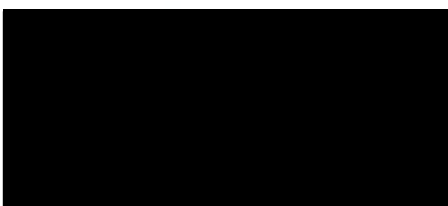


Corporate: Governance
Proactive Release: 28 March 2019



27 February 2019



Dear [REDACTED]

Official Information Act (1982) Request

I write in response to your Official Information Act request dated 31st January 2019. You requested the following information:

- **I request a copy of or link to the CMDHB Governance Manual.**
- **I request information concerning the obligations under Clause 5, Schedule 3 of the NZPHDA.**
This clause provides that a board of a DHB that has elected or appointed to it a member or members not already familiar with the obligations and duties of a member of a board, Maori health issues, Treaty of Waitangi issues, or Māori groups or organisations in the district of the DHB concerned must fund and, to the extent practicable, ensure the member or members undertake and complete, training approved by the Minister relating to whichever of those matters the member or members are not familiar with (clause 5(1), Schedule 3) and such as DHB must keep an up to date record of such familiarity (clause 5(1)(c), Schedule 3).
- **In particular, I request the latest up-to-date record of such familiarity (clause 5(1)(c), Schedule 3). If there is a privacy issue, I am happy for any names, etc to be redacted.**

For Counties Manukau DHB, we are providing a copy (**attached**) of our Counties Manukau District Health Board Decision Making Manual – 2015. This includes copies of the District Health Board's Terms of Reference (as per Part 3 of the New Zealand Public Health and Disability Act 2000), as well as those for operational management committees.

We note that with recent changes in the DHB's Executive Leadership, and organisational structures have resulted in this document no longer fully representing our current operational processes. We intend to complete a review of the Decision Making Manual documents in 2019, which will update the manual to reflect changes occurring in 2018/19. In 2018, the updated Delegated Authority Policy was signed off by the Board and Minister of Health.

There is additional information on our Governance functions, including a brief biography of the Board members at: <https://countiesmanukau.health.nz/about-us/governance/>

We publish the current CMDHB Board member's Disclosure of Interests in the Annual Report, <https://countiesmanukau.health.nz/about-us/performance-and-planning/planning-documents/>, and this information is updated at each Board Meeting

We have asked each current Counties Manukau District Health Board Member to review, and confirm their record of familiarity. Copies of these are provided to you (**attached**).

I trust this information satisfactorily answers your query. If you are not satisfied with this response you are entitled to seek a review of the response by the Ombudsman under section 28(3) of the Official Information Act.

Please note that this response or an edited version of this may be published on the Counties Manukau DHB website.

Yours sincerely,



Fepulea'i Margie Apa
Chief Executive