

Directory of Official Information

Listings M-O



[New Zealand Government](#)

About

This is a living document; we endeavour to update it whenever there are changes to be made.

If your department or agency's information is out of date, please email official.correspondence@justice.govt.nz with the necessary amendments.

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Official Correspondence Team
Communications, Corporate Group

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Manukau Institute of Technology

Te Whare Takiura O Manukau

Acts Administered

Manukau Institute of Technology was established in 1970 as Manukau Technical Institute under the Education Act 1964. It is administered as a polytechnic under the Education Act 1989.

Functions and Responsibilities

Manukau Institute of Technology's purpose is to transform lives, organisations and communities through learning. Manukau Institute of Technology'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.

Manukau Institute of Technology 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 the Institute's mission and to the future economic and social prosperity of the nation.

The Institute is responsible to the Minister of Education, pursuant to the Education Act 1989, to maintain the highest ethical standards, to permit public scrutiny, to ensure the maintenance of the those standards, and to ensure the proper use of resources allocated to the Institute.

Structure

Manukau Institute of Technology is governed by a Council. The Council comprises four members appointed by the Minister and four members appointed by the Manukau Institute of Technology Council.

The academic and administrative management of the Institute is the responsibility of the Chief Executive, who is appointed by Council pursuant to the Education Act 1989.

The Chief Executive works with a Leadership Team, which consists of:

- Director Academic Operations
- Director Strategy
- Chief Financial Officer and Director Corporate Services
- Director Sales and Marketing
- Director External Relations
- Director People and Culture
- Kaiakau (Director Matters Maori)
- the Deans of the seven student teaching focused Faculties: Business and Information Technology, Consumer Services, Creative Arts, Education and Social Sciences, Engineering and Trades, Maritime and Logistics, and Nursing and Health Studies.

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

Records

Records include:

- minutes of Council, sub-committees of Council, Academic Board and sub-committees of Academic Board
- 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.
- Institute Investment Plan.
- Strategic Plan.
- Statutes.

- Student Regulations.
- Institute Policies.
- Departmental Processes / Procedures.

Publications

- Institute Investment Plan
- Strategic Plan
- Annual Report

Contact

Manager, Legal and Contracts Section

Manukau Institute of Technology

Otara Road

Private Bag 94 006

Manukau City

Auckland

Phone (09) 968 8000

Email: Legal_and_Contracts@manukau.ac.nz

Website: <http://www.manukau.ac.nz>

Māori Arts and Crafts Institute, New Zealand

Te Wananga Whakairo Rakau O Aotearoa

Governing Statutes

Enactment 1963 No. 51 – Rotorua Māori Arts and Crafts Institute Act 1963; Amendment Enactment 1967 No. 104 – New Zealand Māori Arts and Crafts Institute Act 1967. Established in 1963 as the Rotorua Māori Arts and Crafts Institute, by 1967 there was a change in name to the New Zealand Māori Arts and Crafts Institute.

Functions and Responsibilities

The functions of the Institute, under the Act, are to foster, promote and perpetuate the arts, crafts and culture of the Māori people of New Zealand.

The Institute is basically comprised of a tourism business and schools of learning (which promote and perpetuate Māori arts and crafts and the Māori culture). It derives no direct Government funding, rather it obtains all its revenue to fulfil its functions from its tourist operations. As caretaker of the world-famous Te Whakarewarewa Thermal Reserve, the Institute, as a major form of generating revenue, levies visitors on admission to the thermal area.

Structure

A Board of seven members has governance responsibilities, on behalf of the Minister of Tourism, for the Institute. The Institute is led by a Chief Executive who in turn is supported by four Department Heads responsible for the Cultural, Operations, Finance and Marketing.

Records

The Institute holds the following records:

- Maps and Plans –the maps relate to the land under Institute control and the plans relate to the buildings erected by the Institute
- Photographs, Film and Video Tape – recordings of special works by the Institute or some recording of geothermal activity in the area under Institute control

- geothermal data – a collection of mounting evidence of the threat to the geothermal reserve
- Minute Books – official records of proceedings at Institute meetings including resolutions taken thereat. Most information contained therein is protected under sections 8 and 9 of the Official Information Act 1982;
- Audio Tapes –recordings of commercial radio advertisements;
- Books of Accounts and Computer Printouts –all primary accounting records necessary to keep full and accurate accounts of the Institute's commercial and cultural operations;
- Personal Files –individual personal files are held on employees. Such files are protected under the Privacy Act 1993;
- files – folders containing correspondence and documents in relation to the operations of the Institute;
- Annual Reports to Parliament –the Institute's annual report to Parliament is required to be tabled in the House of Representatives every year in accordance with the Institute's establishing enactment, copies of which are available from Government Bookshops;
- periodicals – publications by outside organisations, which are kept by the Institute for historical reference, that particularly contain commercial advertising placed by the Institute; and
- Application Forms – papers that provide information to members of the public who may wish to apply to attend courses hosted and managed by the Institute.

Documents Relating to Decision-Making Processes

Manuals – Manuals relating to Occupational Health and Safety, Code of Conduct, and Policy are available and regularly updated as required, and as stipulated by legal regulations.

Contact

The Chief Executive Officer

The NewZealand Māori Arts and Crafts Institute

PO Box 334

ROTORUA

<http://www.nzmaci.com/>

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.

Board Membership

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

Phone: (04) 922 6000

Email: tpkinfo@tpk.govt.nz

Māori Television

Acts Administered

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 of Māori Affairs and the Minister of Finance.

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

Pūtahi Paoho (Māori Television Service Electoral College), an entity which was established by the Māori Television Service (Te Aratuku Whakaata Irirangi Māori) Act 2003 to provide partnership with the Ministers.

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; and Finance and Administration.

Records

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

Documents Relating to Decision-Making Processes

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

Contact

Māori Television

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Newmarket, Auckland

NEW ZEALAND

Phone: +64 9 539 7000

Facsimile: + 64 9 539 7199

Email: info@maoritelevision.com

<http://www.maoritelevision.com/>

Maritime New Zealand

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 regulatory, compliance and response agency for the safety, security and environmental protection of coastal and inland waterways. Maritime NZ was established to promote a safe, secure and clean maritime environment for all commercial and recreational activities on the water, and to minimise the impact of maritime incidents and accidents on New Zealand's land, waters and people.

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 also Maritime NZ's vision of a maritime environment that is *"safe, secure, clean"*.

Maritime NZ's statutory functions

Under the Maritime Transport Act 1994, Maritime NZ has the following functions:

to promote maritime safety and security, and protection of the marine environment in and beyond New Zealand, in accordance with New Zealand's international obligations;

To ensure the provision of appropriate distress and safety radio communication systems and navigational aids for shipping;

- to ensure New Zealand's preparedness for, and ability to respond to, marine oil pollution spills
- to license ships, their operation and their crews;
- to cooperate with, or provide advice and assistance to, any government agency or local government agency when requested to do so by the Minister;
- to provide information and advice with respect to maritime transport and marine protection, and to foster appropriate information and education programmes with respect to maritime transport and marine protection;
- to investigate and review maritime transport accidents and incidents, and maritime security breaches and incidents;
- to maintain the New Zealand Register of Ships;
- to maintain and preserve records and documents relating to the Authority's functions;
- to advise the Minister on technical maritime safety policy; and
- to administer the international obligations of the Crown under the treaties, memoranda and other international maritime and marine environment protection agreements, as agreed with the Minister of Transport.

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.

Health and Safety at Work Act 2015 – sets the broad principles for health and safety in New Zealand workplaces. Maritime NZ is responsible for administering this Act for work on board ships and ships as places as work.

The Ship Registration Act 1992 – administered by Maritime NZ, this Act regulates all vessels over 24 metres in length, others that depart for the high seas by mandate and smaller vessels voluntarily.

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 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.

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
- the Minister considers 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 proper 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 Head Office of Maritime NZ is located in Wellington. Maritime NZ has regional offices located at Whangarei, Auckland, Tauranga, New Plymouth, Napier, Nelson, Rangiora, Dunedin and Invercargill. The Marine Pollution Response Centre is located at Te Atatu, Auckland, and the Rescue Coordination Centre New Zealand is located at 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 our 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 the 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 6146

Phone: 0508 22 55 22 - for calling inside New Zealand (toll free)
0064 4 473 0111 – for calling from outside New Zealand

Fax: 04 494 1263

Email: enquiries@maritimenz.govt.nz

Website: www.maritimenz.govt.nz

Massey University

Te Kunenga Ki Pūrehuroa

Governing Statutes

Massey University is a degree-granting institution of tertiary education established by the Massey University Act 1963 and pursuant to the Education Act 1989.

Functions and Responsibilities

Statutory Officers

The Chancellor, who is appointed by the Council and presides over the Council. In the Chancellor's absence, the Pro-Chancellor deputises.

The Vice-Chancellor, who is the Chief Executive Officer and the full-time academic and administrative head of the University.

The University Registrar, who is the Senior Administrative Officer of the University (under the Vice-Chancellor) responsible for providing secretarial services to the Council and for the operation of the University's administrative system, including its records.

Committees

The University Council is the governing body of the University. It seeks advice of the Academic Board on matters of an academic nature.

Academic Board

The Academic Board is the principal academic body and is consulted by the Council on academic matters affecting the University. The Academic Board has established a sub-committee structure to undertake specific responsibilities. Sub-committees include:

- Academic Committee
- Teaching and Learning Committee
- University Scholarships Committee
- University Research Committee
- Human Ethics Chairs Committee
- University Library Committee

- Grievance Committee
- College of Business College Board
- College of Creative Arts College Board
- College of Health College Board
- College of Humanities and Social Sciences College Board
- College of Sciences College Board

Structure

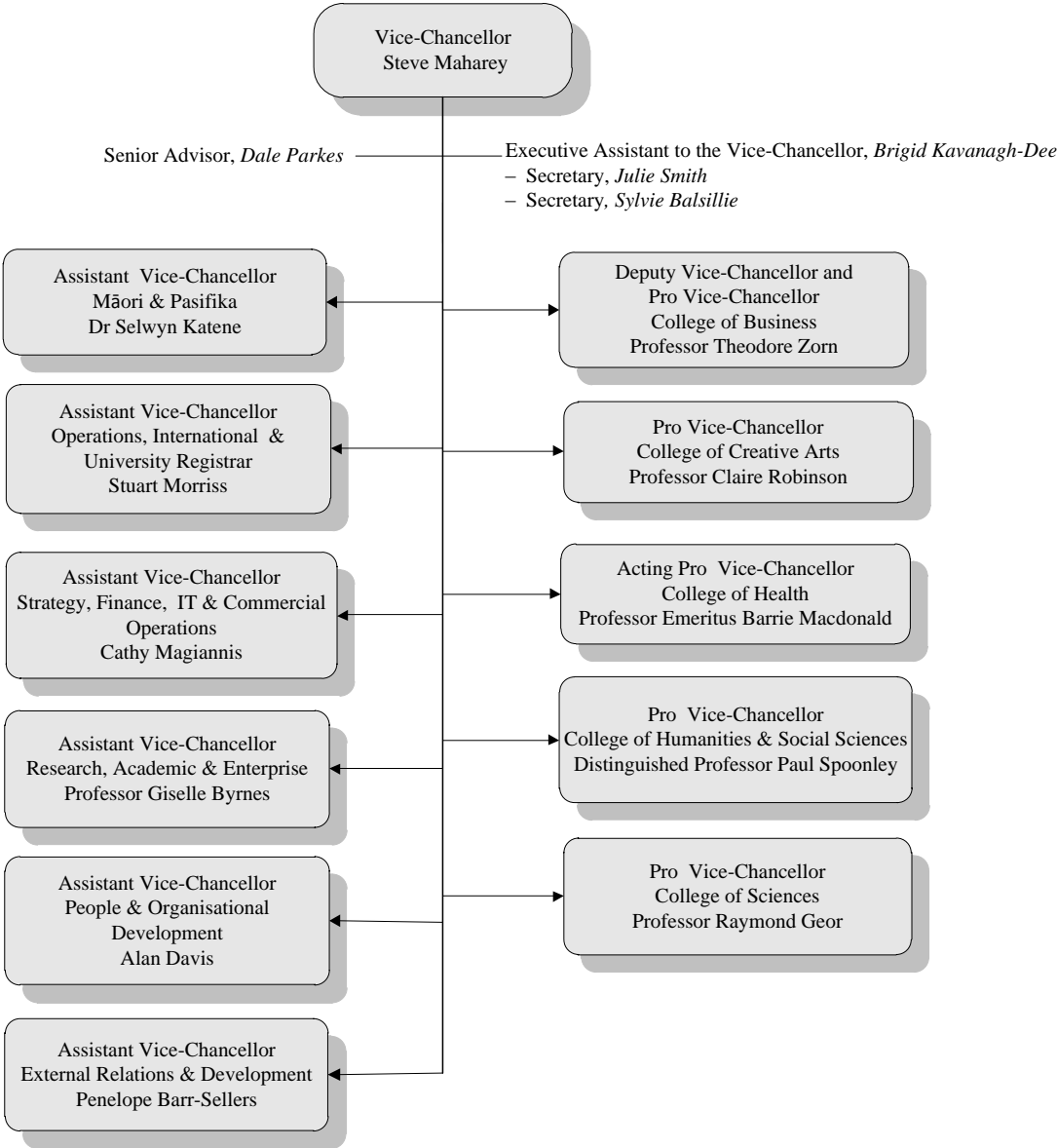
Massey University's Senior Leadership Team is responsible for the management of the University and is led by the Vice-Chancellor, Steve Maharey.

The Senior Leadership Team comprises the Vice-Chancellor (chair); the Deputy Vice-Chancellor (appointed from within the team and holding a Pro Vice-Chancellor or Assistant Vice-Chancellor role); 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 Assistant Vice-Chancellor's (whose portfolio's provide core corporate functions to all operating units across all campuses).

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 significant distance programme.

The Manawatu campus is the largest and is the base for the extramural programme. It also hosts the Vice-Chancellor's Office and a number of key administrative functions.

Massey University Senior Leadership Team (SLT)



Records

These comprise minutes and reports relating to Council meetings and those of Council Committees (including Academic Board and its sub-committees).

The University maintains records of staff and staff appointments and records of students' enrolment and academic progress.

Documents Relating to Decision-Making Processes

- Massey University strategic plan: Shaping the nation and taking the best to the world – The Road to 2025
- Investment Plan 2016-2018
- University Calendar
- Policy Guide Reference.

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

Contact

Official Information Act enquiries for all offices:

The University Registrar

Massey University University

House Tennent Drive

Private Bag 11 222

Palmerston North 4442

Telephone: (06) 356 9099

Facsimile: (06) 350 5603

Email: S.D.Morriss@massey.ac.nz

Website: www.massey.ac.nz

New Zealand Meat Board

Governing Statutes

The New Zealand Meat Producers Board was established by an Act of Parliament in February 1922 (the Meat Export Control Act 1921–22 and subsequent amendments). 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. In 2004, 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.

- Board CEO
- Quota Manager

The Board has its head office in Wellington and has an overseas regional office in Brussels.

Records

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

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

The Board also holds files containing the minutes of meetings.

Documents Relating to Decision-Making Processes

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

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

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

Contact

Mark Dunlop, Quota Manager

mark.dunlop@nzmeatboard.org

+64 4 471 6036

Head Office New Zealand Meat Board

PO Box 121

WELLINGTON 6140

Website: www.nzmeatboard.org

Europe



European Regional Manager

New Zealand Meat Board

Avenue de Celtes, 20 Bte 8 1040 Brussels BELGIUM

Phone: +32 2 234 5670

Fax: +32 2 230 5067

Email: ben.o'brien@nzmeatboard.org

Medicines Classification Committee

Governing Statutes

The Medicines Classification Committee was established under section 8 of the Medicines Act 1981.

Functions and Responsibilities

The functions of the Committee as laid down in section 9 of 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 Department of Health, one of whom shall be appointed as chairman.

Records

The documents held are minutes of meetings, a file of correspondence and administrative matters, and files concerning the recommendations made to the Minister.

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

Level 6 Deloitte House 10 Brandon Street PO Box 5013

WELLINGTON

Phone: (04) 819 6896

Fax: (04) 819 6806

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 practice of medicine
- one person with wide experience in the practice of pharmacy
- one person with 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,
Level 6, PO Box 5013,
WELLINGTON,
Phone: 04 819 6800

MetService (Meteorological Service)

Governing Statutes

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

Functions and Responsibilities

The business of MetService is to provide customers with weather and information presentation services.

Weather information is supplied in the form of packages consisting of one or more items. The items may be data or forecasts.

Delivery may be by any of a number of means including, but not limited to: telephone, facsimile, mail, Internet, radio-facsimile, as agreed with the customer.

The core processes of MetService are the design, production and delivery of weather and information packages beginning and ending with interaction with our customers.

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:

- Remuneration Committee
- Audit and Risk Assurance Committee.

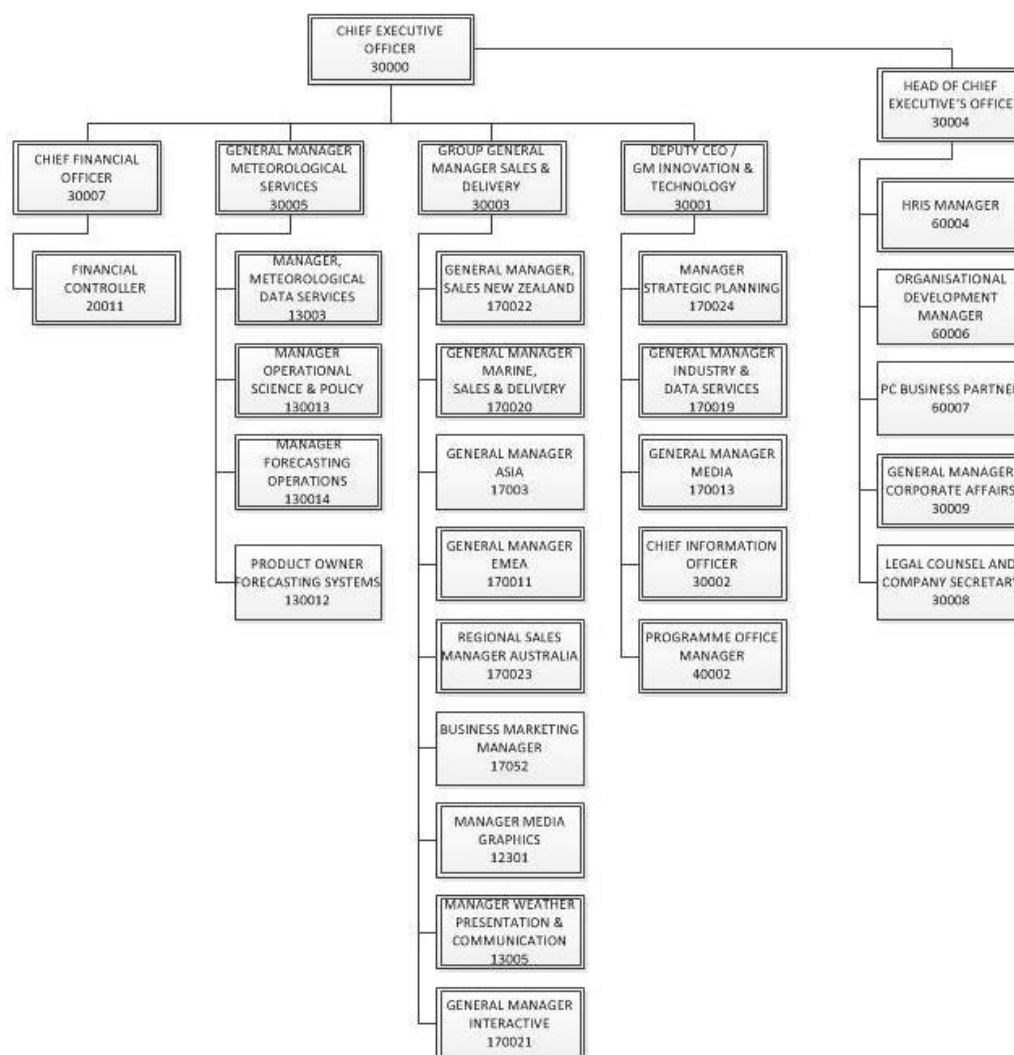
The Board also establishes special purpose committees if required for particular issues.

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

MetService's operations are divided into five main business units (outlined in more detail below):

- Finance
- Meteorological Services
- Sales and Delivery

- Innovation & Technology
- Chief Executive's Office



MetService also operates through three wholly-owned subsidiaries that market the Company's products and services internationally under the MetraWeather brand:

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

Website: www.metraweather.com

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

MetraWeather maintains sales offices in Sydney, Australia; Bangkok, Thailand; and Reading, United Kingdom.

Records

Records are maintained regarding business and operational information relevant to the operations as described above, contracts, agreements and personnel records.

Documents Relating to Decision-Making Processes

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

Contact

MetService

30 Salamanca Road

Kelburn

PO Box 722

WELLINGTON

Phone: (04) 470 0700

Fax: (04) 473 5231

Email: enquiries@metservice.com

Website: <http://www.metservice.com>

Mid-Central District Health Board

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 (CE 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 2011-12
- MidCentral District Health Board's Annual Plan
- MidCentral District Health Board's Asset Management Plan
- Central Region's Information Systems Plan
- 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. 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

Website: www.midcentraldhb.govt.nz

Email: communications@midcentraldhb.govt.nz

National Animal Ethics Advisory Committee

Acts Administered

Animal Welfare Act 1999

Functions and Responsibilities

To provide independent advice to the Minister for Primary Industries on policy and practices relating to the use of live 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 for Primary Industries, 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 & Animal Products Directorate records.

Documents Relating to Decision-Making Processes

- Animal Welfare Act 1999
- Animal Welfare (Records and Statistics) Regulations 1999
- Guide to Animal Welfare Act 1999, MAF Policy Information Paper No 27, December 1999
- The Use of Animals in Research, Testing and Teaching, Users Guide to Part 6 of the Animal Welfare Act 1999, MAF Policy Information Paper 33, May 2000
- National Animal Ethics Advisory Committee Annual Reports
- National Animal Ethics Advisory Committee Newsletter
- Guide to the Preparation of Codes of Ethical Conduct, NAEAC, February 2012

Contact

NAEAC Secretary

C/- Ministry for Primary Industries

PO Box 2526

WELLINGTON 6140

Phone 0800 008 333

Email: naeac@mpi.govt.nz

Website: <https://www.mpi.govt.nz/protection-and-response/animal-welfare/>

National Animal Welfare Advisory Committee

Acts Administered

Animal Welfare Act 1999

Functions and Responsibilities

To provide independent advice on animal welfare to the Minister for Primary Industries.

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
- Guide to Animal Welfare Act 1999, MAF Policy Information Paper No 27, December 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

Email: nawac@mpi.govt.nz

Website: <https://www.mpi.govt.nz/protection-and-response/animal-welfare/>

National Institute of Water and Atmospheric Research (NIWA)

Functions and Responsibilities

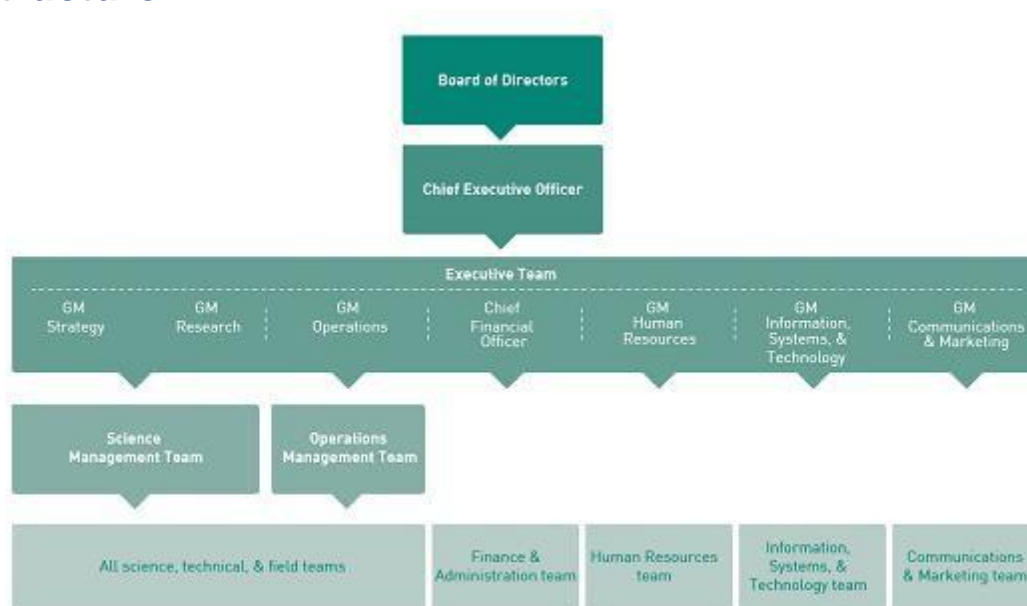
NIWA is an internationally respected research and consulting organisation. We create and deliver innovative and unrivalled science-based products and services that enable people and businesses to make best use of the natural environment and its living resources, and derive benefit from them a sustainable manner.

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. In its establishment year, the company had 329 staff, revenue of \$35.5 million, and assets of \$20 million. Today, these measures have more than doubled or trebled: NIWA now has 748 staff at 15 sites around New Zealand and another 15 staff in Perth, Australia; revenue of \$120 million; and assets of \$115 million.

NIWA's services are represented by its 11 National Centres:

- Aquaculture & Biotechnology
- Atmosphere
- Biodiversity and Biosecurity
- Climate
- Coasts
- Energy
- Fisheries
- Freshwater
- Natural Hazards
- Māori
- Oceans

Structure



Directors

- Christopher Mace (Chairman)
- Craig Ellison (Deputy Chairman)
- Dennis Cairns
- Ed Johnson
- Dr Wendy Lawson
- Helen Robinson
- Jason Shoebridge

Executive Management Team

- John Morgan, Chief Executive Officer,
- Dr Bryce Cooper, General Manager Strategy
- Dr Rob Murdoch, General Manager Research
- Kate Thomson, Chief Financial Officer & Company Secretary
- Geoff Baird, General Manager Communications & Marketing
- Dr Barry Biggs, General Manager Operations
- Dr Mary-Anne Dehar, General Manager Human Resources
- Arian de Wit, General Manager Information, Systems, & Technology

Science Management Team

- Nicholas Bain, Manager Commercialisation
- Dr Andrew Forsythe, Chief Scientist Aquaculture & Biotechnology
- Dr Clive Howard-Williams, Chief Scientist Freshwater & Coasts
- Dr John McKoy, Chief Scientist Fisheries
- Dr Murray Poulter, Chief Scientist Atmosphere, Natural Hazards, & Energy
- Doug Ramsay, Manager Pacific Rim
- Dr Don Robertson, Chief Scientist Aquatic Biodiversity & Biosecurity
- Dr Charlotte Severne, Chief Scientist Māori & Oceans
- Fred Smits, General Manager Vessel Operations
- Dr David Wratt, Chief Scientist Climate

NIWA Corporate Office & Address for Board and Executive correspondence:

41 Market Place, Auckland Central 1010 Private Bag 99940 Newmarket, Auckland 1149

Regional Offices

Bream Bay Aquaculture Park Michael Stobart, Regional Manager Station Road, Ruakaka 0116 PO Box 147, Ruakaka 0151 Ph +64 9 432 5500 Fax +64 9 432 5501

Auckland Ken Becker, Regional Manager 41 Market Place, Auckland Central 1010 Private Bag 99940 Newmarket, Auckland 1149 Ph +64 9 375 2050 Fax +64 9 375 2051 ³⁷

Hamilton Dr David Roper, Regional Manager Gate 10, Silverdale Road, Hillcrest, Hamilton 3216 PO Box 11 115, Hillcrest, Hamilton 3251 Ph +64 7 856 7026 Fax +64 7 856 0151

Wellington Andrew Laing, Regional Manager 301 Evans Bay Parade, Greta Point, Wellington 6021 Private Bag 14901, Kilbirnie, Wellington 6241 Ph +64 4 386 0300 Fax +64 4 386 0574

Nelson Ken Grange, Regional Manager 217 Akersten Street, Port Nelson PO Box 893, Nelson 7040 Ph +64 3 548 1715 Fax +64 3 548 1716

Christchurch Charles Pearson, Regional Manager 10 Kyle Street, Riccarton, Christchurch 8011 PO Box 8602, Christchurch 8440 Ph +64 3 348 8987 Fax +64 3 348 5548

Lauder (Central Otago) Charles Pearson, Regional Manager State Highway 85, Lauder, Central Otago 9320 Private Bag 50061, Omakau 9352 Ph +64 3 440 0055 Fax +64 3 447 3348

Unidata Pty Ltd Matt Saunders, General Manager 40 Ladner Street, O'Connor, WA 6163
Australia Ph +61 8 9331 8600 Fax +61 8 9331 8611

Field Offices

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Alexandra 38

PO Box 12, Alexandra 9340 Ph +64 3 448 8112 Fax +64 3 448 8113

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Ph +64 3 477 8615 Fax +64 3 479 0134

Greymouth John Porteous, Field Team Leader 28 Johnston Street, Greymouth PO Box 384,
Greymouth 7840 Ph +64 3 768 0390 Fax +64 3 768 0325

Napier Peter Arnold, Branch Services 82 Ford Road, Onekawa Napier 4110 Ph +64 6 834
1228 Fax +64 6 834 0733

Rotorua Wayne McGrath, Branch Services 18A Te Ngae Road, Rotorua PO Box 2243,
Rotorua 3040 Ph +64 7 346 1950 Fax +64 7 346 0469

Tekapo Ian Halstead, Field Team Leader Main Road, State Highway 8, Lake Tekapo PO
Box 29, Lake Tekapo 7945 Ph +64 3 680 6807 Fax +64 3 680 6800

Turangi c/- Tokaanu Power Station, SH47, Turangi PO Box 329, Turangi 3353 Ph +64 7 386
8618 Fax +64 7 386 6237

Wanganui Barry Waugh, Branch Services 39

284A Saint Hill Street, Wanganui Box 4102, Wanganui 4541 Ph +64 6 345 2394 Fax +64 6
345 7780

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 Library also administers the Public Lending Right for New Zealand Authors Act 2008. 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 Learning and Public Programmes
- Director Content Services
- Manager Services to Public Libraries
- Manager Digital New Zealand
- Manager Planning and Development.

Advisory Groups Two independent advisory bodies were established under the National Library of New Zealand (Te Puna Mātauranga o Aotearoa) Act 2003, 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, set up 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 addressed to:
National Librarian,

National Library of New Zealand,

Cnr Molesworth and Aitken Streets,

PO Box 1467,

WELLINGTON 6140

National Library Contact:

For general enquiries: information@natlib.govt.nz

Website: www.natlib.govt.nz

National Provident Fund

Governing Statutes

The Board of Trustees of the National Provident Fund (the Board) is governed by the National Provident Fund Restructuring Act 1990 (the Act), as amended, and the Superannuation Schemes Act 1989.

Functions and Responsibilities

The Board of Trustees of the National Provident Fund (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.

As at March 2016, there were some 8,560 contributors to the NPF schemes and 12,093 pensioners.

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 Employer Services Limited. 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

Telephone: +64 4 499 6999

Facsimile: +64 4 473 3957

Email: enquiries@npf.co.nz

Website: www.npf.co.nz

Nelson Airport Limited

Governing Statutes

Nelson Airport Limited is a company established pursuant to section 3(a) of the Airport Authorities Act 1966 and its subsequent amendments.

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 Commercial Manager 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
- Long Term Development Plan.

Contact

Nelson Airport Limited
PO Box 1598, Nelson
New Zealand

Phone: +64 3 547 3199

Fax: +64 3 547 3194

Email: office@nelsonairport.co.nz

Website: <http://www.nelsonairport.co.nz/>

Nelson Marlborough District Health Board

Te Wai Ora

Governing Statutes

The Nelson Marlborough District Health Board (NMDHB) has statutory duties under a number of acts including 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:

"To work with the people of our community to promote, encourage and enable their health, wellbeing and independence."

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 management 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
- General Manager Human Resources
- Chair Clinical Governance Group
- General Manager Maori Health & Vulnerable Populations

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

Advisory Officers include:

- Assurance & Risk Manager
- Chief Medical Officer
- Associate Chief Medical Officer
- Chief Medical Advisor Primary

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.

Funding and Planning

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

Human Resources

Human Resources 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 various hospitals, community and public health and mental health services, and in limited electronic form on various patient management and information systems.

Institutions

Services are provided by Nelson Marlborough District Health Board at:

- Nelson: Nelson Hospital (Secondary Services, Public Health, Mental Health and Intellectual Disability Support Services)

- Richmond: Alexandra Hospital (Psychogeriatric)
- Blenheim: Wairau Hospital (Secondary Services, Public Health and Mental Health)
- 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
- Nelson Marlborough District Health Board Strategic Plan 2005/2015
- 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

Gaylene Corlett

EA to CEO DHB Office Braemar Campus Waimea Road NELSON

Email: gaylene.corlett@nmdhb.govt.nz

Website: www.nmdhb.govt.nz

Postal address Private Bag 18 NELSON

Phone: (03) 546 1723 Fax: (03) 546 1747

Nelson Marlborough Institute of Technology

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

Governing Statutes

Copy of notice appeared in the New Zealand Gazette 11 May 2000 announcing the change of name from Nelson Polytechnic to Nelson Marlborough Institute of Technology.

Nelson Marlborough Institute of Technology (NMIT) Council is an autonomous controlling authority set up under the Education Act 1964 and its subsequent amendments 1965, 1967, 1972, 1979, 1983 and 1990 and is subject to the Public Finance Act 1989.

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

Nelson Marlborough Institute of Technology

322 Hardy Street

Private Bag 19 Nelson

Phone: (03) 546 9175

Fax: 03 546 2440

Website: www.nmit.ac.nz

Tony Gray, Chief Executive Phone: (03) 546 3315 Fax: (03) 546 2440

tony.gray@nmit.ac.nz

Martin Vanner, Chief Operating Officer

martin.vanner@nmit.ac.nz

Liam Sloan, Director of Teaching & Learning

liam.sloan@nmit.ac.nz

Vicki Bryson, Director of Finance & Business Improvement

vicki.bryson@nmit.ac.nz

Jasmine Cannon, Director of People & Organisation Development

jasmine.cannon@nmit.ac.nz

Virginia Watson, Director of Marketing & International Development



Virginia.watson@nmit.ac.nz

Doc Ferris, Director of Māori Education

doc.ferris@nmit.ac.nz

Jackie Rees, Director of Academic & Quality

Jackie.rees@nmit.ac.nz

Carole Crawford, Director of Learner Services

carole.crawford@nmit.ac.nz

Contact person for requests with Official Information Act:

Tony Gray Chief Executive

tony.gray@nmit.ac.nz

Fax: (03) 546 2440

Ministry of Justice
Tāhū o te Ture

justice.govt.nz

official.correspondence@justice.govt.nz

0800 COURTS
0800 268 787

National Office
Justice Centre | 19 Aitken St
DX SX10088 | Wellington | New Zealand



New Zealand Government