

Directory of Official Information

Listings V-Z



MINISTRY OF
JUSTICE
Tabu o te Iure

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If your department or agency's information is out of date, please email official.correspondence@justice.govt.nz with the necessary amendments.

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Veterans' Affairs New Zealand

Acts administered

- Pensions Act 1954
- Patriotic Canteen Funds Act 1947

Functions and responsibilities

The work of Veterans' Affairs New Zealand (VANZ) covers four main areas: the provision of policy advice on, and administration of, a wide range of issues relating to veterans' entitlements, care and recognition; the coordination of commemorative activities; the management of the Government's relationship with veterans and their representative organisations; and the provision of ex-Service memorials and maintenance of 182 Services Cemeteries.

Structure

Veterans' Affairs New Zealand is a semi-autonomous body within the New Zealand Defence Force. Veterans' Affairs is headed by a Director, who is also the Secretary for War Pensions, a statutory position responsible for the administration of the War Pensions Act.

War Pensions

The War Pensions area undertakes the development of policy for the administration of the War Pensions Act 1954, the assessment of claims for War Pensions and Veterans' Pensions and the review of decisions made by the War Pensions Claims Panels.

Case Management

The Case Management Service is responsible for the case management of individual veterans and their families. Case managers act as brokers, connecting veterans and their families to appropriate services and supports within the veteran's community, to ensure personal independence and high quality of life.

Memorials and Services Cemeteries

The Memorials and Services Cemeteries area administers the provision of ex-service memorial plaques and headstones for eligible veterans and their spouses. This includes managing contracts for supply with manufacturers and contracts for service with installers.

A capital works programme for the maintenance and development of Services Cemeteries is also managed by Veterans' Affairs New Zealand.

Commemorations

Veterans' Affairs New Zealand is responsible for the coordination of New Zealand's participation in the commemoration of significant military anniversaries. This involves liaison with other key government agencies and veterans' groups.

Ministerial Servicing and Support

Veterans' Affairs New Zealand provides advice to the Minister on issues relating to veterans' entitlements, care and recognition.

Office Management

The Office Management area provides administrative support to the staff of Veterans' Affairs New Zealand and management of the budget.

Statutory Appointments and Committees

The War Pensions Act 1954 requires that a Secretary for War Pensions be appointed. The Secretary is appointed by the Chief of Defence Force and is a member of the civil staff of the New Zealand Defence Force. The Secretary is responsible for the administration of the War Pensions Act 1954.

The War Pensions Act 1954 requires the Secretary to maintain sufficient numbers of War Pensions Claims Panels to assess claims for war disablement pensions. Each panel is made up of a representative of the Royal New Zealand Returned Services Association (RNZRSA) and a VANZ representative. The Act also allows for the Secretary to appoint National Review Officers to review decisions of the War Pensions Claims Panels.

The War Pensions Act also makes provision for the establishment of a War Pensions Advisory Board and War Pensions Appeal Board. The War Pensions Advisory Board consists of the Secretary for War Pensions, the National President of the RNZRSA and a medical member appointed by the Minister of Veterans' Affairs. The War Pensions Appeal Board consists of not more than four members, who are appointed by the Minister of Veterans' Affairs. Two members of the Appeal Board must be registered medical practitioners, one of whom is a representative of the Forces and nominated by the RNZRSA.

Records

Veterans' Affairs keeps general files relating to administration and management of the services it provides.

Contact

Requests for information held by Veterans' Affairs New Zealand should be made in writing to:

Director Veterans' Affairs New Zealand

Level 11, Prime Finance Tower



142 Lambton Quay

PO Box 5146

WELLINGTON

Phone: 0800 483 8372 (0800 4 VETERAN)

Fax: (04) 495 2080

Email: veterans@xtra.co.nz

Website: www.veteransaffairs.mil.nz

Victoria University of Wellington

Te Whare Wānanga oTe Ūpoko ote Ika aMāui

Acts administered

Victoria University was established under the Victoria University of Wellington Act 1961 and is now also governed by the Education Act 1989.

Functions and responsibilities

The University was established for the advancement of knowledge through teaching and research. It is a University as provided for in section 162 of the Education Act 1989.

Structure

The University is governed by a Council, appointed under section 171 of the Education Act 1989. The Council is chaired by the Chancellor who, assisted by the Pro Chancellor, is also the ceremonial head of the University. The Vice-Chancellor, as Chief Executive, is responsible for managing the academic and administrative affairs of the University, He is assisted by a Senior Management Team comprising the Deputy Vice-Chancellor (Research); the Deputy Vice-Chancellor (Academic); six Pro Vice-Chancellors; the Chief Operating Officer and the Director of Human Resources.

The Academic Board provides advice to the Council and Vice-Chancellor on academic matters, and undertakes activities delegated to it by the Council and the Vice-Chancellor. The Faculties (Commerce, Architecture and Design, Education, Humanities and Social Sciences, Law, Science, and Engineering) each have a Faculty Board.

Toihuarewa, a separate pan-University faculty equivalent, is the University's ihonui, or Māori academic forum, and is chaired by the Pro Vice-Chancellor (Māori). The Faculty Boards and Toihuarewa are permanent committees of the Academic Board.

Records

The Vice-Chancellor's office holds minutes and reports relating to meetings of the Council. The Office of the Deputy Vice-Chancellor (Academic) holds minutes and reports relating to meetings of the Academic Board.

Documents relating to decision-making processes

The Victoria University Calendar, a yearly publication that includes dates, deadlines, contact information, statutes (including course of study statutes), policies, and general University information is published each year in December. A variety of handbooks and brochures about the University and its courses are also available in hard copy and online.

Statutes and policies that govern the University can be accessed at <http://www.victoria.ac.nz/about/governance/strategy/policies>.

Publications

Key publications include:

- Annual Report: provides an overview of financial performance and highlights of the year
- Investment Plan: sets out how the University will use its funding
- Strategic Plan: sets the University's strategic goals and plans to achieve them
- Victorious: magazine for alumni and friends of Victoria University—celebrates the achievements of alumni, staff and students
- Your Introduction to Victoria: provides a brief overview of the subjects and first degrees offered at Victoria
- Guide to Undergraduate Study and Guide to Postgraduate Study: provide an overview of programmes offered at Victoria, key dates and other relevant information for prospective students
- Assessment Handbook: contains policies and procedures relating to the administration of academic assessment. The policies have been approved by the Academic Board and apply to all courses taught at Victoria University of Wellington.

Contact

Leon Bakker

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Email: leon.bakker@vuw.ac.nz

Victoria University of Wellington Hunter Building, Kelburn Parade Wellington, New Zealand
PO Box 600, Wellington 6140

Phone: (04) 472 1000 Fax: (04) 499 4601

Website: www.victoria.ac.nz Email: info-desk@vuw.ac.nz

New Zealand Venture Investment Fund

Acts administered

Not applicable.

Functions and responsibilities

The NZVIF was established by the New Zealand government in 2002 to build a vibrant early stage investment market in New Zealand. We have \$300 million of funds under management which are invested through two vehicles:

- the \$260 million Venture Capital Fund of funds
- the \$40 million Seed Co-investment Fund

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

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

Venture Capital Fund

The NZVIF Venture Capital Fund is an equity investment vehicle investing \$160 million into a series of privately- managed venture capital investment funds.

The venture capital funds we invest in are fixed duration, private equity investment vehicles, typically operating for ten years, investing in a portfolio of New Zealand-originated high growth potential companies.

NZVIF only invests in funds which have been successful in raising matching capital from private investors. The amount that NZVIF invests in a fund is dependent on the overall fund size as well as the investment stage and focus of the fund. The maximum amount that NZVIF is able to invest in any venture capital fund is NZ\$25 million.

The venture capital fund managers we invest in, not NZVIF, make decisions about which companies to invest in. Investments are likely to be focused on technology companies with potential for high growth.

Investments must be in New Zealand-originated businesses through the seed, start- up and expansion stages of their development.

Seed Co-Investment Fund

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

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

Structure

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

Documents relating to decision-making processes

NZVIF Ltd communicates the nature and intent of the NZVIF Programme on its website at www.nzvif.co.nz.

Contact

Main Office New Zealand Venture Investment Fund Limited

Unit 1B, Ascot Office Park, 93-95 Ascot Avenue, Greenlane, Auckland

PO Box 74211, Greenlane, Auckland 1546

Phone: (09) 9510170 Fax: (09) 9510171

Website: www.nzvif.co.nz Email: venture@nzvif.co.nz

Contact person: Richard Dellabarca, Chief Executive Officer

New Zealand Vice Chancellors' Committee

Relevant acts

The Education Act 1989 Part 19 provides the statutory basis for the New Zealand Vice-Chancellors' Committee.

Functions and responsibilities

The functions of the Committee are:

- to set up inter-university course approval and moderation procedures;
- to exercise in relation to universities under section 260 of this Act the powers of the Qualifications Authority under sections 255A, 258, 258A, 259 and 259A of this Act;
- to grant scholarships to students enrolled or proposing to enrol at universities out of money under its control on such terms as the Committee considers appropriate;
- where another body has power to grant such scholarships
 - to make recommendations to the person or authority having power to make appointments to that body as to the persons who should be appointed,
 - if authorised to do so, to make appointments to that body,
 - if requested by that body to do so, to advise that body on the grant of such scholarships;
- to make recommendations to the Qualifications Authority on criteria for entrance to universities for the purposes of the performance by that Authority of its functions under section 257 of this Act;
- if requested by the councils of the universities to do so, to consider applications by foreign students for enrolment at any of those universities and make recommendations to the councils in respect of those applications;
- to liaise with the councils of institutions other than universities in respect of procedures for enrolling foreign students;
- to issue certificates relating to degrees and other academic qualifications and courses of, or examinations conducted by, the University of New Zealand as if that University had continued in existence and to charge such reasonable fees for the certificates as the Committee determines; and

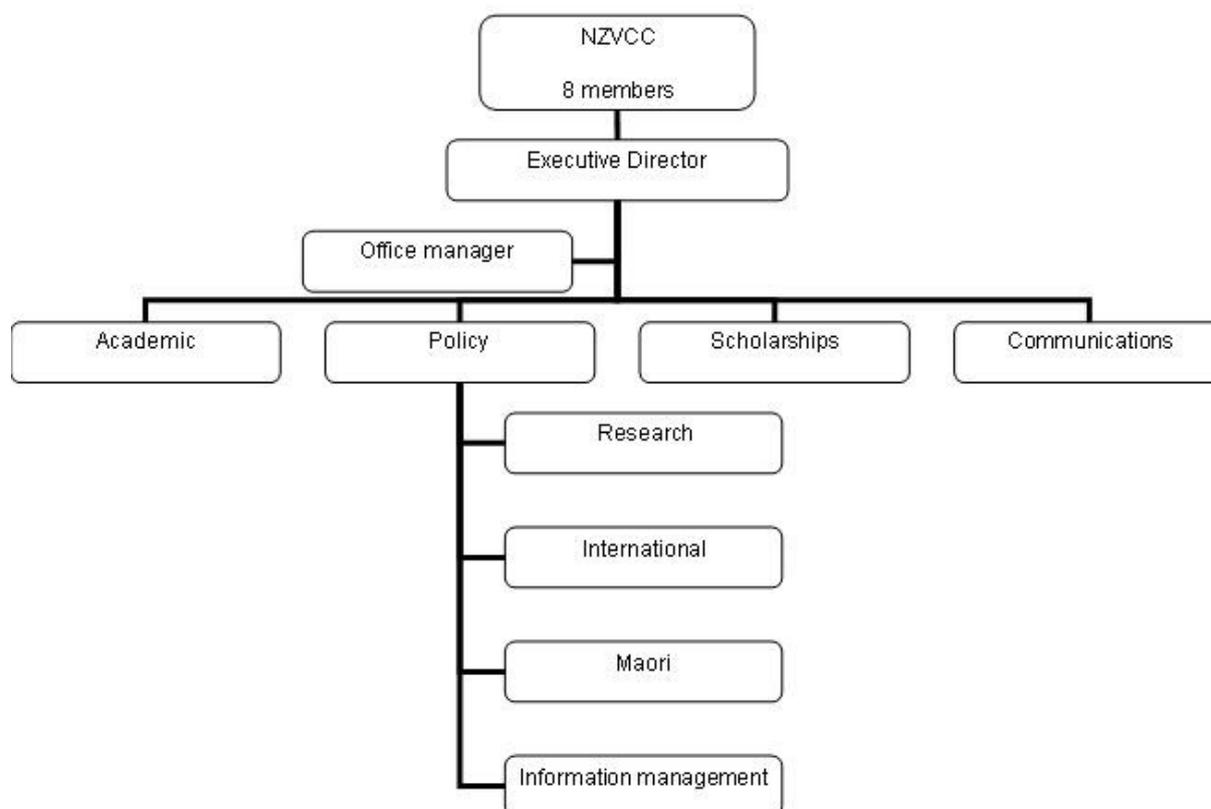
- to perform any other functions conferred on it by this Act or any other enactment.

Structure

For most activities there is a committee chaired by either a Vice-Chancellor or a senior university manager and administered by a NZVCC staff member.

The New Zealand Universities Academic Audit Unit has been established as an independent organisation to maintain and enhance the quality of university academic activities.

The New Zealand Universities Superannuation Scheme provides superannuation for university staff. Seven of the universities are a party to the trust deed.



Records

The New Zealand Vice-Chancellors' Committee holds general information on tertiary education policy along with files on holders of scholarships administered by the NZVCC.

Publications

- Annual Report
- Annual Accounts

- Graduate outcomes reports
- Scholarships Handbook
- Newsletter (two a year)
- Electronic news bulletin (fortnightly)
- Committee on University Academic Programmes - Functions and Procedures.

Contact

Executive Director

New Zealand Vice-Chancellors' Committee

PO Box 11915

Level 9, 142 Lambton Quay

WELLINGTON 6142

Phone: (04) 381 8500 Fax: (04) 381 8501

Email: jackie@nzvcc.ac.nz

Waikato District Health Board

Acts administered

The Waikato District Health Board (Waikato DHB) was established pursuant to the New Zealand Public Health and Disability Act 2000. There are over 150 Acts and regulations that govern the operation of Waikato DHB. These include:

- Health and Disability Commissioner Act 1994
- Health Act 1956
- Food Act 2014
- Health Sector (Transfers) Act 1993
- New Zealand Public Health and Disability Act 2000
- Misuse of Drugs Act 1975
- Smoke-free environments Act 1990
- Tuberculosis Act 1948
- Mental Health (Compulsory Assessment and Treatment) Act 1992
- Accident Compensation Amendment Act 2015 1998
- Health and Safety at Work Act 2015
- Commerce Act 1986.

Waikato DHB employs the Medical Officer of Health for the Waikato health district. The Medical Officer of Health is a statutory officer.

Functions and responsibilities

Waikato DHB is a Crown agent that funds, provides and monitors health and disability services for the population of the Waikato health district. The Waikato health district covers an area stretching from Thames Coromandel in the north to Taumarunui in the south. The Board has hospitals in Hamilton, Thames, Tokoroa, Te Kuiti, and Taumarunui, as well as continuing care facilities in Te Awamutu and Morrinsville.

Structure

As a separately constituted legal entity, the Waikato DHB is overseen by its own Board. In accordance with good practice, the organisation distinguishes between governance, which is the role of the Board and its committees, and management, which is the role of the Chief Executive and his or her team.

Governance

The Board exercises governance oversight of the organisation. The Board totals 11, of whom seven are elected and four appointed by the Minister of Health. There are five standing committees reporting to the Board as follows:

- Audit and Risk management committee
- Disability Support Advisory Committee
- Community and Public Health Advisory Committee
- Health Waikato Advisory Committee
- Sustainability advisory committee

The Chief Executive is responsible to the Board for the day-to-day management of the organisation.

Management

The following areas report to the Chief Executive through an Executive Group:

- Waikato Hospital Services
- Community and Clinical Support (including rural hospitals and public health)
- Mental Health and Addictions
- Maori Health
- Virtual Care and Innovation
- Strategic Projects
- Strategy and Funding
- Corporate Services
- Facilities and Business
- Public and Organisational Affairs
- Operations and Performance

Professional advisory roles

- Chief Medical Officer
- Chief Nursing and Midwifery Officer

- Clinical Director Primary and Integrated Care
- Director Quality and Patient Safety

Records

The following categories of documents are held by Waikato DHB:

Administration

These documents cover a wide variety of administrative matters such as minutes of committees and the Board, equipment and supply management, property purchase and management and records of all the other functions carried out simply to enable the organisation to perform properly.

Electronic Records

Waikato DHB makes extensive use of electronic communication. Much information is located on its intranet and internet sites. Electronic referrals and other electronic processes will also become more prevalent as time passes.

Finance

These documents relate to the receipt, control and expenditure of funds. They include documents relating to financial audit and inspection, estimates, budgets and asset management.

Human Resources

These documents cover subjects relating to employees and personnel services.

Health Care

Included in these documents are the medical records of the individuals treated by Health Waikato.

Documents relating to decision-making processes

Waikato DHB is an organisation with more than 6000 staff. It therefore compiles a very wide range of documents and publications. These include:

- Board and Committee agendas and minutes.
- District Strategic Plan
- Annual Plan
- Annual Report
- Annual Quality Report

- Departmental service plans
- Policies
- Clinical procedures and guidelines
- Research and academic papers
- Tender and contract documents.

Contact

All requests for official information should be addressed to:

The Chief Executive Officer

Waikato District Health Board

Waikato Hospital

Hamilton, 3200

Phone: (07) 839 4679

OIA_contact@waikatodhb.health.nz

Website: www.waikatodhbnewsroom.co.nz

Wellington Institute of Technology (WelTec)

Te Whare Wānanga O Te Awakairangi

Acts administered

The Wellington Institute of Technology is a Tertiary Education Institution within the meaning of the Education Act 1989.

The Wellington Institute of Technology operates under the provisions of the Education Act 1989 and the State Sector Act 1988, but does not administer any Acts.

Functions and responsibilities

The purpose of the Wellington Institute of Technology is to provide tertiary education and training, and applied research solutions, products and services, with a particular emphasis on the integration of technology, and management skills and knowledge.

WelTec and Whitireia are governed by a Council as described in the Education Act 1989.

The institutions also have a single Academic Board.

A Chief Executive is in place for WelTec and Whitireia.

Structure

Wellington Institute of Technology has one academic faculty with six Schools:

- Health and Social Services
- Engineering Technology
- Construction
- Creative Industries
- Business and IT
- Hospitality

The Chief Executive is supported by a Joint Leadership Team comprising eight Directors across WelTec and Whitireia.

The Joint Leadership Team is responsible for:

- Strategy Performance and Improvement across WelTec and Whitireia;
- Business Development across WelTec and Whitireia;
- Academic across WelTec and Whitireia;
- People and Capability across WelTec and Whitireia;
- A Director Teaching and Learning for WelTec (corresponding position at Whitireia);
- A Director Finance and Operations for WelTec (corresponding position at Whitireia).

Maori Partnership and support reports to the Chief Executive. Te Runanga o Taranaki Whanui is represented on the WelTec Management Team.

There is a shared business unit with Whitireia which delivers IT, campus services and procurement to staff at both institutions.

Records

The records held by the Institute include:

- Minutes of the Council, Combined Academic Board, and Committees.
- Personal files for staff, salary records.
- Registration, enrolment, fees and academic records for all present and some past students.
- Income and expenditure records with financial reports.
- Statistical and management reports.

Documents relating to decision-making processes

The principal document of the Institute is the Business Policy Manual and Quality Management System (Taikura) which is common to the Wellington Institute of Technology and Whitireia Community Polytechnic. It is available by intranet to all staff. It contains all core policies and guidelines for the Institute.

Programme documents are held for each qualification offered by the Institute and are the basis of external accreditation for delivery of programmes.

Future changes

Organisational structure changes are expected to be made from time to time.

Contact

Chief Executive

Wellington Institute of Technology and Whitireia Community Polytechnic

Private Bag 39803

Te Puni Mail Centre, Petone

Phone: (04) 920 2490

Fax: (04) 920 2478

Email: Chris.Gosling@wandw.ac.nz

Website: www.weltec.ac.

Waiariki Bay of Plenty Polytechnic

On 1 May 2016 Waiariki Institute of Technology and Bay of Plenty Polytechnic merged and is currently known as Waiariki Bay of Plenty Polytechnic.

Acts administered

Waiariki Bay of Plenty Polytechnic operates under the following Acts:

- Education Act 1989
- Education Amendment Act 1990
- Education (Polytechnics) Amendment Act 2009
- Public Finance Act 1989
- Income Tax Act 2007
- State Sector Act 1988
- Employment Relations Act 2000
- Holidays Act 2003
- Parental Leave and Employment Protection Act 1987
- Anzac Day Act 1966
- Equal Pay Act 1972
- Human Rights Act 1993
- Official Information Act 1982
- Local Government Official Information and Meetings Act 1987
- Vulnerable Children Act 2014
- Health and Safety at Work Act 2015
- Public Records Act 2005
- Privacy Act 1993
- Smoke-Free Environments Act 1990
- Volunteers Employment Protection Act 1973
- Sale and Supply of Alcohol Act 2012

Functions and responsibilities

Waiariki Bay of Plenty Polytechnic's purpose is to provide quality tertiary education services and qualifications in order to meet the post-compulsory education needs of people in the wider Bay of Plenty region.

This encompasses the area of Tauranga defined as Mai i ngā Kurī-a-Whārei ki Tihirau, Mai i Maketū ki Tongariro, Tae noa ki te Kaokaoroa o Patetere which includes the regions identified under the Bay of Connections strategic development work of Eastern Bay of Plenty (Whakatane, Kawerau, Opotiki, Te Kaha), Western Bay of Plenty (Waihi, Katikati, Tauranga, Te Puke, Papamoa), Central Bay of Plenty (Rotorua region and Tokoroa) and southern Bay of Plenty (including Taupo and Turangi).

Waiariki Bay of Plenty Polytechnic has two main administrative hubs in Rotorua and Tauranga, as well as three regional campuses in Tokoroa, Taupo and Whakatane.

Waiariki Bay of Plenty Polytechnic provides learning opportunities in areas including agriculture, animal care, forestry, tourism and hospitality, business and computing, legal studies, Maori development, nursing and health studies, English language, social work and services, arts, music and media studies, trades, manufacturing, hairdressing and beauty services, engineering, transport and logistics, surveying, architectural technology and construction management, fishing, marine and environmental studies, horticulture, sports, recreation and fitness and a wide range of courses in foundation studies, te reo and tikanga Maori.

Undergraduate degrees offered are Bachelor of Applied Management; Bachelor of Social Work; Bachelor of Communications; Computing and Technology; Bachelor of Nursing; Bachelor of Teaching Early Childhood Education; Bachelor of Teaching Early Childhood Education (Te Reo Maori); Bachelor of Community Health; Bachelor of Tourism Management; Bachelor of Creative Industries; Bachelor of Creative Technologies; Bachelor of Management Studies (University of Waikato); Bachelor of Science (University of Waikato); Bachelor of Sport and Recreation (AUT).

Postgraduate degrees offered include Master of Teaching Early Childhood Education; Master of Early Childhood Education (Bilingual); and Master of Management.

Structure

General

Waiariki Bay of Plenty Polytechnic is governed by a Council of eight members, four of whom are elected or nominated to represent various sector interests, and four are appointed by the Minister of Tertiary Education. Standing Committees of Council include the Audit and Risk Committee; Academic Board (comprising predominantly of staff members); and the Chief Executive Employment Committee. There is also an advisory committee established by iwi that provides advice to the Council.

Joint Management Group (JMG)

The Joint Management Group of the organisation consists of:

- Interim Chief Executive (1);
- Director, Learning, Quality & Student Experience (Rotorua) (1);
- Director Academic (Tauranga) (1);
- Director, Finance & Corporate Services (Rotorua) (1);
- Director Corporate Services (Tauranga) (1);
- Director, Partnerships & Planning (Rotorua) (1);
- Director, Education and Maori Development (Tauranga) (1);
- Director, International (Rotorua) (1);
- HR Manager (Rotorua and Tauranga) (2);
- Faculty Deans (Rotorua) (3);
- Heads of School (Tauranga) (4)

Records

Under the Public Records Act 2005, Waiariki Bay of Plenty Polytechnic is required to keep certain records. Historically these have been held in paper format in a centralised archive system. More recently, an electronic system of record keeping has replaced traditional paper records.

Below is a summary of the records held by Waiariki Bay of Plenty Polytechnic, and the length of time these records are required to be held:

Academic records including Academic Board agendas and minutes; records relating to strategic decisions including agendas and minutes of senior management team meetings and the governing Council, must be kept indefinitely.

Financial records; personnel records; records relating to student complaints; contracts and MOU's must be kept for seven years.

Enrolment records must be kept for ten years.

Administrative records must be kept for between two and seven years, depending on the nature of the record created.

Manuals

Waiariki Bay of Plenty Polytechnic produces a number of publications that provide policy guidance for its staff and students. Publications are also produced that are specifically required by the Tertiary Education Commission. These publications include:

- Course Guide (published annually)
- Regulatory Framework including an Academic Statute; Academic Regulations; and Staff and Student Codes of Conduct
- Special brochures and other course information
- Investment Plan
- Strategic Plan
- Annual Report
- Quality Management System

Contact

Publications and detailed information about Waiariki Bay of Plenty Polytechnic activities are available through:

Waiariki Bay of Plenty Polytechnic

ROTORUA

Private Bag 3028

Rotorua 3046

Phone: (07) 346 8999

Email: enquiries@waiariki.ac.nz

Website: www.waiariki.ac.nz

TAURANGA

Private Bag 12001

Tauranga 3143

Phone: (07) 571 0190

info@boppoly.ac.nz

www.boppoly.ac.nz

Wairarapa District Health Board

Te Poari Hauora ARohe O Wairarapa

Acts administered

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

Functions and responsibilities

The Wairarapa District Health Board (DHB) was formed upon the enactment of the New Zealand Public Health and Disability Act 2000, and is responsible for funding and providing health and disability support services in the Wairarapa District.

For the purpose of pursuing its objectives, the Wairarapa District Health Board has the following functions:

- To ensure the provision of services for its resident population and for other people as specified in its Crown funding agreement.
- To actively investigate, facilitate, sponsor, and develop 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.
- To issue 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 above paragraphs.
- To establish and maintain processes to enable Maori to participate in, and contribute to, strategies for Maori health improvement.
- To continue to foster the development of Maori capacity for participating in the health and disability sector and for providing for the needs of Maori.
- To provide relevant information to Maori for the purposes of the above two paragraphs.
- To regularly investigate, assess, and monitor the health status of its resident population, any factors that the District Health Board believes may adversely affect the health status of that population, and the needs of that population for services.

- To promote the reduction of adverse social and environmental effects on the health of people and communities.
- To monitor the delivery and performance of services by it and by persons engaged by it to provide or arrange for the provision of services.
- To participate, where appropriate, in the training of health professionals and other workers in the health and disability sector.
- To provide information to the Minister for the purposes of policy development, planning, and monitoring in relation to the performance of the District Health Board and to the health and disability support needs of New Zealanders.
- To provide, or arrange for the provisions of, services on behalf of the Crown or any Crown entity within the meaning of the Public Finance Act 1989.
- To collaborate with pre-schools and schools within its geographical area on the fostering of health promotion and on disease prevention programmes.
- To perform 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 District Health Board after consultation with it.

Objectives

- To improve, promote and protect the health of people and communities.
- To promote the integration of health services, especially primary and secondary health services.
- To promote effective care or support for those in need of personal health services or disability support services.
- To promote the inclusion and participation in society and independence of people with disabilities.
- To reduce health disparities by improving health outcomes for Maori and other population groups.
- To reduce, with a view to eliminating, health outcome disparities between various population groups within New Zealand by developing and implementing, in consultation with the groups concerned, services and programmes designed to raise their health outcomes to those of other New Zealanders.
- To exhibit a sense of social responsibility by having regard to the interests of the people to whom it provides, or for whom it arranges the provision of, services.
- To foster community participation in health improvement and in planning for the provision of services and for significant changes to the provision of services.
- To uphold the ethical and quality standards commonly expected of providers of services and of public sector organisations.

- To exhibit a sense of environmental responsibility by having regard to the environmental implications of its operations.
- To be a good employer.

Structure

The DHB's structure is summarised below.

Role of the Board

The Board provides governance of the Wairarapa DHB and is responsible for the organisation's performance to its Annual Plan.

The Board has eleven members. Seven members are elected by the community, and four members are appointed by the Minister of Health.

The Board's key responsibilities include:

- Setting a long-term strategic direction that is consistent with the Government's objectives.
- Developing the Annual Plan and other accountability documents.
- Monitoring the performance of the organisation and appointing its Chief Executive.
- DHB governance.
- Maintaining appropriate relationships with the Minister of Health, Parliament, Maori and the public.

Board members receive training in their governance role and participate in regular board and member assessment sessions.

Board Committees

3DHB Community and Public Health Advisory Committee

This provides advice and recommendations to the Wairarapa, Hutt Valley and Capital and Coast Boards on the health needs of the resident populations. It also advises the Boards on priorities for the use of the available health funding.

3DHB Disability Support Advisory Committee

This provides advice and recommendations to the Boards on the disability support needs of the resident population. It also provides advice and recommendations to the Boards on priorities for the use of the available disability funding.

Hospital Advisory Committee

This monitors, advises and provides recommendations to the Wairarapa and Hutt Valley DHB Boards on the financial and operational performance of the service provision arm of the DHBs.

Finance Risk and Audit Committee.

FRAC monitors the financial performance of the various arms of the DHB with a particular emphasis on the consolidated results. It also oversees and appraises the effectiveness and quality of all audits conducted, whether by internal audit or external auditors.

Shared Decision Making

While the final responsibility for DHB strategy rests with the Board, and the Chief Executive is responsible for operational decisions, the Board and Chief Executive ensure that their strategic and operational decisions are fully informed through the appropriate involvement of Maori and clinicians at all levels of the decision-making process.

Involvement of Maori is assured through Te Oranga O Te Iwi Kainga, the Maori partnership body for the DHB at governance level, and Involvement of clinicians occurs through the Clinical Board.

Te Oranga O Te Iwi Kainga Te Iwi Kainga represents the two local iwi, Ngati Kahungunu and Rangitane and advises the DHB at governance level. The first formal partnership agreement with Iwi was signed in 2003, and has since been revised and updated. The new agreement was signed in December 2007.

Service Integration Development Unit (SIDU)

The primary responsibility of SIDU is to plan and fund health and disability services for the district.

SIDU assesses the health and disability needs of the communities and plans the mix, range and volume of services. SIDU staff also manage agreements with providers of services, initiate specific health improvement projects with different communities and build partnerships with the community, providers and other DHBs.

SIDU is also responsible for ensuring Wairarapa people have access to specialist services that are not delivered in the district, and monitoring and managing the flow of funds for these out of district services.

SIDU's core activities are:

- Determining the health and disability needs of the population.
- Prioritising and operationalising national health and disability strategies in relation to local need.
- Involving the community through consultation and participation.
- Undertaking service contracting.

- Monitoring and evaluating service delivery, including audits.

Provider Arm

Wairarapa DHB's hospital and community health services are provided mainly from the Wairarapa Hospital campus. Services are also delivered from outreach clinics, including several held at Marae. The Wairarapa DHB's provider arm will continue to deliver outpatient, community, day programmes, and inpatient services as funded by the DHB through SIDU and as required by other DHBs and purchasers including ACC, across the following services:

- Medical and Surgical Services
- Child Health
- Obstetrics and Women's Health
- Clinical Support services – laboratory, pharmacy, radiology and allied health services
- Mental Health Services
- AT & R services.

Working with Other Providers

In addition to Wairarapa DHB provider arm, there are a range of other providers who provide a variety of health services and disability services for people in the district, the largest of which is the Compass Health which covers the whole district. Other providers are a mix of private, religious, welfare and other non-governmental organisations. The services they provide include mental health residential and support, rest homes, primary care (GP and nursing services, community workers, pharmacists, laboratories, pharmaceuticals), maternity, public health, Well Child, and Kaupapa Maori services.

Public Health Partnerships

Public Health Services are funded directly by the Ministry of Health. Regional Public Health in Hutt Valley DHB is contracted by the Ministry to provide public health services to Wairarapa, Hutt and Capital and Coast districts. These three DHBs have worked with the Ministry to complete a Public Health Strategic Plan for the greater Wellington region. This plan "Keeping Well" provides a framework for shared decisions with the four parties meeting regularly to review progress.

Treaty of Waitangi

The New Zealand Public Health and Disability Act requires DHBs to take active steps to reduce health disparities by improving health outcomes for Maori and to assist the Crown in fulfilling its obligations under the Treaty of Waitangi. DHBs are required to establish and maintain processes to enable Maori to participate in and contribute towards strategies for 24

Maori Health improvement. In fulfilment of these responsibilities, Wairarapa DHB works with Te Oranga O Te Iwi Kainga and has an active Treaty of Waitangi Policy.

The application of this policy by all services provided or funded by the DHB ensures that not only Maori health gain and development is achieved but that each partner is proactive and jointly responsible for improving Maori health.

The Wairarapa DHB employs a Director of Maori Health who is a member of the senior leadership team. This position is supported by a Maori Health Coordinator and other staff who work with the Wairarapa DHB's provider services to ensure that services are culturally competent, that staff development programmes include Hauora Maori values and concepts, and that Tikanga Maori is respected within the organisation.

Records

Records held by Wairarapa DHB include medical records, financial records, planning documents (Strategic Plan, Statement of Intent, Annual Plan, etc), various specialist strategic plans, HR records, papers and minutes for board and sub-committees, correspondence, internal memorandum, minutes and papers of various operational committees, contracts, reports from providers, etc.

Relationships

The Wairarapa DHB has many levels of relationships with a wide variety of agencies, groups and providers. These are broadly summarised below:

External/Internal Relationships

- Audit New Zealand
- Crown Health Financing Agency
- Wairarapa District Health Board Staff and Services
- District Health Boards of New Zealand (DHBNZ)
- Other District Health Boards
- General Public
- General Practitioners
- Local Authorities
- Local and Regional Councils
- Local Community Organisations and Groups
- Staff and Services
- Te Oranga O Te Iwi Kainga
- Non-Government Organisations (NGOs)

- Private Providers
- Special Interest Groups
- Statutory Groups
- Schools and Colleges
- UCOL
- The Minister of Health
- The Ministry of Health
- Treasury
- Compass Health
- Working Groups established by the Board and its committees.

Contact

Wairarapa DHB

PO Box 96

Te Ore Ore Road

Masterton

Telephone: (06) 946 9800

Fax: (06) 946 9801

CEO Department

Telephone: (06) 946 9858

Website: www.wairarapa.dhb.org.nz

Health Education Resources:

Population Health

PO Box 96

Masterton

Telephone: (06) 370 5020

Fax: (06) 370 5029

Waitemata District Health Board

Te Wai Awhina

Acts administered

Established by the New Zealand Public Health and Disability Act 2000.

Crown Entities Act 2004

Functions and responsibilities

Waitemata District Health Board is one of 21 DHBs established to serve the populations based around the areas for which Hospital and Health Services formerly provided services. DHBs will fund, provide or ensure the provision of services for those in need of personal health and disability services, within funding available. DHBs will work to improve health outcomes and enhance the health status of the population they serve.

Waitemata DHB services a district that includes Rodney District, North Shore City and Waitakere City. In addition, it is contracted to provide a range of services to the greater Auckland region, including school dental services, alcohol and drug services and mental health co-ordination services. It also provides psychiatric forensic services and child rehabilitation services for the Auckland region and Northland.

The DHB's functions and responsibilities are outlined in the New Zealand Public Health and Disability Act 2000 (NZPHD).

Objectives of the DHB (NZPHD section 22)

Every DHB has the following objectives:

- to improve, promote, and protect the health of people and communities
- to promote the integration of health services, especially primary and secondary health services
- to promote effective care or support for those in need of personal health services or disability support services
- to promote the inclusion and participation in society and independence of people with disabilities
- to reduce health disparities by improving health outcomes for Maori and other population groups

- to reduce, with a view to eliminating, health outcome disparities between various population groups within New Zealand by developing and implementing, in consultation with the groups concerned, services and programmes designed to raise their health outcomes to those of other New Zealanders
- to exhibit a sense of social responsibility by having regard to the interests of the people to whom it provides, or for whom it arranges the provision of, services
- to foster community participation in health improvement, and in planning for the provision of services and for significant changes to the provision of services
- to uphold the ethical and quality standards commonly expected of providers of services and of public sector organisations
- to exhibit a sense of environmental responsibility by having regard to the environmental implications of its operations
- to be a good employer.

Each DHB must pursue its objectives in accordance with its district strategic plan, its annual plan, its statement of intent, and any directions or requirements given to it by the Minister.

Functions of the DHB (NZPHD section 23)

For the purpose of pursuing its objectives, each DHB has the following functions:

- to ensure the provision of services for its resident population and for other people as specified in its Crown funding agreement
- to actively investigate, facilitate, sponsor, and develop 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
- to issue 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 paragraphs (a) and (b)
- to establish and maintain processes to enable Maori to participate in, and contribute to, strategies for Maori health improvement
- to continue to foster the development of Maori capacity for participating in the health and disability sector and for providing for the needs of Maori
- to provide relevant information to Maori for the purposes of paragraphs (d) and (e)
- to regularly investigate, assess, and monitor 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
- to promote the reduction of adverse social and environmental effects on the health of people and communities

- to monitor the delivery and performance of services by it and by persons engaged by it to provide or arrange for the provision of services
- to participate, where appropriate, in the training of health professionals and other workers in the health and disability sector
- to provide 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
- to provide, or arrange for the provision of, services on behalf of the Crown or any Crown entity within the meaning of the Crown Entities Act 2004
- to collaborate with pre-schools and schools within its geographical area on the fostering of health promotion and on disease prevention programmes
- to perform 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.

Core Activities of the DHB (Output Classes)

The District Health Board has the functions and objectives outlined above.

The Crown has divided the functions of the DHB into three output classes.

Funder Activities – The funding of health and disability service providers, including the DHB's own provider arm. This output was previously provided by the Health Funding Authority and is effectively the flow of funds between the Crown, the DHB and health service providers. 28

Provider Activities – The provision of health services by the DHB's own provider units.

Governance and Administration – The governance of the DHB and the administration of the funding activity.

Structure

The organisation is governed by a Board of 11 members, 7 of whom are publicly elected (as part of the triennial local authority elections) and 4 appointed by the Minister of Health. The Minister appoints the Chair and Deputy Chair from among the 11 members.

The organisational design reflects the objectives and functions of the Board.

- Funding and Planning
- Provision of health and disability services
- Corporate Management

Funding and Planning is responsible for long term strategic planning, for developing the annual plan, the Statement of Intent, for providing advice to the Board and for securing

services by way of formal agreements for the health and disability needs of the DHB district. This includes developing long term funding relationships, community consultation and engagement and developing key partnerships and relationships that will improve health of the district. Specific areas include:

- needs assessment of the population
- prioritisation of funding proposals
- long-term purchasing plan for health and disability services
- provider development
- Maori health development and services
- monitoring, audit and quality frameworks for health and disability providers
- contracting of providers (both for the services it provides itself and for those supplied by non-DHB providers)
- health and disability provider development, including workforce
- community engagement and consultation, including iwi, community groups and individuals
- Board and Statutory Committees (Hospital Advisory Committee, Community and Public Health Advisory Committee and Disability Support Advisory Committee).

Waitemata District Health Board provides a range of health and disability services throughout the DHB district and regionally in Greater Auckland and Northland. This includes hospital and non-hospital based services. Major services include:

- North Shore Hospital – A 24 hour 7 day per week hospital service including emergency, ICU, inpatient and outpatient facilities, surgical services, medical services, maternity, services for older people, diagnostic services
- Waitakere Hospital – A seven day per week hospital service including emergency, paediatric, coronary care, maternity, rehabilitation services for older people, day surgery, medical and surgical outpatients, and some diagnostic services. The Emergency service operates between 8.00am and 6.30pm
- Mental Health – A 24 hour 7 day per week service including two general inpatient (acute) psychiatric units based on the North Shore and Waitakere Hospital sites, outpatient psychiatric services, child and adolescent services, maternal mental health services. The DHB also supplies regional alcohol and drug services for the Auckland region and psychiatric forensic services for Auckland and Northland regions
- Community Health and Disability Services – including public health nurses, wellchild services, district nursing, disability assessment and coordination, services for the elderly and disabled both in the DHB's two hospitals and in the home, and school

dental services for the Auckland region. Additionally, child rehabilitation services are provided for the Auckland and Northland regions.

Corporate Management supports the work of the organisation in its roles of provider, funder and planner, including:

- Responsibility for those aspects of the Governance and Funding Administration Activities not included under Funding and Planning
- Finance, HR, Information Management, Procurement, Quality and Risk Management, non-provider contracting, and other support functions
- Non-statutory Board committees
- Wilson Home Trust – the DHB is Trustee for the Wilson Home property and for the assets of the Trust.

In addition, Waitemata District Health Board is a shareholder in the following:

- Northern DHB Support Agency (NDSA) a limited liability company, jointly owned by Auckland, Counties Manukau and Waitemata District Health Board to provide operational support to the Auckland regional DHB and Northland DHB in their role as health and disability services funders in areas identified as benefiting from a regional solution.
- healthAlliance, a limited liability company, owned jointly by Counties Manukau and Waitemata DHBs for the purpose of sharing procurement, human resources and other non-clinical support services.
- Auckland Regional RMO Services Ltd (ARRMOS), a limited liability company established in April 2007 as the successor to the Northern Clinical Training Network. ARRMOS is jointly owned by Auckland, Counties Manukau and Waitemata District Health Boards. ARRMOS arranges the allocation of Resident Medical Officers (registrars and house surgeons) to the DHBs and performs a range of other functions related to RMO recruitment and training.

Records

General Categories of Documents

Health and Disability Services

This section contains records relating to Waitemata DHB funding and provision of health and disability services. It includes information on the funding of non-DHB providers and the DHB provider.

Clinical Records

Individual health records for services provided by the DHB including: adolescent health, child health, dental health, disability support services, women's health, psychiatric services, and hospital inpatient and outpatient services.

Corporate and Support Services

This section covers a wide variety of general administrative matters, including management activities, Acts and legislation, committees and board, conferences and general reports, public relations, equipment and supply management, libraries, records and registries, mail and postal services, educational and promotional campaigns and services. The Decision Support Team collects, analyses and reports on clinical data to the organisation and the Ministry.

Information Technology

Covers information systems as the enabling technology for managing patient related information, quality and risk and other documentation and its storage and retention. The Internet is available on all computers, and gives access to a variety of New Zealand and overseas clinical journals and data. An Intranet service provides policies, clinical protocols, pathways and guidelines, individual service information, corporate and general information of interest to staff.

Finance

Covers financial subjects relating to the receipt, control and expenditure of public funds. It includes financial management, audit, banking arrangements, estimates, budgets, assets management, and payment of taxes.

Human Resources

Covers subjects relating to employees and personnel services. It includes employment benefits, conditions recruitment, health welfare, industrial relations, performance assessment, salary, wages, staff training and development.

Document Management

Patient and client information is stored in hard copy in medical records units on all sites and in electronic form on various patient management and information systems. ³¹

Financial information is stored by the finance department, including some electronic records in the financial management systems.

Human Resources stores the confidential records of staff members. Some are stored centrally and others are stored within individual services.

In addition, each department has its own filing systems which stores the documents created or used by it.

The Board also accesses, uses and stores information held by the Ministry of Health and its agencies.

Library

The medical library is affiliated to the University of Auckland's Philson Library and covers the fields of health planning, health economics, health service management, biomedicine, public health and healthcare quality.

As well as books and serials, the library also provides specialised information through the use of CD-ROM and the Internet.

Documents relating to decision-making processes

The DHB uses numerous manuals and documents for decision making, administrative purposes and communicating its plans. Key documents include:

- New Zealand Health Strategy
- New Zealand Primary Care Strategy
- New Zealand Disability Strategy
- New Zealand Maori Health Strategy
- Waitemata District Health Board 5–10 year Strategic Plan
- Waitemata District Health Board Annual Plan
- Waitemata District Health Board Statement of Intent
- Crown Funding Agreements
- Policy and Procedures Manuals
- Specific department procedures
- Emergency Procedures (Disaster Preparedness Manual)
- Board and Committee papers
- Ministry of Health manuals and documents that support decision-making processes as they relate to the funding and provision of health services.

The Communications department distributes information to the public, manages the production of publications, and manages all media activities. The section is responsible for internal communications, including a staff newsletter.

Health statistical reports are produced by the Decision Support Team, generally for internal use and reporting to the Ministry or Crown. Some information will become available for public use over time.

The Waitemata District Health Board website can be found at www.waitematadhb.govt.nz. It contains many of the organisation's publications, press releases, board and committee agendas and papers, current vacancies, assorted corporate information and general information (mostly in PDF format). It also contains a variety of links of interest to both the medical professional and the general public.

Contact

All requests for official information should be addressed to the Chief Executive Officer at the address below. The request will be registered and forwarded to the appropriate department for reply.

Waitemata District Health Board

Chief Executive Officer Board Office

Level 1, 15 Shea Terrace, Takapuna

Private Bag 93–503, Takapuna

Tel: (09) 486 8953

Fax: (09) 486 8924

Website: www.waitematadhb.govt.nz

West Coast District Health Board

Te Poari Hauora A Rohe O Tai Poutini

Acts administered

None – The West Coast District Health Board was established by the New Zealand Public Health and Disability Act 2000.

Functions and responsibilities

The West Coast District Health Board is one of 21 District Health Boards established by the Government through the New Zealand Public Health and Disability Act 2000. The purpose of the District Health Board is to purchase, provide or ensure the provision of health and disability services in the West Coast region.

Utilising allocated resources, the fundamental objectives of the District Health Board are to improve, promote and protect the health of the district's population; and to promote the independence of people with disabilities within the district. Working within the parameters of the New Public Health and Disability Act, New Zealand Health Strategy, New Zealand Disability Strategy and a nationwide minimum service coverage and minimum quality standards, the District Health Board will have responsibility for making decisions on the mix, level and quality of health and disability services in the district.

The District Health Board is charged with responsibility for:

- Assessing the health and support needs for those living in their district.
- Establishing strategic and operational plans.
- Building and maintaining relationships with a range of providers.
- Funding various primary health care and disability support services.
- Providing a range of health services, including public health services, hospital services and some community services.

Records

Administration

This classification covers a wide range of general administrative activities including meetings of the Board and its committees.

Information Management

This classification covers information relating to the information technology system that supports the activities of the Board.

Finance

This classification covers information relating to the receipt, control and expenditure of public funds.

Human Resources

This classification covers information relating to the employees of the Board and its personal services.

Patient Information

This classification covers information relating to the health and disability services provided to patients.

Documents relating to decision-making processes

The Board uses the following Manuals to assist its decision-making process:

- Quality Manual
- Board Members Resource Manual
- Financial Activities Manual
- General Nursing Manual
- Human Resource Manual
- Infection Control Manual
- Legislative Compliance Manual
- Occupational Safety and Health Manual
- Departmental Manuals (each department within the Board has its own manual specific to its activities).

Contact

Office of the Chief Executive

West Coast District Health

Board PO Box 387

GREYMOUTH

Western Institute of Technology at Taranaki (WITT)

Te Kura Matatini O Taranaki

Acts administered

- Education Act 1989
- Employment Relations Act 2000
- Equal Pay Act 1972
- Maori Language Act 2016
- Smoke-free Environments Act 1990
- Protected Disclosures Act 2000
- Immigration Act 2009
- Student Loan Scheme Act 2011
- Holidays Act 2003
- Human Rights Act 1993
- Health and Safety at Work Act 2015
- Privacy Act 1993
- State Sector Act 1988
- Commerce Act 1986
- Building Act 2004
- Hazardous Substances and new Organisms Act 1996
- Official Information Act 1982
- Crown Entities Act 2004
- Broadcasting Act 1989
- Public Records Act 2005
- Health Practitioners Competence Assurance Act 2003

- Resource Management Act 1991
- Sale of Liquor Act 1989
- Local Government Official Information and Meetings Act 1987
- Fire Safety and Evacuation of Buildings Act 2006
- Copyright Act 1994
- Fair Trading Act 1986
- Consumer Guarantees Act 1993
- Local Authorities (members interest) Act 1968
- Public Audit Act 2001
- Vulnerable Children Act 2014

In addition to the above, various other Acts are adhered to during the course of business.

Functions and responsibilities

WITT operates in accordance with the definition of a polytechnic (Education Act 1989, section 162(4)(b)(ii)), namely: "A polytechnic is characterised by a wide diversity of continuing education, including vocational training, that contributes to the maintenance, advancement, and dissemination of knowledge and expertise and promotes community learning, and by research, particularly applied and technological research, that aids development."

The primary functions of the Academic Board are to:

- Advise Council on all matters relating to programmes of study, awards and other academic processes and matters
- Exercise powers delegated to it by Council.

In accordance with sections 159W to 159Z of the Education (Tertiary Reform) Amendment Act 2002, WITT is required to develop an institutional Profile for submission to the Tertiary Education Commission.

WITT is required to meet all requirements of an ITP (Institutes of Technology and Polytechnics) as determined by the Tertiary Education Commission, New Zealand Qualifications Authority, ITP Quality and any other duly constituted regulatory bodies.

Structure

WITT is the major provider of tertiary education and training in Taranaki. WITT operates in accordance with its Strategic Plan and Investment Plan, and through its strategic direction as

determined through its governance and management structures. WITT currently operates under the following organisational structure:

In addition to internal structures and personnel, WITT has also established a network of external stakeholders who provide input and advice via a variety of consultative mechanisms including Advisory Committees, representation on WITT committees, industry liaison and partner surveys.

Key Personnel:

Chief Executive

Barbara George

Executive Director(s)

Nicola Conley

Glen West

(x2 TBA)

Records

WITT's main records relate to students enrolled – or previously enrolled at WITT, including:

- Student application and enrolment forms
- Student results
- Related documentation e.g. records of previous study, academic transcripts.

WITT also holds:

- HR (personnel) files
- Programme approval and accreditation documents
- Financial statements
- Minutes of Council, Academic Board and committee meetings.

Documents relating to decision-making processes

WITT uses the following key manuals:

- Quality Manual System
- WITT Strategic Plan
- WITT Investment Plan

- WITT Council Manual
- Academic Staff Multi-employer Collective Employment Agreement
- Allied Staff Collective Employment Agreement
- Financial Policies and Procedures
- WITT Health and Safety Procedures.

WITT also aligns its activities with the provisions of the Tertiary Education Strategy (TES) and Statement of Tertiary Education Priorities (STEP).

Contact

WITT

20 Bell Street

Private Bag 2030

New Plymouth

Tel: (06) 757 3100

Fax: (06) 757 3236

Website: www.witt.ac.nz

Email: info@witt.ac.nz

Whanganui District Health Board

Acts administered

See 'Functions' section

Functions and responsibilities

Whanganui District Health Board was established on 1 January 2001 as the result of the New Zealand Public Health and Disability Act 2000. It is responsible for funding and providing health and disability support services in the Whanganui District.

Objectives

Objectives of the Whanganui District Health Board (New Zealand Public Health and Disability Act section 22):

Every District Health Board has the following objectives:

- To improve, promote, and protect the health of people and communities
- To promote the integration of health services, especially primary and secondary health services
- To promote effective care or support for those in need of personal health services or disability support services
- To promote the inclusion and participation in society and independence of people with disabilities
- To reduce health disparities by improving health outcomes for Maori and other population groups
- To reduce, with a view to eliminating, health outcome disparities between various population groups within New Zealand by developing and implementing, in consultation with the groups concerned, services and programmes designed to raise their health outcomes to those of other New Zealanders
- To exhibit a sense of social responsibility by having regard to the interests of the people to whom it provides, or for whom it arranges the provision of, services
- To foster community participation in health improvement and in planning for the provision of services and for significant changes to the provision of services

- To uphold the ethical and quality standards commonly expected of providers of services and of public sector organisations
- To exhibit a sense of environmental responsibility by having regard to the environmental implications of its operations
- To be a good employer.

Functions

Functions of the Whanganui District Health Board (New Zealand Public Health and Disability Act section 23):

- To ensure the provision of services for its resident population and for other people as specified in its Crown Funding Agreement
- To actively investigate, facilitate, sponsor, and develop 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
- To issue 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 paragraphs (a) and (b)
- To establish and maintain processes to enable Maori to participate in, and contribute to, strategies for Maori health improvement
- To continue to foster the development of Maori capacity for participating in the health and disability sector and for providing for the needs of Maori
- To provide relevant information to Maori for the purposes of paragraphs (d) and (e)
- To regularly investigate, assess, and monitor the health status of its resident population, any factors that the District Health Board believes may adversely affect the health status of that population, and the needs of that population for services
- To promote the reduction of adverse social and environmental effects on the health of people and communities
- To monitor the delivery and performance of services by it and by persons engaged by it to provide or arrange for the provision of services
- To participate, where appropriate, in the training of health professionals and other workers in the health and disability sector
- To provide information to the Minister for the purposes of policy development, planning, and monitoring in relation to the performance of the District Health Board and to the health and disability support needs of New Zealanders

- To provide, or arrange for the provision of, services on behalf of the Crown or any Crown entity within the meaning of the Public Finance Act
- To collaborate with pre-schools and schools within its geographical area on the fostering of health promotion and on disease prevention programmes
- To perform 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.

Delegation

Pursuant to section 26 and clause 39 of Schedule 3 of the New Zealand Public Health and Disability Act 2000, the Board of the Wanganui District Health Board hereby delegates to the Chief Executive Officer of Whanganui District Health Board any function or duty required to be performed, or any power that may be exercised, by the Whanganui District Health Board under the following Acts and Regulations and anything reasonably incidental to the performance of such function or duty or to the exercise of such power, including the ability to further delegate a function, duty or power:

- Archives Act 1957
- Charitable Trusts Act 1957
- Children, Young Persons, and Their Families Act 1989
- Civil Defence Act 1983
- Code of Health and Disability Services Consumers Rights
- Contraception, Sterilisation and Abortion Act 1977
- Contracts Act 1944
- Contracts (Privity) Act 1982
- Criminal Records (Clean Slate) Act 2004
- Crown Entities Act 2004
- Disabled Persons Community Welfare Act 1975
- Disabled Persons Employment Promotion Repeal Act 2007
- Education Act 1989
- Electoral Act 1993
- Employment Relations Act 2000
- Equal Pay Act 1972
- Harassment Act 1997
- Health (Infections and Notifiable Diseases) Regulations 1966

- Health (Needles and Syringes) Regulations 1998
- Health (Retention of Information) Regulations 1996
- Health Act 1956
- Health and Disability Commissioner Act 1994
- Health and Safety in Employment Act 1992
- Health Entitlement Card Regulations 1993
- Health Information Privacy Code 1994
- Health Practitioners Competency Assurance Act 2003
- Holidays Act 2003
- Human Rights Act 1993
- Immigration Act 1987
- Income Tax Act 2004
- Injury Prevention, Rehabilitation and Compensation Act 2001
- Juries Act 1981
- Land Transport Act 1998
- Local Government Act 1974
- Medicines Act 1981
- Mental Health Commission Act 1998
- Minimum Wage Act 1983
- Misuse of Drugs Act 1975
- New Zealand Bill of Rights Act 1990
- New Zealand Public Health and Disability Act 2000
- New Zealand Superannuation Act 2001
- Official Information Act 1982
- Ombudsmen Act 1975
- Parental Leave and Employment Protection Act 1987
- Privacy Act 1993
- Rating Powers Act 1988

- Smoke-free Environments Amendment Act 2003
- Social Security Act 1964
- Superannuation Schemes Act 1989
- Treaty of Waitangi Act 1975
- Tuberculosis Act 1948
- Union Representative Education Leave Repeal Act 1992
- Volunteers Employment Protection Act 1973
- Wages Protection Act 1983
- Waitangi Day Act 1976.

Priorities

Whanganui District Health Board's District Strategic Plan for 2005–2010 sets out three overarching strategic directions and objectives which are designed to set the path and direction for Whanganui District Health Board, particularly in relation to increasing the focus of population health and the outcomes of services that it funds and provides.

Population Goals and Objectives

Improving health through: Prevention strategies, access to services, seamless integrated service delivery, inter-sectoral activities and achieving improved health status in target areas.

Reducing inequalities by: Improving Māori health status in target areas, ensuring access for rural people, reducing avoidable admissions, reducing affordability/cost as a barrier and inter-sectoral activities.

Promoting recovery, wellbeing and independence by: Ensuring recovery models/approaches, ensuring restoration and independence models/ approaches, inter-sectoral activities and promoting family, whanau, hapu and community wellbeing.

The District Annual Plan 2007/08 provides more detail about our District Strategic Plan (2005–2010).

Building on the strategic directions, the Board has a vision for the 2007/08 year which includes five key intentions:

- Eliminating the deficit to live within our means
- Reducing the health inequalities identified in our Health Needs Assessment
- Managing risk through sustainable models of care
- Aligning a population approach to purchasing with a patient centred approach to service provision
- Providing effective governance.

These intentions are expanded upon in the 2007/08 District Annual Plan. The measures and targets within this plan are reflective of both the District Strategic Plan targets and the key intentions for the current year.

Vision Statement

Better health and independence.

Mission Statement

To improve health and independence through a responsive and intergrated health system.

Values

The Whanganui District Health Board confirms that in all its endeavours it will be guided by the following set of values:

- *Cooperation and Working Collaboratively and Positively with Others*
- *Social equality* Valuing people, respecting diversity, and responsiveness in reducing disparities in health
- *Adaptability* Being flexible and able to respond to change and new circumstances or initiate change
- *Development* Growing and learning, empowering people and communities to achieve their goals
- *Integrity* Acting honestly and openly, following ethical principles, serving the public interest
- *Responsibility* Having concern for the consequences of our actions, prioritising and allocating resources in the best interest of the community
- *Respect* Respecting all people, the rule of law, institutions of democracy and the Treaty of Waitangi

Treaty of Waitangi

The Treaty of Waitangi is a cornerstone of good health for whanau, hapu, iwi, and all peoples in the Whanganui region.

The Whanganui District Health Board has a responsibility to recognise and respect the principles of the Treaty of Waitangi in accordance with the legislative framework as agents of the Crown. In doing so, the Whanganui District Health Board acknowledges the special relationship it has with Iwi Māori under the Treaty of Waitangi principles of partnership, participation and protection. This acknowledgement has been formalised in a Memorandum of Understanding with Iwi Māori through its representative group – Hauora a Iwi.

The Whanganui District Health Board is committed to reducing health disparities by improving health outcomes of Māori, and it is this commitment that drives the Board's Māori health plan – Huarahi Oranga.

Whanganui District Health Board continues to strengthening its partnership relationship with Hauora a Iwi; ensuring participation in health needs assessment, planning, prioritisation, service monitoring and evaluation. The Board remains committed to the protection and maintenance of kaupapa Māori – for Māori by Māori health services and supports the growth of Whanau Ora as outlined in the national Māori health strategy – He Korowai Oranga 2001.

The Board will continue to maintain and further develop effective relationships with Māori health providers and work with primary health organisations and 'mainstream' health service providers to advance improvement in Māori health.

Structure

Governance

Whanganui District Health Board consists of 11 members and is the governance body responsible for the operation of Whanganui District Health Board under the New Zealand Public Health and Disability Act 2000. Seven of the members are elected as part of the triennial local body election process (last held in October 2004) and four are appointed by the Minister of Health by notice in the Gazette. The appointments are for a term of three years and the option of appointing a further member remains at the discretion of the Minister of Health.

The Board has all the powers necessary for the governance of the district health board and has a delegation policy, approved by the Minister of Health, to delegate decisions on management matters to the Chief Executive Officer. The composition of the Board ensures emphasis is placed on local accountability and responsibility for decision making in purchasing and funding of health and disability services. The Board members have diverse skills and experience in order to bring a wide range of thought to bear on policy issues. The Board maintains a register of interests and ensures Board members are aware of their obligations to declare any potential conflicts of interest.

Committees of the Board

The Board has three sub-committees comprising Board members and community representatives which are Statutory Committees under sections 34–36 of the New Zealand Public Health and Disability Act 2000.

In accordance with good business practice standards, a Risk and Audit Committee and an Executive Employment Remuneration Committee have also been established.

The Board also appoints, where necessary, external experts to its statutory committees to ensure that membership has the skills and experience required to undertake their roles. Each committee has its own Terms of Reference and these are reviewed regularly.

In accordance with Schedule Four of the New Zealand Public Health and Disability Act 2000, public notice of the date, time and venue of meetings of the Board and statutory committees is provided. Details of Board and Committee meetings, including agendas, minutes, membership and attendees, are publicly available from public libraries within the Whanganui District Health Board region. Meeting agendas are also available at District Council Offices within the region.

Hospital Advisory Committee (HAC) – The Hospital Advisory Committee has a statutory governance role in monitoring the financial and operational performance of the hospitals the District Health Board owns, as well as assessing strategic issues relating to the provision of hospital services and giving the Board advice and recommendations on that monitoring and assessment.

Community and Public Health Advisory Committee (CPHAC) – The Community and Public Health Advisory Committee has a statutory governance role in providing the Board with advice on the health and disability needs of the resident population and any factors that the committee believes may adversely affect the health status of that population. The committee also provides advice on priorities for use of the health funding provided.

The committee will advise the Board on how services the District Health Board provides or funds, along with the policies it adopts, will maximise the overall health gain for the resident population. The committee will also analyse reports presented to them and make recommendations to the Board. The committee's advice must be consistent with the New Zealand Health Strategy and the Government's framework for the overall direction of the health sector.

Disability Support Advisory Committee (DSAC) – The role of the committee is to give the Board advice on the disability support needs of the resident population of the District Health Board and prioritise the use of the disability funding provided. The Disability Support Advisory Committee aims to ensure the kinds of disability support services provided or funded and the policies adopted promote the inclusion and participation in society, and maximise the independence of the people with disabilities within the District Health Board's resident population.

Risk and Audit Committee – The role of the committee is to monitor and evaluate the effectiveness of risk management and the internal control environment. The committee considers accounting policies, reporting practices, the production of financial statements and monitors the appropriateness of management controls. It considers internal and external audit reports and reviews the adequacy of procedures and internal controls in order to monitor financial risks and major operational risks.

Executive Employment Remuneration Committee – The role of the committee is to monitor the effectiveness, integrity and legal compliance of remuneration programmes including annual review and recommendation of the Chief Executive Officer's remuneration package.

To ensure the cohesiveness of the governance function, the Chair and Deputy Chair of the Board meet regularly with the chairs of the various committees. In general, all meetings where the Board or any of its Statutory Committees make decisions are open to the public to

attend, as observers. Certain discussions may be held without public presence as outlined within the New Zealand Public Health and Disability Act. Whanganui District Health Board's Board and Statutory Committee meetings are held monthly. The Risk and Audit Committee and Executive Employment Remuneration Committee meet quarterly.

Division of Responsibility between the Board and Management

Key to the efficient running of Whanganui District Health Board is that there is a clear division between the roles of the Board and management. The Board concentrates on setting policy, approving strategy, and monitoring progress toward meeting objectives. Management is concerned with implementing policy and strategy. The Board has clearly distinguished these roles by ensuring that the delegation of responsibility and authority to the Chief Executive Officer is concise and complete.

Whanganui District Health Board will continue to provide and maintain high quality and effective corporate governance. The following chart provides a diagrammatic representation of the organisational structure at a Board (Governance) level.

Funding and Planning Division

Government policies and priorities guide the planning and funding of health and disability services for district health boards. Planning and funding is carried out in accordance with national policies, such as the Nationwide Service Framework which sets out the criteria for access to services.

The core activities of the Planning and Funding Division are:

- determining the health and disability needs of the community
- operationalising national health and disability strategies in relation to local need
- funding health and disability services in the district
- involving the community through consultation and participation
- identifying service gaps and developing services accordingly
- undertaking service contracting and monitoring and evaluation of service delivery, including audits.

The Planning and Funding Division of Whanganui District Health Board is also responsible for arranging access to specialist services that are not delivered in the district, referred to as inter-district flows.

The Planning and Funding Division is responsible for planning and funding the following services:

- Primary care services including primary health organisations
- Hospital and specialist services
- Mental health services

- Disability support services for people aged over 65
- Māori health services.

In funding these services, Whanganui District Health Board strives to maintain and improve the health of the resident population of the Whanganui district; within the constraints of the funding allocated.

Whanganui District Health Board receives funding from the Government for delivery of these services in accordance with the Service Coverage Schedule. A number of service areas remain the funding responsibility of the Ministry of Health, including:

- Public Health Services
- Disability Support Services for under 65s
- Primary Maternity Services.

Provider Division

Whanganui District Health Board's Provider Division is responsible for the provision of public hospital, health and disability support services to the community in line with devolved contract agreements and funding.

Services are provided through a range of facilities with the core base at Wanganui Hospital:

- Three rural health centres (Rangitikei, Taihape, Waimarino)
- Wanganui Hospital
- Level 4 secondary hospital providing services for acute and elective, medical, surgical, maternal, paediatric, diagnostics, pharmacy, allied health, assessment, treatment and rehabilitation, community, air ambulance access
- The Provider Division provides a Level 3/4 Emergency Department, level 1/2 Critical Care Unit, Level 2 Neo Natal Unit
- Mental health facilities: Acute (Te Awhina), Extended Secure Forensic Services (Stanford House), Intensive Rehabilitation and Extended Care (Delta), Alcohol and Other Drugs Service, and Community Team (Newcombe), Child, Adolescent and Family Services, Community Day Service.

Through a partnership with tertiary and community health providers, the public hospital and health services aim to:

- Provide the appropriate mix and level of secondary health care at a local level
- Access tertiary health care for local people
- Provide a person-centred approach to health care
- Provide effective and efficient service provision through a continuous quality improvement framework

- Involve its staff in key decision-making processes to ensure a personal approach and continuous quality framework is achieved.

Other Corporate Shared Functions

There are a number of other functions that are directly responsible to the Chief Executive Officer and provide a service across both the funding and provider divisions. These include Media and Communications and Human Resources.

Records

Categories of Documents

Human Resources Employee personnel files and other documents relating to employees and personnel services are held by Human Resources. These documents include subjects relating to employment benefits, employment conditions, recruitment, health and welfare, industrial relations, performance assessment, salary and wages, and staff training and development.

Risk Management Covers a variety of general administrative matters relating to risk management activities, Acts and Legislation, Health and Safety activities and Customer Relations.

Information Management and Technology Provides services relating to health information management as well as patient information. Facilitates statistical reporting and clinical data analysis and maintains user manuals for patient management and nurse rostering systems.

Administration Covers a wide variety of general administrative matters, including management activities, Committees and Board, conferences and general reports, public relations.

Finance Covers financial subjects relating to invoicing, receipting, control and expenditure of public funds. It also includes financial management, audit and inspection, banking arrangements, budgets, asset management, payment of taxes, and payroll.

Document management

Central Patient Administration

All information held contributes to the patient's medical record. Administrative processes are recorded in paper form and filed into the patient's medical record. Electronic storage of patient information is contained within the patient management system. Additional information is stored by these methods in other off-site locations.

Each department has its own filing system which stores the documents created or used by it.

The Board also accesses and uses information held by the Ministry of Health and its agencies.

Library

The Library has a clinical focus to meet the information needs of the medical, nursing and allied health staff. As well as books and serials, the Library has a reports collection which includes health status reports published over the last 20 years relevant to the Wanganui-Manawatu region. Access to the library is limited to staff and health professionals working in the local communities.

Documents relating to decision-making processes

Whanganui District Health Board uses the following manuals for administrative purposes:

- New Zealand Health Strategy
- New Zealand Disability Strategy
- Whanganui District Health Board Strategic Plan
- Whanganui District Health Board Annual Plan
- He Korowai Oranga
- Whakatataka Tuarua
- Huarahi Oranga
- Health of Old People Strategy
- Primary Health Care Strategy
- Mental Health Strategy
- New Zealand Palliative Care Strategy
- Crown Funding Agreements
- Policy and Procedures Manual
- Specific department procedures
- Emergency Management Plan
- Board and Committee papers.

Health statistical reports are produced by the Information Management Team for internal use and also reporting to the Ministry of Health.

The Whanganui District Health Board website is www.wdwb.org.nz. Contents include a profile of the Whanganui District Health Board and its provider division Good Health Wanganui, press releases, staff vacancies and newsletter.

Contact

All requests for official information should be addressed to the Chief Executive Officer at the address below. The requests will be registered and forwarded to the appropriate department for reply.

Whanganui District Health Board

Chief Executive Officer

Heads Road

Private Bag 3003

WANGANUI

Telephone: (06) 348 3140

Facsimile: (06) 345 9390

Web: www.wdwb.org.nz

Whitireia Community Polytechnic

Te Kura Matatini O Whitireia

Acts administered

Whitireia Community Polytechnic functions under the Education Act 1989 and the Education Amendment Act 1989 and 1990. Whitireia Community Polytechnic (then Parumoana Community College) was set up under the Education Act 1964 within the section dealing with Technical Institutes, Polytechnics and Community Colleges.

Functions and responsibilities

Mission Statement

Whitireia Community Polytechnic's mission is to provide excellent education and training opportunities for individuals to develop their talents and abilities to contribute to the social wellbeing and economic success of their society.

Committees

Whitireia Community Polytechnic is a statutory body with four standing committees:

- Academic Board
- Executive Committee
- Audit Committee
- Nominations Committee.

Office Bearers of Council

- Chairperson
- Deputy Chairperson
- Secretary

Advisory Committees

Each programme of study has an academic advisory committee.

Structure

Whitireia Community Polytechnic is structured as follows:

Chief Executive

The Chief Executive is responsible for:

- Chief Operating Officer
- 5 Directors
- 5 Faculties Faculty of Art and Communications
- Faculty of Business and Information Technology
- Faculty of Health, Education and Social Sciences
- Faculty of Service Industries and Trades
- Te Wananga Maori

Chief Operating Officer The Chief Operating Officer is responsible for:

- Human Resources
- Property
- International Marketing
- Whitireia International (Auckland Campus)
- Kapiti Campus
- Wellington Campus.

Academic Services The Director Academic is responsible for:

- Academic Management
- Library
- Online Learning Centre
- Quality Development Centre
- Research
- The Learning Shop.

Corporate Services The Director Corporate Services is responsible for:

- Computer Services
- Financial Services

- Cafeteria
- Polyshop

Communications and Marketing The Director Communications and Marketing (Domestic) is responsible for:

- Customer Services
- Domestic Marketing
- Schools Liaison.

Te Kupenga The Director Te Kupenga is responsible for:

- Student Services
- Students' Association
- Te Wānanga Māori.

Director Projects The Director Projects is responsible for:

- Quality Reinvestment Project (QRP)
- Projects

Records

The records maintained include:

- Minutes of the Council and its standing committees
- Staff personal files, salary records and leave records
- Student enrolment forms and academic records
- Minutes or notes of internal meetings, committees, and groups
- Inwards and outwards correspondence, memoranda and reports
- Income and expenditure accounts and financial records and reports.

Documents relating to decision-making processes

Manuals

- Acts and Regulations
- Staff Manual
- Council Handbook

- Education Gazettes

Publications

- Charter
- Statement of Objectives
- Strategic Plan
- Annual Business Plan
- Annual Report
- Whitireia Community Polytechnic Prospectus (published annually)
- Programme pamphlets, brochures and leaflets
- Information pamphlets, brochures and leaflets

Contact

Main Campus – Porirua City Chief Executive Officer: Don Campbell Wineera Drive
PORIRUA Private Bag 50 910 Porirua City Phone: (04) 237 3100 Fax: (04) 237 3101 Email:
don.campbell@whitireia.ac.nz

Kapiti Campus Manager: Wendy Huston

Main Road North PARAPARAUMU PO Box 249 Paraparaumu Phone: (04) 298 0205 Fax:
(04) 298 0201 Email: wendy.huston@whitireia.ac.nz

Wellington City Campus Manager: Wendy Huston Level 4, Massey House 126 Lambton
Quay WELLINGTON PO Box 5119 Wellington Phone: (04) 472 4281 Fax: (04) 472 8851
Email: wendy.huston@whitireia.ac.nz

Auckland Campus Manager: Paul Maguiness Whitireia International Level 3, Downtown
Shopping Centre 7 Queen Street PO Box 106 219 Auckland Phone: (09) 379 4666 Fax: (09)
377 8243 Email: paul.maguiness@whitireia.ac.nz

Winston Churchill Memorial Trust

Te Putea Whakamahara Winitana Churchill

Acts administered

The Winston Churchill Memorial Trust Board was established under the Winston Churchill Memorial Trust Act 1965.

Functions and responsibilities

Sir Winston Churchill, when asked his views on what form a memorial to him should take, expressed the wish that it should, by some means, enable people to travel where this promoted understanding, particularly for the betterment of people generally. On his death in 1965, public and government donations were put in a perpetual trust fund, established by the Winston Churchill Memorial Trust Act 1965. This also provided for a Trust Board to administer the fund and disburse the income from the fund in grants, awards and fellowships for the benefit of the community.

Structure

The Trust Board consists of nine people, each appointed for a term of six years. The Trust receives support from a Trust Advisor and an Accountant from the Local Government and Community Branch of the Department of Internal Affairs. The Trust meets where and when required, usually once or twice annually. It has the power to appoint sub-committees whose members need not be Board members. There is a Finance and Investment Committee.

The Secretariat

The Trust Advisor is responsible for minutes, reports to Parliament, safe custody of property, all administrative duties and any other duties required by the Board or any committee of the Board.

The Accountant is responsible for keeping accounting records and producing financial statements for the Board and Parliament.

Records

The records held by the Trust Board include:

- Minutes of Trust Board and sub-committee meetings;

- Rules which relate to the conduct of Board business;
- Application Forms, which have information on eligibility and conditions of fellowship awards;
- Personal files on Churchill fellows, which relate to the conduct of the fellowship project;
- Administrative Files, which hold Secretariat correspondence to trustees, applicants, and counterpart trusts overseas (in the United Kingdom and Australia), and matters relating to property of the Trust (no staff files);
- Fellows' Reports, which are published reports by fellows about their projects;
- List of Fellows Reports, which is a published record of fellows' reports 1965–95 held by public libraries and major technical libraries; and
- Annual Reports, which are submitted annually by the Board to Parliament.
- The Trust Board makes decisions on applications. The Secretariat co-ordinates the selection process for fellowships. Application forms include information about eligibility and conditions of awards.

Contact

Trust Advisor

Winston Churchill Memorial Trust Board

PO Box 805

WELLINGTON

Phone: (04) 495 7200

Fax: (04) 495 9444

Email: trusts@dia.govt.nz

Website: www.dia.govt.nz

Women's Affairs, Ministry of

Te Minitatanga Mō Ngā Wāhine

Acts administered

None.

Functions and responsibilities

The Ministry for Women is the Government's principal advisor on achieving better results for women, and wider New Zealand. The Ministry is primarily a policy agency. It does not provide services directly to the public, is not an advocacy organisation, and does not have an international development role.

Its core roles are:

1. Providing policy advice on improving outcomes for women in New Zealand
2. Providing suitable women nominees for appointment to state sector boards and committees
3. Managing New Zealand's international reporting obligations in relation to the status of women

Structure

The Ministry was established in 1984 and is the smallest core New Zealand government agency, with a staff of around 33 people.

Records

The Ministry's records are organised relating to its functions:

- **Corporate Support** – administrative records of the Ministry
- **Ministerial Relationships** – records relating to the services and support to the Minister for Women
- **Nominations** – records relating to nominations to boards
- **Policy Advice** – records relating to policy advice and legislation

- **Relationship Management** – records of engagement with stakeholders
- **Strategic Management** – records relating to the strategic management of the Ministry.

Please note: Currently the Ministry for Women is reviewing its records management framework as part of implementing new knowledge management processes.

Documents relating to decision-making processes

The Ministry for Women has manuals, policies and guidelines that it uses to make decisions or recommendations, including:

- Human Resources Manual
- Performance Review and Development System Manual
- Induction Manual
- Occupational Safety and Health Manual
- OIA Manual
- Directory of Services and Equipment
- Finance Policies and Procedures Manual
- Project Management Procedures and Guidelines
- Quality Policy
- Purchasing/Procurement Guidelines
- Collection Development Policy
- Cabinet Paper Procedures
- Communication Standards.

Publications

- Pānui – quarterly newsletter
- Statement of Intent – every four years
- Annual Report – annually
- Other publications as required <http://women.govt.nz/news/documents>

Contact

Ministry for Women

PO Box 10 049

Wellington 6143

Level 9, Qual IT House

22 The Terrace, Wellington

Phone: (04) 915 7112

Fax: (04) 916 1604

Email: info@women.govt.nz

Website: www.women.govt.nz

Ministry of Youth Development

Te Manatū Whakahiato Taiohi

Acts administered

The Ministry of Youth Development was established on 1 October 2003. The Ministry is located within the Ministry of Social Development. It administers no Acts.

Functions and responsibilities

The Ministry of Youth Development aims to promote the direct participation of young people aged between 12 and 25 years in the social, educational, economic and cultural development of New Zealand, both locally and nationally.

The Ministry is funded by the government to provide:

Policy Advice – providing advice on policies, services and legislation affecting young people.

Youth Development provides the Government and other agencies with advice on young people and their future. This includes researching and reporting on young people's issues and contributing to other matters that affect young people.

Youth Development Programmes – managing funding and contracts for our youth development programmes – Conservation Corps, Youth Service Corps, Specialist Youth Service Corps and the Young New Zealanders' Challenge of the Duke of Edinburgh's Award.

Youth Development administers a number of the Youth Development Programmes. These youth development programmes help young people contribute to their communities. The programmes include personal development, skill acquisition and recreational and educational activities. The Conservation Corps involves young people in conservation activities and the Youth Service Corps in community service.

The Specialist Youth Service Corps programme aims to improve outcomes for young offenders through involvement in a range of structured activities, developing social skills, attitudinal changes and addressing personal issues. It also provides ongoing support for each individual for one year.

The Young New Zealanders' Challenge of the Duke of Edinburgh's Award is a worldwide youth development programme for 14–25 year olds. It is designed to engage young people in interesting activities that challenge them, grow their skills, and help them contribute positively to their communities. In order to receive the Award, each participant completes a mix of community service activities, an expedition, a physical activity and a skill.

Communication and Facilitation – empowering young people through youth participation.

Youth Development consults young people and those who work with them so that the Government has a sound understanding of the issues in young people's lives. We provide 59 information to young people and those who work with them to let them know what others are doing in similar areas and about any changes happening in policies and practices.

Structure

The Ministry of Youth Development sits within the Social Services Policy group of the Ministry of Social Development. The Ministry of Youth Development is headed by a General Manager and operates from a national office in Wellington and a small office in Auckland. Offices in Christchurch, Rotorua and Wellington will be established in 2006.

Records

The Ministry of Youth Development's records are held by the Ministry of Social Development.

Documents relating to decision-making processes

Documents that contain Policies and guidelines used by the Ministry of Youth Development to make decisions or recommendations are based on those of the Ministry of Social Development.

Contact

Ministry of Youth Development – Te Manatū Whakahiato Taiohi

Level 1, West Block,

Charles Fergusson Building

PO Box 1556,

Wellington

Phone: (04) 916 3300

Fax: (04) 918 0091

Email: mydinfo@myd.govt.nz Website: www.myd.govt.nz

WorkSafe

Mahi Haumarū Aotearoa

Acts administered

- Health and Safety at Work Act 2015
- Health and Safety in Employment (Asbestos) Regulations 1998
- Health and Safety in Employment (Mining Administration) Regulations 1996
- Health and Safety in Employment (Mining—Underground) Regulations 1999
- Health and Safety in Employment (Petroleum Exploration and Extraction) Regulations 1999
- Health and Safety in Employment (Pipelines) Regulations 1999
- Health and Safety in Employment (Prescribed Matters) Regulations 2003
- Health and Safety in Employment (Pressure Equipment, Cranes, and Passenger Ropeways) Regulations 1999
- Health and Safety in Employment (Rates of Funding Levy) Regulations 1994
- Health and Safety in Employment Regulations 1995
- Machinery Act 1950
- Amusement Devices Commencement Order 1968
- Amusement Devices Regulations 1978
- Machinery Amendment Act Commencement Order 1967
- Machinery (Exclusion of Some Pressure Equipment, Cranes, and Passenger Ropeways) Order 1999

Functions and Responsibilities

WorkSafe New Zealand is New Zealand's workplace health and safety regulator and the regulator for electricity and gas safety in the workplace and home. The agency was formally established on 16 December 2013, out of the functions of the Health and Safety Group of the Ministry of Business, Innovation and Employment.

WorkSafe's goal is to work collaboratively across the workplace health and safety system to achieve at least a 25% reduction of the workplace death and injury toll by 2020. WorkSafe is also targeting a reduction in occupational illness, including a 50% drop in asbestos-related disease by 2040.

The Health and Safety at Work Act 2015 (HSWA) replaced the previous primary legislation, the Health and Safety in Employment Act 1992 (HSE) and came into force on 4 April 2016.

The main purpose of HSWA is to provide for a balanced framework to secure the health and safety of workers and workplaces by:

- protecting workers and other persons against harm to their health, safety and welfare by eliminating or minimising risks arising from work
- providing for fair and effective workplace representation, consultation, co-operation, and resolution of issues
- encouraging unions and employer organisations to take a constructive role in promoting improvements in work health and safety practices and assisting PCBUs and workers to achieve a healthier and safer working environment
- promoting the provision of advice, information, education, and training in relation to work health and safety
- securing compliance with the Act through effective and appropriate compliance and enforcement measures
- ensuring appropriate scrutiny and review of actions taken by persons performing functions or exercising powers under the Act
- providing a framework for continuous improvement and progressively higher standards of work health and safety.

Structure

WorkSafe is a stand-alone Crown Agency that started operations on 16 December 2013. It regulates and enforces workplace health and safety and energy and gas safety. It is the primary workplace regulator in New Zealand – the others are the Civil Aviation Authority and Maritime New Zealand.

WorkSafe took over the staff and functions of the Health and Safety Group of the Ministry of Business, Innovation and Employment, and before that the Department of Labour. It was established following recommendations from the Royal Commission into the Pike River Mine Tragedy, the Independent Taskforce on Workplace Health and Safety, and the Government's Working Safer blueprint.

Staffing

WorkSafe has approximately 560 staff located in offices across New Zealand. Approximately 250 are in Inspector roles and 310 are in National Office roles.

Inspectorate

Different kinds of Inspectors carry out different jobs, including Assessment, Response, Investigations, and Specialist (High Hazard Unit and HSNO).

Records

WorkSafe publishes Annual Reports, Statements of Intent, and Statements of Performance Expectations as well as guidance, and tools, and resources for businesses and the public.

Publications, guidance, tools, and resources are available at www.worksafe.govt.nz.

Contact

WorkSafe New Zealand

Level 6

86 Customhouse Quay

PO Box 165

Wellington 6140

+64 4 897 7699

0800 030 040

Ministry of Justice
Tāhū o te Ture

justice.govt.nz

info@justice.govt.nz

0800 COURTS
0800 268 787

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



New Zealand Government