

S9 (2) (a)

From: Rasela Molio'o Fonoti-Fuauli S9 (2) (a)
Sent: Wednesday, 30 November 2016 7:57 a.m.
To: S9 (2) (a)
Subject: Re: moving forward

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you ^{S9 (2) (a)} for your email. 😊

That is awesome! Looking forward to it. Terisa did email the date and time for the hui and I will make time for this day, it's very important for us as we are all looking at moving forward.

Manuia tele le asoXX

From: S9 (2) (a)
Sent: Tuesday, November 29, 2016 11:18:22 AM
To: Rasela Molio'o Fonoti-Fuauli; S9 (2) (a) ; 'Terisa Ngobi'
Subject: moving forward

Kia Ora,

I understand from a phone call from Piri (last week) that Terisa and Rasella met with her to discuss the opportunity of Arohama being an umbrella group for the Pasifika for Tomorrow group.

Piri has some questions about what the expectations are for Arohama as the umbrella group. I suggested that we all have a hui so that everyone is there so that there can be agreement on expectations and what is discussed at the start to avoid some of the issues that were faced with Life to the Max.

From DIA's perspective, we are interested in the outcomes for Pasifika outlined in the workplan.

However, the umbrella group will hold the accountability for this grant as they will be the signatures to the grant agreement as they have:

- financial systems in place
- 2 years of audited accounts
- policies and procedures e.g employment and Conflict of Interest
- opportunities for the worker to be supervised and
- a space for the worker

If you want to discuss any of this first let me know.

^{S9 (2) (a)}

S9 (2) (a) | Community Advisor
Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: S9 (2) (a) | www.dia.govt.nz

S9 (2) (a)

From: Piri Robinson <piri.alh@xtra.co.nz>
Sent: Tuesday, 6 December 2016 12:15 p.m.
To: S9 (2) (a)
Subject: Confirmation: Pacifika Hui with Arohamai Literacy Horowhenua

Follow Up Flag: Follow up
Flag Status: Flagged

Kia ora ^{S9 (2) (a)}

I just wanted to let you know we have confirmed the hui with Rosella and Teresa and my 2 or 3 Governance members plus mum, for Wednesday 14 December at 4pm to 5.30pm. I will have coffee and muffins here for you all.

I look forward to the hui.

Kia pai to ra, have a good day

Piri
MANAGER
Arohamai Literacy Horowhenua
Telephone: 06 368 6064
Postal: PO Box 285, Levin
Physical: First Floor, 13 Bristol Street, Levin (Above Horowhenua Chronicle)
Email: piri.alh@xtra.co.nz

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S9 (2) (a)

From: Rasela Molio'o Fonoti-Fuauli S9 (2) (a)
Sent: Monday, 12 December 2016 4:57 p.m.
To: Pio Masoe; Terisa Watters; Wiki Mulholland
Subject: Meeting with Arohama

Follow Up Flag: Follow up
Flag Status: Flagged

Kia Ora , Malo lelei , Talofa lava

Faamolemole lava just a friendly reminder for our fono with Arohama on Wednesday at 4pm
Manuia tele le aso. 🌸

Faafetai lava o la outou auauna
Rasella 😊

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S9 (2) (a)

From: Piri Robinson <piri.alh@xtra.co.nz>
Sent: Monday, 19 December 2016 12:24 p.m.
To: S9 (2) (a); S9 (2) (a); Terisa Ngda; Pio Masoe; Pam Good; Rasela Molio'o Fonoti-Fuauli
Subject: Re: Pasifika for Tomorrow Umbrella Initiative
Attachments: FINAL Meeting Notes 14 Dec 2016.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Opps forgot the important meeting notes..hahaha

Here they are

Meri Kirihimete.....



Piri
MANAGER
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Physical: First Floor, 13 Bristol Street, Levin (Above Horowhenua Chronicle)
Email: piri.alh@xtra.co.nz

On Monday, 19 December 2016 12:19 PM, Piri Robinson <piri.alh@xtra.co.nz> wrote:

Kia ora Koutou, Talofa Lava

Thank you everyone for your contribution to our meeting last week. It has given us all a great place to build our relationship.

Attached are the minutes of our meeting and actions that next to happen.

Next Action Items

- 1) **DIA** to advise Liz of Contract / Grant requirements for inclusion in the MOU.
- 2) **LIZ** to draft MOU and distribute to everyone for Review and agree to initiative with ALH being umbrella organisation.

Kia pai to ra, have a good day

Piri
MANAGER
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Email: piri.ah@xtra.co.nz

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Meeting Notes for Pasifika For Tomorrow Initiative.
Held 14 December 2016 at 13 Bristol St Levin at 4pm.

Present:

Pasifika For Tomorrow (PFT) Reps: Terisa Ngda & Rasella Fuauli
Arohamai Literacy Horowhenua (ALH) Reps Liz Brown, Te Uira Kerehoma, Pam Good, Piri Robinson
Dept of Internal Affairs (DIA) Reps^{S9 (2) (a)} and^{S9 (2) (a)}

Karakia and Welcome by Erimana Taniora, Arohamai Joint Chairperson, to our Manuhiri/Visitors

Welcome by Liz to talk with this Initiative

^{S9 (2) (a)} outlined the background for the initiative which is through the community development scheme. The core focus is support a community worker to get alongside the community to help them achieve their goals. A 3 year Grant \$80,000 per Year for 3 years total of \$240,000.00. This community scheme allows ability to change the work plan if the need of the community changes. The programme is not locked in and is not about service delivery. DIA is focused on the outcomes of the plan.

DIA Focus is 1) Community development and not about community services. 2). It's flexible and about the community coming up with its own solutions. Potential of Initiative to reach and give access to Pasifika community for DIA but they need an established organisation to mentor or support the group and work alongside Pasifika For Tomorrow.

This particular initiative was seen by DIA as a potential to reach and give access to Pasifika communities but PFT need an established organisation or home organisation to provide support and mentoring. The Grant Agreement will be between DIA and the home organisation ALH.

DIA key areas are 1). Outcomes for Pasifika initiative 2). accountabilities for both groups. 3). Responsibilities. Important for this meeting to talk through any questions, any issues, roles, responsibilities etc.

There will be a partnership MOU document that will include accountability requirements for the grant, where accountability is based around the outcomes: DIA will monitor the workers to see how they are tracking with the work plan. This is the key focus for DIA.

Teresa outlined the PFT key of the initiative "By Pasifika for Pasifika" is important and that Pasifika has a voice on how best to deliver these services. MOU is key for PFT, and that they are ultimately their own independent organisation and will work with various funders to provide required services e.g. MSD, Pasifika Domestic Violence, Hinemoa House etc. Some Funders will only support Pasifika so this is another reason why PFT must remain independent. Looking at DV, language nests, good relationships within a Pasifika context.

Analogy "PFT are the engine or machine who drives everything and makes it work, DIA supplies the oil (the funds) and ALH is the one who puts in the oil from time to time to make sure it is working"

ALH are happy to facilitate and help to make things happen but we all need to recognise that next year the one thing we will struggle with is to put in Piri's time as she is already overworked. ALH can provide the financial accountabilities and happy to help with mentoring of structural things e.g policies etc, especially at governance level. But may struggle with the administrative support from Piri. ALH wants to give you everything you need to make this initiative successful, but do have some limitations.

DIA have already been working with PFT to get the Capability strand working, so they are totally independent in 2 year

There are options around the limitations and part of the Grant which can be paid as wages & operational duties can be done within the funding, with the Home organisation having an oversight to ensure the initiative and place the limitations into the MOU. Also PFT are wanting a supervisor who is Pasifika person who understands the cultural aspect including Pastoral care and the HR areas for the supervisor. Again by Pasifika for Pasifika and PFT are wanting to make sure that happens.

DIA stated the Home organisation is critical and must have documentation in place to guide and ensure issues can be resolved. How will this look and how will the operational roles and responsibilities work? PFT currently working on policies and procedures and strategic plan. PFT do want to work quickly towards being independent.

ALH can provide the governance oversight or support to PFT

Piri as Manager will be an observer at the PFT meetings, and we will ensure that PFT members can come to our meetings as well.

Pio Masoe arrival noted.

Financial Requirements: ALH will receive the funding and deposit it into the PFT bank account. The Grant can be paid in one payment or in instalments depending on how the PFT is structured

Facilities: PFT would love to be here at ALH if there was space. Currently using Te Takere. Liz advised the option to partition a piece of the newly acquired downstairs room, but it will require funding to install the partitions and they will have to be soundproof.

Steps required to get the initiative started are.

- 1). MOU drafted,
- 2). Home organisation is certified by DIA (Arohamai Literacy Horowhenua is already certified by DIA)
- 3). Grant Agreement will be drawn up with Home organisation ALH and signed
- 4). Then the initiative is underway.

Reviewed the tabled draft MOU:

Points Noted were:

- a). Home organisation to pay the wages of Administrator. Concern by ALH that they will be required to employ administrator but have no control over his or her work. Option for ALH is to be the agent for PFT to pay employee(s) on behalf of PFT and PFT be responsible to employ, oversee or supervise the administrator.
- b). DIA will require the home organisation to administer grant funds. Uncomfortable with PFT monitoring the Finances as very new.
- c) ALH will nominate a member of its governance committee to sit on the PFT trust board, and PFT will nominate a member to sit on the ALH governance committee. All PFT trustees will be welcome to come to ALH meetings as observers. Piri and the PFT co-ordinator will also be entitled to attend all governance committee/board meetings.

Next Steps Required.

- 1). Terisa & Piri to advise ^{s9(2)(a)} YES we are happy to go ahead with this before the DIA gets their documents drawn up.
- 2) ^{s9(2)(a)} to check the DIA requirements with their Financial Requirements and Policies & Procedures in place.
- 3) ^{s9(2)(a)} to send Liz a draft of the proposed agreement between ALH and DIA
- 4). ALH prefer the employee is PFT employee and ALH is the agent of PFT to pay for wages for employee on receipt of required papers. All parties need to consider the implications of this proposal and agree on it.
- 5). Liz to write up MOU with update of preferences above, then distribute to all members.

Rosella is hesitant with having PFT having the Financial Accountability as this as a new area is a bit overwhelming for PFT. Advised ALH will have the overall responsible for the initiative which will include the financial accountabilities and will need to give support to ensure this initiative is successful.

Timeline to have this all completed by the end of the year, or as soon as we can. Noted that ALH does not have another governance committee meeting scheduled until late January, but can do a good deal by email and telephone.

Sooooo Next

- A). ^{s9(2)(a)} to supply template for agreement between ALH and DIA
- B) Liz to redraft the MOU for boards & DIA to review
- C). Both Boards to agree on moving ahead together, and advise ^{s9(2)(a)}.
- D). ^{s9(2)(a)} to check DIA requirements re Financial, Policies & Procedures
- E). MOU agreed to and signed
- F). ^{s9(2)(a)} to have final Grant Agreement drafted for ALH to sign

Pio closed the meeting with a Karakia

Meeting closed at 5.30pm

S9 (2) (a)

From: Piri Robinson <piri.alh@xtra.co.nz>
Sent: Thursday, 22 December 2016 3:07 p.m.
To: S9 (2) (a) ; S9 (2) (a) ; Terisa Ngda; Pio Masoe; Rasella Fuauli; Pam Good
Subject: Re: Pasifika for Tomorrow Umbrella Initiative
Attachments: FINAL Meeting Notes 14 Dec 2016.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Kia ora Koutou, Talofa Lava

As Im really not sure if you actually go the attached notes from our meeting, Liz has asked I resend them, just to make sure.

Have a really great time away from all the work stresses, with your whanau. Look forward to our next meeting in the new year.

Kia pai to ra, have a good day

Meri Kirihimete.

Piri
MANAGER
Arohamai Literacy Horowhenua
Telephone: 06 368 6064
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Physical: First Floor, 13 Bristol Street, Levin (Above Horowhenua Chronicle)
Email: piri.alh@xtra.co.nz

On Wednesday, 21 December 2016 8:41 PM, Liz Brown [S9 \(2\) \(a\)](#) wrote:

Kia ora Piri

There was no attachment on this email when it reached me – not sure if you forgot to attach it or it fell off on the way, but please check the minutes did actually go to everyone.

Kia pai to ra

Liz

From: [Piri Robinson](#)
Sent: Monday, December 19, 2016 12:19 PM
To: [S9 \(2\) \(a\)](#) ; [S9 \(2\) \(a\)](#) ; [Terisa Ngda](#) ; [Pio Masoe](#) ; [Rasella Fuauli](#) ; [Pam Good](#) ; [Liz Brown](#)
Subject: Pasifika for Tomorrow Umbrella Initiative

Kia ora Koutou, Talofa Lava

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Attached are the minutes of our meeting and actions that next to happen.

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- 1) **DIA** to advise Liz of Contract / Grant requirements for inclusion in the MOU.
- 2) **LIZ** to draft MOU and distribute to everyone for Review and agree to initiative with ALH being umbrella organisation.

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Email: <mailto:horolit@xtra.co.nz>



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S9 (2) (a)

From: Liz Brown S9 (2) (a)
Sent: Thursday, 12 January 2017 10:57 a.m.
To: S9 (2) (a) ; S9 (2) (a)
Cc: Piri Robinson
Subject: Re: Pasifika for Tomorrow Umbrella Initiative

Follow Up Flag: Follow up
Flag Status: Flagged

Kia ora, ^{S9 (2) (a)} and ^{S9 (2) (a)}, and a very happy New Year to you

Could I remind you that you were going to send me (or Piri) either a draft of the proposed agreement between Arohamai Literacy Horowhenua and DIA or at least details of the reporting and accountability provisions? PFT are very keen to get started as soon as possible, and the draft MOU will go to the ALH governance committee at its meeting on 26 January. At present it just has a provision for PFT to supply ALH with all the information that may be required to account to DIA, but I would like to be more specific if possible.

Do you need to see the final draft of the MOU? It is out for consideration by members of the ALH governance committee right now.

Nga mihi

Liz

From: [Piri Robinson](#)
Sent: Monday, December 19, 2016 12:19 PM
To: S9 (2) (a) ; S9 (2) (a) ; [Terisa Ngda](#) ; [Pio Masoe](#) ; [Rasella Fuauli](#) ; [Pam Good](#) ; [Liz Brown](#)
Subject: Pasifika for Tomorrow Umbrella Initiative

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Email: [mailto:S9 \(2\) \(a\)](mailto:S9 (2) (a))

S9 (2) (a)

From: Liz Brown S9 (2) (a)
Sent: Monday, 16 January 2017 9:22 a.m.
To: S9 (2) (a) ; S9 (2) (a) S9 (2) (a)
Cc: Piri Robinson
Subject: Re: Pasifika for Tomorrow Umbrella Initiative

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks, ^{S9 (2) (a)}

As I expect you know, in view of the delays that have already occurred, PFT are anxious to get started as soon as possible. They would like to have the MOU signed by the end of this week. We have a draft MOU which I think will be acceptable to everyone, but ALH really can't finalise the arrangement until we know exactly what responsibilities we will be taking on. Could I ask you to give this matter as much priority as possible? If you need to discuss anything, please call me S9 (2) (a) . If it will be difficult to provide a full draft of the agreement in time, a summary of ALH's responsibilities would probably enable us to proceed.

Best regards

Liz

From: S9 (2) (a)
Sent: Monday, January 16, 2017 8:41 AM
To: 'Liz Brown' ; S9 (2) (a) ; S9 (2) (a)
Cc: Piri Robinson
Subject: RE: Pasifika for Tomorrow Umbrella Initiative

Kia Ora and Happy New Year,

I have had confirmation from Rasela and Terisa and am now just waiting for confirmation from Pio that he is happy to work with Arohama Literacy Horowhenua so I can alert our team to get the grant agreement sorted.

S9 (2) (a)

S9 (2) (a) | Community Advisor
Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: S9 (2) (a) | www.dia.govt.nz

INTERNAL AFFAIRS

Te Tari Taiwhenua

From: Liz Brown [mailto:S9 (2) (a)]
Sent: Thursday, 12 January 2017 10:57 a.m.
To: S9 (2) (a) ; S9 (2) (a)
Cc: Piri Robinson
Subject: Re: Pasifika for Tomorrow Umbrella Initiative

Kia ora, ^{S9 (2) (a)} and ^{S9 (2) (a)} and a very happy New Year to you

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Nga mihi

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Sent: Monday, December 19, 2016 12:19 PM
To: S9 (2) (a) ; S9 (2) (a) ; [Terisa Ngata](#) ; [Pio Masoe](#) ; [Rasella Fuauli](#) ; [Pam Good](#) ; [Liz Brown](#)
Subject: Pasifika for Tomorrow Umbrella Initiative

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Kia pai to ra, have a good day

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Arohamai Literacy Horowhenua
Telephone: 06 368 6064
Postal: PO Box 285, Levin
Physical: First Floor, 13 Bristol Street, Levin (Above Horowhenua Chronicle)
Email: [mailto:S9 \(2\) \(a\)](mailto:S9 (2) (a))



This email has been checked for viruses by Avast antivirus software.
www.avast.com

S9 (2) (a)

From: Liz Brown S9 (2) (a)
Sent: Monday, 16 January 2017 11:03 a.m.
To: S9 (2) (a) ; Terisa Watters
Cc: Piri Robinson
Subject: Re: Levin CDS
Attachments: MOU with PFT -Third draft.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Kia ora ^{S9 (2) (a)}

Thanks for the quick response.

Can I clarify one point? You say that it is not possible for ALH to act in an agent role. ALH does not want to act as an agent generally, but it considers it inappropriate that it should be the employer of PFT staff: that is, the employment agreement for the co-ordinator and any other staff should be between PFT and the staff member, and PFT will be in control of the employment relationship. ALH will simply pay the wages on PFT's request and on production of time sheets or whatever documentation is appropriate. This is spelt out in the draft MOU (copy attached).

Please note this is the draft sent to PFT, with one amendment, see below, which I have just sent off to Terisa. It has not yet been agreed by all members of the ALH governance committee. We are likely to make some further minor amendments, though at present I am not aware of anything that is likely to cause problems.

In view of S9 (2) (a) email, I have amended clause 4 of the MOU to make it clear that we will need specific information from PFT to enable us to account to DIA.

Piri is back tomorrow, and I will try to get her comments and final agreement from ALH governance committee within a couple of days.

Kia pai to ra

Liz

From: S9 (2) (a)
Sent: Monday, January 16, 2017 9:48 AM
To: 'Liz Brown'
Cc: Piri Robinson ; [mailto:S9 \(2\) \(a\)](mailto:S9 (2) (a)) ; 'Rasela Molio'o Fonoti-Fuauli' ; [mailto:S9 \(2\) \(a\)](mailto:S9 (2) (a))
Subject: FW: Levin CDS

Hi Liz,

I have just received confirmation from Pio, so that is all PFT members happy to proceed with the relationship. I have spoken with my team about the possibility of AHL acting in an agent role, this would not be possible as I discussed at our hui, PFT do not currently have the systems in place to manage the grant.

The grant agreement is generic and is the same one that is used for all lottery grants. (you should have a copy of this from past funding)

Below is an email that outlines what the expectations of the fundholder are in relation to this grant.

I hope this is useful. If you wish to discuss please contact me.
S9 (2) (a)

S9 (2) (a) | Community Advisor
Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: S9 (2) (a) www.dia.govt.nz



From: S9 (2) (a)

Sent: Monday, 16 January 2017 9:31 a.m.

To: S9 (2) (a)

Subject: Levin CDS

Hi S9 (2) (a)

To confirm our conversation we don't have an agency set up for CDS and the requirements for the fundholder remain as:

- 2 years audited accounts
- GST registered
- Legal entity
- Have employment and financial systems in place to manage a grant of \$80,000 and the worker

In the workplan Outcome Four of the project is to develop Pasifika leadership so establishing Pasifika for Tomorrow as its own entity with good systems in place will be part of that. However, at this stage, they are not in the position to manage a grant and DIA would not fund them.

The reporting requirements for the fundholder are:

- Annual results report answering the narrative questions
- Annual outcomes progress report
- Annual financial report of actual spend against budget

For ease from our side we would have the grant agreement starting at 1 September 2016 but acknowledge it will be a quiet first year (spending wise) – lots has happened in establishing the project foundations.

Kind regards,

S9 (2) (a)

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Department of Internal Affairs Te Tari Taiwhenua
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MEMORANDUM OF UNDERSTANDING

Between

AROHAMAI LITERACY HOROWHENUA

And

PASIFIKA FA'ATILI FOE MO LE A'E - PFT (PASIFIKA FOR TOMORROW)

1. Background

Pasifika Fa'atili Foe Mo Le A'e - PFT (Pasifika for Tomorrow) are a newly established Pasifika group who work with the Pasifika Horowhenua community to address any social service issues they may have and are by Pasifika for Pasifika. They have a newly established board and strategic direction however their relationships and volunteer work in the Horowhenua, specifically the Pasifika community, are well established and maintained.

PFT are an independent not for profit organisation who recently applied for and were successfully granted the Community Development Scheme (CDS) funding from Department of Internal Affairs (DIA) which is \$80,000 per year for 3 years. DIA are interested in funding the outcomes PFT had stated in their application and again in their work plan and budget that they submitted and that was accepted by DIA. To access the DIA CDS funding PFT also need to have 2 years financial records. As PFT are newly established they are yet to build this and therefore need an umbrella organisation who understands and is supportive of PFT and the outcomes proposed for the Pasifika community in the Horowhenua.

Arohamai Literacy Horowhenua (ALH) was formed in 2015 as a successor to two long-established literacy services: Arohamai Literacy Aotearoa and Horowhenua Adult Literacy Service.

We recognise the right of all individuals to have the opportunity through literacy services to achieve their full potential as members of our community

We are a bicultural organisation recognising the Treaty of Waitangi by operating in accordance with Tino Rangatiratanga and guided by Manaaki Tangata to meet the needs of our multicultural community

We work together to provide high quality, accessible and appropriate services that empower our learners

We are a smart, professional and financially prudent organisation

In all of our work we have regard to the principles of:

- Manaakitanga (Nurturing)
- Pukengatanga (Skills)
- Wairuatanga (Spiritual)

- Whanaungatanga (Relationship)
- Ukaipotanga (Identity)
- Rangatiratanga (Ownership)
- Te reo
- Kotahitanga (Togetherness)

One of our main priorities is to promote our services to the Pasifika community in Horowhenua in an appropriate way so that they may have the same opportunities as the other communities in our area.

2. Purpose

The purpose of this MOU is to provide a framework for the sharing of information, intellectual property and resources between the parties of this MOU to assist them in the delivery of effective and efficient social services to the Horowhenua.

The role of ALH is to support PFT and to hold DIA grant money for PFT until PFT are able to build up and show two or more years of successful financial management and records. The contractual relationship for the DIA CDS fund is between ALH and DIA however PFT and ALH require a Memorandum of Understanding (MOU) that clearly identifies the relationship between ALH and PFT and the roles, responsibilities, principles and overall decision making for each party.

Further ALH wants to support PFT and this initiative as an opportunity for the Horowhenua Pasifika community to have their own independent organisation for social services that is delivered and managed by Pasifika people, with decision making by Pasifika people for the Pasifika people and to improve Pasifika wellbeing.

ALH will:

- Hold funds received from DIA
- Pay wages and other costs of PFT on receipt of supporting documentation and in accordance with the agreement with DIA
- Not have any employment relationship with PFT staff but only act as its agent in paying wages
- Support PFT's decisions and outcomes for the Horowhenua Pasifika community.
- If practicable, supply work space at its premises at 13 Bristol Street, Levin with details of the arrangement to be the subject of a separate agreement
- Appoint a nominee of PFT to the ALH governance committee
- Welcome PFT Board members and PFT's co-ordinator to attend meetings of the ALH governance committee as observers

PFT will:

- Pay a contribution of overheads to organisational as agreed between PFT and ALH
- Appoint a member of the ALH governance committee to the PFT Board.
- Welcome the other ALH governance committee members and ALH's manager to meetings of the PFT Board as observers

- Support ALH in its work including providing advice, support and guidance on any Pasifika work or issues ALH may want and need.

3. Principles

Both organisations recognise the benefits of working together to achieve positive outcomes for our community and children and families within. To this end, the memorandum of Understanding has been developed with the following principles:

- We will provide individuals, families and staff with greater opportunities because we bring collaboration to life;
- We can achieve better efficiencies when we share knowledge, skill, intellectual property and resources;
- We will produce tangible results and better outcomes when we can offer our clients a smorgasbord of services that are easy to access and relevant to their needs;
- Our Staff will be well supported because they can access advice, training, supervision and information from either organisation
- We will not take any action that is deliberately harmful to the other
- We will be open and honest in dealing with each other
- We will inform each other of any circumstances that might have the potential to be detrimental to the interests of the others and/or the community that we serve, except where the disclosure of such information is not permitted in law
- We will not compete against each other for contracts or resources except where it is in the best interest of the community to do so. This is to be done openly.

4. Agreement

In order to achieve the purpose of this MOU we agree that:

- We will share information and resources as appropriate
- Ownership of intellectual property and resources will be attributed to the relevant organisation and acknowledge publicly, where appropriate
- Both organisations will work together to provide and or access training for their staff
- Both organisations will provide the other with staff supervision and peer supervision when deemed appropriate.
- On request PFT will provide ALH with all the information it requires in order to fulfil ALH's contractual agreement with DIA. Specifically it will supply

Annual results report answering the narrative questions put by DIA

Annual outcomes progress report

- Annual financial report of actual spend against budget.

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5. Roles and Responsibilities

Governance and management of both independent not for profit organisations need to be clearly defined:

ALH	PFT
Contractual relationship with DIA	Relationship with ALH organisation (reporting and supplying supporting information on DIA expectations of outcomes for CDS funding)
Fund hold CDS funding from DIA for PFT, receiving funds from DIA and accounting for them to DIA	Has full governance and management of CDS funding to reach outcomes .i.e. Make decisions for the CDS funding including position(s), recruitment of these, Pasifika supervision and management of staff, workplan etc. Account to ALH for funds received
Either pay wages and other costs as agent for PFT or pay funds direct to PFT on receipt of appropriate documentation	Has full HR, governance and management including employing staff, providing Pasifika pastoral employment care, managing any conflicts of interest

6. Services

Each organisation will accept referrals from the other in response to client need (and intake criteria). The table below specifies what each organisation specialises in:

Umbrella Organisation	PFT
Literacy and numeracy services	Language and Customs
Computer training	Advocacy and guidance
Te reo	Pasifika Social Services

Driver education	
------------------	--

7. Management of relationship between PFT and ALH

The Manager of ALH and the Co-ordinator of PFT will be responsible for effectively managing the relationship between ALH and PFT by providing assistance and support as required.

8. Disputes

- We recognise that there may be times when we cannot agree
- We will meet and discuss the matters openly and honestly
- If matters cannot be resolved after an initial meeting, we may require an independent third party to act as a mediator, we will both agree on a suitable person
- We will operate on the principles of good faith and natural justice
- We will revisit the principles that underpin the forming of this relationship and assess the issues against these principles.

9. Term of agreement

This agreement commences on [date] and ends on [date]. By agreement between the parties, it may be terminated early or extended.

AGREED, CONFIRMED & SIGNED BY:

Arohamai Literacy Horowhenua

Pasifika Fa’atili Foe Mo Le A’e (PFT Pasifika for Tomorrow)

Co-Chair

Chair

Date

Date

S9 (2) (a)

From: Liz Brown S9 (2) (a)
Sent: Wednesday, 18 January 2017 2:02 p.m.
To: S9 (2) (a)
Cc: Piri Robinson
Subject: Re: MOU with PFT -Third draft (2)

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks, S9 (2) (a)

As discussed just now by phone, all your changes to the draft MOU will be acceptable to ALH and you will contact Pio to make sure that the final draft of the MOU is acceptable to PFT. We can then arrange to sign it.

You confirmed that it is acceptable if ALH has a review of its financial statements in 2017 (and probably 2018) rather than an audit. You also confirmed that the wording in section 5 of the MOU regarding payment of wages etc is acceptable. While ALH is happy to hold funds and pay them out on receipt of appropriate documentation, it will not take on the position of employer of PFT staff or be responsible for the quality of their work.

We agreed that the term of the MOU should be from 1 January 2017 to 31 December 2018.

Now that Piri is back from leave, she should be the prime contact for all matters to do with PFT and its relationship with ALH, but please don't hesitate to contact me if she is not available or if I can help in any way.

Nga mihi

Liz

From: S9 (2) (a)
Sent: Wednesday, January 18, 2017 1:09 PM
To: 'Liz Brown'
Subject: MOU with PFT -Third draft (2)

I have just made a few changes around the focus of this grant being about community development and not focussed on service delivery. Just minor changes.
Wiki



This email has been checked for viruses by Avast antivirus software.
www.avast.com

S9 (2) (a)

From: Piri Robinson <piri.alh@xtra.co.nz>
Sent: Thursday, 19 January 2017 10:03 a.m.
To: Pio Masoe; 'Rasela Molio'o Fonoti-Fuauli'
Cc: S9 (2) (a) ; S9 (2) (a) ; 'Liz Brown'
Subject: Re: Levin CDS

Follow Up Flag: Follow up
Flag Status: Flagged

Kia ora Pio & Rasela

It looks like the signing of MOU will suit everyone at 3.30pm. So I'm wondering if we could meet to talk through the recruitment process at 3.00pm BEFORE THE SIGNING.

Will this time suit you both.

Kia pai to ra, have a good day

Piri
MANAGER
Arohamai Literacy Horowhenua
Telephone: 06 368 6064
Postal: PO Box 285, Levin
Physical: First Floor, 13 Bristol Street, Levin (Above Horowhenua Chronicle)
Email: piri.alh@xtra.co.nz

On Wednesday, 18 January 2017 2:17 PM, Pio Masoe S9 (2) (a) wrote:

Talofa lava Liz, and Piri

Happy New Year!
I hope you and your aiga had an awesome break!

I just want to extend my gratitude to you and your organisation for warmly welcoming and embracing PFT. I look forward to our partnership and working together.

As you are aware Terisa will be applying for the Community Development role, therefore because of the conflict of interest any engagement or discussions to do with the role can be directed to myself and Rasela only please.

Once we are all happy with the MOU and signed it off, I'd like to make some time to talk through the recruitment process.

Have a fabulous day
la manuia
Pio

From: S9 (2) (a) [mailto:S9 (2) (a)]
Sent: Monday, 16 January 2017 9:48 a.m.
To: 'Liz Brown' S9 (2) (a)
Cc: Piri Robinson <piri.alh@xtra.co.nz>; Pio Masoe S9 (2) (a) ; 'Rasela Molio'o Fonoti-Fuauli' S9 (2) (a) ; S9 (2) (a)

S9 (2) (a)

Subject: FW: Levin CDS

Hi Liz,

I have just received confirmation from Pio, so that is all PFT members happy to proceed with the relationship. I have spoken with my team about the possibility of AHL acting in an agent role, this would not be possible as I discussed at our hui, PFT do not currently have the systems in place to manage the grant.

The grant agreement is generic and is the same one that is used for all lottery grants. (you should have a copy of this from past funding)

Below is an email that outlines what the expectations of the fundholder are in relation to this grant.

I hope this is useful. If you wish to discuss please contact me.
S9 (2) (a)

S9 (2) (a) | Community Advisor
Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: S9 (2) (a) | www.dia.govt.nz



From: S9 (2) (a)
Sent: Monday, 16 January 2017 9:31 a.m.
To: S9 (2) (a)
Subject: Levin CDS

Hi^{S9 (2) (a)}

To confirm our conversation we don't have an agency set up for CDS and the requirements for the fundholder remain as:

- 2 years audited accounts
- GST registered
- Legal entity
- Have employment and financial systems in place to manage a grant of \$80,000 and the worker

In the workplan Outcome Four of the project is to develop Pasifika leadership so establishing Pasifika for Tomorrow as its own entity with good systems in place will be part of that. However, at this stage, they are not in the position to manage a grant and DIA would not fund them.

The reporting requirements for the fundholder are:

- Annual results report answering the narrative questions
- Annual outcomes progress report
- Annual financial report of actual spend against budget

For ease from our side we would have the grant agreement starting at 1 September 2016 but acknowledge it will be a quiet first year (spending wise) – lots has happened in establishing the project foundations.

Kind regards,

S9 (2) (a)

S9 (2) (a) | Community Advisor

Department of Internal Affairs Te Tari Taiwhenua

Direct Dial S9 (2) (a) | Extn^{S9 (2) (a)} | Fax: +64 3 479 6519

Level 5, Philip Laing House, 144 Rattray St | PO Box 583, Dunedin 9054, New Zealand | www.dia.govt.nz

Pio Masoe

Service Development Advisor

Service Development

Careers New Zealand

PO Box 646, Palmerston North 4440, NZ

S9 (2) (a)

Freephone: 0800 222 733

www.careers.govt.nz



Visit www.careers.govt.nz for independent information and advice on learning and work choices.

Join us on   

S9 (2) (a)

From: Piri Robinson <piri.alh@xtra.co.nz>
Sent: Thursday, 26 January 2017 3:30 p.m.
To: S9 (2) (a)
Subject: Pasifika for Tomorrow MOU & Conflict of Interest
Attachments: PTF MOU January 2017 001.jpg; PTF MOU January 2017 002.jpg; PTF MOU January 2017 003.jpg; PTF MOU January 2017 004.jpg; PTF MOU January 2017 005.jpg; Conflict of Interest 01.2017 006.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

Kia ora ^{S9 (2) (a)}

Attached is the signed copies of the MOU as well as the signed Conflict of Interest document.

Kia pai to ra, have a good day

Piri
MANAGER
Arohamai Literacy Horowhenua
Telephone: 06 368 6064
Postal: PO Box 285, Levin
Physical: First Floor, 13 Bristol Street, Levin (Above Horowhenua Chronicle)
Email: piri.alh@xtra.co.nz

Released under the Official Information Act 1982

MEMORANDUM OF UNDERSTANDING

Between

AROHAMAI LITERACY HOROWHENUA

And

PASIFIKA FA'ATILI FOE MO LE A'E - PFT (PASIFIKA FOR TOMORROW)

1. Background

Pasifika Fa'atili Foe Mo Le A'e - PFT (Pasifika for Tomorrow) are a newly established Pasifika group who work with the Pasifika Horowhenua community to address any issues they may have and are by Pasifika for Pasifika. They have a newly established board and strategic direction however their relationships and volunteer work in the Horowhenua, specifically the Pasifika community, are well established and maintained.

PFT are an independent not for profit organisation who recently applied for and were successfully granted the Community Development Scheme (CDS) funding from Department of Internal Affairs (DIA) which is \$80,000 per year for 3 years. DIA are interested in funding the outcomes PFT had stated in their application and again in their work plan and budget that they submitted and that was accepted by DIA. To access the DIA CDS funding PFT also need to have 2 years financial records. As PFT are newly established they are yet to build this and therefore need an umbrella organisation who understands and is supportive of PFT and the outcomes proposed for the Pasifika community in the Horowhenua.

Arohamai Literacy Horowhenua (ALH) was formed in 2015 as a successor to two long-established literacy services: Arohamai Literacy Aotearoa and Horowhenua Adult Literacy Service.

We recognise the right of all individuals to have the opportunity through literacy services to achieve their full potential as members of our community

We are a bicultural organisation recognising the Treaty of Waitangi by operating in accordance with Tino Rangatiratanga and guided by Manaaki Tangata to meet the needs of our multicultural community

We work together to provide high quality, accessible and appropriate services that empower our learners

We are a smart, professional and financially prudent organisation

In all of our work we have regard to the principles of:

- Manaakitanga (Nurturing)
- Pukengatanga (Skills)
- Wairuatanga (Spiritual)

- Whanaungatanga (Relationship)
- Ukaipotanga (Identity)
- Rangatiratanga (Ownership)
- Te reo
- Kotahitanga (Togetherness)

One of our main priorities is to support the Pasifika community in Horowhenua in an appropriate way so that they may have the same opportunities as the other communities in our area.

2. Purpose

The purpose of this MOU is to provide a framework for the sharing of information, intellectual property and resources between the parties.

The role of ALH is to support PFT by being a fundholder.

The contractual relationship for the DIA CDS fund is between ALH and DIA however PFT and ALH require a Memorandum of Understanding (MOU) that clearly identifies the relationship between ALH and PFT and the roles, responsibilities, principles and overall decision making for each party.

Further ALH wants to support PFT and this initiative as an opportunity for the Horowhenua Pasifika community to have their own independent organisation that is delivered and managed by Pasifika people, with decision making by Pasifika people for the Pasifika people and to improve Pasifika wellbeing.

ALH will:

- Hold funds received from DIA
- Pay wages and other costs of PFT on receipt of supporting documentation and in accordance with the agreement with DIA
- Not have any employment relationship with PFT staff but only act as its agent in paying wages
- Support PFT's decisions and outcomes for the Horowhenua Pasifika community
- If practicable, supply work space at its premises at 13 Bristol Street, Levin with details of the arrangement to be the subject of a separate agreement
- Appoint a nominee of PFT to the ALH governance committee
- Welcome PFT Board members and PFT's co-ordinator to attend meetings of the ALH governance committee as observers

PFT will:

- Pay a contribution to ALH's overheads as agreed between PFT and ALH, and also pay any additional audit or review fees attributable to the arrangements between DIA, ALH and PFT
- Appoint a member of the ALH governance committee to the PFT Board
- Welcome the other ALH governance committee members and ALH's manager to meetings of the PFT Board as observers
- Support ALH in its work including providing advice, support and guidance on any Pasifika work or issues ALH may want and need

3. Principles

Both organisations recognise the benefits of working together to achieve positive outcomes for our community and children and families within. To this end, the memorandum of Understanding has been developed with the following principles. Both organisations will:

- Provide individuals, families and staff with greater opportunities because we bring collaboration to life;
- Recognise that we can achieve better efficiencies when we share knowledge, skill, intellectual property and resources;
- Produce tangible results and better outcomes when we can offer our clients a smorgasbord of services that are easy to access and relevant to their needs;
- Support our staff better because they can access advice, training, supervision and information from either organisation
- Not take any action that is deliberately harmful to the other
- Be open and honest in dealing with each other
- Inform each other of any circumstances that might have the potential to be detrimental to the interests of the others and/or the community that we serve, except where the disclosure of such information is not permitted in law
- Not compete against each other for contracts or resources except where it is in the best interest of the community to do so. This is to be done openly.

4. Agreement

In order to achieve the purpose of this MOU we agree that:

- We will share information and resources as appropriate
- Ownership of intellectual property and resources will be attributed to the relevant organisation and acknowledged publicly, where appropriate
- Both organisations will work together to provide and or access training for their staff
- Both organisations will provide the other with staff supervision and peer supervision when deemed appropriate.
- On request PFT will provide ALH with all the information it requires in order to fulfil ALH's contractual agreement with DIA. Specifically it will supply

Annual results report answering the narrative questions put by DIA

Annual outcomes progress report

Annual financial report of actual spend against budget

- PFT will also present a report on its activities to each monthly meeting of the ALH governance committee

5. Roles and Responsibilities

Governance and management of both independent not for profit organisations need to be clearly defined:

ALH	PFT
Contractual relationship with DIA	Relationship with ALH organisation (reporting and supplying supporting information on DIA expectations of outcomes for CDS funding)
Fund hold CDS funding from DIA for PFT, receiving funds from DIA and accounting for them to DIA	Has full governance and management of CDS funding to reach outcomes .i.e. Make decisions for the CDS funding including position(s), recruitment of these, Pasifika supervision and management of staff, work plan etc. Account to ALH for funds received
Either pay wages and other costs as agent for PFT or pay funds direct to PFT on receipt of appropriate documentation	Has full HR, governance and management including employing staff, providing Pasifika pastoral employment care, managing any conflicts of interest

6. Services

Each organisation will accept referrals from the other in response to client need (and intake criteria). The table below specifies what each organisation specialises in:

Umbrella Organisation	PFT
Literacy and Numeracy services	Language and Customs
Computer Training	Advocacy and Guidance
Te Reo	Pasifika Social Services
Driver Education	

7. Management of relationship between PFT and ALH

The Manager of ALH and the Co-ordinator of PFT will be responsible for effectively managing the relationship between ALH and PFT by providing assistance and support as required.

8. Disputes

- We recognise that there may be times when we cannot agree
- We will meet and discuss the matters openly and honestly
- If matters cannot be resolved after an initial meeting, we may require an independent third party to act as a mediator, we will both agree on a suitable person
- We will operate on the principles of good faith and natural justice
- We will revisit the principles that underpin the forming of this relationship and assess the issues against these principles.

9. Term of agreement

This agreement commences on 1 January 2017 and ends on 31 December 2018. By agreement between the parties, it may be terminated early or extended.

AGREED, CONFIRMED & SIGNED BY:

Arohamai Literacy Horowhenua Inc.

Co-Chair

Date

Liz

19-1-17

Pasifika Fa'atili Foe Mo Le A'e (PFT Pasifika for Tomorrow)

Chair

Date

Pio Masoe

Rasela Molibo Fonu -h

Yousa Ngohi

19/01/2017

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Conflict of Interest Statement for the DIA Community Development Scheme.

Pasifika for Tomorrow are a small group made up of three members: Pio Masoe, Terisa Ngobi and Rasela Molio'o Fonoti-Fuauli' that are working in collaboration with Arohamai Literacy Horowhenua to support Pasifika Community Development in Horowhenua.

All three members of the Pasifika group have been involved in the process of securing this grant. Terisa Ngobi, a member of PFT has indicated that she is now interested in applying for the position of Community Development Worker.

To ensure transparency and that there is no Conflict of Interest (perceived or real), PFT has decided that for all matters to do with this DIA CDS grant, Terisa Ngobi will not be involved in any of the discussions or decisions regarding this grant. The other two members (Pio and Rasela) will review the work programme and budget to make sure that it is independent of the third member.

Pio and Rasela of PFT will take control of the recruitment process, supported by ALH so there is no unfair advantage given to Terisa Ngobi. A member from ALH and the community will also be involved in the recruitment panel guided by a DIA advisor

Signed:



19/1/2017

Pio Robinson



Terisa Ngobi 19/01/2017



Pio Masoe



Rasela Molio'o Fonoti-Fuauli'

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S9 (2) (a)

From: Piri Robinson <piri.alh@xtra.co.nz>
Sent: Wednesday, 1 February 2017 11:33 a.m.
To: S9 (2) (a)
Subject: Re: CDS

Follow Up Flag: Follow up
Flag Status: Flagged

Kia ora S9 (2) (a)

I just spoke with Liz and she has now completed her acceptance so we should be all good to continue through the process.

Woohoo

Kia pai to ra, have a good day

Piri
MANAGER
Arohamai Literacy Horowhenua
Telephone: 06 368 6064
Postal: PO Box 285, Levin
Physical: First Floor, 13 Bristol Street, Levin (Above Horowhenua Chronicle)
Email: piri.alh@xtra.co.nz

On Wednesday, 1 February 2017 11:16 AM, S9 (2) (a)

wrote:

Thanks Piri

S9 (2) (a) | Community Advisor
Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: S9 (2) (a) | www.dia.govt.nz



From: Piri Robinson [<mailto:piri.alh@xtra.co.nz>]
Sent: Wednesday, 1 February 2017 10:53 a.m.
To: S9 (2) (a)
Subject: Re: CDS

Morena S9 (2) (a)

I have just checked and we are only waiting for Liz to accept. I'm not sure if she has a concern with the grant or if she has issues accepting online.

I have emailed her so hope to hear back from her shortly. I will keep you informed.

Kia pai to ra, have a good day

Piri

MANAGER

Arohamai Literacy Horowhenua

Telephone: 06 368 6064

Postal: PO Box 285, Levin

Physical: First Floor, 13 Bristol Street, Levin (Above Horowhenua Chronicle)

Email: piri.alh@xtra.co.nz

On Wednesday, 1 February 2017 9:41 AM, S9 (2) (a)

wrote:

Morena Piri,

Have guys managed to get through the grant acceptance process? I have spoken with the team and once this is done by you and Liz, it goes straight to the payment processing team and then will be release to Arohamai.

Can you let me know when you both have completed the acceptance of the grant agreement.

Nga Mihi

S9 (2) (a)

S9 (2) (a) | Community Advisor
Department of Internal Affairs Te Tari Taiwhenua
Direct Dial: S9 (2) (a) | www.dia.govt.nz



Te Tari Taiwhenua

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