pamphlets directed at increasing participation and success in recreational angling and hunting and providing information on where to hunt and fish.
- manuals
- brand standard manual.

## Contacts

### **NZ Fish & Game Council**

Chief Executive  
Level 2, Dominion Building  
78 Victoria Street  
Wellington 6011

PO Box 25-055, Wellington 6140

**Ph:** 04 499-4767

Email: [nzcouncil@fishandgame.org.nz](mailto:nzcouncil@fishandgame.org.nz)

Website: [www.fishandgame.org.nz](http://www.fishandgame.org.nz)

### **Regional contacts:**

**Email:** [northland@fishandgame.org.nz](mailto:northland@fishandgame.org.nz)

**Email:** [aucklandwaikato@fishandgame.org.nz](mailto:aucklandwaikato@fishandgame.org.nz)

**Email:** [eastern@fishandgame.org.nz](mailto:eastern@fishandgame.org.nz)

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Email: [csi@fishandgame.org.nz](mailto:csi@fishandgame.org.nz)

Email: [otago@fishandgame.org.nz](mailto:otago@fishandgame.org.nz)

Email: [southland@fishandgame.org.nz](mailto:southland@fishandgame.org.nz)

# Ministry of Foreign Affairs and Trade Manatū Aorere

## Functions and Responsibilities



The Ministry acts in the world to make New Zealanders safer and more prosperous. We do this by building connections with and influencing other countries to advance New Zealand's interests, project New Zealand values and secure the outcomes that matter to New Zealand.

We pursue the Government's international priorities and provide advice to the Government on the implications for New Zealand of what is happening in the world.

We lead the Government's diplomatic network, a unique national asset that is safeguarded by international law and able to speak with an authoritative voice. Heads of mission and post are formally charged with representing the state.

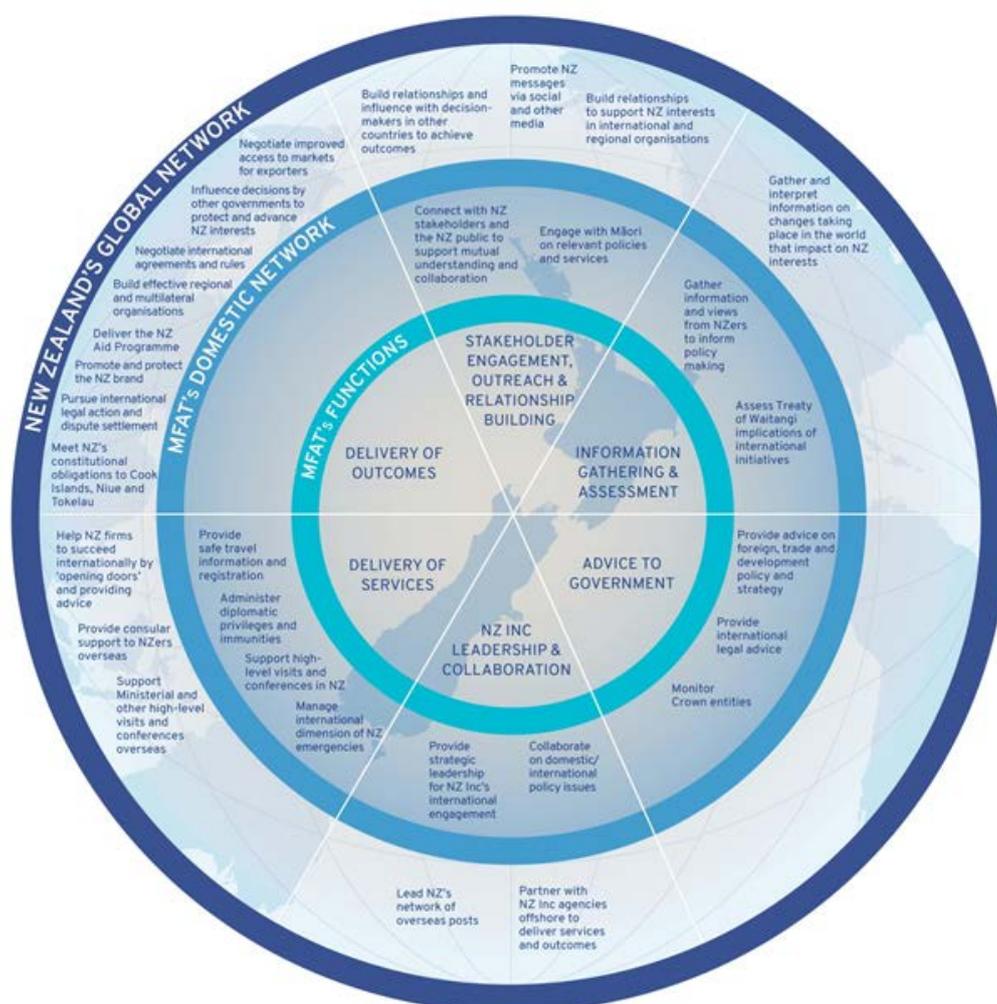
We are the Government's specialist foreign, trade and development policy adviser, international legal adviser and negotiator. We are responsible for delivering New Zealand's international development cooperation and for providing consular services for New Zealanders overseas.

Our work contributes to New Zealanders' well-being in the following ways:

- **Kaitiakitanga:** Generations of New Zealanders benefit from sustainable solutions to global and regional challenges

- **Prosperity:** New Zealanders have better job opportunities and incomes from trade, investment and other international connections
- **Security:** New Zealanders are able to live, do business, travel and communicate more safely at home and offshore
- **Influence:** New Zealanders have confidence their country can influence others on issues that matter for them now and in the future

What MFAT does in New Zealand and around the world to deliver value to New Zealanders



## Acts Administered

The Ministry of Foreign Affairs and Trade (the Ministry) administers 38 pieces of legislation and some of the regulations made under these. Links to this legislation online are available from the Ministry's website [www.mfat.govt.nz](http://www.mfat.govt.nz) under 'About us'.

### Foreign affairs

- Commonwealth Countries Act 1977
- Consular Privileges and Immunities Act 1971

- Diplomatic Privileges and Immunities Act 1968
- Foreign Affairs Act 1988

#### Peace, rights and security

- Anti-Personnel Mines Prohibition Act 1998
- Brokering (Weapons and Related Items) Controls Act 2018
- Chemical Weapons (Prohibition) Act 1996
- Cluster Munitions Prohibitions Act 2009
- Customs and Excise Act 2018 (Customs administered with MFAT powers))
- Geneva Conventions Act 1958
- International Crimes and International Criminal Court Act 2000 (jointly administered with the Ministry of Justice)
- Mercenary Activities (Prohibition) Act 2004
- New Zealand Nuclear Free Zone, Disarmament and Arms Control Act 1987
- Nuclear-Test-Ban Act 199
- Terrorism Suppression Act 2002 (jointly administered with Ministry of Justice)
- United Nations Act 1946
- Extradition Act 1999
- Aviation Crimes Act 1972
- Maritime Crimes Act 1999
- Crimes (International Protected Persons, United Nations and Associated Personnel, and Hostages) Act 1980

#### Antarctica

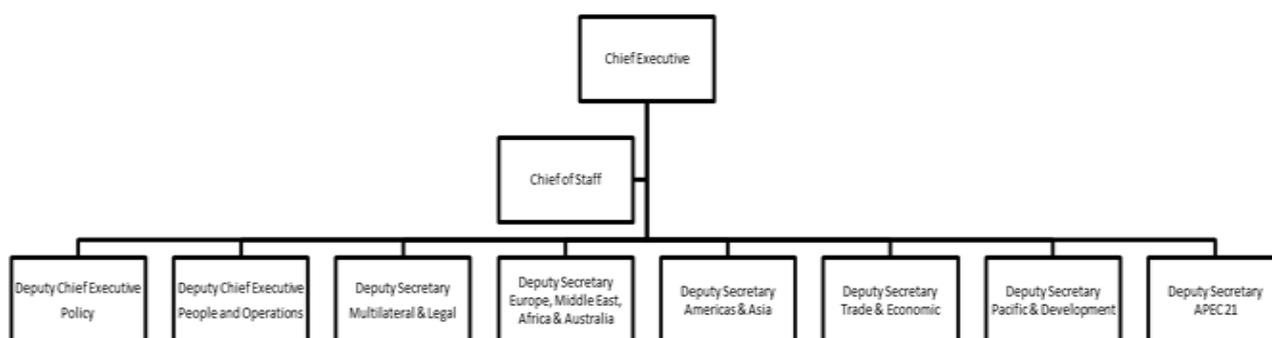
- Antarctica Act 1960
- Antarctica (Environmental Protection) Act 1994
- Antarctic Marine Living Resources Act 1981
- New Zealand Antarctic Institute Act 1996.

#### Law of the Sea

- United Nations Convention on the Law of the Sea Act 1996
- Continental Shelf Act 1964
- Territorial Sea, Contiguous Zone, and Exclusive Economic Zone Act 1977
- Fisheries Act 1996 (Ministry for Primary Industries administered with MFAT powers)
- Realm of New Zealand and the Pacific
- Cook Islands Act 1915
- Cook Islands Constitution Act 1964
- Kermadec Islands Act 1887
- Niue Act 1966
- Niue Constitution Act 1974
- Pitcairn Trials Act 2002
- Tokelau Act 1948
- Tokelau (Territorial Sea and Exclusive Economic Zone) Act 1977
- Western Samoa Act 1961
-

The Ministry administers export controls on strategic goods under the Customs Export Prohibition Order 2017. The Ministry also administers a number of statutory regulations made under the above Acts, particularly in the area of United Nations Security Council sanctions, diplomatic privileges and immunities, and Tokelau.

## Structure



The Ministry's senior leadership team is led by Chief Executive, Chris Seed.

Refer to <https://www.mfat.govt.nz/en/about-us/our-people/>

The Ministry's head office is in Wellington and is supported by an office in Auckland.

As at June 2019, our international network is made up of 60 overseas posts accredited to 115 countries and international organisations, and 73 Honorary Consuls.

For more information about our overseas representation, including contact details, visit our website [www.mfat.govt.nz](http://www.mfat.govt.nz) under 'Embassies'.

## The Ministry holds records related to its functions and manages these in line with the Records Act 2003

**Publications:** Refer to [www.mfat.govt.nz](http://www.mfat.govt.nz) under 'About us'.

- 2019-23 Strategic Intentions
- 2018-19 Annual Report

## Contact

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

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

# New Zealand Film Commission

## Te Tumu Whakaata Taonga

### Governing statute

The Commission is established under the New Zealand Film Commission Act 1978.

### Functions and Responsibilities

The NZFC has the statutory responsibility "to encourage and participate and assist in the making, promotion, distribution and exhibition of films".

The NZFC invests in original and culturally significant films, encourages talented New Zealand filmmakers through developing career pathways and facilitating connections offshore, and works to increase the number of people seeing New Zealand films here and overseas. It supports the growth of economic activity and helps ensure New Zealand has sustainable screen sector businesses operating within an internationally competitive screen sector. The NZFC also helps negotiate co-production treaties and certifies co-productions and New Zealand films for tax purposes.

### Structure

The Commission is appointed by the Minister of Culture and Heritage and comprises a Chair and seven other Board members. We have five board meetings each year. Day-to-day activities are carried out by a staff of 40 from offices in Wellington and in Auckland.

### Records

The main classes of records held include:

- applications for financial assistance for development, production, distribution and promotion of New Zealand films
- contracts in respect of investments made by the Commission
- contracts in respect of sales of a New Zealand film represented by the Commission.
- the New Zealand Screen Production Grant (NZSPG)
- International screen attraction enquiries.

## Contact

### **The Chief Executive**

New Zealand Film Commission  
PO Box 11 546

Level 3, 119 Ghuznee St  
Wellington

Website: [www.nzfilm.co.nz](http://www.nzfilm.co.nz)

Phone: 0800 659 754 / (04) 382 7680

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**Ministry of Justice**  
**Tāhū o te Ture**

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New Zealand Government