

21 August 2018



Dear 

Official information request W18-230

I refer to your official information request received 31 July 2018.

Request:

I am working on an article looking at how DHBs make decisions about excluding the public from sections of DHB board and committee meetings.

I request the following details:

- Details of the process which is undertaken at your DHB to decide which items on an agenda are discussed with the public excluded
- Who is ultimately responsible for making the decision on the agenda?
- who makes the decision as to which clause of the OIA applies to a decision to exclude the public
- copies of any written policies on the process for deciding which issues should be discussed with the public excluded

I am also interested in the extent to which board members meet to discuss issues outside of the normal board / committee meetings structure.

Does your board routinely meet in advance of the board/ committee meeting and, if so, for how long?

Does your board hold regular meetings aside from the mandated board and board committee meetings - if so, how often and for how long?

Response:

The information you have requested is below. Each part of your request has been addressed separately.

Part one

“Details of the process which is undertaken at your DHB to decide which items on an agenda are discussed with the public excluded”

Agenda items come from discussions between the Executive Leadership Team (ELT), Chief Executive and the Chair.

Part two

“Who is ultimately responsible for making the decision on the agenda?”

The Chief Executive and the Chair are ultimately responsible for making the decision on the agenda.

Part three

“Who makes the decision as to which clause of the OIA applies to a decision to exclude the public?”

The decision is based on clauses 32 and 35 of schedule 3 of the New Zealand Public Health and Disability Act 2000 (the NZPHD Act).

Part four

“Copies of any written policies on the process for deciding which issues should be discussed with the public excluded”

Under section 18(e) of the Act, I am declining this part of your request as the DHB does not have a policy on this matter.

Part six

“Does your board routinely meet in advance of the board/committee meeting and, if so, for how long?”

To my knowledge, the Board does not meet in advance of board/committee meetings.

Part seven

“Does your board hold regular meetings aside from the mandated board and board committee meetings — if so, for how long?”

The Board does not hold regular meetings aside from the mandated board and board committee meetings.

Please note that this response, or an edited version of this response, may be published on the Wairarapa District Health Board website no less than one week after the response has been provided to you. Any personal or identifying information will be redacted from any response published online. The DHB will endeavour to resolve any concerns you should raise but, subject to any legal grounds for withholding, ultimately reserves the right to publish any information.

If you wish to discuss this response with us, please feel free to contact:

Caroline van Deventer

Communications Administrator

Email: caroline.vanDeventer@wairarapa.dhb.org.nz

Ph: 06 946 9800, ext 5840

Yours sincerely

A handwritten signature in black ink, appearing to read 'Catherine Sheridan', written in a cursive style.

Catherine Sheridan

Acting Chief Executive

