

Provider Legal Name:

Te Runanga o Te Rarawa Trustee Limited

Site Visit: Not required for Level 4 assessments

Completed Date: 10 August 2021

NZBN Number:

9429048845410

RDA Number:

64416

Assessment Number:

111213

EXECUTIVE SUMMARY

Te Runanga o Te Rarawa Trustee Limited, has been assessed as fully meeting the standards for accreditation. Six Level 4 Social Sector Accreditation Standards were assessed. All standards have been met.

SSAS Standards	Outcome	SSAS Standards	Outcome
Client-centred services (L4)	Standard met	Governance and management structure and systems (L4)	Standard met
Staffing (L4)	Standard met	Financial management and systems (L4)	Standard met
Health and safety (L4)	Standard met	Resolution of complaints related to service provision (L4)	Standard met

Corrective action plan

Critical actions

No critical actions have been identified during the assessment.

Required actions

No required actions have been identified during the assessment.

Strengths identified at review

1. Staffing – criteria 4. The organisation has demonstrated an exemplary background and vetting policy that identifies a robust process for considering and responding to the results of applicant and staff vetting.

Recommendations

No recommendations were identified during this assessment.

Accreditation status

Confirmation of Accreditation at Level 4

The conditions of accreditation

Te Runanga o Te Rarawa Trustee Limited has been accredited by Social Services Accreditation to deliver the following services:

- Employment and training services approval (Level 4)

Action plan

Te Rūnanga o Te Rarawa Trustee Limited will be reviewed in 24 months' time, in keeping with the review cycle for Level 4 accreditation.

OVERVIEW

This is an initial assessment of Te Rūnanga o Te Rarawa Trustee Limited's accreditation status by Social Services Accreditation.

Te Rūnanga o Te Rarawa Trustee Limited, also known as Te Rūnanga o Te Rarawa, is a registered NZ Limited Liability Company (2020) and operates out of two sites based in Kaitiāia. The organisation receives funding from the Ministry of Social Development and Te Puni Kōkiri. The focus of this assessment is the provision of employment and training services approval via the organisation's contract with Ministry of Social Development.

Te Rūnanga o Te Rarawa was established as a Post-Settlement Government Entity in 2012 for the iwi members of Te Rarawa. Te Rūnanga o Te Rarawa Trustee Limited is a member of a network consisting of nine other legal entities. The organisation is responsible for the overall governance of Te Rarawa, and affiliated hapu, affairs, the representation of iwi's interests, and the protection and advancement of the rights of the members of Te Rarawa.

The mission of Te Rūnanga o Te Rarawa is to provide the means for hapu/marae to develop their resources within each rohe and to enhance the wellbeing of Te Rarawa. The organisation's vision is that Te Rarawa whānau are strong in their identity, active with their marae, and making a contribution.

Te Rūnanga o Te Rarawa leads the Te Hiku employment programme, which is a collaborative effort by all the iwi of Te Hiku o Te Ika. The pilot programme is designed to be an employment solution, providing mahi, development, training, security, hope, and advancement for people impacted by unemployment. The programme is 12 months long

and aims to provide a pathway for kaingaki k̄ari (participants) to gain ongoing employment within the horticultural industry in Te Hiku.

A desk-based assessment was completed on the policies, procedures and supporting evidence provided by Te Rūnanga o Te Rarawa Trustee Limited. All standards have been met and Level 4 Accreditation gained. One strength was identified in this assessment.

This is an Inter-Agency assessment.

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

FINAL REPORT

KEY FINDINGS

SSAS Standard: Client-centred services (L4)

The organisation treats people with respect and delivers services in a manner that has regard for their dignity, privacy and independence.

1. The organisation promotes client-centred practice as central to its service development and delivery.

Evidence

- Reviewed Level 4 Accreditation Application Form 2021
- Reviewed Feedback and Complaints 2020
- Reviewed Financial Management Principles (undated)
- Reviewed Code of Conduct 2020
- Reviewed Information Sharing Policy 2020
- Reviewed Protection of Privacy Policy 2020
- Reviewed Recruitment and Selection Policy 2020

Exceptions

Based on the evidence provided for this review, no exceptions were identified.

Outcome

Standard met

SSAS Standard: Staffing (L4)

The organisation has the staffing capability and capacity to deliver services safely.

1. The organisation's staffing and staff relations policy and procedures comply with the relevant legislation.
2. The organisation includes in its definition of staff anyone the organisation relies on to deliver its services. This includes caregivers, volunteers and contractors, as well as paid staff members.
3. All staff have a written agreement of service.
4. The organisation uses a clear, transparent and open process for recruiting and vetting suitable staff, including members of the organisation's governance body. Vetting of staff is to include, but is not limited to, a criminal conviction check.

4.1 The organisation will follow a robust decision-making process in responding to the results of vetting, including safety checking.

4.2 The organisation effectively manages any staff with a conviction, including

members of governance.

Evidence

- Reviewed Background and Child Safety Checks 2019
- Reviewed Employment Policy 2019
- Reviewed Code of Conduct 2020
- Reviewed Health and Safety Management System 2019
- Reviewed Individual Employment Agreement (undated)
- Reviewed Information Sharing Policy 2020
- Reviewed Professional Development Policy 2020
- Reviewed Recruitment and Selection Policy 2020
- Reviewed Remuneration and Hours Policy 2020
- Reviewed Vetting Form (undated)

Exceptions

<i>Criteria</i>	<i>Findings</i>	<i>Type of finding</i>
4	Staffing – criteria 4. The organisation has demonstrated an exemplary background and vetting policy that identifies a robust process for considering and responding to the results of applicant and staff vetting.	Strength

Outcome

Standard met

SSAS Standard: Health and safety (L4)

The organisation ensures clients, staff and visitors are protected from risk.

1. The organisation ensures clients, staff and visitors are protected from risk.

Evidence

- Reviewed Accident and Incident Form (undated)
- Reviewed Business Continuity Plan 2019
- Reviewed Hazard and Risk Register (undated)
- Reviewed Health and Safety Management System 2019
- Reviewed Pandemic Plan 2020

Exceptions

Based on the evidence provided for this review, no exceptions were identified.

Outcome

Standard met

SSAS Standard: Governance and management structure and systems (L4)

The organisation has clearly defined and effective governance and management structure and systems.

1. The organisation has clearly defined and effective governance and management structure and systems.
2. The organisation collects, records, stores and uses information in keeping with the relevant legislation.

Evidence

- New Zealand Business Number website (9429048845410)
- Organisation website
- Reviewed Certificate of Incorporation 2020
- Reviewed Constitution (undated)
- Reviewed Policy Management 2020
- Reviewed Employment Policy 2019
- Reviewed Information Sharing Policy 2020
- Reviewed Protection of Privacy Policy 2020
- Reviewed Individual Employment Agreement (undated)
- Email correspondence with provider re information technology and cyber security measures 2021

Exceptions

Based on the evidence provided for this review, no exceptions were identified.

Outcome

Standard met

SSAS Standard: Financial management and systems (L4)

The organisation is financially viable and manages its finances competently.

1. The organisation is financially viable.
2. The organisation has financial management systems appropriate to the size and complexity of the organisation.
3. The organisation has adequate insurance cover for the size and complexity of the organisation.

Evidence

- Reviewed Financial Statements 2020
- Reviewed Financial Management Principles (undated)
- Reviewed Certificate of Currency, Lumley, Combined Liability Insurance (expires 17/02/22)
- Reviewed Certificate of Insurance, NZI, Liability Easy Cyber Insurance (expires 17/02/22)
- Reviewed Certificate of Insurance, NZI, Directors and Officers Liability Insurance (expires 17/02/22)
- Reviewed Certificate of Insurance, NZI, Professional Indemnity Insurance (expires 17/02/22)
- Reviewed Certificate of Insurance, NZI, Trustees Liability Insurance (expires 17/02/22)

Exceptions

Based on the evidence provided for this review, no exceptions were identified.

Outcome

Standard met

SSAS Standard: Resolution of complaints related to service provision (L4)

The organisation uses an effective process to resolve complaints about service provision.

1. The organisation uses an effective process to resolve complaints about service provision.

Evidence

- Reviewed Feedback and Complaints 2020
- Reviewed Grievances and Disputes 2020

Exceptions

Based on the evidence provided for this review, no exceptions were identified.

Outcome

Standard met