

Organisational Capability Building

Resources to support organisational capability building in the Wellington region

About this resource:

This resource has been developed by Community Networks Wellington. It is intended to share knowledge about the different opportunities available to support community organisations to develop different aspects of their organisational capability.

If you have anything to add to this document, please email office@cnw.org.nz

If you would like to talk with someone who can help connect you with capability building support in the Wellington region, please contact one of the following people:

Who	Employer	Role	Contact
Debbie Delaney	Community Networks Wellington	Coordinator	office@cnw.org.nz (04) 3853518
Jane Scott	Community Operations at Department of Internal Affairs	Community Advisor	Jane.Scott@dia.govt.nz 027624 3303
Chiara Larotonda	Wellington Community Trust	Community Engagement & Funding Manager	chiara@wct.org.nz 04 499 7966
Alex Bengree	Community Law Wellington and Hutt Valley	Community Legal Services Coordinator	info@wclc.org.nz 04 499 2928

Capability aspects contents:

I think you should explain what is meant by the sections – like instructions how what the user should do next?

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1. Accessibility:

Organisation	Description of service	Website	Contact	Contact person
Barrier Free NZ	Their mission is to encourage, promote and facilitate the creation of built environments that are accessible and usable by everyone in the community including people with disabilities. They have guides available to create an accessible built environment.	https://www.barrierfree.org.nz/	021 0291 6314 executive@barrierfree.org.nz	
Be Accessible	Be. Accessible is a New Zealand social change initiative and a holistic framework for accessibility with a mission to create a truly accessible country for us all.	https://www.belab.co.nz/	(09) 309 8966 Rm WB239 WB Building 63 Wellesley Street East, Auckland City info@belab.co.nz	

2. Accountability and external reporting:

Organisation	Description of service	Website	Contact	Contact person
External Reporting Board	Developing and publishing financial reporting standards to ensure the content, reliability and quality of financial and performance statements meet minimum standards. This ensures governance groups, members, funders, and donors can read them and make informed decisions.	https://www.xrb.govt.nz/ Details about the new reporting standards are available here .	(04) 550 2030	
Charities Services	Charities Services is part of the Department of Internal Affairs. Their role is to register and monitor charities to promote public trust and confidence and to encourage the effective use of charitable resources. They encourage good governance and management practices by providing educational support, advice and materials.	https://www.charities.govt.nz	0508 Charities (242 748) 45 Pipitea Street Wellington Central, 6011 info@charities.govt.nz	The contact centre will connect you with the appropriate person to speak with
Community Accounting Aotearoa	Community Accounting Aotearoa is a free service which offers support, advice or assistance on financial matters.	https://ancad.org.nz/community-accounting-aotearoa	021 054 6240 geoff@ancad.org.nz	

3. Administration:

Organisation	Description of service	Website	Contact	Contact person
Community Net Aotearoa	A number of resources on record keeping and running meetings are available. Community resource kit available here .			
The Ombudsman	Guides on good administration. Guides available here .			

4. Business continuity and preparedness:

Organisation	Description of service	Website	Contact	Contact person
Wellington Regional Emergency Management Office	"It's Easy: Get Prepared" BCP guide for small business and NFPs	www.getprepared.org.nz/business/es	(04) 830.4279 info@wremo.nz	

5. Communications and marketing:

Organisation	Description of service	Website	Contact	Contact person
The Community Comms Collective	The Community Comms Collective works with community organisations to strengthen their capability and help them more effectively communicate their causes and work. Its services include free communications advice and support, workshops and web usability assessments.	www.communitycomms.org.nz/	comms@communitycomms.org.nz	Gail Marshall
Film for Change	A charity that makes films for charities	www.filmforchange.org.nz/		
Community Net Aotearoa	Resources on communications can be found in the community resource kit available here .			
Comms2Comms	Peer support, networking and monthly get-togethers for people working in comms in the community sector	www.huie.org.nz/	Hosted by Hui E! admin@huie.org.nz	

6. Evaluation:

Organisation	Description of service	Website	Contact	Contact person
Ignite Consultants	Ignite facilitates the development of community organisations in the Dunedin and Wellington regions by providing them an eight week partnership with a team of clever and creative students. These students then develop a deep understanding of how the organisation operates. At the end of the eight week period they present a clear strategy to the organisation that assists them in reaching their goals.	www.igniteconsultants.co.nz/		
NZ Navigator	An online self-assessment tool to identify your organisation's strengths and weaknesses	www.nznavigator.org.nz/		
Better Evaluation	A website with resources and information about conducting quality evaluation processes.	www.betterevaluation.org		
What Works	An Aoteaora New Zealand-specific website with information that aims to help people gather robust data and information to tell a real story about what they are doing and the difference it makes.	whatworks.org.nz	04 385 6173 admin@communityresearch.org.nz	Janie Walker

7. Financial sustainability and management processes:

Organisation	Description of service	Website	Contact	Contact person
Accounting for Charities	We are a registered charity that provides subsidised and affordable Financial, Governance, and Strategic Planning training and advice for the benefit of community groups in the Lower North Island, Hamilton & Auckland.	http://charityaccounts.org.nz/	027 2494721 info@charityaccounts.org.nz	Mark Vallance
The Funding Connection Ltd	Working together with sports clubs, schools and not-for-profit organisations to source funding opportunities and complete grant application forms.	http://fundingconnection.nz/	027 239 6161 helen@fundingconnection.co.nz	Helen Whitcombe
Community Net Aoteaora	Information and resources on managing finances and raising funds can be found in the community resource kit available here .			

Fundraising Institute of New Zealand (FINZ)	FINZ is the professional body for fundraisers and organisations involved with charities and not-for-profits in New Zealand. They work with members from over 800 charities and not-for-profit organisations, helping them fundraise; professionally, ethically and sustainably.	http://finz.org.nz/	499 6223 or 0508 64 FINZ Level 3 50 Manners Street, Te Aro, Wellington 6011 info@finz.org.nz
Generosity NZ	Provide databases to search for fundraising opportunities.	http://generosity.org.nz/	471 8900 Level 4, Civic Assurance House 116 Lambton Quay, Wellington 6140 info@generosity.org.nz

8. Governance:

Organisation	Description of service	Website	Contact	Contact person
Volunteer Wellington	Volunteer Wellington provide a full annual training calendar that includes governance training, among many other topics.	www.volunteerwellington.nz	(04) 499 4570 Level 7, 186 Willis St, Wellington. info@volunteerwellington.nz	Julie Thomson
Community Law Wellington and Hutt Valley	Provide training workshops in governance	www.wclc.org.nz	(04) 499 2928 Level 2 Dixon Street Wellington Level 2 59 Queens Drive Hutt Valley alex@wclc.org.nz	Alex Bengree
Community Net Aotearoa	Community Net Aotearoa can be found in the community resources kit available here .			
Te Puni Kokiri	Information to help trustees and directors of Māori organisations with their responsibilities and role as guardians and leaders.	http://www.tpk.govt.nz/en/whakamahia/effective-governance/		
Department of Internal Affairs	DIA provide Community Advisory Services to assist communities and community organisations to develop best practice operating policies and processes as well as supporting engagement in community led initiatives. They also provide a range of funding options including Crown; Lottery and a range of Scholarships and Trusts.	http://www.communitymatters.govt.nz/	0800 824 824 DIA Wellington Office community.matters@dia.govt.nz	
Aktive	Offer several resources to assist with governance. Although targeted at the sports sector, the principles of governance are transferrable. https://aktive.org.nz/resources/			

Lead	Leading in a not for profit can be complex. But you don't have to work it out on your own.	https://www.lead.org.nz/	022 572 6398 info@lead.org.nz	Sandy Thompson
	The team at LEAD offer training and information on non-profit governance.			

9. Information technology:

Organisation	Description of service	Website	Contact	Contact person
Cheeky Upstarts	Based in Wellington, Cheeky Upstart creates pin-point website and story-telling solutions for charities, non-profit organisations and socially-conscious businesses all over New Zealand.	https://www.cheekyupstart.co.nz/	justin@cheekyupstart.co.nz	Justin Meade
TechSoup	Provide technology donations and discounts for NFPs	https://www.techsoup.net.nz/	887 0236	

10. Leadership:

Organisation	Description of service	Website	Contact	Contact person
Community Mentors	Community Mentors provide mentors for people working in the community sector.	https://www.facebook.com/communitymentorsnewzealand/ http://www.communitymentors.org.nz/	0800 209 209 ext 2 Ruth.cruden@communitymentors.org.nz	
Lead	Leading in a not for profit can be complex. But you don't have to work it out on your own.	https://www.lead.org.nz/	022 572 6398 info@lead.org.nz	Sandy Thompson
	The team at LEAD offer training and information on non-profit governance and leadership.			

11. Legal obligations:

Organisation	Description of service	Website	Contact	Contact person
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Community Law Wellington and Hutt Valley	We provide free legal advice to community groups – contact Zoe or come in to a drop in session. We also run education for governance and managers of community groups. Sign up to our newsletter to hear about these.	www.wclc.org.nz	(04) 499 2928 Level 2 Dixon Street Wellington Level 2 59 Queens Drive Hutt Valley info@wclc.org.nz alex@wclc.org.nz	Alex Bengree
Citizens Advice Bureaus	The Citizen Advice Bureau is an independent service and available to everyone on any subject matter. Citizens Advice Bureaus provide: information about the law with some able to provide initial legal advice referrals to local community centres.	https://www.cab.org.nz/	Phone: 0800 367 222	

12. Miscellaneous:

Organisation	Description of service	Website	Contact	Contact person
Community Law Centres of Aotearoa	Provide “Managing a Community Centre: Best Practice Guidelines” which includes great material for community organisations, not just community centres. Available for free download: http://www.wclc.org.nz/publication/managing-a-community-venue/			
Integrated Data Infrastructure	Managed by Stats NZ the Integrated Data Infrastructure (IDI) combines information from a range of organisations (such as health and education data) to provide the insights government needs to improve social and economic outcomes for New Zealanders. This service can be used by researchers and community organisations.	http://www.stats.govt.nz/browse_for_stats/snapshots-of-nz/integrated-data-infrastructure.aspx		
Otago University Ethics Committee	Can provide free review and approval for research projects requiring ethics approval.	https://www.otago.ac.nz/dsm-psm/research/ethical-approval-process/index.html	0800 80 80 98 university@otago.ac.nz	

13. Partnerships and collaboration:

Organisation	Description of service	Website	Contact	Contact person
Community Networks Wellington	Provide a monthly newsletter and monthly networking meetings with the aim of building greater collaboration in Wellington's community sector.	www.cnw.org.nz	(04) 385 3518 office@cnw.org.nz	Debbie Delaney

14. Planning:

Organisation	Description of service	Website	Contact	Contact person
Community Net Aotearoa	Resources on planning in your organisation are included in the community resource kit available here .			

15. Policies:

Organisation	Description of service	Website	Contact	Contact person
Community Net Aotearoa	Resources on developing policies in your organisation are included in the community resource kit available here .			

16. Staffing (paid and voluntary) / human resources:

Organisation	Description of service	Website	Contact	Contact person
Volunteer Wellington	Recruit volunteers and provide training and support in the management of volunteers.	www.volunteerwellington.nz	(04) 499 4570 Level 7, 186 Willis St, Wellington. info@volunteerwellington.nz	Julie Thomson
Human Resources Institute of NZ	Is the professional body for HR practitioners and provide a range of resources on people management. Their resources page (https://hrnz.org.nz/resources) provides some information although so is only accessible to members.	http://www.hrinz.org.nz/	04 499 2966 0800 247 469 Level 2 Solnet House, 70 The Terrace, Wellington hrinz@hrinz.org.nz	
Community Net Aotearoa	Resources on employment is available in the community resources kit available here .			

Workplace Wellbeing	Mana Mahi Resource: A Guide to the Employment of People in the Tangata Whenua, Community and Voluntary Sector Organisations.	https://community.net.nz/resources/community-resource-kit/mana-mahi-resource-workplace-wellbeing/		
Volunteering New Zealand	New Zealand's national organisation promoting, supporting and advocating for volunteers and volunteering in NZ. Publishers of New Zealand's State of Volunteering Reports, the 'Best Practice Guidelines for Volunteer-Involving Organisations, and 'Competencies for Volunteer Managers'. They also provide free online assesment tools for leaders and managers of volunteers LeadMe and InvolveMe .	http://www.volunteeringnz.org.nz/ http://leadme.volunteeringnz.org.nz/ https://vnz.involveme.nz/#/app/start	027 681 4956 office@volunteeringnz.org.nz Level 4, Ranchod House, 39 Webb Street	Michelle Kitney
Intern NZ	Connect people wanting to do internships with organisations wanting to engage interns.	http://www.internnzoz.com/	(04) 384 0117 intern@internNZOZ.com	
HelpTank	HelpTank connects skilled volunteers with not for profit community organisations to enable them to receive pro-bono help on projects	https://helptank.nz/		Jo Turner
Workbridge	Workbridge is a specialist employment service that works with people with all types of disability, injury or illness. They are about recognising and strengthening ability rather than focusing on disability. This means the people they promote for a vacancy will have the necessary skills and attitudes for the job. They work at no cost for jobseekers and employers to match people to the right job.	http://www.workbridge.co.nz/	0508 858 858 They have 22 branches across the country. Landline calls are directed to the Workbridge center nearest the caller. info@workbridge.co.nz	

17. Te Tiriti o Waitangi:

Organisation	Description of service	Website	Contact	Contact person
The Human Rights Commission	Has a nationwide team of volunteer facilitators to help organisations look at the Treaty of Waitangi.	https://www.hrc.co.nz/	0800 496 877 infoline@hrc.co.nz	
AwaWhenua	Run training in Cultural Competency and in the Treaty of Waitangi.	http://www.awawhenua.co.nz/treaty-of-waitangi-xidc83013.html	021 026 0026 38 York Street Rotorua tania@awawhenua.co.nz	

Workplace Wellbeing

Mana Mahi resource on Te Tiriti o Waitangi. Mana Mahi have a section in their guide on “Working with Te Tiriti o Waitangi”.

<https://manamahi.wordpress.com/mana-mahi-resource/workplace-wellbeing-guide-6-working-with-te-tiriti-o-waitangi/>