

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 cnw.charlie@gmail.com

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
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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.	http://www.barrierfreenz.org.nz/	021 0291 6314 executive@barrierfreenz.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.	http://www.beaccessible.org.nz/	0800 234 686 Level 4, 350 Queen St, Auckland info@beaccessible.org.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 .	021 0291 6314 executive@barrierfreenz.org.nz	
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
Grant Thornton	Provide a resource that details requirements of the new financial reporting standards. Resource is located here .		(04) 474 8500 L15, Grant Thornton House 215 Lambton Quay info.wellington@nz.gt.com	

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/businesses	(04) 460 0650 2 Turnbull St, Wellington wremo@gw.govt.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	Sue McCabe or Gail Marshall
DesignGel	Since 2011 DesignGel has been a vehicle for young designers to gain invaluable paid experience, while helping to grow local businesses and organisations. We offer businesses, organisations and not-for-profits affordable graphic and web design services to build their brand.	www.designgel.org.nz/	022 011 6389 denny@designgel.org.nz	Denny Ford
Film for Change	A charity that makes films for charities	www.filmforchange.org.nz/		Helen Basting
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! info@huie.org.nz
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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 Aotearoa 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	Jan Hinde

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/	566 3297 info@charityaccounts.org.nz	Mark Vallance
Business Accounting Solutions				Mike Williams
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/	237 6161, 027 239 6161 helen@fundingconnection.co.nz	Helen Whitcombe

Community Net Aotearoa	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 2 Willbank House, 57 Willis Street, Wellington 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 8, 203 Willis St, Wellington. zoe@wclc.org.nz	Zoe Heine
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/	570 5386 DIA Wellington Office community.matters@dia.govt.nz	

Library and Information Association of New Zealand	Offer an online course that is an introduction to governance. Although targeted at the library and information management sector, the principles of governance are transferrable. The governance course costs \$94.99 and more information is available here: http://www.onlinecpd.co.nz/course-providers/lianza/			
Boardsense	A place to discover sensible, practical, current, good governance tools, articles and topics.	http://www.boardsense.com/	232 8981	Tony Hassed

9. Information technology:

Organisation	Description of service	Website	Contact	Contact person
Charity IT	Bring Charitable / Non-profit Organisations and IT professionals together over a weekend to overcome small challenges through IT which can make a big difference in the day to day activities of these organisations.	http://www.charity-it.org/		
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.	http://www.communitymentors.org.nz/	0800 209 209 ext 2	
Library and Information Association of New Zealand	LIANZA offer an online course in leadership - it is aimed at people working in the library and information management sector but the principles are transferrable. The course costs \$50 and more information is available here: http://www.onlinecpd.co.nz/course-providers/lianza/			

11. Legal obligations:

Organisation	Description of service	Website	Contact	Contact person
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 8, 203 Willis St, Wellington. info@wclc.org.nz	Zoe Heine: zoe@wclc.org.nz
LawSpot	A site where you can ask legal questions and get an answer for free, from a qualified lawyer.	https://www.lawspot.org.nz/		

12. Miscellaneous:

Organisation	Description of service	Website	Contact	Contact person
Business and Community Shares	Provides opportunities for businesses and community organisations to make connections through a platform of sharing information and wisdom.	http://bacshares.org.nz/	021 035 5668 bacs@stanley-east.co.nz	
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/information-for-community-groups/			
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.			
Kolthoff Thomas	A consultancy that focuses in on what you want to achieve and provide insights and practical steps to enhance your impact.	http://www.kolthoffthomas.com/	megan@kolthoffthomas.com	Megan Thomas

13. Partnerships and collaboration:

Organisation	Description of service	Website	Contact	Contact person
Partnerships and Collaboration	Provide a monthly newsletter and monthly networking meetings with the aim of building greater collaboration in Wellington's community sector.	www.cnw.org.nz	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	499 4570 Level 7, 186 Willis St, Wellington. info@volunteerwellington.nz	Julie Thomson or Pauline Harper
Human Resources Institute of NZ	Is the professional body for HR practitioners and provide a range of resources on people management. Their resources page (http://www.hrinz.org.nz/Site/Resources/) provides some information although so is only accessible to members.	http://www.hrinz.org.nz/	04 499 2966 Level 1, 11 Chews Lane, Wellington hrinz@hrinz.org.nz	
Community Net Aotearoa	Resources on employment is available in the community resources kit available here .			
Xperts	Online "Essentials of Volunteer Management" course.	http://volunteer.xperts.co.nz		

Workplace Wellbeing	Mana Mahi Resource: A Guide to the Employment of People in the Tangata Whenua, Community and Voluntary Sector Organisations.	http://volunteer.xperts.co.nz		
Volunteering New Zealand	New Zealand's national organisation promoting, supporting and advocating for volunteers and volunteering in NZ. Publishers of the world-class 'Best Practice Guidelines for Volunteer-Involving Organisations' and 'Competencies for Managers of Volunteers'	http://www.volunteeringnz.org.nz/	(04) 384 3636 office@volunteeringnz.org.nz Level 4, 120 Featherston St, Wellington	Scott Miller
Who did you help today?	A movement seeking to connect skilled people with not-for-profit community projects.	http://whodidyouhelptoday.org/		Stacey Shortall
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.	www.workbridge.co.nz	0800 858 858 They have 22 branches across the country. Landline calls are directed to the Workbridge center nearest the caller.	

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 Level 8, 44-52 The Terrace, Wellington 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 290 Old Taupo Road, 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".	http://workplacewellbeing.org.nz/mana-mahi-resource/workplace-wellbeing-guide-6-working-with-te-tiriti-o-waitangi/		