

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CAPITAL AND COAST DISTRICT HEALTH BOARD
AND
KAPITI COAST DISTRICT COUNCIL, PORIRUA CITY COUNCIL,
WELLINGTON CITY COUNCIL, AND WELLINGTON REGIONAL COUNCIL**

PURPOSE

The parties to this Memorandum of Understanding (MoU) share a common obligation to enhance the well being and health of people in Kapiti, Porirua and Wellington, and to work with them in building strong, vibrant and healthy communities. This MoU will assist in achieving the Regional Community Outcome: “Healthy Community” as outlined in the Wellington Regional Strategy.

This MoU sets out a process to assist co-operation between the above organisations. It is intended that this MoU will:

- ensure that resources (people, funding and materials) are used to improve the well being of the communities in Kapiti, Porirua and Wellington
- ensure communication between the organisations is open and timely.

PROTOCOLS AND PRINCIPLES

- the parties will work together on issues where it is agreed that the population of Kapiti, Porirua and Wellington will benefit from a collaborative approach
- the MoU acknowledges each organisation’s unique accountability and contribution to shared processes
- the parties agree to act in good faith on issues of information and disclosure
- the parties agree to work collaboratively in an open and transparent manner
- the parties agree to build on work currently undertaken within Kapiti, Porirua and Wellington.
- the parties acknowledge the role of Regional Public Health (RPH) in delivering regional public health services, and that this MoU will not preclude the development of such relationships by each party with RPH

As signatories of this MoU each party will ensure:

- early notification to affected parties through the distribution of draft documentation, of major policy discussions, which may have implications beyond the boundaries of the decision-making party. This specifically includes the development of consultation policies and policies of significance
- opportunities for each party to be involved in early consultation on the development of each other’s draft annual plan and draft strategic/or long term council community plans and other significant consultation processes

- the application of a 'no surprises' policy whereby best endeavours will be made to give early notice over disagreements between parties concerning policy or programmes, before critical public announcements are made
- that where appropriate, processes for engaging with communities and agencies in order to identify community outcomes, and prioritise those outcomes, will be undertaken jointly or in a collaborative manner which avoids unnecessary duplication

The parties agree to:

- meet (as the need arises) for the purposes of planning, discussing shared responsibilities and sharing information
- meet annually early in the stages of each organisation's planning processes
- a meeting of the Mayors, Regional Council Chair, District Health Board Chair and their Chief Executives will occur at least annually to review performance under the MoU and to set priorities for the future
- meetings between staff as necessary to achieve communication and coordination on issues identified in the MoU

In addition to the general obligations under this MoU to consult, the parties will meet as required to develop common approaches on the specific issues identified as priorities for Kapiti, Porirua and Wellington. Joint projects will be discussed regularly at the meetings described in this MoU. Joint projects are those that have a regional focus, and/or are projects where 2 or more of the parties to this MoU have applied resources, and/or projects that would not normally occur without collaboration between parties. A schedule of 2006/2007 projects that meet these criteria is appended to this MoU. It is noted that the existence of the MoU does not commit parties to resource these projects, but rather the strategic planning of each organisation in its commitment to community priorities and regional collaboration.

The parties are interested in measuring progress toward relevant outcomes. While each party has a set of outcomes specific to its business, and some of these are similar in intent and wording, a common set of outcomes is desirable. At the time of drafting, it was agreed to use the outcomes of the Greater Wellington Regional Council, and particularly the outcome "Healthy community". This is a convenient and logical approach, as these outcomes are agreed, they reflect the regional nature of the relationships in this MoU, and work is underway on a common dataset of Genuine Performance Indicators (GPI) to measure progress. This does not preclude a different approach to outcomes and measures as required, and this will be reviewed regularly with other aspects of the MoU.

SERVICING PROTOCOLS

The parties agree that the responsibility for servicing this MoU shall be shared with responsibility passing from party to party at the start of each financial year. Servicing involves:

- providing those secretariat services required
- within the limits outlined in the protocols and principles above, acting as a media and communications contact (including the provision of information to the public on request) in relation to matters covered in the MoU

The parties agree that the Capital and Coast District Health Board will be the party responsible for servicing this MoU for the 2006 year, after which it may pass to the remaining parties.

PROTOCOLS FOR REVIEW OF THE MEMORANDUM OF UNDERSTANDING

The parties agree to review the terms of this MoU within four weeks of a request by one of the parties made in writing to the party delegated responsibility to service the MoU.

PROTOCOLS FOR RESOLVING DISAGREEMENT

In the event of a disagreement over the terms of this MoU the parties agree to refer the issue of disagreement to arbitration for non-binding resolution. If no agreement on an arbitrator is forthcoming the president of the Wellington District Law Society will appoint a mediator.

AUTHORITY

This Memorandum of Understanding is signed this _____ day of _____ 2006 by the following on behalf of their respective organisations.

Date:

Signed by
Capital and Coast District Health Board) _____
in the presence of:) Chair
)
)

Witness signature:

Witness name:

Occupation:

Address:

Signed by
Greater Wellington Regional Council) _____
in the presence of:) Chair
)
)

Witness signature:

Witness name:

Occupation:

Address:

Signed by
Kapiti Coast District Council
in the presence of:

) _____
) Mayor
)
)

Witness signature:

Witness name:

Occupation:

Address:

Signed by
Porirua City Council
in the presence of:

) _____
) Mayor
)
)

Witness signature:

Witness name:

Occupation:

Address:

Signed by
Wellington City Council
in the presence of:

) _____
) Mayor
)
)

Witness signature:

Witness name:

Occupation:

Address:

SCHEDULE ONE: 2006/2007 JOINT STRATEGIC PROJECTS

Joint strategic projects are defined as those where (in any combination):

- There is a regional focus
- Two or more of the parties to this MoU have applied resources
- The project would not normally occur without collaboration between parties.

This schedule identifies several clear examples of joint strategic projects and is not intended to be an exhaustive list. The schedule is to be updated annually.

Parties	Project	People responsible
KCDC, PCC, WCC, GW and C&C DHB	Pandemic Planning Project	C&C DHB: Manager, Emergency Management TLAs: Emergency Management Officer
	Prisoner Reintegration	TLAs: Leader's Forum C&C DHB: Senior Portfolio Manager- Primary Care
KCDC and C&C DHB	Physical Activity Promotion Strategy	C&C DHB: Senior Portfolio Manager- Primary Care KCDC: Strategic Projects Manager
KCDC and C&C DHB	Local Services Mapping	KCDC: Strategic Projects Manager C&C DHB: Project & Portfolio Manager, Planning & Funding
PCC and C&C DHB	Porirua Centre of Excellence of Health in Porirua Basin	C&C DHB: CEO PCC: CE
	Diabetes Health Cluster/Healthy Eating Healthy Action	C&C DHB: Senior Portfolio Manager- Primary Care PCC: General Manager Leisure and Recreation Services
	Cannon's Creek campus – health and wellness in Eastern Porirua	C&C DHB: Senior Portfolio Manager- Primary Care PCC: CE
	Porirua WHO Safe City Accreditation	C&C DHB: PCC: General Manager Strategic Policy
WCC and C&C DHB	Homelessness Prevention Project	C&C DHB: Senior Portfolio Manager- Intersectoral WCC:
	Hydrotherapy	C&C DHB: Business Manager Clinical Support Services WCC:
	Push Play	C&C DHB: Senior Portfolio Manager- Maori Health WCC:
	Reservoir project with GW & CCDHB	C&C DHB: NRH Project Director WCC:
GW and C&C DHB	Travel Plan	C&C DHB: Transport Co-ordinator GW: