

# Directory of Official Information

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Listings M-O



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If your department or agency's information is out of date, please email [oa@justice.govt.nz](mailto:oa@justice.govt.nz) with the necessary amendments.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

Manukau Institute of Technology Limited .....	2
Māori Purposes Fund Board .....	5
Māori Television .....	7
Maritime New Zealand.....	9
Massey University .....	16
Medicines Classification Committee .....	18
Medicines Review Committee .....	20
Meteorological Service of New Zealand Limited (MetService).....	22
MidCentral District Health Board .....	25
National Animal Ethics Advisory Committee .....	28
National Animal Welfare Advisory Committee .....	30
National Emergency Management Agency .....	32
National Institute of Water and Atmospheric Research Limited (NIWA).....	34
National Library of New Zealand.....	37
National Provident Fund.....	40
Nelson Airport Limited.....	42
Nelson Marlborough District Health Board.....	44
Nelson Marlborough Institute of Technology .....	47
New Zealand Geographic Board .....	49
New Zealand Meat Board.....	55
Oranga Tamariki – Ministry for Children.....	57

# Manukau Institute of Technology Limited

*Entry last updated on 17 January 2022*

## Te Whare Takiura o Manukau

### Governing statutes

Manukau Institute of Technology Limited (MIT) is a tertiary education institution administered under the Education and Training Act 2020. MIT is a wholly owned subsidiary of Te Pūkenga – New Zealand Institute of Skills and Technology.

### Functions and responsibilities

MIT's purpose is to transform lives, organisations and communities through learning. MIT's mission is to deliver vocationally focused tertiary education, research and technology transfer that ensures Auckland's economy, graduates, employers and communities have the capability and skills to achieve their potential.

MIT recognises that it has a special obligation to serve the people, communities and employers of Counties Manukau and that achieving significantly improved tertiary education outcomes in this region is critical to both MIT's mission and to the future economic and social prosperity of the nation.

### Structure

MIT and its fellow Te Pūkenga subsidiary Unitec New Zealand Limited are each governed by the same board of directors. The Board of each company comprises eight members appointed by Te Pūkenga.

The academic and administrative management of both MIT and Unitec is the responsibility of the Chief Executive, who is appointed by the Board. The Board also appoints a Pou Hautu (Māori co-leader) for both MIT and Unitec, which is a Te Tiriti o Waitangi based co-leadership position.

MIT and Unitec have a shared Executive Leadership Team, which consists of:

- The Chief Executive and Pou Hautu
- Deputy Chief Executive Operations
- Deputy Chief Executive Academic

- Deputy Chief Executive Learner Experience and Success
- Deputy Chief Executive Pasifika, Partnerships and Support
- MIT Deputy Chief Executive Operations People and Culture
- Unitec Deputy Chief Executive Operations People and Culture

MIT has three main campuses: Technology Park, Otara and Manukau & City. Each campus includes several teaching focused Schools, each of which is led by a Head of School or Director of School that reports to the Campus General Manager.

Managers of various non-teaching departments focused on student support and corporate services report to a relevant member of the Executive Leadership Team.

## Records

Records include:

- minutes of the Board, sub-committees of Board, Academic Committee and sub-committees of Academic Committee
- management files, including reports, financial information, correspondence, and housekeeping matters
- student enrolment forms, withdrawal forms, academic records and statistical information
- personnel files
- annual reports
- programme documentation.

## Documents relating to decision-making processes

- Tertiary Education Strategy.
- MIT's Investment Plan.
- Strategic Plan.
- Statutes.
- Student Regulations.
- MIT Policies.
- Departmental Processes / Procedures.

## Publications

- MIT's Investment Plan
- Strategic Plan
- Annual Report.

## Contact

Senior Legal Counsel  
Manukau Institute of Technology Limited  
Private Bag 94006  
Manukau City  
Auckland 2241

Phone 0800 62 62 52

[Legal\\_and\\_Contracts@manukau.ac.nz](mailto:Legal_and_Contracts@manukau.ac.nz)

Contact on other matters may be made through the website: [www.manukau.ac.nz](http://www.manukau.ac.nz)

# Māori Purposes Fund Board

## Te Poari Putea Māori

### Governing statutes

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

### Functions and responsibilities

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

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

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

### Structure

The Board is an amalgamation of three former Boards namely:

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

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

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

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

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

## Records

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

## Documents relating to decision-making processes

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

## Contact

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

Phone (04) 922 6000

[tpkinfo@tpk.govt.nz](mailto:tpkinfo@tpk.govt.nz)



# Māori Television

*Entry last updated on 14 March 2022*

## Governing statutes

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

## Functions and responsibilities

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

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

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

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

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

## Structure

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

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

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

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

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

## Records

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

## Documents relating to decision-making processes

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

## Contact

Māori Television  
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East Tāmaki  
Auckland 2013

Phone 64 9 539 7000

Fax 64 9 539 7199

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

# Maritime New Zealand

*Entry last updated on 31 January 2022*

## Nō to rere Moana Aotearoa

### Governing statutes

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

### Acts administered

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

### Functions and responsibilities

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

### Maritime NZ's legislative framework

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

### Maritime NZ's statutory functions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Other functions

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

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

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

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

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

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

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

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

## Structure

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

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

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

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

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

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

## Records

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

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

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

## Publications

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

## Committees

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

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



## Contact

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

PO Box 25620  
Wellington 6140

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

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

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

# Massey University

*Entry last updated on 10 January 2022*

## Te Kunenga Ki Pūrehuroa

### Governing statutes

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

### Functions and responsibilities

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

### Structure

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

#### **Statutory Officers and Committees:**

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

#### **Academic and Administrative structure:**

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

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

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

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

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

## Records

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

## Documents relating to decision-making processes

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

For further information see the University's website [www.massey.ac.nz](http://www.massey.ac.nz)

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

## Contact

General enquiries should be directed to [contact@massey.ac.nz](mailto:contact@massey.ac.nz)

Official Information Act enquires should be directed to:

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

[ويا@massey.ac.nz](mailto:ويا@massey.ac.nz)

[www.massey.ac.nz](http://www.massey.ac.nz)

# Medicines Classification Committee

## Governing statutes

The Medicines Classification Committee is an autonomous review committee established under section 9 of the Medicines Act 1981.

## Functions and responsibilities

The functions of the Committee as laid down in the Medicines Act 1981 are as follows:

- to make recommendations to the Minister in respect of the classification of any medicines as prescription medicines or restricted medicines or pharmacy – only medicines.
- To consider and report to the Minister on such other matters in relation to any of the purposes of the Medicines Act 1981 as may from time to time be referred to it by the Minister
- to report to the Minister on any matters concerning the classification of medicines and access to medicines by health professionals and the public.

## Structure

Under section 9 of the Medicines Act 1981 the membership of the Medicines Classification Committee shall consist of:

- two persons, to be nominated by the New Zealand Medical Association
- two persons, to be nominated by the Pharmaceutical Society of New Zealand
- two persons, being officers of the Ministry of Health, one of whom shall be appointment as chairman.

## Records

The documents held are minutes of meetings, a file of correspondence and administrative matters, and files concerning the appeals and objections heard by the Committee.

## Documents relating to decision-making processes

The Medicines Classification Committee uses the Members' Handbook manuals for administrative purposes.

## Contact

The Secretary  
Medicines Classification Committee  
Medsafe  
Ministry of Health  
133 Molesworth Street

PO Box 5013  
Wellington

Phone (04) 819 6800

# Medicines Review Committee

## Governing statutes

The Medicines Review Committee is an autonomous review committee established under section 10 of the Medicines Act 1981.

## Acts administered

The Medicines Review Committee administers section 22(2) and section 88 of the Medicines Act 1981.

## Functions and responsibilities

The functions of the Committee as laid down in section 13 of the Medicines Act 1981 are as follows:

- to inquire into any objection to the terms of a recommendation of the appropriate committee made under section 22(2) of this Act, and to report its findings to the Minister. This refers to the recommendations of advisory committees as to whether or not the Minister should consent to the distribution of a new medicine
- To hear appeals under section 88 of the Medicines Act. This covers appeals against refusals by the Ministry of Health to issue licences to manufacture, pack or sell medicines; appeals against refusal by the Director-General of Health of an application for approval to carry out a clinical trial of a medicine; and appeals against a decision by the Director-General that a medical device may not be sold until the Director-General is satisfied as to its safety.

## Structure

The membership as laid down under section 10(2) of the Act comprises six persons including:

- One person with wide experience in the practise of medicine
- One person with wide experience in the practice of pharmacy
- One person with the wide experience in the pharmaceutical manufacturing industry
- One person with wide experience in a form of chemistry other than pharmaceutical chemistry. The Minister of Health appoints all members, one of whom is chairperson. The Minister has also appointed a person with wide experience in the practice of

natural therapy to attend whenever any matter relating to the practice of natural therapy is before the Committee.

## Records

The documents held are minutes of meetings, a file of correspondence and administrative matters, and files concerning the appeals and objections heard by the Committee.

## Documents relating to decision-making processes

The Medicines Review Committee uses the following manuals for administrative purposes:

- Corporate Policies and Procedures
- Master File Index

## Contact

The Secretary  
Medicines Review Committee  
Medsafe  
Ministry of Health

PO Box 5013  
Wellington

Phone 04 819 6800

# Meteorological Service of New Zealand Limited (MetService)

*Entry last updated on 4 March 2022*

## Governing statutes

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

## Functions and responsibilities

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

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

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



## Structure

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

The Board currently has two standing committees:

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

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

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

MetService's operations are divided into seven business units:

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

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

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

Website: [www.metraweather.com](http://www.metraweather.com)

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

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

## Records

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

## Documents relating to decision-making processes

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

### Contact

MetService  
Level 2, 110 Featherston Street  
Wellington 6011

PO Box 722  
Wellington 6140

Phone (04) 470 0700

[enquiries@metservice.com](mailto:enquiries@metservice.com)

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

# MidCentral District Health Board

*Entry last updated on 10 January 2022*

## Te Pae Hauora o Ruahine o Tararua

### Governing statutes

MidCentral District Health Board was established under the New Zealand Public Health and Disability Act 2000.

### Functions and responsibilities

In accordance with the New Zealand Public Health and Disability Act 2000, MidCentral District Health Board has three key functions, being:

- planning and funding health and disability services
- delivering health and disability care services through Crown owned hospital and associated services
- governing and managing the District Health Board.

MidCentral DHB is categorised as a Crown Agent under section 7 of the Crown Entities Act 2004.

The functions of the District Health Board and the role of the Board are described in sections 23 and 26 of the New Zealand Public Health and Disability Act 2000. These include, but are not limited to:

- ensuring the provision of services for its resident population and for other people as specified in its Crown Funding Agreement
- actively investigating, facilitating, sponsoring, and developing co-operative and collaborative arrangements with persons in the health and disability sector or in any other sector to improve, promote and protect the health of people, and to promote the inclusion and participation in society and independence of people with disabilities
- collaborating with relevant organisations to plan and co-ordinate at local, regional, and national levels for the most effective and efficient delivery of health services
- issuing relevant information to the resident population, persons in the health and disability sector, and persons in any other sector working to improve, promote, and protect the health of people for the purposes of the points above

- establishing and maintaining processes to enable Maori to participate in, and contribute to, strategies for Maori health improvement
- continuing to foster the development of Maori capacity for participating in the health and disability sector and for providing for the needs of Maori
- Providing relevant information to Maori for the points outlined above
- regularly investigating, assessing and monitoring the health status of its resident population, any factors that the DHB believes may adversely affect the health status of that population, and the needs of that population for services
- promoting the reduction of adverse social and environmental effects on the health of people and communities
- monitoring the delivery and performance of services by it and by persons engaged by it to provide or arrange for the provision of services
- participating, where appropriate, in the training of health practitioners and other workers in the health and disability sector
- providing information to the Minister for the purposes of policy development, planning and monitoring in relation to the performance of the DHB and to the health and disability support needs of New Zealanders
- providing, or arranging for the provision of, services on behalf of the Crown or any Crown entity within the meaning of the Crown Entities Act 2004
- collaborating with pre-schools and schools within its geographical area on the fostering of health promotion and on disease prevention programmes
- performing 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 the DHB after consultation with it.

## Structure

At a governance level, a Board of 11 members is responsible for the governance of MidCentral District Health Board. Seven members are elected as part of the triennial local authority election process, and the Minister of Health appoints four members.

## Records

General description of the categories of documents held by the DHB:

- corporate records relating to the management of all divisions of the organisation
- financial records
- clinical (health) records

- employment-related records
- contracts with providers of health and disability services.

## Documents relating to decision-making processes

- New Zealand Health Strategy
- New Zealand Disability Strategy
- New Zealand Māori Health Strategy
- Central Region's Regional Service Plan
- MidCentral District Health Board's Strategy
- MidCentral District Health Board's Annual Plan
- MidCentral District Health Board's Long Term Investment Plan
- Ka Ao Ka Awatea: Māori Health Strategic Framework
- Te Awa - MidCentral Digital Health Strategy
- Crown Funding Agreement
- MidCentral District Health Board's Policy and Procedures Manuals (covering both corporate and clinical matters)
- Specific department procedures
- Emergency Procedures
- Board and Committee papers

The MidCentral DHB website can be found at [www.midcentraldhb.govt.nz](http://www.midcentraldhb.govt.nz). It contains many of the organisation's publications.

## Contact

All requests for official information should be addressed to:

The Chief Executive MidCentral District Health Board  
PO Box 2056  
Palmerston North 4440

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

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

# National Animal Ethics Advisory Committee

## Governing statutes

Animal Welfare Act 1999.

## Functions and responsibilities

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

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

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

## Structure

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

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

## Records

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

## Documents relating to decision-making processes

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

## Contact

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

Phone 0800 008 333

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

[www.mpi.govt.nz/protection-and-response/animal-welfare/](http://www.mpi.govt.nz/protection-and-response/animal-welfare/)

# National Animal Welfare Advisory Committee

## Governing statutes

Animal Welfare Act 1999.

## Functions and responsibilities

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

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

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

## Structure

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



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

## Records

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

## Documents relating to decision-making processes

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

## Contact

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

Phone 0800 008 333

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

[www.mpi.govt.nz/protection-and-response/animal-welfare/](http://www.mpi.govt.nz/protection-and-response/animal-welfare/)

# National Emergency Management Agency

*Entry last updated on 31 January 2022*

## Functions and responsibilities

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

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

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

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

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

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

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

## Structure

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

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

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

## Records

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

## Contact

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

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

Phone (04) 830 5000

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

# National Institute of Water and Atmospheric Research Limited (NIWA)

*Entry last updated on 2 March 2022*

## Taihoru Nukurangi

### Governing statutes

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

### Functions and responsibilities

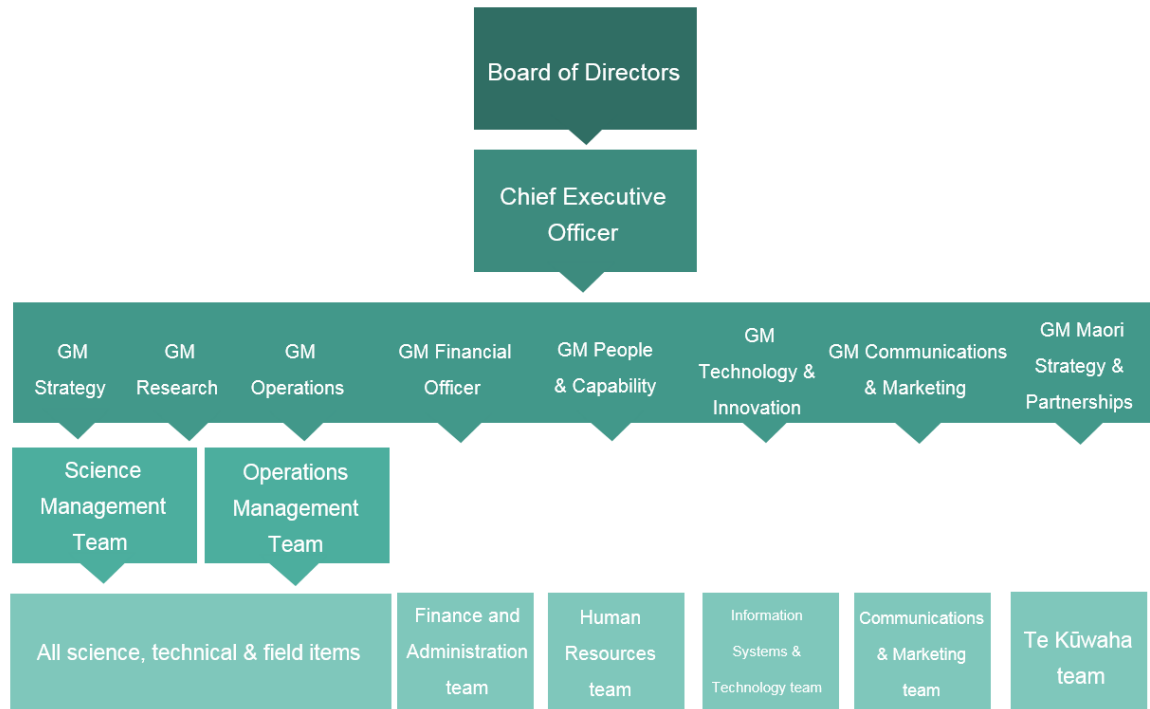
NIWA's purpose is to enhance the economic value and sustainable management of New Zealand's aquatic resources and environments, to provide understanding of climate and the atmosphere and increase resilience to weather and climate hazards to improve safety and wellbeing of New Zealanders.

NIWA's services are marketed under the following areas:

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

## Structure

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



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

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

## Records

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

## Documents relating to decision-making processes

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

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

## Contact

NIWA Corporate Office & Address for Board and Executive correspondence:

41 Market Place

Auckland Central 1010

Private Bag 99940

Newmarket Auckland 1149

Phone 64 9 375 2050

[enquiries@niwa.co.nz](mailto:enquiries@niwa.co.nz)

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

# National Library of New Zealand

## Te Puna Mātauranga o Aotearoa

### Governing statutes

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

### Acts administered

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

### Functions and responsibilities

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

- collecting, preserving, and protecting documents, particularly those relating to New Zealand, and making them accessible for all the people of New Zealand, in a manner consistent with their status as documentary heritage and taonga;
- supplementing and furthering the work of other libraries in New Zealand
- working collaboratively with other institutions having similar purposes, including those forming part of the international library community

The National Library, which merged into the Department of Internal Affairs in 2011, delivers services through Vote Internal Affairs under the output of Managing and Accessing Knowledge Information, in regard to

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

## Structure

The National Library's Leadership Team is composed of:

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

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

## Advisory Groups

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

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

## Records

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



## Documents relating to decision-making processes

The Department of Internal Affairs publishes an Annual Report (G.7 in the Appendices to the Journals of the House of Representatives) and a Statement of Intent (G.7 SOI in the Appendices to the Journals of the House of Representatives). Three policy documents (Collections Policy, Preservation Policy, and Access Policy) contain guidelines on how the National Library acquires, preserves and provides access to items in the collections.

## Contact

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

Requests and enquiries can also be addressed to:

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

National Library contact:

[information@natlib.govt.nz](mailto:information@natlib.govt.nz)

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

# National Provident Fund

## Governing statutes

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

## Functions and responsibilities

The Board is trustee of 9 defined contribution and defined benefit superannuation schemes and the Global Asset Trust (GAT), also a superannuation scheme which holds the investment assets on behalf of the 9 NPF schemes. Collectively, the NPF schemes and the GAT are referred to as National Provident Fund (NPF).

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

## Structure

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

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

Since the early 1990s, the Board has outsourced management for schemes administration, investment, custody and investment advice. Day-to-day administration is provided by Datacom Connect Limited (Datacom). The schemes administrator is overseen by NPF's management team.

## Records

Minutes of Board meetings are held by Management.

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

## Contact

Level 12, The Todd Building

95 Customhouse Quay

Wellington 6011

PO Box 3390  
Wellington 6140

[enquiries@npf.co.nz](mailto:enquiries@npf.co.nz)

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

# Nelson Airport Limited

*Entry last updated on 12 January 2022*

## Governing statutes

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

## Functions and responsibilities

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

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

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

## Structure

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

## Records

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

- Standards and Procedures
- Aerodrome Emergency Plan

- Rescue Fire Plan
- Quality Assurance

## Publications

The company has available the following categories of documents:

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

## Contact

Nelson Airport Limited  
PO Box 1598  
Nelson 7040

Phone 64 3 547 3199

[office@nelsonairport.co.nz](mailto:office@nelsonairport.co.nz)

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

# Nelson Marlborough District Health Board

*Entry last updated on 18 January 2022*

## Te Wai Ora

### Governing statutes

The Nelson Marlborough District Health Board (NMDHB) was established under the New Zealand Public Health and Disabilities Act 2000. It is a body corporate owned by the Crown.

### Functions and responsibilities

Nelson Marlborough District Health Board provides Health and Disability Support Services for the Nelson Marlborough population within the revenue obtained through agreements with the Ministry of Health. The vision of the Nelson Marlborough District Health Board is:

"All people live well, get well, stay well"

### Structure

Nelson Marlborough District Health Board has a Board of up to 11 members, which is responsible for strategic direction and policy information. The Board has three statutory advisory committees; an Iwi Health Board established under a memorandum of agreement with Manawhenua Iwi o Te Tau Ihu o Te Waka a Maui plus an Audit and Risk Committee. Meetings occur on a four weekly cycle.

The Chief Executive is responsible for management of the Board and is supported by the following management structure:

- General Manager Clinical Services
- General Manager Strategy Primary & Community
- General Manager Finance Performance & Facilities
- General Manager People and Capability
- Chair Clinical Governance Group
- General Manager Maori Health & Vulnerable Populations
- General Manager Information Technology

- General Manager Mental Health Addictions & Disability Support Services
- Director of Nursing & Midwifery
- Director of Allied Health

Advisory Officers include:

- Privacy Officer
- Risk Manager
- Chief Medical Officer

## Records

A general description of the categories of documents held by the NMDHB follows.

### Corporate

DHB Office holds records related to general administration, legal, the Board and Committees, finance and financial management. Records relate to Acts and legislation, Board and Committee reports, public relations, equipment and supply management, banking arrangements, estimates, budgets, asset management, financial reports and audit.

### Strategy Primary & Community

This section holds records related to NMDHB's funding of non DHB and DHB provider contracts for provision of services.

### People & Capability

People & Capability hold records related to employees and personnel services. These include employee benefits inclusive of wages and salaries, conditions of recruitment, industrial relations, performance assessments and staff training and development.

### Patient Records

Patient clinical records are held in the electronic form.

### Institutions

Services are provided by Nelson Marlborough District Health Board at:

- Nelson: Nelson Hospital (Secondary Services, Mental Health and Intellectual Disability Support Services)
- Richmond: Alexandra Hospital (Psychogeriatric)
- Richmond Hub: Public Health Service, District Nursing Service
- Blenheim: Wairau Hospital (Secondary Services and Mental Health)
- Marlborough Hub: Public Health Service, District Nursing Service

- Murchison: Murchison Community Health Centre (Aged Care)

## Documents relating to decision-making processes

The NMDHB uses the following manuals for administrative and decision-making purposes:

- New Zealand Health Strategy
- New Zealand Disability Strategy
- Nelson Marlborough District Health Board Annual Plan / Statement of Intent
- Crown Funding Agreements
- Policy and Procedure Manuals
- Specific departmental procedures
- Major Incident and Emergency Plan
- Board and Committee papers
- Delegated Authority Policy
- Nelson Marlborough District Health Board Annual Report and Accounts

## Contact

### Requests for Official Information

[OIRequest@nmdhb.govt.nz](mailto:OIRequest@nmdhb.govt.nz)

### General contact details

Nelson Marlborough District Health Board  
Private Bag 18  
Nelson 7042

Phone (03) 546 1800

[www.nmdhb.govt.nz/contact-us/general/](http://www.nmdhb.govt.nz/contact-us/general/)



# Nelson Marlborough Institute of Technology

## Te Whare Wananga o Te Tau Ihu o Te Waka a Maui

### Governing statutes

Nelson Marlborough Institute of Technology (NMIT) Council is an autonomous controlling authority set up under the Education Act 1964 and is subject to the Public Finance Act 1989. The institution's name was changed from Nelson Polytechnic to Nelson Marlborough Institute of Technology in May 2000.

### Functions and responsibilities

NMIT was established to provide applied vocational and professional education for the provincial region at a post-secondary level.

### Structure

The Chief Executive is assisted by a directorate of senior managers:

- Chief Operating Officer
- Director of Teaching & Learning
- Director of Finance & Business Improvement
- Director of People & Organisation Development
- Director of Marketing & International Development
- Director of Māori Education
- Director of Academic & Quality
- Director of Learner Services

### Records

- Administration files
- Student enrolment examination, assessment records

- Staff personal files

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

- Award documents
- Appropriate Acts
- Council Policies
- Management policies
- Council minutes

## **Contact**

Phone 027 801 2585

[comms@nmit.ac.nz](mailto:comms@nmit.ac.nz)

[www.nmit.ac.nz](http://www.nmit.ac.nz)

# New Zealand Geographic Board

*Entry last updated on 17 February 2022*

## Ngā Pou Taunaha o Aotearoa

### Acts administered

The Board does not administer any legislation.

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

### Functions and responsibilities

#### Legislative responsibilities

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

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

Four Acts<sup>1</sup> administered by Te Papa Atawhai Department of Conservation include provisions for a concurrence naming role with the Board, requiring a standard observed for Crown protected area naming agreed between the Board and the Minister of Conservation.

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

#### Functions

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

The Board:

- assigns official names to features and places

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<sup>1</sup> Marine Reserves Act 1971, Reserves Act 1977, National Parks Act 1980 and Conservation Act 1987

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

The Board can also:

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

The Board is required to:

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

### **Strategic goals**

The Board's strategic goals are:

#### 1. Naming places

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

## 2. Outreach

Make information including stories about place names readily available.

## 3. Using official names

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

## 4. Improving capability and processes

Continuously improve capability and processes to achieve goals and objectives.

### **Broader role**

The Board:

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

### **Toitū Te Whenua Land Information New Zealand**

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

## Structure

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

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

## Records

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

Physical records include:

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

## Documents relating to decision-making processes

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

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

## Contact

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

PO Box 5501  
Wellington 6145

Phone (04) 460 0110

[NZGBenquiries@linz.govt.nz](mailto:NZGBenquiries@linz.govt.nz)

[www.linz.govt.nz/regulatory/place-names](http://www.linz.govt.nz/regulatory/place-names)



# New Zealand Meat Board

*Entry last updated on 10 January 2022*

## Governing statutes

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

## Functions and responsibilities

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

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

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

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

## Structure

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

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

## Records

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

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

The Board also holds files containing the minutes of meetings.

## Documents relating to decision-making processes

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

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

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

## Contact

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

PO Box 121  
Wellington 6140

Phone 64 4 473 9150

[info@nzmeatboard.org](mailto:info@nzmeatboard.org)

[www.nzmeatboard.org](http://www.nzmeatboard.org)

# Oranga Tamariki – Ministry for Children

*Entry last updated on 17 January 2022*

## Acts administered

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

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

## Functions and responsibilities

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

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

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

Oranga Tamariki is responsible for these main functions:

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

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

## Structure

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

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

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

## Leadership and governance

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

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

## Services

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

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

## Voices and Quality

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

## Enabling functions

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

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

## Health, Safety and Security Governance Committee

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

## Risk and Assurance Committee

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

## Records

Oranga tamariki holds:

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

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

## Documents relating to decision-making processes

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

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

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

## Contacts

**For Official Information Act requests and enquiries:**

[OIA\\_Requests@ot.govt.nz](mailto:OIA_Requests@ot.govt.nz)

[www.orangatamariki.govt.nz/about-us/information-releases/official-information-act/](http://www.orangatamariki.govt.nz/about-us/information-releases/official-information-act/)

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



**For general enquiries:**

Oranga Tamariki National Office  
PO Box 546  
Wellington 6140

Freephone 0508 326 459

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

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



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

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New Zealand Government