

# Office of Hon Dr David Clark

---

MP for Dunedin North

Minister of Health

Associate Minister of Finance



Mr Andrew Riddell  
Fyi-request-6877-3441ddee@requests.fyi.org.nz

Dear Mr Riddell

I refer to your official information request to the Office of the Minister of Health dated 25 November 2017 for:

“All correspondence (of any type) that sets out the roles and responsibilities of each of your Associate Ministers of Health”

Please find attached the information requested.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Jarred Griffiths'.

Jarred Griffiths  
Ministerial Advisor  
Office of Hon Dr David Clark



Hon Julie-Anne Genter  
Associate Minister of Health

## Delegated functions and responsibilities

- 1 Congratulations on your appointment as Associate Minister of Health.

### *Role and responsibilities*

- 2 In your capacity as Associate Minister of Health, I delegate to you the following functions and responsibilities of the health portfolio:
  - 2.1 Policy and service delivery relating to: Climate change and health, Population health (built environments), Women's health (including breast and cervical screening), Sexual Health, Disability support services – MoH funded for under 65 year olds;
  - 2.2 replying to Ministerial correspondence and Parliamentary Questions on issues relating to the above;
  - 2.3 other initiatives as agreed from time to time by us.

Within these areas, I intend to retain direct responsibility for abortion and wage settlements.

- 3 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

### *Financial and statutory responsibilities*

- 4 I am responsible for Vote Health and also for all relevant statutory functions of the Minister. You have no delegated responsibility in this area.

### *Policy*

- 5 Although you will have responsibility for matters of policy in relation to the above, any significant policy decisions should be discussed with me.

### *Public statements*

- 6 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.

- 7 Ministerial correspondence concerning significant policy issues should be prepared by the Ministry of Health for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.
- 8 I am retaining direct responsibility for health policy, and will make public statements on policy issues. From time to time, I may ask you to meet with individuals and groups to make speeches or statements on my behalf.

### ***Relations with the Ministry***

- 9 You may contact the Ministry of Health on all matters for which you have delegated responsibility. All such inquiries should be made via the Chief Executive [or the designated contact person].
- 10 I expect to be kept fully informed of all significant issues and the Chief Executive is, of course, free to raise any matter concerning your delegated functions with me.
- 11 You may arrange, through my office, to have your own regular briefing sessions or ad hoc meetings with departmental officials to discuss matters relating to your areas of responsibility. A designated member of my office will attend any such meeting.

### ***Communications between us***

- 12 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Department should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 13 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

### ***Cabinet and Cabinet committee papers***

- 14 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.
- 15 You will receive hard copies of papers, and will have access via CabNet to all submissions and minutes, of those Cabinet committees of which you are a member. You will also receive direct from the Cabinet Office hard-copies of the submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

### ***Information held by you as Associate Minister***

- 16 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister of Health responsibilities are deemed to be held on behalf of the Minister of Health. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 1993.

- 17 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

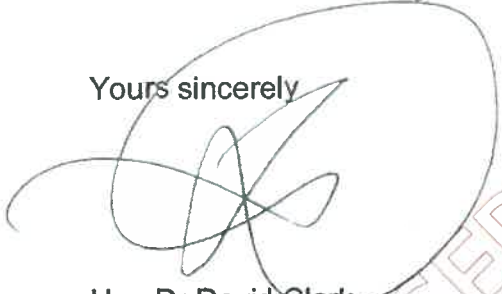
***Parliamentary responsibilities***

- 18 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

***Next steps***

- 19 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 20 I look forward to working with you in the Health portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely



Hon Dr David Clark  
Minister of Health

cc Secretary of the Cabinet  
Chief Executive, Ministry of Health



Hon Jenny Salesa  
Associate Minister of Health

## **Delegated functions and responsibilities**

- 1 Congratulations on your appointment as Associate Minister of Health.

### ***Role and responsibilities***

- 2 In your capacity as Associate Minister of Health, I delegate to you the following functions and responsibilities of the health portfolio:
  - 2.1 Policy and service delivery relating to: Maori and Pacific Health, the Health Promotion Agency, Tobacco, Problem Gambling and Healthy School Environments;
  - 2.2 replying to Ministerial correspondence and Parliamentary Questions on issues relating to the above;
  - 2.3 other initiatives as agreed from time to time by us.
- 3 The above delegations are subject to the conditions set out in this letter. Please also refer to paragraphs 2.35 to 2.40 of the Cabinet Manual, which deal with the relationship between Ministers and Associate Ministers.

### ***Financial and statutory responsibilities***

- 4 I am responsible for Vote Health and also for all relevant statutory functions of the Minister. You have no delegated responsibility in this area.

### ***Policy***

- 5 Although you will have responsibility for matters of policy in relation to the above, any significant policy decisions should be discussed with me.

### ***Public statements***

- 6 I expect you to take responsibility for all communications regarding your areas of responsibility, including Ministerial correspondence, press statements and public announcements.
- 7 Ministerial correspondence concerning significant policy issues should be prepared by the Ministry of Health for my signature, where appropriate. Any significant public announcements should be discussed with me prior to release and, in some cases, may be made either by me or the Prime Minister.

- 8 I am retaining direct responsibility for health policy, and will make public statements on policy issues. From time to time, I may ask you to meet with individuals and groups to make speeches or statements on my behalf.

### ***Relations with the Ministry***

- 9 You may contact the Ministry of Health on all matters for which you have delegated responsibility. All such inquiries should be made via the Chief Executive [or the designated contact person].
- 10 I expect to be kept fully informed of all significant issues and the Chief Executive is, of course, free to raise any matter concerning your delegated functions with me.
- 11 You may arrange, through my office, to have your own regular briefing sessions or ad hoc meetings with departmental officials to discuss matters relating to your areas of responsibility. A designated member of my office will attend any such meeting.

### ***Communications between us***

- 12 You should ensure that I am fully briefed on the actions that you think are necessary to undertake in relation to your delegated responsibilities. All significant papers, letters and directions to the Department should be copied to me for my information. In particular, you need to ensure I receive the earliest warning of any issues that have the potential to become controversial. In turn, I will keep you informed of my actions in relation to your areas of responsibility.
- 13 To ensure maximum co-operation and co-ordination, I propose that we meet regularly to coordinate our actions, and to share views and ideas.

### ***Cabinet and Cabinet committee papers***

- 14 The rules on the submission of papers to Cabinet and Cabinet committees are set out in Chapter 5 of the Cabinet Manual. In particular, in terms of paragraph 5.42, you may submit papers to Cabinet and Cabinet committees within your designated areas of responsibility, provided that the submission clearly indicates that I have been consulted and have agreed that the paper may be lodged.
- 15 You will receive hard copies of papers, and will have access via CabNet to all submissions and minutes, of those Cabinet committees of which you are a member. You will also receive direct from the Cabinet Office hard-copies of the submissions relating to your delegated responsibilities that are dealt with at any other Cabinet committee.

### ***Information held by you as Associate Minister***

- 16 Under the Official Information Act 1982, all papers held by you in relation to your Associate Minister of Health responsibilities are deemed to be held on behalf of the Minister of Health. Similarly, you will be treated as my agent, where necessary, for the purposes of the Privacy Act 1993.
- 17 You will be responsible for all Official Information Act requests in the areas of your delegated responsibility.

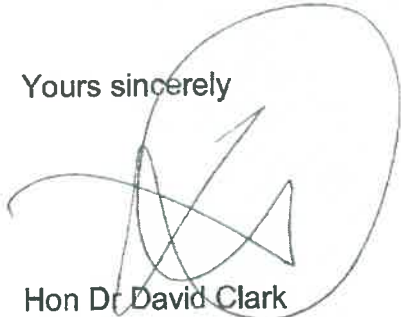
### **Parliamentary responsibilities**

- 18 Parliamentary questions relating to your delegated areas of responsibility will be addressed to you. In my absence, you may also be required to answer oral Parliamentary questions on my behalf.

### **Next steps**

- 19 A summary of the above delegations will be published on the Department of the Prime Minister and Cabinet's website, and included in a *Schedule of Responsibilities Delegated to Associate Ministers*. The Schedule will be presented to the House of Representatives to clarify Ministerial accountability (so that, for example, Parliamentary questions can be directed to the appropriate Ministers for answer).
- 20 I look forward to working with you in the Health portfolio. Please do not hesitate to discuss these delegations with me at any time.

Yours sincerely



Hon Dr David Clark  
Minister of Health

cc Secretary of the Cabinet  
Chief Executive, Ministry of Health