

## Nga Hau e Wha Teleconference 26/09/18

Guy Baker, Victoria/Chair – MOH: DT/KH/MF

| Issues/Updates etc  | Reflections |
|---|-------------|
| <b>Introductions and Mihi Whakatau</b>  |             |
| <b>Guy passionate about the kaupapa.</b>  |             |
| <b>Currently sitting with no contract. In touch with the members and provision of intelligence from the region. Grown in terms of work programmes. Would like to start back and get MOH back to the table. Strengthening global networks and workshops with greater advocacy. Consistency in messaging. Rural/chit/metro maori voice stronger including PI and LGBT</b> |             |
| <b>Light however on Youth</b>   |             |
| <b>Challenging times but waiting to address</b>   |             |
| <b>Sending to Marie for review: CAG Report, Waitangi Hui notes, Invercargill Hui outcomes report</b>  |             |
| <b>3 or 4 outcomes – Tangata Pai Ora, MH Inquiry panel (Hauora Tairawhiti)</b>  |             |
| <b>Derek noted: won't walk away from the table – looking at medium timeframe in order to assist Nga Hau e Wha to achieve what they need to do. Discussion required with all parties to see how to move forwards. What does MoH need to do to support what NHEW needs to do.</b>   |             |
| <b>Groups surrounded Tui with Support</b>   |             |
| <b>Unique relationship with Te Rau Matatini</b>   |             |
| <b>Mediated process – tendered resignations, shouldn't hold up mahi. Victoria led mediation however now unwell. Co-chair process in place for a year</b>  |             |
| <b>Noted one difficulties – didn't allow for open dialogue</b>  |             |
| <b>Want to get on and do some good work. Focussing on key priorities. Continuing commitment to Nga Hau e Wha</b>  |             |
| <b>Te Kupenga Trust – Contract Administrator – applied to Midlands as well. Relationship already formed</b>   |             |
| <b>Previous Contract? Redraft?</b>  |             |
| <b>Marie noted she has not had the background but would review previous contract and all documentation relating to NHEW</b>   |             |
| <b>Issues with COI process – Marie to connect with TPK to obtain the last COI process she developed for Whanau Ora.</b>   |             |
| <b>Chair and Board now aligned</b>  |             |
| <b>Does not have any direct mahi re: Whanau Ora. Marie to contact DDG Maori for information</b>   |             |



Tairāwhiti Consumer Advisory Group  
(CAG)

supported by



in

*“CHAMPIONING MANY VOICES”*

**FROZEN FUNDS AREA HUI**

**= TAIRAWHITI =**

Released under the Official Information Act 1982



## MAURI

*“Hurutearangi”*

**Hurutearangi** – Is the name that has been given to the Mauri stone (pictured) of Nga Hau e Wha. “The four winds” is a transliteration of Nga Hau e Wha. These are the children of Hurutearangi who gifted four of her children, as pou (supports), to assist Tane when he had difficulty in keeping his parents apart during the separation of Ranginui and Papatuanuku.



### **MANAAKI TANGATA**

This artwork, designed by Poutu Puketapu, was purposeful with the intent to capture the korero that was discussed at the Tairawhiti Consumer Advisory Group (CAG) and Nga Hau e Wha Area Hui.

He says, “the kaikorero took me on a journey of manaaki tangata. This demonstrated to me how we can contribute better to further support the voice within our community for our people”.

“The Huia became my inspiration as it is known to be the most sacred of birds in Maori origin. The tail feather of the huia was worn by only the highest of Ariki”.

“As the huia’s call is silent today we must hold on to what it means”.

The characteristics of the Huia stimulated this creation in the artist. The Huia lives its entire life with only one companion. The male of the species supports and provides sustenance for the female as her beak is too fragile to forage kai for herself. For this reason, the male exemplifies manaaki towards his mate which is likened to our community and how we manaaki our whanau.

## ACKNOWLEDGEMENTS

Acknowledgement is given for the bravery and courage of those local consumers of lived mental health and addictions experience (psychosocial disability) who contributed and involved themselves in the discussions in what would have been a challenging environment given the company they were amongst.

Sincere thanks are extended to our guest speakers especially [REDACTED] s 9(2)(a) for their strength and resilience in the sharing and telling of their personal journeys.

Finally, recognition is given to all the organisations and their representatives in attendance. Without their time, support and articulation of korero, the voice of Tairawhiti consumers would not have had such an effective platform to be heard directly at a national level.

Nga mihi nunui ki a koutou. Tena koe, tena koutou hoki mo o mahi manaaki, mahi awhina, mo to tautoko I te kaupapa.

*Frozen Funds Charitable Trust*  
*Grant Cooper – Otago Mental Health Trust*  
*Nga Hau e Wha*  
*Tairawhiti Community Advisory Group (CAG)*  
*Papa Tau Moeke*  
*Jude Rickard*  
*Gloria Sheridan*  
*Te Awhimate Tawhai*  
*Poutu Puketapu*  
*Te Kuwatawata*  
*Te Kurahuna*  
*Te Hiringa Matua*  
*Te Kupenga Net Trust*  
*Emerge Aotearoa*  
*Te Korowai Mahana*  
*Piki Te Ora*  
*Turanga Health*  
*Funding and Planning*  
*Te Whare Oranga (Community Mental Health)*  
*Te Whare Awhi Ora (Adult In-patient Service)*  
*Te Whare o Te Rito (ICAMHS)*

# CONTENTS

|                                 | Page |
|---------------------------------|------|
| Art Work – Manaaki Tangata..... | 1    |
| Acknowledgements .....          | 2    |
| Introduction.....               | 4    |
| Ideology.....                   | 5    |
| Methodology.....                | 6    |
| (i) Group Activity 1.....       | 6    |
| (ii) Group Activity 2.....      | 7    |
| (iii) Individual Activity.....  | 7    |
| Findings.....                   | 8    |
| (i) Group Activity 1.....       | 8    |
| (ii) Group Activity 2.....      | 9    |
| (iii) Individual Activity.....  | 10   |
| Recommendations.....            | 11   |
| Conclusion.....                 | 13   |
| Appendices:                     |      |
| (i) Poster.....                 | 15   |
| (ii) Programme.....             | 16   |
| (iii) Finances.....             | 17   |

## **Introduction:**

Frozen Funds assistance was provided to allow Nga Hau E Wha to engage with grass roots Tangata Whaiora, particularly in the remote areas of Te Taitokerau (Northland Region), Te Tairāwhiti (Gisborne/East Coast Region) and in urban areas of Te Upoko o te Ika (Central Region) and Te Waipounamu (Southern Region).

The aim of each hui is to highlight Tangata Whaiora networks in these regions and the need to hear their voice from a grass root level thus providing:

- (i) An opportunity to promote Nga Hau E Wha as a national body that represents persons with lived experiences of mental health and addictions (psychosocial disabilities) to such groups;
- (ii) To hear the stories and local concerns of Tangata Whaiora;
- (iii) To evidence to the Ministry of Health and wider stakeholders what is required to successfully engage and acknowledge the growing concerns of Tangata Whaiora within our regions.

The first of the four regional hui was held at Te Tiriti o Waitangi Marae, Waitangi from 4-6 February 2018 with it's success coinciding with Waitangi Day Celebrations.

This report covers the second hui held at Te Kurahuna, Gisborne on Friday, 13 April 2018 that was facilitated by Tairāwhiti Consumer Advisory Group (CAG) Co-Chair and Nga Hau e Wha Board Member for the Midlands Region, Consumer Leader Guy Baker.

**Te Kurahuna**



**Ideology:**

The ideology of the Te Tairawhiti hui was to maximise this opportunity to bring awareness of the work Nga Hau E Wha does, to both the Te Tairawhiti Consumer Advisory Group (CAG) and to local service workers and stakeholders. It also provided the same opportunity for service workers and stakeholders to learn more of CAG, whom they knew existed but for some were not aware of how the group operated.

By bringing these groups together, it was envisaged that service workers and stakeholders could hear first-hand the voice of Tangata Whaiora and then assist in articulating that voice, through Nga Hau E Wha, so that it will be heard at a national level.

This response would also form the basis of a submission, on behalf of CAG, to the Governments Mental Health Inquiry Panel and to Hauora Tairawhiti District Health Board who are initiating their own review of how mental health services are being delivered in the region.

**Group Activities**

s 9(2)(a)





## **Methodology:**

The methodology used to maximise this huge opportunity was to implement the same model that Nga Hau E Wha followed when they offered a “World Café” style presentation at the 7<sup>th</sup> Service User Academia Conference that was held at the University of Otago campus in Wellington in November 2017. A delivery to all attendees of CAG was given first which was followed by an address about Nga Hau e Wha. Then the first of two group activities was introduced.

### **(i) Group Activity 1:**

The attendees were numbered off to form 5 groups. Attention was paid to ensure support workers and sector staff were spread evenly amongst the groups. Their job was mainly to facilitate their group by listening to what consumers had to say and then articulating their korero. This group activity then asked (i) How do you think Nga Hau e Wha can be more effective and (ii) What is considered the most important issues Nga Hau e Wha could advocate for on their behalf?

**1 of 5 groups for Group Activity 1**

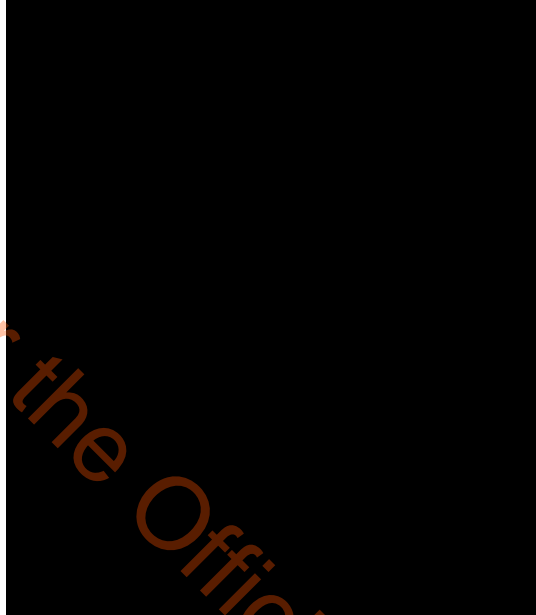


(ii) **Group Activity 2:**

Guest Speaker presentations were given after lunch before attendees were split into 4 groups. They were asked:

After considering everything today, what then do you think are the priority issues for Nga Hau e Wha to advocate for on your behalf?

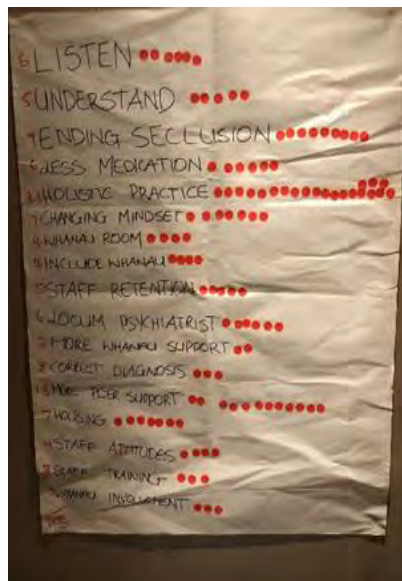
1 of 4 groups of Group Activity 2



(iii) **Individual Activity:**

From the feedback that was given in the group activity, everyone was given three red dot stickers each to place next to the issues they personally felt were high priority for them. They could either place one dot next to different issues or they could place 2 on one and 1 on another or if they felt strongly then they could place all three dots on the one issue.

Response to Individual Activity



## Findings:

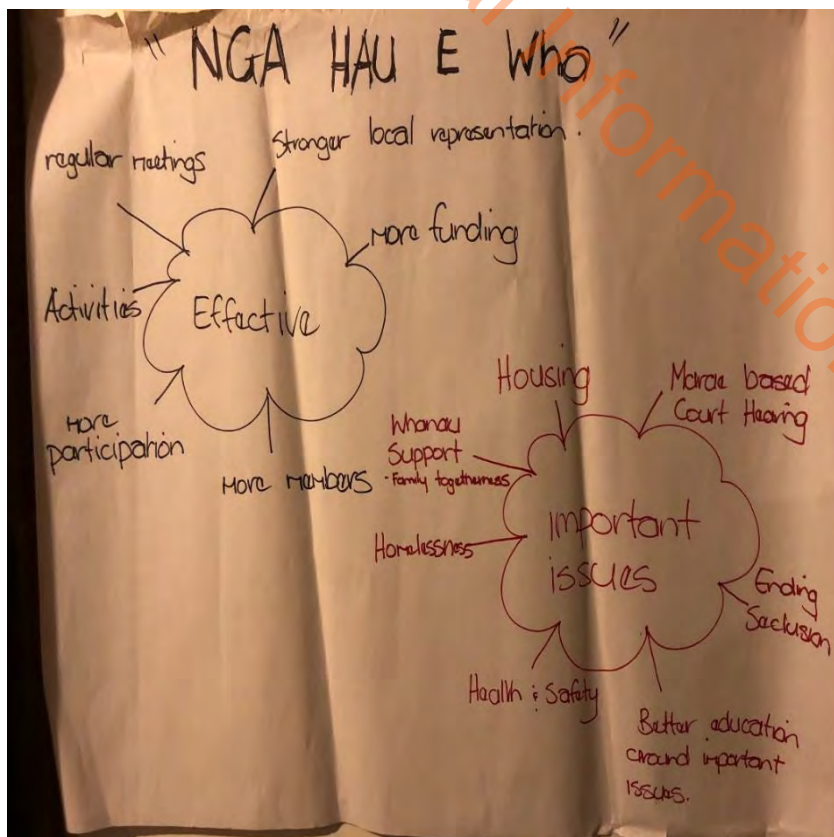
### (i) Group Activity 1

#### (a) How can Nga Hau e Wha be more effective?

- Stronger local representation
- Prominence at national level – more representation
- More funding
- Advocate for Increase of Peer Support Workers
- Increase awareness to minimise stigma and discrimination
- Mana enhancement
- Lobby for Local facilities e.g. respite, rehabilitation village etc

#### (b) What is considered the most important local issues?

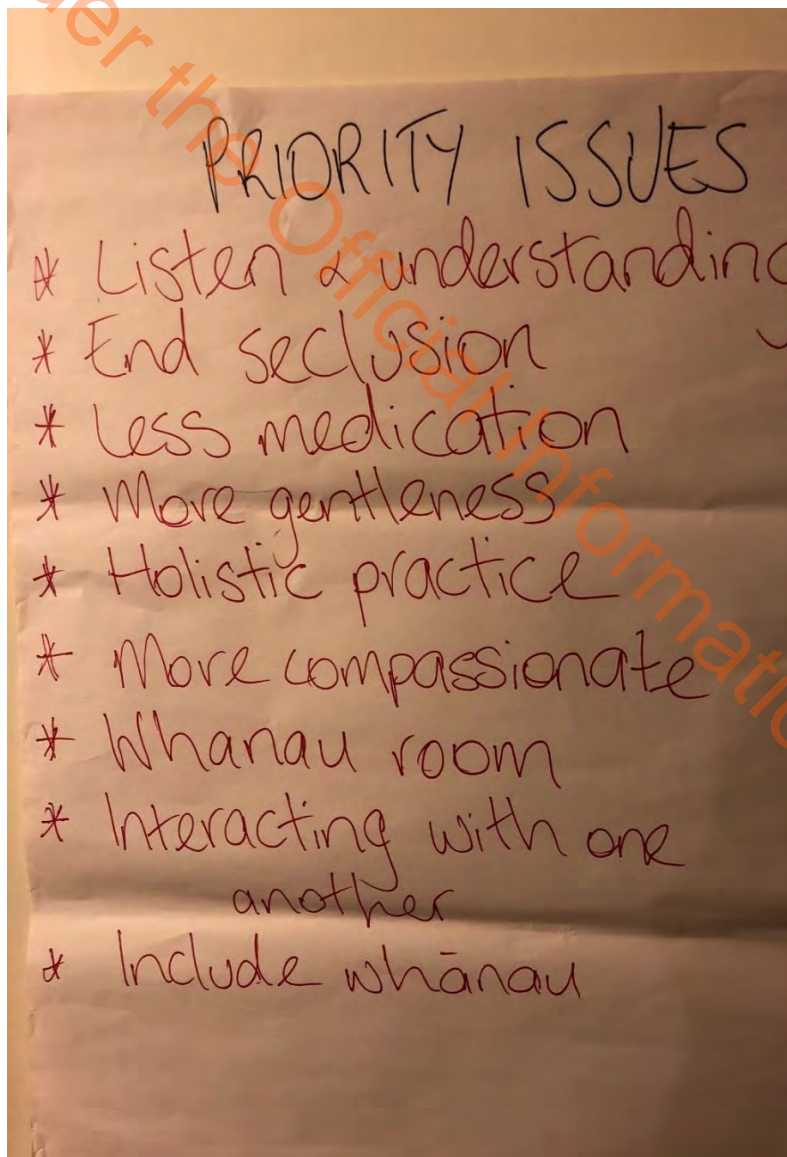
- Address social issues e.g. housing
- Homelessness
- Ensuring whanau inclusiveness/ support for whanau
- MH Hearings to be held at more appropriate venues
- Ending seclusion
- Increased education around important issues
- Need permanent psychiatrists not locums



(ii) **Group Activity 2**

What are the priority issues for Nga Hau e Wha to advocate for on your behalf?

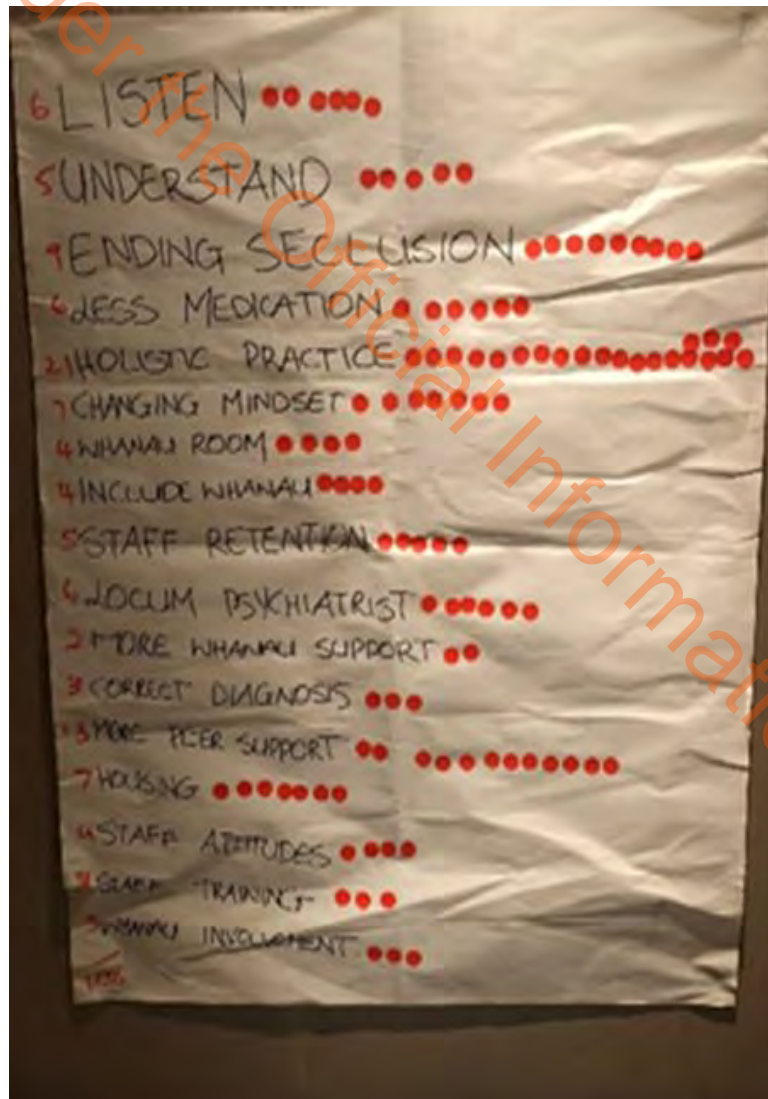
- To be listened to and be understood.
- End seclusion.
- Staff retention and training particularly to change mindsets and attitudes.
- Less locum psychiatrists, less medication and correct diagnosis made.
- More Peer Support Workers
- More emphasis on holistic practices.
- Be inclusive of whanau and give them support.
- Housing



(iii) Individual Activity

- Holistic Practices (21), less medication (6) – **27 (25%)**
- Ending Seclusion (9), Change mindsets (7)– **16 (14.8%)**
- Whanau Involvement (3), include whanau (4), whanau room (4), more whanau support (2) – **13 (12%)**
- More Peer Support (13) – **13 (12%)**
- Staff retention (5), staff training (3) staff attitudes (4) – **12 (11.1%)**
- Listen (6) and understand (5) – **11 (10.2%)**
- Less Locum Psychiatrist (6), Correct diagnosis (3) – **9 (8.4%)**
- Housing (7) – **7 (6.5%)**

(108 = 100%)



## Recommendations:

The findings from the group and individual activities were articulated by service workers and stakeholders into the following recommendations for Nga Hau e Wha to advocate to the Ministry of Health, on behalf of Tairawhiti CAG:

**Recommendation 1** – That cultural forms of healing and holistic practices be acknowledged, supported and integrated into the mental health system as models of care and wellbeing.

- Previous governments have spent millions and millions of dollars, particularly within mental health, on “fixing” health care, services and delivery however instead of seeing improvements, the situation has only worsened. This continually sees Maori prejudiced by a system that is failing them and therefore, statistically, unfairly portrays them negatively.
- Research and advocacy from a growing group of world-wide critical psychiatrists e.g. Patrick Bracken prove that cultural healing and practices impacts positively on one’s wellbeing and can lead to less medication being prescribed.
- Tairawhiti has embarked on new initiatives which are underpinned by Maori cultural healing and practices that shows encouraging influences within the community. It is believed that more support towards such initiatives needs to be given for potential to be realised.
- People have said – *“Connect us back to nature”, “Use Maori healings like rongoa”, “Hearing the Maori god stories makes me look at myself in a different but better way”*

**Recommendation 2** – That ending seclusion become a primary target to be achieved as soon as possible and that staff be given the necessary tools and resources for alternative practices to be put in place.

- Seclusion has long been regarded by consumers as a *“barbaric practice”*.
- It has also been perceived as a form of control rather than one of wellbeing.
- Staff training and support to staff needs to be given as attitudes and mindsets need to change.
- Consumers shared that – *“Seclusion is a hell hole”, “no-one listened to me. All I wanted was a f\*%^ smoke but they wouldn’t let me”, “The Police cells are 10x better than this shit place”, “I felt alone and scared”, “It hinders our journey to become well”*.

**Recommendation 3** – That the Ministry of Health Funding model be revised to include provision for whanau inclusiveness in well being as well as acknowledge geographical challenges rather than be based on an individual patient per region.

- There has been a long-held belief within Tairawhiti that whanau are an essential part of their loved one’s recovery journey yet there is little, or no assistance provided to them to help promote wellbeing.

- Furthermore, there is a lack of facilities in Tairāwhiti e.g. long term supported accommodation, youth respite, rehab etc that sees consumers being sent out of the district and away from their main support – whānau. Sometimes left to travel alone to the centres with little assistance given for whānau to follow and support their loved one. On occasion, consumers abscond from these facilities, as the environment is foreign to them, and return home to their community without undergoing the care they need.
- In addition, it has been frustrating for consumers to be seen by locum psychiatrists rather than a permanent doctor as relationships are brief compromising doctor/ patient trust.
- Korero included – *“Let my whānau help. They know me better than doctors and nurses”. “I got sent to Rotorua because there was nothing here in Gisborne but my whānau couldn’t afford to be with me”. “Be good if my brother could have stayed with me for a couple of nights at the ward”. “There are too many overseas doctors who only come for a short time and change my medication. I’m not a guinea pig”.*

**Recommendation 4** – That investment be made in workforce development that not only sees better trained staff who can listen and understand us but also one that increases the number of Peer Support workers.

- It was identified that Tairāwhiti has a growing mental health and addictions problem and whilst this is on the rise, the number of workers is not keeping pace and they are becoming over worked, stressed and being forced to consider other career pathways.
- There was a call for more Māori workers to work with Māori especially with an emphasis towards holistic practices.
- Though it was recognised that the current workforce needs reviewing it was stated that more services and workers should be instilled or transferred into the community rather than within the DHB.
- Comments – *“Not enough Māori staff”. “It sucks having to walk into community mental health. Wish I could walk onto a marae instead”. “P is huge here. It’s far more easier and cheaper to get than dope. Don’t how the support workers are gonna cope”*

**Recommendation 5** – That government and community collaboration is required for social determinants need to be addressed.

- Tairāwhiti is a region where incomes are mainly medium to low on the socio-economic scale which is consistent with a high rate of unemployment. It has been said that there is some correlation between this and psycho-social disabilities and addictions.
- Affordable housing, emergency and social housing is low where demand is very high. Stigma is rife when mental health history becomes known thereby discriminating one from accessing the basic necessities of life e.g. shelter.
- Incentives should be provided to encourage better living standards through collaboration in the community.

- Consumers say – *“I’ve been waiting almost two years for a house from Housing NZ but still nothing. The street is my home”. “I don’t know if I’m getting my full entitlement because its always a hassle going to see WINZ because they are just control freaks”. “I rang a motel for some temporary accommodation, but they told me they don’t take mental health patients”.*

**Recommendation 6** – That the government undertake a review the Mental Health Act.

- In 2015 CAG began advocating for mental health hearings to be held on a marae however the Crown Law Office supported an interpretation of Principal Family Court Judge, Laurence J Ryan that under sections 16(2) and 18(2) of the Mental Health Act this was not provided for.
- Tairawhiti’s case was centred on the fact that hearings are conducted either at the Family/District Court or at the in-patient ward. These venues were deemed inappropriate because (a) mental health is not a crime; and (b) being held at the courthouse only promoted stigma and discrimination simply by being seen there. In addition, the room at the ward, where hearings are held, has an adjoining wall to the seclusion area and during some hearings screaming and banging on walls etc can easily be heard. Not forgetting that a marae is more culturally and fitting place for these to be conducted given the model of Te Kooti Rangatahi that is operating within Tairawhiti.
- In February 2018 the Substance Abuse (Compulsory Assessment Treatment) Act was enacted and became the first parliamentary Act to include a “Mana Enhancing” clause. Consumers say that this should also be adopted into the Mental Health Act.
- Amend provisions within the Act to make Compulsory Treatment Orders (CTO) less restrictive. One consumer said that *“It is very easy for them to put me under a CTO, but they make it damn hard for me to get off”*. This was met with overwhelming agreement with another saying that *“rather than using it as a tool for my wellness it is being used as a tool of control instead”*.

## **Conclusion:**

There is a strong call for change but importantly a reminder that Tairawhiti consumers only wished to be listened to and understood. It was disclosed that there had been repeated attempts in past years to have their concerns addressed and voices heard however it was considered that no-one was listening to them. Many of the issues are unique to Tairawhiti that sets them apart from the rest of the country yet when grouped into a “national collective” the outcomes continued to not favour local needs. For example, Tairawhiti is an area that has a higher ratio of Maori per head of population to the rest of the country, is a region that is geographically isolated, and which is disadvantaged by a funding model that does not consider the many challenges of the district.



This Frozen Funds hui, therefore, has offered CAG members, service workers and stakeholders of Tairawhiti a greater insight of the level of representation that Nga Hau e Wha provides and some confidence that their voice of individual experiences, personal journeys and local issues may finally be acknowledged through advocacy at a national forum to the Ministry of Health.

Finally, as immense value has been derived from such a meeting, the hui unanimously agreed that further funding should be granted to Nga Hau e Wha to allow additional hui to be held in other areas around the country so that more grass root voices may be heard.

Guy Baker

Facilitator

Co-Chair Tairawhiti Consumer Advisory Group

Midlands Representative and Board Member for Nga Hau e Wha

**APPENDIX (i)**



*in conjunction with*  
**Consumer Advisory Group (CAG)**

**FRIDAY, 13 APRIL 2018**

**“CHAMPIONING MANY VOICES”**

**10:00AM @ TE KURAHUNA  
75A Peel St, Gisborne**

**Support for a stronger Consumer voice within  
Mental Health & Addictions Services**

**Nga Hau e Wha** is a national consumer forum that carries the voice of whanau with lived experience to ensure that the Ministry of Health is given a clear picture of how things are for those who receive Mental Health and Addiction Services.

Please join us, other whanau and community stakeholders from 10:00am – 3:00pm (lunch provided) to give collaborative community support on how Nga Hau e Wha can be more effective to highlight the issues that we believe should be priority for them to pursue from a local, regional and national perspective.

The directives received from this hui will also contribute towards a local submission to the governments Mental Health Inquiry Panel.

**Guy Baker – Nga Hau e Wha Board Member (Midlands Region)**

**NAU MAI HAERE MAI**

*An opportunity to support whanau in our community*

Highlight local issues on the national stage

*Tell Nga Hau e Wha OUR priorities*

Contribute to a MH Inquiry submission on behalf of CAG

*Effective Advocacy for Effective Outcomes*

**TO REGISTER - CONTACT:**

s 9(2)(a)

by Friday, 6 April 2018

**APPENDIX (ii)**

**Consumer Advisory Group (CAG)**

**Tairawhiti**



**‘Championing Many Voices’**

**PROGRAMME:**

|         |   |
|---------|---|
| 10.00am | Registration – Cup of Tea   |
| 10.30am | Whakatau/Mihi/Karakia Timatanga – Papa Tau<br>Waiata – Te Korowai Mahana<br>Taku Whare Wananga<br>Whakawhanaungatanga   |
| 11:00am | Introduction/ House-keeping/Outline of hui  |
| 11:10am | Presentation:<br>Brief background of CAG<br>Nga Hau e Wha:<br>Ko wai tatou? – Who are we?<br>He aha ana matou – What are we doing?<br>Mahere Rautaki – Our Strategic Plan                               |
| 11:30am | <u>Group Activity (5)</u><br>Discuss how Nga Hau e Wha can be more effective and what you think are the most important local issues Nga Hau e Wha can advocate for?      20min      Feedback      10min |
| 12:30pm | LUNCH   |
| 1:15pm  | Speaker – <b>s 9(2)(a)</b> : Consumer with Lived Experience   |
| 1:30pm  | Speaker – <b>s 9(2)(a)</b> : Whanau with Lived Experience   |
| 1:45pm  | Speaker – <b>s 9(2)(a)</b> : Ending Seclusion   |
| 2:00pm  | Speaker – <b>s 9(2)(a)</b> : Holistic Practices   |
| 2:15pm  | <u>Group Activity (5)</u><br>Consider what has gone on today, what are priority issues for Nga Hau e Wha?      20min      Feedback      10min   |
| 2:45pm  | <u>Individual Activity</u><br>You are given three stickers. Place these where you consider are YOUR individual priorities.  |
| 3:00pm  | Poroporoaki/ Karakia Whakamutunga<br>Waiata – Te Korowai Mahana   |

**APPENDIX (iii)**

**Finances:**

| <b>Item</b>                              | <b>Description</b>  | <b>Budgeted Cost</b> | <b>Actual Cost</b>                |
|--|---|----------------------|-----------------------------------|
| <b>Venue Hire</b>                        | Te Kurahuna   | \$250.00             | <b>\$ 250.00</b>                  |
| <b>Catering</b>                          | Morning Tea<br>Lunch @ The Whitehouse<br>44 people @ \$20ph | \$900.00             | <b>\$ NIL</b><br><b>\$ 880.00</b> |
| <b>Resources</b>                         | Stationery Items  | \$200.00             | <b>\$ 171.16</b>                  |
| <b>Printing &amp;<br/>Administration</b> | Promo Posters, Strategic<br>Plan, Leaflets, Admin Support   | \$250.00             | <b>\$ 250.00</b>                  |
| <b>Koha</b>                              | Petrol Vouchers for Speakers                                | \$200.00             | <b>\$ 200.00</b>                  |
| <b>Sundry</b>                            | Courier – Petrol Vouchers                                   | \$200.00             | <b>\$ 11.66</b>                   |
| <b>TOTAL</b>                             |   | <b>\$2000.00</b>     | <b>\$ 1762.82</b>                 |
| <b>Outcome</b>                           | <b>Underspend</b>   |                      | <b>\$ 237.18</b>                  |

# NGĀ HAU E WHĀ REPORT (1) TO THE FROZEN FUNDS CHARITABLE TRUST



## Ngā Hau E Whā engagement hui

### Region

Te Taitokerau Pilot (Northland Ngā Hau E Whā Region)

### Venue

Te Tiriti o Waitangi National Marae, Waitangi

### Dates

4th 5th and 6th February 2018  
(During Waitangi celebrations)

### Background

This hui was the pilot for the 1<sup>st</sup> of the 4 Frozen Funds assisted Ngā Hau E Whā hui.

\$10,000 funding was received in total from Frozen Funds with \$2,000 budgeted for this Te Taitokerau (Northland) hui

### Remit of Frozen Funds assistance

The funding was provided to assist grass roots engagement hui. Two of which are to be rural (Te Taitokerau and South Island West Coast) and two of which are metropolitan areas (Gisborne and Palmerston North)

The aim of the four pilot hui were to evidence to our tangata whaiora networks, to the Ministry of Health funders and planners, and our wider stakeholders what is required to successfully engage tangata whaiora within our regions

# NGĀ HAU E WHĀ REPORT (1) TO THE FROZEN FUNDS CHARITABLE TRUST



## Promotional Panui

A promotional panui of posters and flyers was designed and printed.

These were given out both by hand and email to tangata whairoa throughout Te Taitokerau (Appendix A)

## Outcomes we had sought

- For tangata whaiora attending attending Te Tiriti o Waitangi celebrations to share 'lived experience' stories and to hear stories of resilience and recovery
- For Tui Taurua-Peihopa as the local Ngā Hau E Whā Northland regional representative (assisted by Jak Wild, Central Region North representative) to introduce the work of Ngā Hau E Whā to those attending celebrations on Te Tii Marae
- To develop a Ngā Puhi and Northland wide tangata whaiora data base to support the work of Ngā Hau E Whā
- To identify tangata whaiora leaders able to assist Tui's Ngā Hau E Whā's mahi, and to identify eventual succession leaders
- To engage Community Leaders, kaumatua and government Ministers, and to hand deliver to a prominent Minister the Ngā Hau E Whā Briefing to Ministers.

# NGĀ HAU E WHĀ REPORT (1) TO THE FROZEN FUNDS CHARITABLE TRUST



## 4th February hui

Jak Wild was powhired on to the Marae in the afternoon by Tui Taurua-Peihopa and her whanau, and then Jak gave a mihi to the Kaumatua present.



*Tui Taurua-Peihopa at the entrance to Te Tii Marae  
with the Ngā Hau E Whā “Hurutearangi” (Mauri)*

In the evening a debate was initiated on the side of whanau. Tui introduced her local Ngā Hau E Whā role, the groups national role, and shared her own lived experience of self-harm, mental distress and recovery. Jak also introduced his regional Ngā Hau E Whā role, and shared his own lived experience and the impacts on this from his history of forced treatment and resulting disconnection from his family of origin.

Tangata whaiora responded with their own lived experiences as did whanau members with their own familial experiences.

# NGĀ HAU E WHĀ REPORT (1) TO THE FROZEN FUNDS CHARITABLE TRUST



## 5 February second day hui

Tui spoke more about her Ngā Hau E Whā role and what she would like to do on behalf of Ngā Puhi which created significant debate

More stories were shared and many questions asked.

A proposal was put to the meeting by Kaumatua that Tui Taurua-Peihopa represent the voice of Tangata Whaiora for tangata whaiora, whanau, Hapu, and Iwi o Ngapuhi.

There was intense debate which was at times become emotional on the competing priorities between the mental health korero that had taken precedent and the wider issues of the governments new arrangements around attending only at the Upper ceremonial house and not as is usual at Te Tii Marae.

The Taumata asked for resolutions to be tabled the next day to give time for people to reflect on debate followed by karakia.

s 9(2)(a)



*Kaumatua Kingi Taurua and Tui Taurua-Peihopa  
with some of the Rangatira who attended*



# NGĀ HAU E WHĀ REPORT (1) TO THE FROZEN FUNDS CHARITABLE TRUST



## 6 February 2018 third day hui

Further debate in the morning agreed resolutions in support of Tui's mahi and mandate to work for and on behalf of Ngā Puhi.

- Resolution One (carried)  
*Te Tiriti o Waitangi Māori Committee 1962, appointed Tui Taurua-Peihopa to a Health and Disability role as the Kaitiaki o te Hinengaro Hauora o Ngapuhi*
- Resolution Two (carried):  
*That Hapu representatives from various whanau be selected to support Tui's mahi*
- Resolution Three (carried):  
*That a report of progress with Tui's new role for Ngā Puhi be given at the 2019 Waitangi celebrations.*
- Resolution Four (carried):  
*That the government be informed of Ngā Puhi support of the Ngā Hau E Whā Briefing letter when it is handed to the Prime Minister on the Treaty Grounds*
- Resolution Five (Carried)  
*For Tui to inform the PM of her appointment to the Ngā Puhi Health and Disability role and of the mahi to champion the many voices of Ngā Puhi Tangata Whaiora*

Mental Health continued to be discussed throughout the Te Tii Marae grounds throughout the course of the day

# NGĀ HAU E WHĀ REPORT (1) TO THE FROZEN FUNDS CHARITABLE TRUST



## Mental Health Issues debated

The Mental Health issues debated over the 3 days of hui included:

- The impact of colonization and breaches of Te Tiriti o Waitangi, particularly Article 2 on past and current mental health
- The trauma from both world wars and the loss of Te Taitokerau service men and how this was still having impacts on whanau
- The lack of progress in Te Taitokerau with recognition of the authority of Marae particularly around the use of the Mental Health Act
- The continuing impact of the Tohunga Suppression Act, in the way that its repeal has not eventuated into Tohunga and their practices being respected and accepted in the health and justice sectors
- The right to have access to rongoa and to reject western medication particularly on inpatient units
- The high than average use of community treatment orders, seclusion and the mental health act in Northland.
- Personal stories of Electric Shock Treatment
- Impact of child/youth facilities and prisons on peoples' mental health and failure to receive any apology
- The Briefing letter to Ministers from Ngā Hau E Whā and how to present this to the Prime Minister
- Gaining signatures from 60+ attendees supporting the Ngā Hau E Whā Briefing letter and Tui 's mahi.
- An agreement for the signatures to become the start of a Ngā Puhi data base for Tui to undertake her mahi

# NGĀ HAU E WHĀ REPORT (1) TO THE FROZEN FUNDS CHARITABLE TRUST



## Conclusion

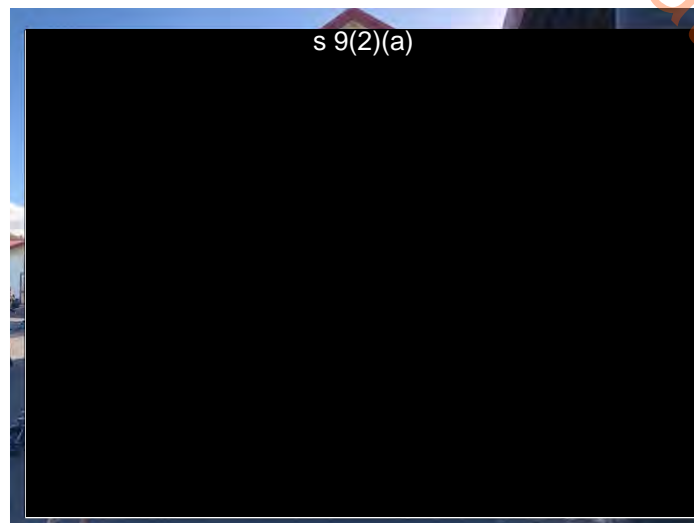
The hui inspired speeches inside the whare tupuna and outside amongst the many attendees present over the three days on the wider Te Tii Marae grounds.

Both tangata whaiora and whanau of tanagata whaiora shared mental health stories openly talking about their experiences.

Tui was widely congratulated on her many years passion working to make a difference for Ngapuhi tanagata both on the National and International stage. Tui's kaupapa was acknowledged - to bring about a brighter future for the mokopuna o Ngapuhi.

After the event a letter was drafted by Tui Taurau-Peihopa and sent to the Prime Minister requesting a one-on-one meeting to discuss the mahi being undertaken with Ngā Puhi tangata whairoa (Appendix B)

Thanks goes out to the generosity of Te Tii Marae in hosting the event, particularly Kaumatua Kingi Taurua and gratitude is given to all those that gave support to the hui and providing Tui the mandate for her mahi - to make a difference in Te Taitokerau



*Some of the attendees at the end of the 3-day hui*

# NGĀ HAU E WHĀ REPORT (1) TO THE FROZEN FUNDS CHARITABLE TRUST



## Report prepared by:

Tui Taurua-Peihopa  
Ngā Hau E Whā Northland Representative  
Kaitiaki o te Hinengaro Hauora o Ngapuhi

*(Assistance from Jak Wild,  
Ngā Hau E Whā Central Region {North} Representative)*

***Thanks to Kaumatua Kingi Taurua and the Taumata, Te Tii Marae Trustees, and tangata whaiora, whanau, hapu and Iwi o Ngā Puhī for the assistance and support of the hui***

## Appendices

Appendix A:  
Panui posters and flyers

Appendix B:  
Letter from Tui Taurua-Peihopa to  
Rt Honourable, Jacinda Adern, Prime Minister

Appendix C:  
Refelctions from tangata whaiora attendee

s 9(2)(a)

*We seek to activate the mind, to be a voice of the past....and the voice of the future  
E rapu ana tatou ki te whakahihiko I te hinengaro,  
Tuhinga o mua...Me te reo o te tatou heke mai*

## MENTAL HEALTH HUI WAITANGI WEEKEND



**An invitation to the Treaty Celebrations on the 4th, 5th & 6th February 2018 from**

### **Te Tai Tokerau Ngapuhi Chief Kingi Taurua**

*Vietnam Veteran with lived experience of Post Traumatic Stress Syndrome*

*Kaumtua, Te Huarahi o te Kete Pounamu (National Maori Mental Health and Addictions Service User Roopu)*

*NZ Radio Awards 2010, Best Maori Language Broadcast*

### **Te Tai Tokerau National Rep, Tui Taurua-Peihopa**

*The Chair, Te Huarahi o te Kete Pounamu (National Māori Mental Health and Addictions Service User Roopu)*

*Te Tai Tokerau Regional Rep, Ngā Hau E Wha (National Mental Health and Addictions Service User Roopu)*

**To be held at  
Te Tii Marae, Waitangi Treaty Grounds**



Te Huarahi o te Kete Pounamu



Ngā Hau e Wha Tohu

**Aim of the hui is to share our mental health and recovery stories to identify our pathway and follow it**

**Brought to you by tangata whaiora**



**Assisted by funding for tangata whaiora**



*We seek to activate the mind, to be a voice of the past....and the voice of the future  
E rapu ana tatuo ki te whakahihiko I te hinengaro,  
Tuhinga o mua...Me te reo o te tatou heke mai*

## MENTAL HEALTH HUI WAITANGI WEEKEND

### Program details

#### Aim of the hui:

- To facilitate people with lived experience of mental health distress and addictions to attend and participate
- To hear the voice of Te Tai Tokerau Tangata Whaiora Maori communicate expressions of mental health experience
- To share our mental health recovery stories so as to develop pathways of encouragement for others to follow
- To further develop the National Te Tai Tokerau Tangata Whaiora database
- To feedback local and regional Mental Health issues to National reps
- To meet and engage with Māori elders and local community leaders
- To influence national leaders and engage the media
- To raise awareness and understanding of the needs of people with lived experience particularly Māori
- To influence Political, Iwi and Community Leaders
- To take part in Te Tiriti o Waitangi celebrations

#### Accommodation:

- The Ngā Hau E Wha delegation will be residing at Te Tii Marae

#### Activities:

- Formal address to individuals and groups
- Informal korero and liaison
- A Public Meeting on Te Tii o Waitangi Marae
- Radio and print media interviews

#### Facilitators / Speakers:

- Te Tai Tokerau Tangata Whaiora Māori
- Kingi Taurua, Kaumatua  
*Te Huarahi o te Kete Pounamu (National Māori Roopu)*
- Tui Taurua-Peihopa  
*The Chair, Te Huarahi o te Kete Pounamu (National Maori Roopu)*  
*Te Tai Tokerau Regional Rep, Ngā Hau E Wha (National Roopu)*
- **s 9(2)(a)**  
*Māori with lived experience*
- Jak Wild  
*Central Region Rep, Ngā Hau E Wha (National Roopu)*
- Community Representatives  
*To be confirmed*

For further information and RSVP contact: Tui Taurua-Peihopa

s 9(2)(a)

Te Huarahi o te Kete Pounamu



**To:**

Rt Hon, Jacinda Adern, Prime Minister  
Freepost Parliament  
Private Bag 18 888  
Parliament Buildings  
Wellington 6160  
(Delivered by hand)

**From:**

Tui Taurua-Peihopa, Tangata Whaiora  
13 Ngatirahiri Road,  
Waitangi/Pahia  
Far North, 0200  
s 9(2)(a)

Thursday Feb 15<sup>th</sup> 2018

We seek to activate the mind  
E rapu ana tatou ki Te whakahohe I Te Hinengaro

Be the voice of our past  
Tuhinga o mua

And the voice of our future  
Me te REO o tatou heke mai

Ngā mihi nui ki a koe Te Rangatira o Aotearoa,  
Ko ingoa ahau ko Tui Taurua-Peihopa o Waitangi te Iwi o Ngāpuhi.  
My Mental Health journey began in 1977.  
My Mental Health career began in 1995.  
I returned to reside in Te Tai Tokerau in 2010.

Dear Prime Minister,

By way of introduction, I have a number of designated Mental Health roles that carry the voice of Maori Tangata Whaiora.

We, myself Tangata Whaiora Tui Taurua-Peihopa, Kaumatua Tangata Whaiora Kingi Taurua and Tangata Whaiora Jak Wild led a three day Te Tai Tokerau Mental Health hui on Te Tii Marae, Waitangi during the recent Waitangi celebrations.

The hui was a significant collaborative event, being hosted by Ngā Puhi, facilitated by Ngā Hau E Whā, with assistance from Frozen Funds Trust.

The attendees included numerous Kaumatua from across Aotearoa, and from local hapu and Ngā Puhi leaders.

The strong interest in the topic created robust debate, where people talked openly and honestly, sharing their own, and their whanau's lived experiences.

A number of resolutions were agreed on during the hui:

- 1) A mandate for Tui Taurua-Peihopa to be the Tangata Whaiora voice for Ngā Puhi
- 2) For Ngā Puhi to endorse the Ngā Hau E Whā drafted letter (you received by hand on 6<sup>th</sup> February), and to support my hand delivery of the letter to you whilst you attended Waitangi celebrations on the Treaty Grounds.

Unfortunately, I was unable to make direct contact with you on behalf of Ngā Puhi whilst you attended on the Treaty Grounds, but fortunately my colleague Jak Wild was able to hand deliver to you the Ngā Hau E Whā letter and register of the Waitangi hui attendees that endorsed the letter. Please note, the attendance registration sheets you received, had only 25 of the 60+ hui signatories that endorsed the Ngā Hau E Whā letter.

By way of a follow up to the Waitangi Mental Health event, I would like an opportunity to meet with you one-on-one, except for my official photographer, Sarah Cordery who I would like to also attend.

The purpose of this hui would be for:

- Maori Tangata Whaiora to have an opportunity to commend your Government's recent Mental Health initiatives.
- For you to hear directly the voice of the Maori Tangata Whaiora leadership, and acknowledge its importance to your Governments initiatives.
- To explore opportunities for closer collaboration and commitment between your Government and Tangata Whaiora representatives.

May I suggest we have a two-hour hui sometime within the next 6 weeks.

I propose we meet confidentially, with a mutual agreement as to what is publically reported on as a result of our hui. That we identify a convenient and appropriate location and venue for our hui. My preference would be to meet privately at Te Tii Marae, Waitangi, but a location in Wellington may be logistically more convenient for you.

I have included here the Panui that was used to promote the three day Tangata Whaiora Hui at Waitangi, 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> February 2018 and a copy of my profile from the "100 Maori Leader's" Website < <https://100maorileaders.com> >.

I look forward to your reply and am hopeful that a new dawn is on the horizon for my fellow Maori Tangata Whaiora and their whanau.

Ngā mihi nui,

Tui Taurua-Peihopa  
Ngā Puhi



*My Self Reflection of 2018 Waitangi Celebration.*

Tui & Jak :

I would like to say thank you both for your hospitality and invitation to the 2018 Waitangi Celebration at Te Tii Marae.

***It was disappointing to hear that Rt Hon. Jacinda Adern never attended Te Tii Marae for the 2018 Waitangi celebration.***

You have shown me :

Ako by achieving to deliver your concerns by hand to Rt Hon. Jacinda Adern,  
***Supportive signatories to exercise Rangatiratanga & Autonomy.***

Iti Kahurangi by engaging with myself, elders & guests  
***Live by traditional values such as : Tikanga, Aroha, Whakapapa, Mana, Manaaki, Whanaungatanga, Korero, Awhi.***

Kotahitanga by embracing the young & elders,  
***Uphold the tapu and the mana of our people, act with integrity & be accountable.***

Aroha by showing respect & confidence  
***Take responsibility for our Whanau & their Wellbeing. Support Whanau to the best that they can be and ensure our Tamariki & Mokopuna are nurtured & protected throughout their lives.***

Hakinakina to Compete to Complete  
***I have the will to write & think my own mind. Writing keeps me alive & satisfied by giving me pleasure.***

In your report does it mention a resolution

There was a mention by one of the Matua's quote What happens to the tribes who never Signed Te Treaty of Waitangi in 1840 unquote?

s 9(2)(a)

Te Waka Whaiora

## Invercargill Hui

Three goals have been identified for the Invercargill hui to be held mid to late August. The hui will be facilitated by the Two Southern Nga Hau E Wha representatives Julie Whitla and Sheree Gutsell.

The three goals are:

1. To improve knowledge of, and promote Nga Hau E Wha in the lived experience Southern community communicating who we are and what we do and fostering authentic and respectful relationships.
2. To hear the local stories and concerns of the people attending and use this to inform the next Southern report to Nga Hau E Wha and making this information available to other stakeholders and to influence service provision in the area.
3. To gauge interest in forming a Consumer Network in the region that meets periodically and provides an ongoing forum to air concerns and to celebrate successes.

Feedback from the hui consisted of the following in response to the following questions:

1) What are the major challenges you are facing?

- Inpatient service configuration
- Service transitions
- Crisis respite provision – no crisis cafe, peer support respite service provision
- Lack of peer support services
- Addiction services
- Not being treated as adults
- Draconian ways staff run Day Activity Centre's (DAC), i.e heavy handed
- Stand over tactics
- Manipulation
- DAC's are not a safe place
- Directorates ineffective/inefficient. Dishonest
- Cover up of issues raised by consumers. They disappear
- Access to services too hard – putting lives at risk
- Only top 3% can access services – need interventions before
- Southland Mental health Emergency Team – ineffective, dishonest, lack of empathy
- Poor staff/staff training in general
- Massive delays in getting help unless you at the bottom of the cliff
- Art supplies, craft supplies not being replenished due to increase in costs – inflation' Gone away from the people side with a focus on money
- Consumer raised money – gone
- Limitations in how we spend money e.g. ILT only
- Leads to dwindling numbers
- Staff don't like being questioned – it's their way or the highway

2) Are you getting what you need when you need it?

- No
- No it's a battle

3) What would you like to be done about the challenges?

- Fresh staff faces
- Empathetic
- Supportive
- Trained appropriately
- To teach more resourcefulness and resilience
- More resources – put back the trips we had, replace Gore's van.

4) Is there anything good happening in the sector?

- Supportive consumers
- Learn new skills
- Having DAC's.
- The consumers themselves.

A group discussion was held about the possibility of forming an Invercargill Consumer Group. All present agreed that this was a good idea.

Released under the Official Information Act 1982

# Memo

---

**Date:** 26 October 2018

---

**To:** Derek Thompson, Manager Mental Health

---

**CC:** Kevin Harper, Principal Advisor

---

**From:** Marie Farquhar, Senior Contracts Advisor

---

**Subject:** Due Diligence Process – Te Kupenga Net Trust Prov. ID 605210

---

**For your:** Decision

---

## Background

Following a teleconference held between Ministry staff and representatives from Nga Hau e Wha Board this memo outlines the process going forwards for the Ministry to continue to assist Nga Hau e Wha in achieving and progressing forward.

## Key Points Noted from Teleconference

Nga Hau e Wha (NHEW) noted the following:

- Whilst they continue to be in touch with the members and provision of intelligence from the region they currently sit without a contract;
- It was also noted that the Chair and Board are fully aligned and a Co-chair process has been implemented for the next year to continue ongoing mahi;
- The Board is to focus on key priorities and continuing commitment to NHEW;
- Noted they had issues with their Conflict of Interest process with Ministry staff agreeing to supply assistance to the Board;
- NHEW wish to work with Ministry of Health to progress contract negotiations;
- NHEW have built a relationship with Te Kupenga Net Trust MH&A Peer Support and Advocacy Service (TKNT). They would like to be able to utilise this organisation for any future contract.

## Action

In order to progress to an on-going relationship the MH&A Senior Contract Advisor will perform the following actions:

- Ministry to provide a generalised Conflict of Interest process to the Board for review with ongoing discussions on the process to be held with the MH&A Senior Contracts Advisor (attached);
- In order to progress prior to any discussions with NHEW/TKNT the Ministry to perform a due diligence (attached) process involving:
  - o Reviewing the last contract with TKNT (ended on 30/06/17) in order to gauge the quality of reporting (if any) including speaking to the former Contract Manager responsible;
  - o Obtain three years of audited accounts from TKNT;
  - o Rechecking the companies register;
  - o Obtain permission to complete reference checking (within the last two years) if required to satisfy MoH due diligence process.
  - o MH&A Senior Contracts Advisor to report back to Manager Mental Health once all checking is finalised.

## Recommendations

It is recommended that you:

|    |       |   |        |
|----|-------|---|--------|
| 1. | note  | That NHEW would like to re-establish support from the Ministry to obtain a new contract for TKNT to provide services to NHEW. | Yes/No |
| 2. | agree | To the MH&A Contract Advisor providing NHEW the COI process for Board Review and liaise with any ongoing queries..            | Yes/No |
| 3. | agree | For the MH&A Contract Advisor to perform the due diligence process for TKNT as noted above.                                   | Yes/No |
| 4. | note  | That the MH&A Senior Contracts Advisor will report back to the Manager Mental Health once all checks are finalised.           | Yes/No |

Signature \_\_\_\_\_  
 Marie Farquhar  
 Senior Contracts Advisor

Date:

Signature \_\_\_\_\_  
 Derek Thompson  
 Manager Mental Health

Date:

Released under the Official Information Act 1982

# Due Diligence: Checklist

Adapt this checklist to suit the complexity of your procurement activity.

| Options  | Suggested checks  | ✓                        |
|--|---|--------------------------|
| <p><b>Referee checks – Internal MOH</b><br/>(referees must be relevant to the goods/services you're purchasing, and recent or current customers)</p> | <ul style="list-style-type: none"> <li>• What's your relationship with the supplier?</li> <li>• What types of goods or services have you purchased?</li> <li>• Is the supplier currently providing you with the goods or services?</li> <li>• Has the supplier's performance been:               <ul style="list-style-type: none"> <li>○ on time?</li> <li>○ to the required specifications?</li> <li>○ within budget?</li> </ul> </li> <li>• How would you rate the quality of the goods or services delivered?</li> <li>• How accurate is/was the supplier's reporting and invoicing?</li> <li>• Where has the supplier performed well? What could it improve?</li> <li>• How much contract management does/did the supplier require?</li> <li>• Have there been any issues? If yes, how well were they handled?</li> <li>• Have there been any concerns around honesty or trustworthiness?</li> <li>• Would you use this supplier again?</li> </ul> | <input type="checkbox"/> |
| <p><b>Analysis of ownership Snr Contracts Advisor</b></p>  | <ul style="list-style-type: none"> <li>• Check that the business is a legal entity. What sort?</li> <li>• Check who owns the business. Is there a parent company?</li> <li>• How long has it been in business?</li> <li>• Is it New Zealand based, offshore or part of a multinational?</li> <li>• How many staff does it have in total? How many staff will deliver against this contract?</li> <li>• Check there are no actual, potential or perceived conflicts of interest.</li> </ul>  | <input type="checkbox"/> |
| <p><b>Analysis of delivery – Internal MoH (and TKNT)</b></p>   | <ul style="list-style-type: none"> <li>• Undertake a comprehensive check of the supplier's delivery.</li> <li>• Can the supplier provide reliable referees for similar work? (They must be recent.)</li> <li>• Do the supplier's staff have the capacity, capability and expertise to deliver?</li> <li>• Who is the contract manager/account manager? Ask for their CV.</li> <li>• Does the supplier have systems and processes to ensure delivery?</li> <li>• What processes and methodology does it use to check and maintain quality?</li> <li>• How is reporting managed – by whom? How are reports checked?</li> <li>• How does the supplier handle exceptions or variations?</li> <li>• Does the supplier comply with New Zealand product standards (if appropriate)?</li> <li>• Check the staff policies on code of conduct and confidential information.</li> </ul>  | <input type="checkbox"/> |

| Options   | Suggested checks  | ✓                        |
|---|---|--------------------------|
| <b>Analysis of delivery (cont)</b>                    | <ul style="list-style-type: none"> <li>• Is there any industrial relations history or current issue/s?</li> </ul>   |                          |
| <b>Analysis of finances<br/>Snr Contracts Advisor</b> | <ul style="list-style-type: none"> <li>• View copies of the provider's annual reports for the past three years.</li> <li>• View a copy of the last independently audited accounts. Check profitability and liquidity.</li> <li>• Assess any material risks e.g. pending litigation.</li> <li>• Are there any bank or third-party guarantees?</li> </ul> | <input type="checkbox"/> |
| <b>Research<br/>Snr Contracts Advisor</b>             | <ul style="list-style-type: none"> <li>• Do a media check on the supplier and its business.</li> <li>• Check its reputation for quality goods or services.</li> <li>• Check its reputation for innovation.</li> <li>• Has the supplier won any industry/professional awards?</li> </ul>   | <input type="checkbox"/> |
| <b>Security checks<br/>Snr Contracts Advisor</b>      | <ul style="list-style-type: none"> <li>• Does the supplier have any convictions that could compromise the contract?</li> <li>• Are there any pending criminal cases that could compromise the contract?</li> </ul>  | <input type="checkbox"/> |

## Conflict of Interest Policy

### Conflict of Interest

Recognising and effectively managing actual, perceived or potential conflicts of interest is essential to maintaining confidence in Nga Hau e Wha (NHEW).

Recognising and effectively managing actual, perceived or potential conflicts of interest is essential to maintaining confidence in NHEW.

Any person representing NHEW in an official role must perform their duties honestly and impartially and avoid situations that might compromise not only personal integrity but also the integrity of NHEW.

Failure to declare actual, perceived or potential conflicts of interest, may be considered misconduct and could lead to a formal warning or dismissal following due process

### Key points to note:

- Anyone representing the NHEW in an official role needs to understand what a conflict of interest is.
- Any actual, perceived or potential conflicts must be reported to your manager and/or chairperson without delay.
- Personal or private interests that have the potential to cause a perceived conflict of interest must be formally declared, following the NHEW's process (**See: COI Declaration Form**).
- Managers, or the Chairperson with the support of the responsible NHEW Board, must determine the steps that should be taken to deal with or manage an actual, perceived or potential conflict of interest.
- The offer or acceptance of a gift to you in connection with your official duties may be deemed a conflict of interest. Any gifts you receive need to be declared in accordance with the Chairperson/Board.
- The Chairperson/other Senior Management also have an additional personal responsibility to declare all personal and private interests on an annual basis (whether or not they can be seen to be conflicting with NHEW interests).
- All committee, board or advisory group members must declare all personal and private interests to their Chairperson prior to each official meeting if so warranted.
- Declare to the Chairperson any personal relationships with colleagues, potential colleagues, clients or professional contacts who you may be required to work with during your employment in the NHEW.

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by Nga Hau e Wha, Board Members/Staff members and any Contractors/Consultants shall respect the following guidelines:

- It is prohibited to use property for illegal or unauthorized purposes.
- It is prohibited for any employee having confidential information to disclose it without express authorization by the Chairperson beforehand.
- Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.



# Nga Hau e Wha LOGO

## Conflict of Interest and Confidentiality Agreement

|               |               |
|---------------|---------------|
| Name:         |               |
| Position:     |               |
| Organisation: | Nga Hau e Wha |

### Do you have any actual, potential or perceived conflicts of interest?

Do you have any personal interest in any company/organisation that may provide services to NHEW?

*(e.g. you own shares in a supplier or related company)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Are you a relative or close friend of someone with a personal interest in the any company/organisation that provide services to NHEW?

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Do you have any personal obligations, loyalties or bias that could influence the way you evaluate offers and recommend purchases?

*(e.g. a close friendship with an employee of a supplier)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Have you recently been offered any special discounts, gifts, trips, hospitality, rewards or favours by suppliers of the services being purchased?

*(e.g. free travel; free samples for your own use)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Are you aware of anything that could give the appearance that you might be biased towards or against a particular supplier?

*(e.g. you have expressed strong views about a supplier; you worked for a supplier; you use a supplier's corporate box at a sports event)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

**Note these can be amended to fit NHEW requirements**

### Declaration of conflict of interest

|   |  |
|---|--|
| <p><b>Actual</b> conflict of interest is where you already have a conflict.</p> <p><b>Potential</b> conflict of interest is where the conflict is about to happen or could happen.</p> <p><b>Perceived</b> conflict of interest is where other people might reasonably think you are not being objective.</p> | <p>If you have answered '<b>Yes</b>' or '<b>Potentially</b>' to any of the above questions, please provide details here. Otherwise sign the declaration below.</p> |
|---|--|

# Nga Hau e Wha LOGO

## Your declaration

**Declaration** – I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith.

Signature:

Date:

**Review by Chairperson of Board**– I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form.

Name:

Signature:

Date:

## Conflict of Interest Management Plan

Name:

### How the conflict of interest will be managed

**There are five options for managing or resolving your conflict of interest:**

**Restrict** your involvement in the process

**Recruit** an independent third party to oversee part or all of the process

**Remove** yourself from the process

**Relinquish** your private interest that causes the conflict

**Resign** from the agency

The following plan has been agreed to manage your declared conflict of interest. This takes into account the conflict's likely effect on your role and responsibilities, as well as the risks to the process and the NHEW's reputation.

**Declaration** – I agree to the above Conflict of Interest Management Plan

Signature:

Person making the declaration

Date:

**Resolved** – the conflict of interest has now been resolved and no further action is required

Signature:

Chairperson of the Board

Date:

# Nga Hau e Wha LOGO

## Declaration of Conflict of Interest

This can be used as an excel spreadsheet (note next page)

| Company name | Interest     |          |           | Dates/to-and-from/current | Comments |
|--------------|--------------|----------|-----------|---------------------------|----------|
|              | Professional | Personal | Financial |                           |          |
| XYZ Ltd      | Yes          |          |           | 2.2.14 - 2.3.15           | Sample   |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |

Released under the Official Information Act 1982

Nga Hau e Wha Conflict of Interest Register

| First Name                     | Last Name | Role | Signed<br>(Yes or<br>No) | Actual/<br>Potential/<br>Perceived? | Declarations | Agreement<br>Mgmt Plan | Date<br>Agreed/COI<br>Signed | Signed by<br>Project<br>Sponsor | Updated /<br>Date | Comments |
|--------------------------------|-----------|------|--------------------------|-------------------------------------|--------------|------------------------|------------------------------|---------------------------------|-------------------|----------|
| <b>STAFF / SUPPORT / BOARD</b> |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |

Released under the Official Information Act 1982

# Due Diligence: Checklist

Adapt this checklist to suit the complexity of your procurement activity.

| Options   | Suggested checks  | ✓                        |
|---|---|--------------------------|
| <p><b>Referee checks</b><br/>(referees must be relevant to the goods/services you're purchasing, and recent or current customers)</p> | <ul style="list-style-type: none"> <li>• What's your relationship with the supplier?</li> <li>• What types of goods or services have you purchased?</li> <li>• Is the supplier currently providing you with the goods or services?</li> <li>• Has the supplier's performance been:               <ul style="list-style-type: none"> <li>○ on time?</li> <li>○ to the required specifications?</li> <li>○ within budget?</li> </ul> </li> <li>• How would you rate the quality of the goods or services delivered?</li> <li>• How accurate is/was the supplier's reporting and invoicing?</li> <li>• Where has the supplier performed well? What could it improve?</li> <li>• How much contract management does/did the supplier require?</li> <li>• Have there been any issues? If yes, how well were they handled?</li> <li>• Have there been any concerns around honesty or trustworthiness?</li> <li>• Would you use this supplier again?</li> </ul> | <input type="checkbox"/> |
| <p><b>Qualifications</b></p>  | <ul style="list-style-type: none"> <li>• Does the supplier legitimately hold the academic qualifications or professional status it claims in its CV?</li> <li>• Has the supplier held the job positions and completed the work experience it claims in its CV?</li> </ul>   | <input type="checkbox"/> |
| <p><b>Analysis of ownership</b></p>   | <ul style="list-style-type: none"> <li>• Check that the business is a legal entity. What sort?</li> <li>• Check who owns the business. Is there a parent company?</li> <li>• How long has it been in business?</li> <li>• Is it New Zealand based, offshore or part of a multinational?</li> <li>• How many staff does it have in total? How many staff will deliver against this contract?</li> <li>• Check there are no actual, potential or perceived conflicts of interest.</li> </ul>  | <input type="checkbox"/> |
| <p><b>Analysis of delivery</b></p>  | <ul style="list-style-type: none"> <li>• Undertake a comprehensive check of the supplier's delivery.</li> <li>• Can the supplier provide reliable referees for similar work? (They must be recent.)</li> <li>• Do the supplier's staff have the capacity, capability and expertise to deliver?</li> <li>• Who is the contract manager/account manager? Ask for their CV.</li> <li>• Does the supplier have systems and processes to ensure delivery?</li> <li>• What are the supplier's systems and processes for managing contract implementation/service-level agreements?</li> <li>• What processes and methodology does it use to check and maintain quality?</li> </ul>  | <input type="checkbox"/> |

| Options                            | Suggested checks  | ✓                        |
|------------------------------------|---|--------------------------|
| <b>Analysis of delivery (cont)</b> | <ul style="list-style-type: none"> <li>• How is reporting managed – by whom? How are reports checked?</li> <li>• What risk management analysis has been done on the contract?</li> <li>• How comprehensive and effective is the risk management plan?</li> <li>• Does the supplier have a licence for all copyright in the deliverables?</li> <li>• How are confidential records stored?</li> <li>• What processes does the supplier use to stimulate innovation in delivery?</li> <li>• How does the supplier handle exceptions or variations?</li> <li>• Does the supplier comply with New Zealand product standards (if appropriate)?</li> <li>• Check the staff policies on code of conduct and confidential information.</li> <li>• If appropriate, can the supplier verify sustainably sourced goods?</li> <li>• Is there any industrial relations history or current issue/s?</li> </ul> | ✓                        |
| <b>Analysis of finances</b>        | <ul style="list-style-type: none"> <li>• Check the supplier's current and future financial viability (for the expected contract duration).</li> <li>• View copies of the provider's annual reports for the past three years.</li> <li>• View a copy of the last independently audited accounts. Check profitability and liquidity.</li> <li>• Undertake a credit check e.g. with Baycorp/Veda Advantage.</li> <li>• Check evidence of insurance (if required).</li> <li>• Assess any material risks e.g. pending litigation.</li> <li>• Check whether there are any current or pending issues with Inland Revenue. Ask the supplier to confirm.</li> <li>• Are there any bank or third-party guarantees?</li> </ul>   | <input type="checkbox"/> |
| <b>Research</b>                    | <ul style="list-style-type: none"> <li>• Do a media check on the supplier and its business.</li> <li>• Check its reputation for quality goods or services.</li> <li>• Check its reputation for innovation.</li> <li>• Check if its products have been independently tested.</li> <li>• Has the supplier won any industry/professional awards?</li> </ul>  | <input type="checkbox"/> |
| <b>Security checks</b>             | <ul style="list-style-type: none"> <li>• Does the supplier have any convictions that could compromise the contract?</li> <li>• Are there any pending criminal cases that could compromise the contract?</li> <li>• Can the supplier obtain and maintain security clearance (if required)?</li> </ul>  | <input type="checkbox"/> |



Sent by: Marie Farquhar/MOH

25/10/2018 08:57 a.m.

To: Guy Baker [redacted s 9(2)(a)]  
cc: TeHuia Bill Hamilton [redacted s 9(2)(a)], Victoria Roberts [redacted s 9(2)(a)], Kevin Harper/MOH@MOH,  
bcc:

Subject: RE: Nga Hau e Wha

Kia ora koutou

Apologies I have been away for nearly two weeks but will be back in touch next week once I have finished catching up on my mahi. I again sincerely apologise for the time it has taken me to respond.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Operational Excellence | Maori Development |  
DDI: 04 496 4451 | CELL: [redacted s 9(2)(a)] | <http://www.moh.govt.nz> |  
EMAIL:Marie\_Farquhar@moh.govt.nz |**



Guy Baker

[Thank you for your initiative Victoria, I...](#)

24/10/2018 03:43:45 p.m.

From: Guy Baker [redacted s 9(2)(a)]  
To: Victoria Roberts [redacted s 9(2)(a)], TeHuia Bill Hamilton [redacted s 9(2)(a)],  
Cc: "marie\_farquhar@moh.govt.nz" <marie\_farquhar@moh.govt.nz>  
Date: 24/10/2018 03:43 p.m.  
Subject: RE: Nga Hau e Wha

Thank you for your initiative Victoria,

I was close to doing exactly the same. Have just finished a hui (by teleconference) for John Crawshaw's MH & A Sector Leadership Group looking at a Transformation Framework in anticipation of the release of the MH Inquiry Panel Report due in November. It went from 10:00am this morning and finished just before 3:00pm. Have since tried to catch up on emails.

Do you think this request should also go to Marie Farquhar? - [marie\\_farquhar@moh.govt.nz](mailto:marie_farquhar@moh.govt.nz). She was the lady on the phone when we met with Derek and Kevin.

Hope you are well and again, thank you for your initiative.

Guy

**From:** Victoria Roberts [redacted s 9(2)(a)]  
**Sent:** Wednesday, 24 October 2018 3:25 PM  
**To:** derek\_XXXXXXX@XXX.XXXX.XX; Kevin Harper/MOH <Kevin\_XXXXXX@XXX.XXXX.XX>; Guy Baker [redacted s 9(2)(a)]; TeHuia Bill Hamilton [redacted s 9(2)(a)]  
**Subject:** Nga Hau e Wha

Kia ora Derek and Kevin

I am just sending a message to see if you can fill us in on anything new that has happened since we last talked. It was really encouraging spending time with you.

We would very much like to arrange a meeting of the group before the end of this year. We are keen to rebuild the momentum that we used to have.

I am imagining that the extension of the report back from the Inquiry to the end of November will play some part in what you are able to do.

Hope to hear from you soon.

Kia ora ano

Victoria

"You seriously don't know what load someone is carrying today - so just be kind"

**Victoria Roberts I Co- Chair I Nga Hau e Wha**

[www.nhew.org.nz](http://www.nhew.org.nz) | s 9(2)(a) | s 9(2)(a)

**The national voice of people with lived experience of mental distress and addictions**

---





Sent by: Marie Farquhar/MOH

06/11/2018 01:21 p.m.

To: "Guy Baker" <[REDACTED] s 9(2)(a)>,  
cc: Derek Thompson/MOH@MOH, Kevin Harper/MOH@MOH,  
bcc:

Subject: Follow up from 26 September 2018 Hui via teleconference

Tena koe Guy

Hope this email finds you and whanau well. As a follow up from our teleconference on the 26 September 2018 I was wanting to send you the COI process I developed for the board to discuss. I am here to clarify any queries that the documents attached may raise.

Following our meeting I have begun completing some of the organisational due diligence that the Ministry will require before we can confirm any formal discussions with your proposed organisation. Are you able to clarify for me whether Te Kupenga Hauora Trust is the same as Te Kupenga Net Trust or separate trusts? I have been endeavouring to search our records for them however am only coming up with Te Kupenga Hauora Trust. Also would we be able to see when your next few board meetings are scheduled for ie. November/December/January/February?

Thanks for this Guy and please do contact me with any queries you may have.



Nga Hau e Wha COI Process.docx COI Register Nga Hau e Wha.xlsx

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> |  
EMAIL: Marie\_Farquhar@moh.govt.nz |



Released under the Official Information Act 1982

## Conflict of Interest Policy

### Conflict of Interest

Recognising and effectively managing actual, perceived or potential conflicts of interest is essential to maintaining confidence in Nga Hau e Wha (NHEW).

Recognising and effectively managing actual, perceived or potential conflicts of interest is essential to maintaining confidence in NHEW.

Any person representing NHEW in an official role must perform their duties honestly and impartially and avoid situations that might compromise not only personal integrity but also the integrity of NHEW.

Failure to declare actual, perceived or potential conflicts of interest, may be considered misconduct and could lead to a formal warning or dismissal following due process

### Key points to note:

- Anyone representing the NHEW in an official role needs to understand what a conflict of interest is.
- Any actual, perceived or potential conflicts must be reported to your manager and/or chairperson without delay.
- Personal or private interests that have the potential to cause a perceived conflict of interest must be formally declared, following the NHEW's process **(See: COI Declaration Form)**.
- Managers, or the Chairperson with the support of the responsible NHEW Board, must determine the steps that should be taken to deal with or manage an actual, perceived or potential conflict of interest.
- The offer or acceptance of a gift to you in connection with your official duties may be deemed a conflict of interest. Any gifts you receive need to be declared in accordance with the Chairperson/Board.
- The Chairperson/other Senior Management also have an additional personal responsibility to declare all personal and private interests on an annual basis (whether or not they can be seen to be conflicting with NHEW interests).
- All committee, board or advisory group members must declare all personal and private interests to their Chairperson prior to each official meeting if so warranted.
- Declare to the Chairperson any personal relationships with colleagues, potential colleagues, clients or professional contacts who you may be required to work with during your employment in the NHEW.

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by Nga Hau e Wha, Board Members/Staff members and any Contractors/Consultants shall respect the following guidelines:

- It is prohibited to use property for illegal or unauthorized purposes.
- It is prohibited for any employee having confidential information to disclose it without express authorization by the Chairperson beforehand.
- Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.

# Nga Hau e Wha LOGO

## Conflict of Interest and Confidentiality Agreement

|               |               |
|---------------|---------------|
| Name:         |               |
| Position:     |               |
| Organisation: | Nga Hau e Wha |

### Do you have any actual, potential or perceived conflicts of interest?

Do you have any personal interest in any company/organisation that may provide services to NHEW?

*(e.g. you own shares in a supplier or related company)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Are you a relative or close friend of someone with a personal interest in the any company/organisation that provide services to NHEW?

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Do you have any personal obligations, loyalties or bias that could influence the way you evaluate offers and recommend purchases?

*(e.g. a close friendship with an employee of a supplier)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Have you recently been offered any special discounts, gifts, trips, hospitality, rewards or favours by suppliers of the services being purchased?

*(e.g. free travel; free samples for your own use)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Are you aware of anything that could give the appearance that you might be biased towards or against a particular supplier?

*(e.g. you have expressed strong views about a supplier; you worked for a supplier; you use a supplier's corporate box at a sports event)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

**Note these can be amended to fit NHEW requirements**

### Declaration of conflict of interest

|   |  |
|---|--|
| <p><b>Actual</b> conflict of interest is where you already have a conflict.</p> <p><b>Potential</b> conflict of interest is where the conflict is about to happen or could happen.</p> <p><b>Perceived</b> conflict of interest is where other people might reasonably think you are not being objective.</p> | <p>If you have answered '<b>Yes</b>' or '<b>Potentially</b>' to any of the above questions, please provide details here. Otherwise sign the declaration below.</p> |
|---|--|

# Nga Hau e Wha LOGO

## Your declaration

**Declaration** – I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith.

Signature:

Date:

**Review by Chairperson of Board**– I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form.

Name:

Signature:

Date:

## Conflict of Interest Management Plan

Name:

### How the conflict of interest will be managed

**There are five options for managing or resolving your conflict of interest:**

**Restrict** your involvement in the process

**Recruit** an independent third party to oversee part or all of the process

**Remove** yourself from the process

**Relinquish** your private interest that causes the conflict

**Resign** from the agency

The following plan has been agreed to manage your declared conflict of interest. This takes into account the conflict's likely effect on your role and responsibilities, as well as the risks to the process and the NHEW's reputation.

**Declaration** – I agree to the above Conflict of Interest Management Plan

Signature:

Person making the declaration

Date:

**Resolved** – the conflict of interest has now been resolved and no further action is required

Signature:

Chairperson of the Board

Date:

# Nga Hau e Wha LOGO

## Declaration of Conflict of Interest

This can be used as an excel spreadsheet (note next page)

| Company name | Interest     |          |           | Dates/to-and-from/current | Comments |
|--------------|--------------|----------|-----------|---------------------------|----------|
|              | Professional | Personal | Financial |                           |          |
| XYZ Ltd      | Yes          |          |           | 2.2.14 - 2.3.15           | Sample   |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |

Released under the Official Information Act 1982

**Nga Hau e Wha LOGO**

**Nga Hau e Wha Conflict of Interest Register**

| First Name                     | Last Name | Role | Signed<br>(Yes or<br>No) | Actual/<br>Potential/<br>Perceived? | Declarations | Agreement<br>Mgmt Plan | Date<br>Agreed/COI<br>Signed | Signed by<br>Project<br>Sponsor | Updated /<br>Date | Comments |
|--------------------------------|-----------|------|--------------------------|-------------------------------------|--------------|------------------------|------------------------------|---------------------------------|-------------------|----------|
| <b>STAFF / SUPPORT / BOARD</b> |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |

Released Under the Official Information Act 1982









Sent by: Marie Farquhar/MOH

13/11/2018 10:17 a.m.

To: Guy Baker <[REDACTED] s 9(2)(a)>,  
cc:  
bcc:

Subject: RE: TKNT

Thanks Guy I will email both Libby and Hine to sort out as they may already have the information I need.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



Guy Baker      Morena Marie, Nga mihi mahana ki a...      13/11/2018 08:07:25 a.m.

From: Guy Baker <[REDACTED] s 9(2)(a)>  
To: "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
Cc: Hine Moeke-Murray <[REDACTED] s 9(2)(a)>, "libby@[REDACTED] s 9(2)(a)" <[REDACTED] s 9(2)(a)>  
Date: 13/11/2018 08:07 a.m.  
Subject: RE: TKNT

Morena Marie,

Nga mihi mahana ki a koe

The key contacts are:

Chairperson of the Board of TKNT

Libby Moeke  
[REDACTED] s 9(2)(a)

Manager TKNT  
Hine Moeke-Murray  
[REDACTED] s 9(2)(a)

Both emails are included in this thread (above) and their postal addresses are:

Te Kupenga Net Trust  
P.O. Box 258  
GISBORNE

I will make arrangements to inform Hauora Tairawhiti and Pinnacle Midlands Health Network. Will there be specific people from these organisations that I can contact?

Kia ora

Guy Baker  
Co-Chair



**From:** Marie\_XXXXXXXX@XXX.XXXX.XX <Marie\_XXXXXXXX@XXX.XXXX.XX>  
**Sent:** Monday, 12 November 2018 12:17 PM  
**To:** Guy Baker <[REDACTED] s 9(2)(a)>  
**Subject:** TKNT

Kia ora Guy

I am in the final stages of my due diligence, I was hoping to obtain a key contact for Te Kupenga Net Trust so that I may discuss obtaining reference checking by Hauora Tairāwhiti DHB and Pinnacle Midlands Health Network. It would probably assist me in future if the contact will be managing any contract that may eventuate. Te Kupenga Net Trust would have to advise them before I approach them. This can be done by email initiation or via phone. Thank you in advance for your assistance.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_Farquhar@moh.govt.nz |**



**From:** Marie Farquhar/MOH  
**To:** Guy Baker <[REDACTED] s 9(2)(a)>  
**Date:** 07/11/2018 10:32 a.m.  
**Subject:** RE: Follow up from 26 September 2018 Hui via teleconference

Thanks Guy will look for them on our system. I predict that I couldn't find them individually if they are linked with others.

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL: Marie\_Farquhar@moh.govt.nz |



From: Guy Baker <s 9(2)(a)>  
To: "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
Cc: "Derek\_Thompson@moh.govt.nz" <Derek\_Thompson@moh.govt.nz>, "Kevin\_Harper@moh.govt.nz" <Kevin\_Harper@moh.govt.nz>, "Magdel\_Hammond" <s 9(2)(a)>, "Donna Starling" <s 9(2)(a)>, julie Whittle <s 9(2)(a)>, "Sheree Gutsell" <s 9(2)(a)>, TeHuia Bill Hamilton <s 9(2)(a)>  
Date: 07/11/2018 08:57 a.m.  
Subject: RE: Follow up from 26 September 2018 Hui via teleconference

Morena Marie,

Thank you for your email which I have circulated to our Board. I have asked for any comments to come back through me and I will send you our collective thoughts accordingly.

In relation to your latter queries:

- (i) I am not familiar with the entity Te Kupenga Hauora Trust and therefore believe that Te Kupenga Net Trust (TKNT) is a separate entity. Te Kupenga Net Trust is already known to the Ministry as the lead contract administrator of the "Fit for Future" initiative Te Kuwatawata that sees them in partnership with both Hauora Tairāwhiti (DHB) and Pinnacle Midlands Health Network.
- (ii) Nga Hau e Wha, in the past has met on a quarterly basis usually in February, May, August and November. The last time the Board were able to meet was in May 2018. Our next hui is, of course, subject to the completion of contract negotiations. During the interim, in the absence of a contract, our work and communications has been limited to mainly emails with the odd teleconference and telephone calls. Both Victoria and I continue to represent Nga Hau e Wha on various forums requiring our voice.

If there are any further matters you wish to clarify then please do not hesitate to contact me accordingly.

Heoi ano

Guy Baker  
Co-Chair



**From:** [Marie Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz) <[Marie\\_Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz)>  
**Sent:** Tuesday, 6 November 2018 1:21 PM  
**To:** Guy Baker [REDACTED] s 9(2)(a)  
**Cc:** [Derek Thompson@moh.govt.nz](mailto:Derek_Thompson@moh.govt.nz); [Kevin Harper@moh.govt.nz](mailto:Kevin_Harper@moh.govt.nz)  
**Subject:** Follow up from 26 September 2018 Hui via teleconference

Tena koe Guy  
Hope this email finds you and whanau well. As a follow up from our teleconference on the 26 September 2018 I was wanting to send you the COI process I developed for the board to discuss. I am here to clarify any queries that the documents attached may raise.

Following our meeting I have begun completing some of the organisational due diligence that the Ministry will require before we can confirm any formal discussions with your proposed organisation. Are you be able to clarify for me whether Te Kupenga Hauora Trust is the same as Te Kupenga Net Trust or separate trusts? I have been endeavouring to search our records for them however am only coming up with Te Kupenga Hauora Trust. Also would we be able to see when your next few board meetings are scheduled for ie. November/December/January/February?

Thanks for this Guy and please do contact me with any queries you may have.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL: Marie\_ [REDACTED] |



\*\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.

If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.

If you have received this message in error, please notify the sender immediately and delete this message.

\*\*\*\*\*

---

This e-mail message has been scanned for Viruses and Content and cleared by the Ministry of Health's Content and Virus Filtering Gateway

---

\*\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.

If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.

If you have received this message in error, please notify the sender immediately and delete this message.

\*\*\*\*\*

---

This e-mail message has been scanned for Viruses and Content and cleared by the Ministry of Health's Content and Virus Filtering Gateway

---

Released Under the Official Information Act 1982



Sent by: Marie Farquhar/MOH

13/11/2018 10:28 a.m.

To: Lybian Moeke [REDACTED] s 9(2)(a)  
cc: "Guy Baker" [REDACTED] s 6(c)  
bcc:

Subject: Fw: TKNT

Apologies I had the incorrect address

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



----- Forwarded by Marie Farquhar/MOH on 13/11/2018 10:27 a.m. -----

From: Marie Farquhar/MOH  
To: "libby@[REDACTED] s 9(2)(a)" [REDACTED] Hine Moeke-Murray  
<[REDACTED] s 9(2)(a)>  
Cc: Guy Baker [REDACTED] s 9(2)(a)  
Date: 13/11/2018 10:25 a.m.  
Subject: RE: TKNT

Morena Libby and Hine,

As discussed I am undertaking a due diligence process to progress potential contract discussions. For me to do this could I have details of the Contract Manager you liaise with at Hauora Tairāwhiti and Pinnacle Midlands Health Network? It should only be a short discussion and will assist me in progressing things quickly. As I can't seem to find your organisation on our Contract Management System it means I have to perform this process. If it is easier I am happy to contact them via email given the time of year it may be difficult getting them via phone.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



Guy Baker      Morena Marie, Nga mihi mahana ki a...      13/11/2018 08:07:25 a.m.

From: Guy Baker <[REDACTED] s 9(2)(a)>  
To: "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
Cc: Hine Moeke-Murray [REDACTED] s 9(2)(a), "libby@[REDACTED] s 9(2)(a)"  
<libby@[REDACTED] s 9(2)(a)>  
Date: 13/11/2018 08:07 a.m.  
Subject: RE: TKNT

Morena Marie,

Nga mihi mahana ki a koe

The key contacts are:

Chairperson of the Board of TKNT

Libby Moeke

s 9(2)(a)

Manager TKNT

Hine Moeke-Murray

s 9(2)(a)

Both emails are included in this thread (above) and their postal addresses are:

Te Kupenga Net Trust

P.O. Box 258

GISBORNE

I will make arrangements to inform Hauora Tairawhiti and Pinnacle Midlands Health Network. Will there be specific people from these organisations that I can contact?

Kia ora

Guy Baker

Co-Chair



**From:** Marie\_XXXXXXXX@xxx.xxx.xx <Marie\_XXXXXXXX@xxx.xxx.xx>

**Sent:** Monday, 12 November 2018 12:17 PM

**To:** Guy Baker s 9(2)(a)

**Subject:** TKNT

Kia ora Guy

I am in the final stages of my due diligence, I was hoping to obtain a key contact for Te Kupenga Net Trust so that I may discuss obtaining reference checking by Hauora Tairawhiti DHB and Pinnacle Midlands Health Network. It would probably assist me in future if the contact will be managing any contract that may eventuate. Te Kupenga Net Trust would have to advise them before I approach them. This can be done by email initiation or via phone. Thank you in advance for your assistance.

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_Farquhar@moh.govt.nz |



From: Marie Farquhar/MOH  
To: Guy Baker <s 9(2)(a)>  
Date: 07/11/2018 10:32 a.m.  
Subject: RE: Follow up from 26 September 2018 Hui via teleconference

Thanks Guy will look for them on our system. I predict that I couldn't find them individually if they are linked with others.

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_Farquhar@moh.govt.nz |



From: Guy Baker <s 9(2)(a)>  
To: "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
Cc: "Derek\_Thompson@moh.govt.nz" <Derek\_Thompson@moh.govt.nz>, "Kevin\_Harper@moh.govt.nz" <Kevin\_Harper@moh.govt.nz>, "Magdel Hammond (s 9(2)(a))" <s 9(2)(a)>, 'Donna Starling' <s 9(2)(a)>, julie Whittia <s 9(2)(a)>, 'Sheree Gutsell' <s 9(2)(a)>,  
TeHuia Bill Hamilton <s 9(2)(a)>  
Date: 07/11/2018 08:57 a.m.  
Subject: RE: Follow up from 26 September 2018 Hui via teleconference

Morena Marie,



Thank you for your email which I have circulated to our Board. I have asked for any comments to come back through me and I will send you our collective thoughts accordingly.

In relation to your latter queries:

- (i) I am not familiar with the entity Te Kupenga Hauora Trust and therefore believe that Te Kupenga Net Trust (TKNT) is a separate entity. Te Kupenga Net Trust is already known to the Ministry as the lead contract administrator of the "Fit for Future" initiative Te Kuwatawata that sees them in partnership with both Hauora Tairāwhiti (DHB) and Pinnacle Midlands Health Network.
- (ii) Nga Hau e Wha, in the past has met on a quarterly basis usually in February, May, August and November. The last time the Board were able to meet was in May 2018. Our next hui is, of course, subject to the completion of contract negotiations. During the interim, in the absence of a contract, our work and communications has been limited to mainly emails with the odd teleconference and telephone calls. Both Victoria and I continue to represent Nga Hau e Wha on various forums requiring our voice.

If there are any further matters you wish to clarify then please do not hesitate to contact me accordingly.

Heoi ano

Guy Baker  
Co-Chair



**From:** [Marie Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz) <[Marie Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz)>  
**Sent:** Tuesday, 6 November 2018 1:21 PM  
**To:** Guy Baker <[Guy\\_Baker@moh.govt.nz](mailto:Guy_Baker@moh.govt.nz)>  
**Cc:** [Derek Thompson@moh.govt.nz](mailto:Derek_Thompson@moh.govt.nz); [Kevin Harper@moh.govt.nz](mailto:Kevin_Harper@moh.govt.nz)  
**Subject:** Follow up from 26 September 2018 Hui via teleconference

Tena koe Guy

Hope this email finds you and whanau well. As a follow up from our teleconference on the 26 September 2018 I was wanting to send you the COI process I developed for the board to discuss. I am here to clarify any queries that the documents attached may raise.

Following our meeting I have begun completing some of the organisational due diligence that the Ministry will require before we can confirm any formal discussions with your proposed organisation. Are you be able to clarify for me whether Te Kupenga Hauora Trust is the same as Te Kupenga Net Trust or separate trusts? I have been endeavouring to search our records for them however am only coming up with Te Kupenga Hauora Trust. Also would we be able to see when your next few board meetings are scheduled for ie. November/December/January/February?

Thanks for this Guy and please do contact me with any queries you may have.

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL: Marie\_@ |



\*\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.

If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.

If you have received this message in error, please notify the sender immediately and delete this message.

\*\*\*\*\*

---

This e-mail message has been scanned for Viruses and Content and cleared by the Ministry of Health's Content and Virus Filtering Gateway

\*\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.

If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.

If you have received this message in error, please notify the sender immediately and delete this message.

\*\*\*\*\*

---

This e-mail message has been scanned for Viruses and Content and cleared by the Ministry of Health's Content and Virus Filtering Gateway

---

Official Information Act 1982



Sent by: Marie Farquhar/MOH  
19/11/2018 02:23 p.m.

To: "Guy Baker" [redacted] s 9(2)(a)  
cc: "Magdel Hammond" [redacted] s 9(2)(a)  
[redacted] s 9(2)(a) >, Victoria Parsons/MOH@MOH, "julie Whitla" [redacted] s 9(2)(a)  
bcc: [redacted] s 9(2)(a), sheree.gutsel [redacted] s 9(2)(a), "TeHuia Bill Hamilton"

Subject: Fw: Follow up from 26 September 2018 Hui via teleconference

Kia ora koutou katoa

I like the changes/amendments and think it clearly represents a well defined process. I provided a longer document initially just as guidance for you all and pleased if it helped.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [redacted] s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



----- Forwarded by Marie Farquhar/MOH on 19/11/2018 02:16 p.m. -----

From: Guy Baker [redacted] s 9(2)(a) >  
To: "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
Cc: "Magdel Hammond" [redacted] s 9(2)(a)  
Victoria Roberts [redacted] s 9(2)(a) >, julie Whitla [redacted] s 9(2)(a) >, Sheree Gutsell [redacted] s 9(2)(a) >, TeHuia Bill Hamilton [redacted] s 9(2)(a)  
Date: 15/11/2018 03:32 p.m.  
Subject: RE: Follow up from 26 September 2018 Hui via teleconference

Morena Marie,

Nga mihi ki a koe

As indicated earlier I have circulated the COI document to our members and have received the following collective feedback which I have incorporated into the attached document.

You will see highlights in yellow are to remove that wording and amendments/additions are in red print.

Basically, these indicate that:

- We do not consider ourselves as Board Members but rather Regional Representatives and so have replaced terms referred as Board, Managers, Senior Management, Staff etc to reflect this
- We do not have a singular Chairperson but rather a shared role referred to as Co-Chairs. And again this is reflected

There are some bullet points highlighted in aqua. Comments in reference to this are:

- A suggestion has been widely accepted that we adopt a gift/koha received register as at times these have been offered in terms of flowers/chocolates etc as gratitude for things done and it

was deemed as bad manners not to accept these. A further suggestion was that certain gifts/koha received have a value limit e.g. \$50

- A recommendation was made to remove the bullet point re: accepting a job from another employer etc as our roles are not fulltime and that the document should reflect this
- It was regarded that there was no scope in the work of NHEW to take any personal gains from the funding provided as there was only sufficient enough to enable us to meet and provide advice to the Ministry.

Finally, though the COI was viewed as a more stringent policy, recognition was given that the Ministry probably wanted to be over-cautious about this process and therefore we acknowledge this policy accordingly.

Kia ora

Guy Baker  
Co-Chair



**From:** Marie\_@xxx <Marie\_@xxx>  
**Sent:** Tuesday, 6 November 2018 1:21 PM  
**To:** Guy Baker <[REDACTED] s 9(2)(a)>  
**Cc:** Derek\_@xxx Kevin\_@xxx  
**Subject:** Follow up from 26 September 2018 Hui via teleconference

Tena koe Guy

Hope this email finds you and whanau well. As a follow up from our teleconference on the 26 September 2018 I was wanting to send you the COI process I developed for the board to discuss. I am here to clarify any queries that the documents attached may raise.

Following our meeting I have begun completing some of the organisational due diligence that the Ministry will require before we can confirm any formal discussions with your proposed organisation. Are you be able to clarify for me whether Te Kupenga Hauora Trust is the same as Te Kupenga Net Trust or separate trusts? I have been endeavouring to search our records for them however am only coming up with Te Kupenga Hauora Trust. Also would we be able to see when your next few board meetings are scheduled for ie. November/December/January/February?

Thanks for this Guy and please do contact me with any queries you may have.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**

DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_Farquhar@moh.govt.nz |



\*\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.

If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.

If you have received this message in error, please notify the sender immediately and delete this message.

\*\*\*\*\*

---

This e-mail message has been scanned for Viruses and Content and cleared by the Ministry of Health's Content and Virus Filtering Gateway



Nga Hau e Wha COI Process.docx

---

Released under the Official Information Act 1982



## Conflict of Interest Policy

### Conflict of Interest

Recognising and effectively managing actual, perceived or potential conflicts of interest is essential to maintaining confidence and credibility in Nga Hau e Wha (NHEW).

Any person representing NHEW in an official role must perform their duties honestly and impartially and avoid situations that might compromise not only personal integrity but also the integrity of NHEW.

Failure to declare actual, perceived or potential conflicts of interest, may be considered misconduct and could lead to a formal warning or dismissal following due process

Key points to note:

- Anyone representing the NHEW in an official role needs to understand what a conflict of interest is.
- Any actual, perceived or potential conflicts must be reported to your manager and/or chairperson without delay.
- Personal or private interests that have the potential to cause a perceived conflict of interest must be formally declared, following the NHEW's process (**See: COI Declaration Form**).
- Managers, or the (remove), The Chairperson (or Co-Chairs) with the support of the responsible (remove) Regional Representatives of NHEW Board (remove), must determine the steps that should be taken to deal with or manage an actual, perceived or potential conflict of interest.
- The offer or acceptance of a gift to you in connection with your official duties may be deemed a conflict of interest. Any gifts you receive need to be declared in accordance with the Chairperson/Board (remove) (or Co-Chairs)
- The Chairperson/other Senior Management(remove) (or Co-Chairs) also have an additional personal responsibility to declare all personal and private interests on an annual basis (whether or not they can be seen to be conflicting with NHEW interests).
- All committee, board or advisory group members(remove) attendees (exclusive of invited guests) to NHEW meetings must declare all personal and private interests to their Chairperson (or Co-Chairs) prior to each official meeting if so warranted.
- Declare to the Chairperson (or Co-Chairs) any personal relationships with colleagues, potential colleagues, clients or professional contacts who you may be required to work with during your employment in the NHEW.

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by Nga Hau e Wha, Board Members/Staff members (remove) Regional Representatives, Kaumatua and any Contractors/Consultants shall respect the following guidelines:

- It is prohibited to use property for illegal or unauthorized purposes.
- It is prohibited for any employee (remove) member having confidential information to disclose it without express authorization by the Chairperson (or Co-Chairs) beforehand.
- Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- Employees (remove) Members of NHEW cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.



## Conflict of Interest and Confidentiality Agreement

|                      |               |
|----------------------|---------------|
| <b>Name:</b>         |               |
| <b>Position:</b>     |               |
| <b>Organisation:</b> | Nga Hau e Wha |

### Do you have any actual, potential or perceived conflicts of interest?

Do you have any personal interest in any company/organisation that may provide services to NHEW?

*(e.g. you own shares in a supplier or related company)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Are you a relative or close friend of someone with a personal interest in the any company/organisation that provide services to NHEW?

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Do you have any personal obligations, loyalties or bias that could influence the way you evaluate offers and recommend purchases?

*(e.g. a close friendship with an employee of a supplier)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Have you recently been offered any special discounts, gifts, trips, hospitality, rewards or favours by suppliers of the services being purchased?

*(e.g. free travel; free samples for your own use)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Are you aware of anything that could give the appearance that you might be biased towards or against a particular supplier?

*(e.g. you have expressed strong views about a supplier; you worked for a supplier; you use a supplier's corporate box at a sports event)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

**Note these can be amended to fit NHEW requirements**

### Declaration of conflict of interest

|   |  |
|---|--|
| <p><b>Actual</b> conflict of interest is where you already have a conflict.</p> <p><b>Potential</b> conflict of interest is where the conflict is about to happen or could happen.</p> <p><b>Perceived</b> conflict of interest is where other people might reasonably think you are not being objective.</p> | <p>If you have answered 'Yes' or 'Potentially' to any of the above questions, please provide details here. Otherwise sign the declaration below.</p> |
|---|--|



## Your declaration

**Declaration** – I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith.

Signature:

Date:

**Review by Chairperson (or Co-Chairs) of Board (remove) NHEW** I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form.

Name:

Signature:

Date:

## Conflict of Interest Management Plan

Name:

### How the conflict of interest will be managed

**There are five options for managing or resolving your conflict of interest:**

**Restrict** your involvement in the process

**Recruit** an independent third party to oversee part or all of the process

**Remove** yourself from the process

**Relinquish** your private interest that causes the conflict

**Resign** from the agency

The following plan has been agreed to manage your declared conflict of interest. This takes into account the conflict's likely effect on your role and responsibilities, as well as the risks to the process and the NHEW's reputation.

**Declaration** – I agree to the above Conflict of Interest Management Plan

Signature:

Person making the declaration

Date:

**Resolved** – the conflict of interest has now been resolved and no further action is required

Signature:

Chairperson of the Board

Date:





## Declaration of Conflict of Interest

This can be used as an excel spreadsheet (note next page)

| Company name | Interest     |          |           | Dates/to-and-from/current | Comments |
|--------------|--------------|----------|-----------|---------------------------|----------|
|              | Professional | Personal | Financial |                           |          |
| XYZ Ltd      | Yes          |          |           | 2.2.14 - 2.3.15           | Sample   |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |

Released under the Official Information Act 1982



### Nga Hau e Wha Conflict of Interest Register

| First Name                     | Last Name | Role | Signed<br>(Yes or<br>No) | Actual/<br>Potential/<br>Perceived? | Declarations | Agreement<br>Mgmt Plan | Date<br>Agreed/COI<br>Signed | Signed by<br>Project<br>Sponsor | Updated /<br>Date | Comments |
|--------------------------------|-----------|------|--------------------------|-------------------------------------|--------------|------------------------|------------------------------|---------------------------------|-------------------|----------|
| <b>STAFF / SUPPORT / BOARD</b> |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |



Sent by: [redacted] s 9(2)(a)  
21/11/2018 09:51 a.m.

To: "Marie\_@xxx" <Marie\_@xxx>  
cc: "manager@tekupenga.co.nz" <manager@tekupenga.co.nz>,  
bcc:

Subject: RE: TKNT

Hi Marie

As requested I enclose the audited performance reports for Te Kupenga Net Trust for the years ended 30 June 2017 and 30 June 2016. The financial statements for the year ended 30 June 2018 are currently with our auditors. And these will be sent when the audit has been completed. We are at the early stages of the audit so I do not have a date for you at this time.

James Burn  
Accountant for Te Kupenga Net Trust  
P: +64 6 867 1905  
M: + [redacted] s 9(2)(a)  
E: [redacted] s 9(2)(a)  
W: [www.jba.net.nz](http://www.jba.net.nz)  
Member of



The information contained in this email may be privileged and confidential and intended for the addressee only. If you are not the intended recipient, please respect that confidentiality and do not disclose, copy or make use of its contents. If received in error please destroy this email and contact me immediately. I appreciate your assistance.

**From:** Hine Moeke-Murray [redacted] s 9(2)(a)  
**Sent:** Wednesday, 21 November 2018 9:39 AM  
**To:** Marie\_@xxx; James Burn <[redacted] s 9(2)(a)>  
**Subject:** FW: TKNT  
**Importance:** High

Kia ora Marie

I have included James into this email. James Burn is our accountant. Could I ask who Clive Owen is or are you referring to Owen Lloyd Portfolio

Hi James

Could you please furnish Marie from the Ministry with her request below? This is in regard to the

Administration EOI for Nga Hau e Wha National Consumer Group.

Many thanks

Hine

**From:** [Marie Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz) <[Marie Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz)>

**Sent:** 21 November 2018 09:20

**To:** Hine Moeke-Murray <[s 9\(2\)\(a\)@moh.govt.nz](mailto:s 9(2)(a)@moh.govt.nz)>

**Cc:** Guy Baker <[s 9\(2\)\(a\)@moh.govt.nz](mailto:s 9(2)(a)@moh.govt.nz)>; Lybian Moeke <[s 9\(2\)\(a\)@moh.govt.nz](mailto:s 9(2)(a)@moh.govt.nz)>

**Subject:** RE: TKNT

Morena

Could I please request a link to your last annual report and financials for the last two years. Unfortunately I thought this was going to be a relatively easy process but as Ministry doesn't contract with you directly the process has been increased. I will advise that on Monday I received the referee check from Clive Owen. It is my intention to finalise the memo for management approval to proceed with any negotiations from here.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**

**DDI: 04 496 4451 | CELL: [s 9\(2\)\(a\)@moh.govt.nz](mailto:s 9(2)(a)@moh.govt.nz) | <http://www.moh.govt.nz> | EMAIL:Marie\_Farquhar@moh.govt.nz |**



Te Kupenga Net Trust - Audited Performance Report 2017.pdf tknt 2016 perf.pdf



Released under the Official Information Act 1982

Released under the Official Information Act 1982

# Performance Report

Te Kupenga Net Trust

For the year ended 30 June 2017

# Contents

|    |                                    |
|----|------------------------------------|
| 3  | Approval of Financial Report       |
| 4  | Entity Information                 |
| 6  | Statement of Service Performance   |
| 7  | Statement of Financial Performance |
| 8  | Statement of Financial Position    |
| 9  | Statement of Cash Flows            |
| 10 | Statement of Accounting Policies   |
| 11 | Notes to the Performance Report    |
| 16 | Independent Auditors Report        |

Released under the Official Information Act 1982

# Approval of Financial Report

Te Kupenga Net Trust

For the year ended 30 June 2017

The Trustees are pleased to present the approved performance report including the historical financial statements of Te Kupenga Net Trust for year ended 30 June 2017.

APPROVED

L Moeke

Chairperson

Date 23/03/18

Trustee

Date 23-3-2018

Released under the Official Information Act 1982

# Entity Information

## Te Kupenga Net Trust

For the year ended 30 June 2017

'Who are we?', 'Why do we exist?'

### Legal Name of Entity

Te Kupenga Net Trust

### Entity Type and Legal Basis

The Trust is registered as a Charitable Trust under the Charitable Trust Act 1957 and is also registered under the Charities Act 2005

### Registration Number

CC25856

### Entity's Purpose or Mission

Te Kupenga Net Trust will cast its net to ensure that the potential of people is realised through committed advocacy, peer support and consumer leadership.

### Entity Structure

Te Kupenga Net Trust is governed by a board of Trustees. The trustees are selected by Annual General Meeting and their term is for three years. Additionally there is a succession plan built into the way the trustees vacate, always ensuring that new trustees are supported by continuing trustees. According to the trust deed, the board may consist of no more than 7 and no less than 5 trustees at any time.

The current trustees are:  
Lybian Moeke (Chairperson)  
Roimata Waihi  
Lizz Crawford (Treasurer)  
Tuta Ngarimu  
Pearce Murray

### Main Sources of Entity's Cash and Resources

Revenue from Government to provide goods or services

### Main Methods Used by Entity to Raise Funds

Revenue from Government to provide goods or services and Grants

### Entity's Reliance on Volunteers and Donated Goods or Services

The Trust is administered by a Board of Trustees who donate their time to the governance of the Trust.

### Physical Address

The Trustees, 81 Childers Road, Gisborne, New Zealand, 4010



**Postal Address**

The Trustees, P O Box 258, Gisborne, 4040

Released under the Official Information Act 1982

# Statement of Service Performance

Te Kupenga Net Trust

For the year ended 30 June 2017

'What did we do?', 'When did we do it?'

## Description of Entity's Outcomes

To improve the health and wellbeing of all people with mental health and addictions in Tairāwhiti

|  | 2017 | 2016 |
|--|------|------|
|--|------|------|

## Description and Quantification of the Entity's Outputs

|   |       |       |
|---|-------|-------|
| Total Hours the Drop in Centre has been open to the community during the period 1 July 2016 to 30 June 2017 | 2,000 | 2,008 |
|---|-------|-------|

This statement should be read in conjunction with the Statement of Accounting Policies and the Notes to the Performance Report.

# Statement of Financial Performance

Te Kupenga Net Trust

For the year ended 30 June 2017

'How was it funded?' and 'What did it cost?'

|  | NOTES | 2017           | 2016           |
|--|-------|----------------|----------------|
| <b>Revenue</b>                                   |       |                |                |
| Revenue from providing goods or services         | 1     | 551,797        | 540,967        |
| Interest, dividends and other investment revenue | 1     | 185            | 448            |
| Other revenue                                    | 1     | -              | 10,187         |
| <b>Total Revenue</b>                             |       | <b>551,982</b> | <b>551,602</b> |
| <b>Expenses</b>                                  |       |                |                |
| Volunteer and employee related costs             | 2     | 343,523        | 343,103        |
| Costs related to providing goods or service      | 2     | 159,000        | 158,138        |
| Grants and donations made                        | 2     | 350            | 750            |
| Other expenses                                   | 2     | 26,680         | 33,354         |
| <b>Total Expenses</b>                            |       | <b>529,553</b> | <b>535,345</b> |
| <b>Surplus/(Deficit) for the Year</b>            |       | <b>22,430</b>  | <b>16,257</b>  |

This statement should be read in conjunction with the Statement of Accounting Policies and the Notes to the Performance Report.

# Statement of Financial Position

## Te Kupenga Net Trust As at 30 June 2017

'What the entity owns?' and 'What the entity owes?'

|   | NOTES | 30 JUN 2017    | 30 JUN 2016    |
|---|-------|----------------|----------------|
| <b>Assets</b>   |       |                |                |
| <b>Current Assets</b>                                   |       |                |                |
| Bank accounts and cash                                  | 3     | 110,628        | 78,522         |
| Debtors and prepayments                                 | 3     | 50,964         | 57,326         |
| <b>Total Current Assets</b>                             |       | <b>161,592</b> | <b>135,848</b> |
| <b>Non-Current Assets</b>                               |       |                |                |
| Property, Plant and Equipment                           | 5     | 10,842         | 12,431         |
| <b>Total Non-Current Assets</b>                         |       | <b>10,842</b>  | <b>12,431</b>  |
| <b>Total Assets</b>                                     |       | <b>172,434</b> | <b>148,279</b> |
| <b>Liabilities</b>                                      |       |                |                |
| <b>Current Liabilities</b>                              |       |                |                |
| Creditors and accrued expenses                          | 4     | 32,234         | 21,474         |
| Employee costs payable                                  | 4     | 35,376         | 36,628         |
| Loans   |       | -              | 7,783          |
| <b>Total Current Liabilities</b>                        |       | <b>67,610</b>  | <b>65,885</b>  |
| <b>Total Liabilities</b>                                |       | <b>67,610</b>  | <b>65,885</b>  |
| <b>Total Assets less Total Liabilities (Net Assets)</b> |       | <b>104,824</b> | <b>82,394</b>  |
| <b>Accumulated Funds</b>                                |       |                |                |
| Accumulated surpluses or (deficits)                     | 6     | 104,824        | 82,394         |
| <b>Total Accumulated Funds</b>                          |       | <b>104,824</b> | <b>82,394</b>  |

This statement should be read in conjunction with the Statement of Accounting Policies and the Notes to the Performance Report.

# Statement of Cash Flows

Te Kupenga Net Trust

For the year ended 30 June 2017

'How the entity has received and used cash'

|   | 2017            | 2016           |
|---|-----------------|----------------|
| <b>Cash Flows from Operating Activities</b>                     |                 |                |
| Receipts from providing goods or services                       | 551,541         | 542,239        |
| Interest, dividends and other investment receipts               | 185             | 448            |
| GST   | 3,584           | (1,716)        |
| Payments to suppliers and employees                             | (512,707)       | (549,732)      |
| <b>Total Cash Flows from Operating Activities</b>               | <b>42,603</b>   | <b>(8,761)</b> |
| <b>Cash Flows from Investing and Financing Activities</b>       |                 |                |
| Receipts from sale of property, plant and equipment             | -               | 326            |
| Proceeds from loans borrowed from other parties                 | -               | 15,706         |
| Payments to acquire property, plant and equipment               | (2,712)         | (3,399)        |
| Repayments of loans borrowed from other parties                 | (7,785)         | (11,510)       |
| <b>Total Cash Flows from Investing and Financing Activities</b> | <b>(10,497)</b> | <b>1,123</b>   |
| <b>Net Increase/ (Decrease) in Cash</b>                         | <b>32,106</b>   | <b>(7,638)</b> |
| <b>Cash Balances</b>  |                 |                |
| Cash and cash equivalents at beginning of period                | 78,522          | 86,160         |
| Cash and cash equivalents at end of period                      | 110,628         | 78,522         |
| Net change in cash for period                                   | 32,106          | (7,638)        |

This statement should be read in conjunction with the Statement of Accounting Policies and the Notes to the Performance Report.

# Statement of Accounting Policies

## Te Kupenga Net Trust

For the year ended 30 June 2017

'How did we do our accounting?'

### Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

### Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

### Income Tax

Te Kupenga Net Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### Fixed Assets and Depreciation

All fixed assets are recorded at cost less accumulated depreciation.  
Depreciation of the assets has been calculated at the maximum rates permitted by the Income Tax Act 2007.  
The entity has the following asset classes:  
Motor Vehicles : 30% Diminishing Value  
Plant & Equipment: 8% -80.4% Diminishing Value

### Accounts Receivable

Receivables are stated at their estimated residual value. Bad debts are written off in the year in which they are identified.

### Changes in Accounting Policies

There have been no changes in accounting policies during the financial year.

# Notes to the Performance Report

## Te Kupenga Net Trust

For the year ended 30 June 2017

|   | 2017           | 2016           |
|---|----------------|----------------|
| <b>1. Analysis of Revenue</b>                                 |                |                |
| <b>Revenue from providing goods or services</b>               |                |                |
| Grants Received   | 5,217          | -              |
| Tairāwhiti District Health Consumer Advocacy                  | 531,797        | 532,267        |
| Waka Hourua Community Fund Contract                           | -              | 8,700          |
| Wananga Funds Received  | 14,783         | -              |
| <b>Total Revenue from providing goods or services</b>         | <b>551,797</b> | <b>540,967</b> |
| <b>Interest, dividends and other investment revenue</b>       |                |                |
| Interest Received   | 185            | 448            |
| <b>Total Interest, dividends and other investment revenue</b> | <b>185</b>     | <b>448</b>     |
| <b>Other revenue</b>  |                |                |
| Sundry Income   | -              | 10,187         |
| <b>Total Other revenue</b>                                    | <b>-</b>       | <b>10,187</b>  |
|   | <b>2017</b>    | <b>2016</b>    |

## 2. Analysis of Expenses

### Volunteer and employee related costs

|   |                |                |
|---|----------------|----------------|
| ACC Levies  | 1,077          | 1,229          |
| Kiwisaver   | 9,816          | 9,657          |
| Staff Expenses                                    | 2,478          | -              |
| Wages   | 330,152        | 332,217        |
| <b>Total Volunteer and employee related costs</b> | <b>343,523</b> | <b>343,103</b> |

### Costs related to providing goods or services

|   |        |        |
|---|--------|--------|
| Board Expenses                              | 3,633  | 1,656  |
| Computer Expenses                           | 1,613  | 2,961  |
| Insurance                                   | 6,527  | 7,648  |
| Light Power & Heating                       | 4,061  | 3,353  |
| Mahi a Atua Expenses                        | 2,009  | -      |
| Meal Allowances                             | 3,097  | 3,149  |
| Meeting/Hui Expenses                        | 1,683  | 3,763  |
| Motor Vehicle Expenses                      | 55,097 | 50,729 |
| MPDS Project Costs - Information Technology | 9,420  | -      |
| Operating Lease - Tablets                   | 4,275  | 4,376  |
| Other                                       | 11,835 | 11,351 |
| Photocopier Lease                           | 2,554  | 2,554  |
| Postage, Printing & Stationery              | 3,022  | 4,759  |
| Rent  | 19,270 | 18,435 |
| Repairs & Maintenance                       | 2,727  | 4,124  |
| Stores                                      | 3,135  | 2,893  |
| Telephone, Tolls & Internet                 | 16,741 | 15,122 |

|   |                |                |
|---|----------------|----------------|
| Training & Conferences                                    | 7,847          | 15,768         |
| Waka Hourua Community Fund Contract Expenses              | -              | 5,497          |
| Wananga Expenses  | 454            | -              |
| <b>Total Costs related to providing goods or services</b> | <b>159,000</b> | <b>158,138</b> |

**Grants and donations made**

|  |            |            |
|--|------------|------------|
| Koha                                   | 350        | 750        |
| <b>Total Grants and donations made</b> | <b>350</b> | <b>750</b> |

**Other expenses**

|                             |               |               |
|-----------------------------|---------------|---------------|
| Accountancy Fees            | 13,910        | 17,465        |
| Audit Fee                   | 4,600         | 4,350         |
| Depreciation                | 4,301         | 4,683         |
| Interest Expense            | 3,642         | 6,855         |
| Legal Expenses              | 227           | -             |
| <b>Total Other expenses</b> | <b>26,680</b> | <b>33,353</b> |

2017                      2016

**3. Analysis of Assets**
**Bank accounts and cash**

|                                     |                |               |
|-------------------------------------|----------------|---------------|
| Westpac Current Account             | 110,578        | 78,116        |
| Westpac Debit Card                  | 49             | 406           |
| <b>Total Bank accounts and cash</b> | <b>110,628</b> | <b>78,522</b> |

**Debtors and prepayments**

|                                      |               |               |
|--------------------------------------|---------------|---------------|
| Accounts Receivable                  | 50,964        | 50,669        |
| Prepayments - Payments in advance    | -             | 5,977         |
| Loan Interest in advance             | -             | 680           |
| <b>Total Debtors and prepayments</b> | <b>50,964</b> | <b>57,326</b> |

2017                      2016

**4. Analysis of Liabilities**
**Creditors and accrued expenses**

|   |               |               |
|---|---------------|---------------|
| Accounts Payable                            | 14,549        | 7,051         |
| GST   | 17,685        | 14,423        |
| <b>Total Creditors and accrued expenses</b> | <b>32,234</b> | <b>21,474</b> |

**Employee costs payable**

|                                     |               |               |
|-------------------------------------|---------------|---------------|
| PAYE Payable                        | 7,023         | 10,404        |
| Provision for Holiday Pay           | 28,353        | 26,224        |
| <b>Total Employee costs payable</b> | <b>35,376</b> | <b>36,628</b> |



**Loans**

|                                  |   |              |
|----------------------------------|---|--------------|
| Hunter Premium Insurance Loan    | - | 7,610        |
| Community Financial Services Ltd | - | 173          |
| <b>Total Loans</b>               | - | <b>7,783</b> |

2017                      2016

**5. Property, Plant and Equipment**
**Motor Vehicles**

|   |              |              |
|---|--------------|--------------|
| Vehicles owned                            | 16,738       | 16,738       |
| Accumulated depreciation - vehicles owned | (13,756)     | (12,478)     |
| <b>Total Motor Vehicles</b>               | <b>2,982</b> | <b>4,260</b> |

**Plant and Equipment**

|  |              |              |
|--|--------------|--------------|
| Plant and machinery owned                            | 50,923       | 48,211       |
| Accumulated depreciation - plant and machinery owned | (43,063)     | (40,040)     |
| <b>Total Plant and Equipment</b>                     | <b>7,860</b> | <b>8,171</b> |

**Total Property, Plant and Equipment**

**10,842                      12,431**

2017                      2016

**6. Accumulated Funds**
**Accumulated Funds**

|                                     |                |               |
|-------------------------------------|----------------|---------------|
| Opening Balance                     | 82,394         | 66,137        |
| Accumulated surpluses or (deficits) | 22,430         | 16,257        |
| <b>Total Accumulated Funds</b>      | <b>104,824</b> | <b>82,394</b> |

**Total Accumulated Funds**

**104,824                      82,394**

2017                      2016

**7. Commitments**
**Commitments to lease or rent assets**
**Childers Road Lease**

|                                  |               |               |
|----------------------------------|---------------|---------------|
| Current                          | 10,370        | 20,739        |
| Non Current                      | -             | 10,370        |
| <b>Total Childers Road Lease</b> | <b>10,370</b> | <b>31,109</b> |

The Childers Road Building lease expired on 31 December 2017. The right of renewal to 31 December 2020 has been exercised at a cost of \$20,739 per year including GST.

-                                      -

**Multifunction copier Lease**

|   |              |              |
|---|--------------|--------------|
| Current                                 | 2,937        | 2,937        |
| Non Current                             | 490          | 3,427        |
| <b>Total Multifunction copier Lease</b> | <b>3,427</b> | <b>6,364</b> |

The Multifunction copier lease expires 20 August 2018

-                                      -

|  | 2017          | 2016          |
|--|---------------|---------------|
| <b>8 x HP Tablets</b>  |               |               |
| Current  | -             | 5,062         |
| <b>Total 8 x HP Tablets</b>  | <b>-</b>      | <b>5,062</b>  |
| The HP Tablet lease expires on 20 July 2017                                      | -             | -             |
| <b>Marac - Nissan Pulsar Operating Lease</b>                                     |               |               |
| Current  | -             | 10,040        |
| <b>Total Marac - Nissan Pulsar Operating Lease</b>                               | <b>-</b>      | <b>10,040</b> |
| The Nissan Pulsar vehicle operating lease expires on 23 July 2017                | -             | -             |
| <b>Nissan Elgrand - Business Lease</b>   |               |               |
| Current  | -             | 7,777         |
| <b>Total Nissan Elgrand - Business Lease</b>                                     | <b>-</b>      | <b>7,777</b>  |
| The Nissan Elgrand vehicle operating lease expires 23 July 2017                  | -             | -             |
| <b>Holden Financial Services - Holden Colorado vehicle operating lease</b>       |               |               |
| Current  | 8,998         | 8,998         |
| Non Current  | 8,998         | 17,996        |
| <b>Total Holden Financial Services - Holden Colorado vehicle operating lease</b> | <b>17,996</b> | <b>26,994</b> |
| The Holden Colorado vehicle operating lease expires on 17 July 2020              | -             | -             |
| <b>Flexirent - Laptop MSI GE62 Laptop</b>  |               |               |
| Current  | 1,887         | -             |
| Non Current  | 2,800         | -             |
| <b>Total Flexirent - Laptop MSI GE62 Laptop</b>                                  | <b>4,687</b>  | <b>-</b>      |
| The laptop operating leases expires on 3 Jan 2020                                | -             | -             |

## 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 30 June 2017 Last year - nil.

## 9. Related Party Transactions

|   |   | 2017 | 2016   |
|---|---|------|--------|
| Description of Related Party Relationship                               | Description of the Transaction  | \$   | \$     |
| Trust Manager - Hine Moeke-Murray is the owner of Pupuritia Consultancy | Provision of mentoring, coaching and management supervision training services for two staff | -    | 10,500 |

Lybian Moeke (Trustee) and Hine Moeke-Murray (Manager) are sisters in law.

Lybian Moeke (Trustee) and Tau Korea Moeke (Employee) are husband and wife

Hine Moeke-Murray and Tau Korea Moeke are brother and sister.

Pearce Murray (Trustee) and Hine Moeke-Murray (Manager) are husband and wife.

#### **10. Events After the Balance Date**

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

#### **11. Ability to Continue Operating**

The entity will continue to operate for the foreseeable future.

Released under the Official Information Act 1982

## Independent Auditor's Report To the Trustees of Te Kupenga Net Trust

### Opinion

We have audited the Performance Report of Te Kupenga Net Trust on pages 4 to 15 which comprises the Entity Information, the Statement of Service Performance, the Statement of Financial Performance and Statement of Cash Flows for the year ended 30 June 2017, the Statement of Financial Position as at 30 June 2017, and the Statement of Accounting Policies and other explanatory information.

In our opinion:

- (a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the Statement of Service Performance are suitable;
- (b) the Performance Report on pages 4 to 15 presents fairly, in all material respects:
  - the entity information for the year then ended;
  - the service performance for the year then ended; and
  - the financial position of Te Kupenga Net Trust as at 30 June 2017, and its financial performance, and cash flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued by the New Zealand Accounting Standards Board.

### Basis for Opinion

We conducted our audit of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Statement of Accounting Policies and Notes to the Performance Report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the Entity Information and Statement of Service Performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Performance Report* section of our report. We are independent of Te Kupenga Net Trust in accordance with Professional and Ethical Standard 1 (Revised) *Code of Ethics for Assurance Practitioners* issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, Te Kupenga Net Trust.

### Responsibility of the Trustees for the Performance Report

The Trustees are responsible for:

- (a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the Statement of Service Performance;
- (b) the preparation and fair presentation of the Performance Report on behalf of the entity which comprises:

- the Entity Information;
- the Statement of Service Performance; and
- the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Statement of Accounting Policies and Notes to the Performance Report

in accordance with Public Benefit Entity Simple Format Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and

- (c) such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Trustees are responsible on behalf of Te Kupenga Net Trust for assessing the Trust's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate Te Kupenga Net Trust or to cease operations, or have no realistic alternative but to do so.

### **Auditor's Responsibility for the Audit of the Performance Report**

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying

transactions and events in a manner that achieves fair presentation.

- Perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*Graham & Dobson Ltd*

23 March 2018

**Graham & Dobson Ltd**  
**Chartered Accountants**  
**Gisborne**

# Te Kupenga Net Trust

## Performance Report

For the year ended

30 June 2016

### Contents

|                                      | Page  |
|--------------------------------------|-------|
| <b>Non-Financial Information:</b>    |       |
| Entity Information                   | 2     |
| Statement of Service Performance     | 3     |
| <b>Financial Information:</b>        |       |
| Statement of Financial Performance   | 4     |
| Statement of Financial Position      | 5     |
| Statement of Cash Flows              | 6     |
| Statement of Accounting Policies     | 7     |
| Notes to the Performance Report      | 8-12  |
| Independent Auditor's Report         | 13-14 |
| Appendix 1 Number of Client Contacts | 15    |
| Appendix 2 Event Calendar            | 16-17 |

# Te Kupenga Net Trust

## Entity Information

"Who are we?", "Why do we exist?"

For the year ended

30 June 2016

**Legal Name of Entity:\*** Te Kupenga Net Trust

**Other Name of Entity (if any):**

**Type of Entity and Legal Basis (if any):\*** The Trust is registered as a Charitable Trust under the Charitable Trust Act 1957 and is also registered under the Charities Act 2005

**Registration Number:** CC25856

**Entity's Purpose or Mission: \***

Te Kupenga Net Trust will cast its net to ensure that the potential of people is realised through committed advocacy, peer support and consumer leadership.

**Entity Structure: \***

Te Kupenga Net Trust is governed by a board of Trustees. The trustees are selected by Annual General Meeting and their term is for three years. Additionally there is a succession plan built into the way the trustees vacate, always ensuring that new trustees are supported by continuing trustees. According to the trust deed, the board may consist of no more than 7 and no less than 5 trustees at any time.

The current trustees are:

Lybian Moeke (Chairperson)

Roimata Waihi

Maraea Craft

Lizz Crawford (Treasurer)

Tuta Ngarimu

Pearce Murray

**Main Sources of the Entity's Cash and Resources:\***

Revenue from Government to provide goods or services

**Main Methods Used by the Entity to Raise Funds:\***

Revenue from Government to provide goods or services

**Entity's Reliance on Volunteers and Donated Goods or Services: \***

Board Trustees are appointed on a 3 year cycle, meeting monthly and when special meetings arise. Board members are unpaid volunteers of the Trust.

**Contact details**

Physical Address: 81 Childers Road, Gisborne, 4010  
Postal Address: P O Box 258, Gisborne, 4040  
Phone/Fax: 06 868 4045  
Email/Website: [manager@tekupenga.co.nz](mailto:manager@tekupenga.co.nz)





**Te Kupenga Net Trust**  
**Statement of Service Performance**  
**"What did we do?", When did we do it?"**  
**For the year ended**  
**30 June 2016**

**Description of the Entity's Outcomes\*:**

To improve the health and wellbeing of all people with mental health and addictions in Tairāwhiti

**Description and Quantification (to the extent practicable) of the Entity's Outputs:\***

|   | <b>Actual*</b>            |
|---|---------------------------|
|   | <b>This Year</b>          |
| Number of client contacts during the period 1 July 2015 to 30 June 2016   | 2,806 refer to Appendix 1 |
| Total Hours the Drop in Centre has been open to the community during the period 1 Jul 2015 to 30 June 2016  | 2008                      |
| Number of Inter-agency forums and joint meetings attended by Trust staff during the period 1 July 2015 to 30 June 2016 to discuss issues such as mental health, poverty, housing and related issues | 25 Refer Appendix 2       |
| Details of Staff Development for the period 1 July 2015 to 30 June 2016   | 6 Refer Appendix 2        |



Released under the Official Information Act 1982

**Te Kupenga Net Trust**  
**Statement of Financial Performance**  
**"How was it funded?" and "What did it cost?"**  
**For the year ended**  
**30 June 2016**

|   | Note | Actual*<br>This Year<br>\$ |
|---|------|----------------------------|
| <b>Revenue</b>                                    |      |                            |
| Revenue from providing goods or services*         | 1    | 540,967                    |
| Interest, dividends and other investment revenue* | 1    | 448                        |
| Other revenue                                     | 1    | 10,187                     |
| <b>Total Revenue*</b>                             |      | <b>551,602</b>             |
| <b>Expenses</b>                                   |      |                            |
| Volunteer and employee related costs*             | 2    | 343,103                    |
| Costs related to providing goods or services*     | 2    | 158,138                    |
| Grants and donations made*                        | 2    | 750                        |
| Other expenses                                    | 2    | 33,354                     |
| <b>Total Expenses*</b>                            |      | <b>535,345</b>             |
| <b>Surplus/(Deficit) for the Year*</b>            |      | <b>16,257</b>              |

NOTE: This statement is to be read in conjunction with the Notes to the Performance Report  
Page 4




**Te Kupenga Net Trust**  
**Statement of Financial Position**


**"What the entity owns?" and "What the entity owes?"**

As at  
**30 June 2016**

|  | Note | Actual*<br>This Year<br>\$ |
|--|------|----------------------------|
| <b>Assets</b>  |      |                            |
| <b>Current Assets</b>                                    |      |                            |
| Bank accounts and cash*                                  | 3    | 78,522                     |
| Debtors and prepayments*                                 | 3    | 57,326                     |
| <b>Total Current Assets</b>                              |      | <b>135,848</b>             |
| <b>Non-Current Assets</b>                                |      |                            |
| Property, plant and equipment*                           | 4    | 12,431                     |
| <b>Total Non-Current Assets</b>                          |      | <b>12,431</b>              |
| <b>Total Assets*</b>                                     |      | <b>148,279</b>             |
| <b>Liabilities</b>                                       |      |                            |
| <b>Current Liabilities</b>                               |      |                            |
| Creditors and accrued expenses*                          | 3    | 21,474                     |
| Employee costs payable*                                  | 3    | 36,628                     |
| Loans*   | 3    | 7,783                      |
| <b>Total Current Liabilities</b>                         |      | <b>65,885</b>              |
| <b>Non-Current Liabilities</b>                           |      |                            |
|  |      | -                          |
| <b>Total Liabilities*</b>                                |      | <b>65,885</b>              |
| <b>Total Assets less Total Liabilities (Net Assets)*</b> |      | <b>82,394</b>              |
| <b>Accumulated Funds</b>                                 |      |                            |
| Accumulated surpluses or (deficits)*                     | 5    | 82,394                     |
| <b>Total Accumulated Funds*</b>                          |      | <b>82,394</b>              |

This Performance Report is signed on behalf of Te Kupenga Net Trust by:

  
 \_\_\_\_\_  
 Trustee
 

  
 \_\_\_\_\_  
 Trustee

Date: 28 February 2017

NOTE: This statement is to be read in conjunction with the Notes to the Performance Report



# Te Kupenga Net Trust

## Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

30 June 2016

|  | Actual*<br>This Year<br>\$ |
|--|----------------------------|
| <b>Cash Flows from Operating Activities*</b>                   |                            |
| <b>Cash was received from:</b>                                 |                            |
| Receipts from providing goods or services*                     | 540,065                    |
| Interest, dividends and other investment receipts*             | 448                        |
| Net GST  | (1,716)                    |
| <b>Cash was applied to:</b>                                    |                            |
| Payments to suppliers and employees*                           | 543,858                    |
| Donations or grants paid*                                      | 750                        |
| <b>Net Cash Flows from Operating Activities*</b>               | <hr/> <b>(5,811)</b>       |
| <b>Cash flows from Investing and Financing Activities*</b>     |                            |
| <b>Cash was received from:</b>                                 |                            |
| Receipts from the sale of property, plant and equipment*       | 326                        |
| Proceeds from loans borrowed from other parties*               | 7,274                      |
| <b>Cash was applied to:</b>                                    |                            |
| Payments to acquire property, plant and equipment*             | 3,399                      |
| Cash Flows from Other investing and Financing Activities*      | 6,028                      |
| <b>Net Cash Flows from Investing and Financing Activities*</b> | <hr/> <b>(1,827)</b>       |
| <b>Net Increase / (Decrease) in Cash*</b>                      | <b>(7,638)</b>             |
| <b>Opening Cash*</b>   | <b>86,160</b>              |
| <b>Closing Cash*</b>   | <b>78,522</b>              |
| <b>This is represented by:</b>                                 |                            |
| Bank Accounts and Cash*  | 78,522                     |

NOTE: This statement is to be read in conjunction with the Notes to the Performance Report



**Te Kupenga Net Trust**  
**Statement of Accounting Policies**  
**"How did we do our accounting?"**

**For the year ended**  
**30 June 2016**

**Basis of Preparation\***

Te Kupenga Net Trust has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

**Goods and Services Tax (GST)\***

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

**Income Tax**

Te Kupenga Net Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

**Bank Accounts and Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

**Fixed Assets and Depreciation**

All fixed assets are recorded at cost less accumulated depreciation.

Depreciation of the assets has been calculated at the maximum rates permitted by the Income Tax Act 2007.

The entity has the following asset classes:

Motor Vehicles : 30% Diminishing Value

Plant & Equipment: 8% -80.4% Diminishing Value

**Accounts Receivable**

Receivables are stated at their estimated residual value. Bad debts are written off in the year in which they are identified.

**Changes in Accounting Policies\***

There have been no changes in accounting policies during the financial year.

**Te Kupenga Net Trust**  
**Notes to the Performance Report**  
**For the year ended**  
**30 June 2016**

**Note 1 : Analysis of Revenue**

| <b>Revenue Item</b>                      | <b>Analysis</b>                              | <b>This Year</b> |
|--|--|------------------|
|  |  | <b>\$</b>        |
| Revenue from providing goods or services | Tairawhiti District Health Consumer Advocacy | 532,267          |
|  | Waka Hourua Community Fund Contract          | 8,700            |
|  | <b>Total</b>                                 | <u>540,967</u>   |

| <b>Revenue Item</b>                              | <b>Analysis</b>   | <b>This Year</b> |
|--|-------------------|------------------|
|  |                   | <b>\$</b>        |
| Interest, dividends and other investment revenue | Interest Received | 448              |
|  | <b>Total</b>      | <u>448</u>       |

| <b>Revenue Item</b> | <b>Analysis</b> | <b>This Year</b> |
|---------------------|-----------------|------------------|
|                     |                 | <b>\$</b>        |
| Other revenue       | Sundry Income   | 10,187           |
|                     | <b>Total</b>    | <u>10,187</u>    |

**Note 2 : Analysis of Expenses**

| <b>Expense Item</b>    | <b>Analysis</b> | <b>This Year</b> |
|------------------------|-----------------|------------------|
|                        |                 | <b>\$</b>        |
| Volunteer and employee | ACC Levies      | 1,229            |
|                        | Kiwisaver       | 9,657            |
|                        | Wages           | 332,217          |
|                        | <b>Total</b>    | <u>343,103</u>   |

| <b>Expense Item</b>                          | <b>Analysis</b>                              | <b>This Year</b> |
|--|--|------------------|
|  |  | <b>\$</b>        |
| Costs related to providing goods or services | Board Expenses                               | 1,656            |
|  | Computer Expenses                            | 2,961            |
|  | Insurance                                    | 7,647            |
|  | Light, Power & Heating                       | 3,353            |
|  | Meal Allowances                              | 3,149            |
|  | Meeting/Hui Expenses                         | 3,763            |
|  | Motor Vehicle Expenses                       | 50,728           |
|  | Operating Lease - Tablets                    | 4,376            |
|  | Other  | 11,353           |
|  | Photocopier Lease                            | 2,554            |
|  | Postage, Printing & Stationery               | 4,759            |
|  | Rent   | 18,435           |
|  | Repairs & Maintenance                        | 4,124            |
|  | Stores                                       | 2,893            |
|  | Telephone, Tolls & Internet                  | 15,122           |
|  | Training & Conferences                       | 15,768           |
|  | Waka Hourua Community Fund Contract Expenses | 5,497            |
| <b>Total</b>                                 | <u>158,138</u>                               |                  |



**Te Kupenga Net Trust**  
**Notes to the Performance Report**  
**For the year ended**  
**30 June 2016**

| <b>Expense Item</b>       | <b>Analysis</b> | <b>This Year</b> |
|---------------------------|-----------------|------------------|
|                           |                 | <b>\$</b>        |
| Grants and donations made | Koha            | 750              |
|                           | <b>Total</b>    | 750              |

| <b>Expense Item</b> | <b>Analysis</b>  | <b>This Year</b> |
|---------------------|------------------|------------------|
|                     |                  | <b>\$</b>        |
| Other expenses      | Accountancy Fees | 17,465           |
|                     | Audit Fee        | 4,350            |
|                     | Depreciation     | 4,683            |
|                     | Interest Expense | 6,856            |
|                     | <b>Total</b>     | 33,354           |

**Note 3 : Analysis of Assets and Liabilities**

| <b>Asset Item</b>      | <b>Analysis</b>         | <b>This Year</b> |
|------------------------|-------------------------|------------------|
|                        |                         | <b>\$</b>        |
| Bank accounts and cash | Westpac Current Account | 78,116           |
|                        | Westpac Debit Card      | 406              |
|                        | <b>Total</b>            | 78,522           |

| <b>Asset Item</b>       | <b>Analysis</b>          | <b>This Year</b> |
|-------------------------|--------------------------|------------------|
|                         |                          | <b>\$</b>        |
| Debtors and prepayments | Accounts Receivable      | 50,669           |
|                         | Prepayments              | 5,977            |
|                         | Loan Interest in Advance | 680              |
|                         | <b>Total</b>             | 57,326           |

| <b>Liability Item</b> | <b>Analysis</b>  | <b>This Year</b> |
|-----------------------|------------------|------------------|
|                       |                  | <b>\$</b>        |
| Creditors and accrued | Accounts Payable | 7,051            |
|                       | GST Payable      | 14,423           |
|                       | <b>Total</b>     | 21,474           |

| <b>Liability Item</b>  | <b>Analysis</b>           | <b>This Year</b> |
|------------------------|---------------------------|------------------|
|                        |                           | <b>\$</b>        |
| Employee costs payable | PAYE Payable              | 10,404           |
|                        | Provision for Holiday Pay | 26,224           |
|                        | <b>Total</b>              | 36,628           |

| <b>Liability Item</b> | <b>Analysis</b>                  | <b>This Year</b> |
|-----------------------|----------------------------------|------------------|
|                       |                                  | <b>\$</b>        |
| Loans                 | Hunter Premium Insurance Loan    | 7,610            |
|                       | Community Financial Services Ltd | 173              |
|                       | <b>Total</b>                     | 7,783            |

**Te Kupenga Net Trust**  
**Notes to the Performance Report**  
For the year ended  
**30 June 2016**

**Note 4 : Property, Plant and Equipment**

This Year

| Asset Class*       | Opening Carrying Amount* | Purchases    | Sales/ Disposals | Current Year Depreciation and Impairment* | Closing Carrying Amount* |
|--------------------|--------------------------|--------------|------------------|---|--------------------------|
|                    | \$                       | \$           | \$               | \$  | \$                       |
| Motor Vehicles*    | 6,086                    |              |                  | 1,826                                     | 4,260                    |
| Plant & Equipment* | 7,629                    | 3,399        |                  | 2,857                                     | 8,171                    |
| <b>Total</b>       | <b>13,715</b>            | <b>3,399</b> | -                | <b>4,683</b>                              | <b>12,431</b>            |

**Note 5: Accumulated Funds**

This Year

| Description*           | Capital Contributed by Owners or Members* | Accumulated Surpluses or Deficits* | Reserves* | Total*        |
|------------------------|---|------------------------------------|-----------|---------------|
|                        | \$  | \$                                 | \$        | \$            |
| Opening Balance        | -   | 66,137                             | -         | 66,137        |
| Surplus/(Deficit)*     | -   | 16,257                             | -         | 16,257        |
| <b>Closing Balance</b> | <b>-</b>                                  | <b>82,394</b>                      | <b>-</b>  | <b>82,394</b> |



**Te Kupenga Net Trust**  
**Notes to the Performance Report**  
**For the year ended**  
**30 June 2016**

**Note 6 : Commitments and Contingencies**

| <b>Commitment*</b>  | <b>Explanation and Timing*</b> | <b>At balance date<br/>This Year*</b> |
|---|--------------------------------|---------------------------------------|
|   |                                | <b>\$</b>                             |
| <b>Commitments to lease or rent assets*</b>   |                                |                                       |
| <b>Childers Road Lease</b>  |                                |                                       |
|   | Current                        | 20,739                                |
|   | Non Current                    | 10,370                                |
|   | Total                          | 31,109                                |
| The Childers Road building lease expires on 31 December 2017, with a three year right of renewal to 31 December 2020. It is unknown at this point whether the right of renewal will be exercised. |                                |                                       |
| <b>Multifunction copier Lease</b>   |                                |                                       |
|   | Current                        | 2,937                                 |
|   | Non Current                    | 3,427                                 |
|   | Total                          | 6,364                                 |
| The Multifunction copier lease expires 20 August 2018   |                                |                                       |
| <b>8 x HP Tablets Lease</b>   |                                |                                       |
|   | Current                        | 5,062                                 |
|   | Non Current                    | -                                     |
|   | Total                          | 5,062                                 |
| The HP tablet lease expires on 20 July 2017   |                                |                                       |
| <b>Marac - Nissan Pulsar Operating Lease</b>  |                                |                                       |
|   | Current                        | 10,040                                |
|   | Non Current                    | -                                     |
|   | Total                          | 10,040                                |
| The Nissan Pulsar vehicle operating lease expires on 23 July 2017   |                                |                                       |
| <b>Holden Financial Services (managed by Marac)<br/>Nissan Elgrand - Business Lease</b>   |                                |                                       |
|   | Current                        | 7,777                                 |
|   | Non Current                    | -                                     |
|   | Total                          | 7,777                                 |
| The Nissan Elgrand vehicle operating lease expires on 23 July 2017  |                                |                                       |
| <b>Holden Financial Services - Holden Colorado vehicle operating Lease</b>  |                                |                                       |
|   | Current                        | 8,998                                 |
|   | Non Current                    | 17,996                                |
|   | Total                          | 26,994                                |
| The Holden Colorado vehicle operating lease expires on 17 July 2020   |                                |                                       |

**Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at balance date. (Last Year: Nil)



**Te Kupenga Net Trust**  
**Notes to the Performance Report**

For the year ended  
 30 June 2016

**Notes 7-10**

**Note 7: Assets Used as Security for Liabilities\***

| Nature and Amount of Borrowing*  | Nature and Amount of Asset Used as Security* |
|----------------------------------|--|
| Community Financial Services Ltd | Hyundai Sonata \$2,013                       |

**Note 8: Related Party Transactions\***

| Description of Related Party Relationship*                              | Description of the Transaction<br>(whether in cash or amount in kind)*                      | Value of Transactions* | This Year<br>\$ |
|---|---|------------------------|-----------------|
| Trust Manager - Hine Moeke-Murray is the owner of Pupuritia Consultancy | Provision of mentoring, coaching and management supervision training services for two staff | 10,500                 |                 |

Lybian Moeke (Trustee) and Hine Moeke-Murray (Manager) are sisters in law.  
 Lybian Moeke (Trustee) and Tau Korea Moeke (Employee) are husband and wife.  
 Hine Moeke-Murray and Tau Korea Moeke are brother and sister  
 Pearce Murray (Trustee) and Hine Moeke-Murray (Manager) are husband and wife.

**Note 9: Events After the Balance Date\***

There were no events that have occurred after the balance date that would have a material impact on the Performance Report.

**Note 10: Ability to Continue Operating\***

The entity will continue to operate for the foreseeable future.



## Independent Auditor's Report To the Trustees of Te Kupenga Net Trust

We have audited the accompanying Performance Report of Te Kupenga Net Trust on pages 2 to 12 which comprises the Entity Information, the Statement of Service Performance, the Statement of Financial Performance and Statement of Cash Flows for the year ended 30 June 2016, the Statement of Financial Position as at 30 June 2016, and the Statement of Accounting Policies and other explanatory information.

### Trustees' Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for:

- (a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the Statement of Service Performance;
- (b) the preparation and fair presentation of the performance report which comprises:
  - the Entity Information;
  - the Statement of Service Performance; and
  - the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Statement of Accounting Policies and Notes to the Performance Report in accordance with Public Benefit Entity Simple Format Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and
- (c) for such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on the performance report based on our audit. We conducted our audit of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Statement of Accounting Policies and Notes to the Performance Report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the Entity Information and Statement of Service Performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the performance report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the performance report, including performing procedures to obtain evidence about and evaluating whether the reported outcomes and outputs and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the performance report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the performance report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes, evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the performance report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our unmodified audit opinion on the Entity Information, Statement of Financial Performance, Financial position and Cash Flows and our qualified audit opinion on the Statement of Service Performance.

Other than in our capacity as auditor we have no relationship with, or interests in, Te Kupenga Net Trust.

### **Basis for Qualified Opinion on Service Performance**

The outputs to be qualified are shown in the Statement of Service Performance on page 3. Reporting of this type of information is a new requirement. Controls over the recording of the relevant outputs identified to be reported in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) were limited during the period. Because of these limitations, we have been unable to obtain sufficient appropriate audit evidence to support the reported outputs for the year. Consequently, we are unable to determine whether any adjustments to these amounts are necessary. In this respect alone we have not obtained all the information and explanations that we have required.

### **Qualified Opinion on Service Performance**

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph:

- the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the Statement of Service Performance are suitable;
- the Performance Report on pages 2 to 12 presents fairly, in all material respects, the service performance of Te Kupenga Net Trust for the year ended 30 June 2016 in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

### **Opinion on Entity Information, Financial Performance, Financial Position and Cash Flows**

In our opinion, the Performance Report on pages 2 to 12 presents fairly, in all material respects:

- the Entity Information for the year then ended;
- the Financial Position of Te Kupenga Net Trust as at 30 June 2016, and its Financial Performance, and Cash Flows for the year then ended

in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

*Graham & Dobson Ltd*

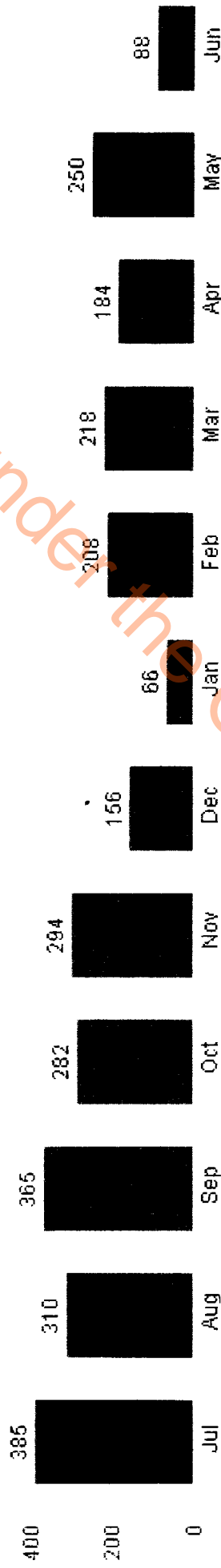
28 February 2017  
**Graham & Dobson Ltd**  
**Chartered Accountants**  
**Gisborne**

View:

All Years

Single Year

### Volume monthly trend 2015/2016 Appendix 1 - Number of Client Contacts



### Volume Detail 2015/2016

|                              | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Tairawhiti                   | 385 | 310 | 365 | 282 | 294 | 156 | 66  | 208 | 218 | 184 | 250 | 88  |
| Te Kupenga Net Trust         | 385 | 310 | 365 | 282 | 294 | 156 | 66  | 208 | 218 | 184 | 250 | 88  |
| Advocacy - Consumers Adult   | 193 | 137 | 157 | 104 | 108 | 92  | 24  | 146 | 132 | 89  | 161 | 23  |
| Advocacy Peer Support Whanau | 1   | 1   | 4   | 7   | 36  | 12  | 17  | -   | -   | -   | -   | -   |
| Consumer Leadership          | 10  | 2   | 3   | 1   | 1   | -   | -   | -   | -   | -   | -   | -   |
| Peer Support Adult           | 50  | 67  | 74  | 73  | 73  | 9   | 2   | 11  | 69  | 82  | 66  | 54  |
| Peer Support Child           | 131 | 103 | 127 | 97  | 76  | 43  | 23  | 51  | 17  | 13  | 24  | 11  |

Released under the Official Information Act 1982

# EVENT CALENDAR 1 JULY 2015 – 30 JUNE 2016 (APPENDIX 2)

This chart is reflective of the events, training and workshops that Te Kupenga Net Trust staff have led or participated in

| PROJECT PHASE PD                                  | STARTING  |         | PROJECT DESCRIPTION  | ATTENDED                   |                                    |
|---|-----------|---------|--|----------------------------|------------------------------------|
| WAIATAURUA DAY                                    | July 2015 |         | COMMUNITY MENTAL HEALTH  | All Staff                  | 1 day participants                 |
| SERVICE DEVELOPMENT GROUP                         | 2x yearly |         | TE WANANGA O AOTEAROA HEALTH PROMOTION   | All Staff                  | Participants                       |
| CONSUMER ADVISORY GROUP                           | July      | Ongoing | CLINICAL INTERFACE MEETINGS WITH MANAGERS  | Manager and or Team leader | Participants                       |
| WAIKAMANA TE TANGATA                              | July      | Monthly | CONSUMER ADVISORY GROUPS   | All Staff                  | Facilitators and hosts             |
| MIDLAND LEADERSHIP NETWORK                        | July      | Ongoing | TRAINING WORKSHOPS ON STIGMA AND DISCRIMINATION                                  | Rotating Staff             | Facilitators trainers              |
| NATIONAL YOUTH CONSUMER ADVISORY NETWORK ON TRACK | August    | Ongoing | WORKFORCE DEVELOPMENT  | Manager and Team Leader    | 2 day participants                 |
|   | August    |         | HOSTED BY TKNT   | All Staff                  | 3 days                             |
|   | August    |         | TE POU NATIONAL WORKFORCE TRAINING CENTRE  | All Staff                  | 1 day participants                 |
|   | September |         | RESULTS BASED ACCOUNTABILITY   | Team leader                | 1 day participant                  |
| EARLY INTERVENTION WORKSHOP                       | October   |         | COMMUNITY MENTAL HEALTH  | All Staff                  | 1 day participants                 |
| SUICIDE WORKSHOP                                  | October   |         | NATI FOR LIFE LEAN ON ME CONCERT   | All Staff                  | Organisers                         |
| NATIONAL MAORI CONSUMER LEADER GROUP              | October   | Ongoing | HOSTED BY TE RAU MATATINI – 4 STAFF FROM TKNT CHOSEN TO BE ON THE NATIONAL GROUP |                            | Participants                       |
| SUICIDE WORKSHOP                                  | November  |         | SUICIDE PREVENTION WORKSHOP  | All Staff                  | Organisers                         |
| AOD RESIDENTIAL REGIONAL WORKSHOP                 | November  |         | COMMUNITY MENTAL HEALTH  | Manager and team leader    | Participants in group facilitation |
| CHRISTMAS FAMILY VIOLENCE PLANNING                | December  |         | GISBORNE POLICE STATION  | Team leader                | Group participant                  |

|   |              |               |   |                          |                                      |
|---|--------------|---------------|---|--------------------------|--------------------------------------|
| CONCERT   | December     |               | CONCERT FOR SUICIDE AWARENESS RUATORIA                          | All Staff                | Organisers                           |
|   | January 2016 |               | ENDING SECLUSION MEETINGS                                       | All staff                | Facilitation as well as participants |
|   | February     |               | TKNT  | All Staff                | Participants                         |
|   | March        |               | LAWSON FIELD THEATRE  | Manager and Team leader  | Participants                         |
|   | March        | May 2017      | WORKSHOPS FOR RANGATAHI ON MENTAL HEALTH AND ADDICTIONS         | 3 Staff                  | Facilitators and trainers            |
|   | March        |               | MINISTRY OF HEALTH LED ACTION PLAN HELD AT THE SALVATION ARMY   | All staff                | Organisers                           |
| LEAN ON ME CONCERT  | March        |               | SUICIDE AWARENESS CONCERT                                       | All staff                | Organisers                           |
| RANGATAHI SUICIDE PREVENTION EVALUATION PANEL                   | March        |               | RANGATAHI AWARENESS KAITI                                       | All Staff                | Organisers and participants          |
| ONGOING WEEKLY REHUTAI  | April        |               | COMMUNITY MENTAL HEALTH   | Panelist                 |                                      |
|   | June 2016    | July 2017     | FRONTLINE STAFF SHARE CLIENTS                                   | All Staff                | Participants and facilitation        |
| STAFF TRAINING & PROFESSIONAL DEVELOPMENT                       | STARTING     |               | PROJECT DESCRIPTION   | ATTENDED                 |                                      |
| MAHI A ATUA TRAINING  | January 2016 | Ongoing       | TRAINING  | 2 Staff                  | Participants                         |
|   |              |               | TRAINING FROM A MAORI WORLDVIEW ON MENTAL HEALTH AND ADDICTIONS | 4 staff and 1 BOT member | Participants                         |
| MENTAL HEALTH CERTIFICATE LEVEL 4 TRAINING                      | June 2016    | July 2017     | TRAINING  | 2 Staff                  | Participants                         |
| LEVEL 6 DIPLOMA IN SUICIDE PREVENTION AND INTERVENTION TRAINING | 2016         | 6 Mths        | TRAINING  | 2 Staff                  | Participants                         |
| GRADUATE DIPLOMA IN PROFESSIONAL SUPERVISION                    | 2016         | December 2016 | TRAINING  | 1 Staff                  |                                      |
| MANAGER MASTERS THESIS  | 2016         | 2016          | MENTAL HEALTH THESIS A CONSUMERS VOICE                          | 1 Staff                  |                                      |



Sent by: Marie Farquhar/MOH

13/11/2018 12:46 p.m.

To: "Owen Lloyd" <[REDACTED]>,  
cc:  
bcc:

Subject: Te Kupenga Net Trust

Tena koe Owen

I have been given your name by the CEO and Contract Manager of Te Kupenga Net Trust (TKNT) as I am performing a due diligence process before we enter into potential discussions with them. I was hoping to obtain a few answers to our questions noted in the attached document. I have tried to keep them succinct so that this doesn't take too much of your time. Thanks in advance.



Owen Lloyd- Due Diligence (Te Kupenga Net Trust).doc

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
DDI: 04 496 4451 | CELL: [REDACTED] | <http://www.moh.govt.nz> |  
EMAIL: Marie\_Farquhar@moh.govt.nz |



Released under the Official Information Act 1982



# Due Diligence: Checklist

| Suggested checks  | ✓                        |
|---|--------------------------|
| <ul style="list-style-type: none"> <li>• What's your relationship with the supplier?</li> <li>• What types of goods or services have you purchased?</li> <li>• Is the supplier currently providing you with the goods or services?</li> <li>• Has the supplier's performance been:               <ul style="list-style-type: none"> <li>○ on time?</li> <li>○ to the required specifications?</li> <li>○ within budget?</li> </ul> </li> <li>• How would you rate the quality of the goods or services delivered?</li> <li>• How accurate is/was the supplier's reporting and invoicing?</li> <li>• Where has the supplier performed well? What could it improve?</li> <li>• How much contract management does/did the supplier require?</li> <li>• Have there been any issues? If yes, how well were they handled?</li> <li>• Have there been any concerns around honesty or trustworthiness?</li> <li>• Would you use this supplier again?</li> </ul> | <input type="checkbox"/> |



Sent by: Marie Farquhar/MOH

21/11/2018 01:55 p.m.

To: "Hine Moeke-Murray" <[REDACTED] s 9(2)(a)>,  
cc: "James Burn" <[REDACTED] s 9(2)(a)>,  
bcc:

Subject: Entity details

Kia ora

I will need to create Te Kupenga Net Trust as a provider within our system. Could you please provide me with the following details so that I may request this early?

Please note that the Manager/Contact should hold signing authority on contracts.

| PerOrg Details   |  |                          |
|--|--|--------------------------|
|  | Existing Details <sup>5</sup>  | New Details <sup>6</sup> |
| <b>PerOrg Number</b>   |  | Sector Services Use Only |
| <b>Name of Provider/Legal Entity<sup>7</sup> or Individual</b> |  |                          |
| <b>Facility Name</b>   |  |                          |
| <b>Manager/Contact</b>   |  |                          |
| <b>Position Title of Above</b>                                 |  |                          |
| Address Details  |  |                          |
| Postal Address   |  |                          |
| <b>PO Box/Private Bag</b>                                      |  |                          |
| <b>CITY</b>  |  |                          |
| Street Address   |  |                          |
| <b>Street Number &amp; Name</b>                                |  |                          |
| <b>Suburb</b>  |  |                          |
| <b>CITY</b>  |  |                          |
| Other Contact Details  |  |                          |
| <b>Phone Number</b>  |  |                          |
| <b>Fax Number</b>  |  |                          |
| <b>Email</b>   |  |                          |
| Financial Details  |  |                          |
| <b>Bank Account Number<sup>8</sup></b>                         | *New bank account details cannot be processed without a bank verified deposit slip |                          |
| <b>GST Number<sup>9</sup></b>                                  |  |                          |
| <b>GST Rate</b>  |  |                          |
|  |  |                          |

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> |  
EMAIL: Marie\_Farquhar@moh.govt.nz |



Sent by: Marie Farquhar/MOH

27/09/2018 08:50 a.m.

To: Guy Baker <[REDACTED] s 9(2)(a)>,  
cc:  
bcc:

Subject: Re: Report - Frozen Funds Area Hui: Tairawhiti

Morena Guy

Thanks for this I look forward to reading up on Nga Hau e Wha to come to grips with not only your mahi but the strong mahi you all have done up to now. It was lovely getting to know you all yesterday, korero and sharing our passions for our mahi. I have whanau in Napier and Flaxmere so will be trying to tee up a work/pleasure trip. However, lets get some mahi done first!

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Operational Excellence | Maori Development |**  
**DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



Guy Baker

Kia ora Marie, Tena koe mo to korero...

26/09/2018 09:10:27 p.m.

From: Guy Baker <[REDACTED] s 9(2)(a)>  
To: "marie\_farquhar@moh.govt.nz" <marie\_farquhar@moh.govt.nz>,  
Date: 26/09/2018 09:10 p.m.  
Subject: Report - Frozen Funds Area Hui: Tairawhiti

Kia ora Marie,

Tena koe mo to korero mo to whakaaro I tenei wa – nga mihi nunui

As promised, I attach for your information the report of the Frozen Funds Area Hui held in Tairawhiti.

I am awaiting a copy of the Waitangi Hui that was held in February this year as well as the report from the hui that was held recently in Invercargill (Te Waipounamu) and will also forward these accordingly.

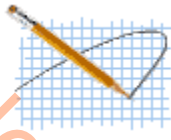
A fourth hui was to be held in the Manawatu and was being facilitated by Jak Wild however his untimely resignation from our roopu meant this did not go ahead. Attempts are being made to utilise the funding to hold an additional hui either in the Taranaki or Wellington region in the near future.

Heoi ano



CAG Report - Full.docx





Sent by:  
guy.baker@tekupenga.co.nz

To: "marie\_@xxx" <marie\_@xxx>  
cc:  
bcc:

01/10/2018 10:14 a.m.

Subject: Waitangi Hui Report

Ata marie Marie,

As promised, I attach for your information the report of the Frozen Funds Hui that was held in Waitangi in February this year. This accompanies the Tairawhiti Hui report sent to you earlier.

A further hui was recently held in Invercargill and I am awaiting that report to be submitted accordingly, hopefully by this weeks end, and once received will forward to you.

Nga mihi



Waitangi Hui Feb 2018.pdf

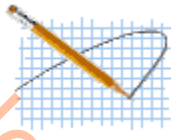
Member of National Consumer Forum - Nga Hau e Whā



81 Childers Road, PO Box 258  
Gisborne, New Zealand  
Phone: 06 868 4045. Mobile: s 9(2)(a)  
Email: s 9(2)(a) Fax: 06 868 4045

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.  
If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.  
If you have received this message in error, please notify the sender immediately and delete this message.

Released under the Official Information Act 1982



Sent by: **s 9(2)(a)**  
guy

To: "marie\_XXXXXXX@xxx.xxx.xx" <marie\_XXXXXXX@xxx.xxx.xx>,  
cc:  
bcc:

08/10/2018 08:43 a.m.

Subject: Frozen Funds: Southern Hui

Morena Marie,

Please find attached, for your information, the outcomes of a Frozen Funds hui that was held in Invercargill in August.

By now you should have copies of all three hui that were held in this respect. They are Waitangi, Tairāwhiti and now this, Invercargill.

Nga mihi



invercargill hui outcomes.docx

Member of National Consumer Forum - Ngā Hau e Whā



Championing Many Voices

81 Childers Road, PO Box 258  
Gisborne, New Zealand  
Phone: 06 868 4045, Mobile: **s 9(2)(a)**  
Email: **s 9(2)(a)** Fax: 06 868 4045

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.  
If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.  
If you have received this message in error, please notify the sender immediately and delete this message.

Released under the Official Information Act 1982

## Invercargill Hui

Three goals have been identified for the Invercargill hui to be held mid to late August. The hui will be facilitated by the Two Southern Nga Hau E Wha representatives Julie Whitla and Sheree Gutsell.

The three goals are:

1. To improve knowledge of, and promote Nga Hau E Wha in the lived experience Southern community communicating who we are and what we do and fostering authentic and respectful relationships.
2. To hear the local stories and concerns of the people attending and use this to inform the next Southern report to Nga Hau E Wha and making this information available to other stakeholders and to influence service provision in the area.
3. To gauge interest in forming a Consumer Network in the region that meets periodically and provides an ongoing forum to air concerns and to celebrate successes.

Feedback from the hui consisted of the following in response to the following questions:

1) What are the major challenges you are facing?

- Inpatient service configuration
- Service transitions
- Crisis respite provision – no crisis cafe, peer support respite service provision
- Lack of peer support services
- Addiction services
- Not being treated as adults
- Draconian ways staff run Day Activity Centre's (DAC), i.e heavy handed
- Stand over tactics
- Manipulation
- DAC's are not a safe place
- Directorates ineffective/inefficient. Dishonest
- Cover up of issues raised by consumers. They disappear
- Access to services too hard – putting lives at risk
- Only top 3% can access services – need interventions before
- Southland Mental health Emergency Team – ineffective, dishonest, lack of empathy
- Poor staff/staff training in general
- Massive delays in getting help unless you at the bottom of the cliff
- Art supplies, craft supplies not being replenished due to increase in costs – inflation' Gone away from the people side with a focus on money
- Consumer raised money – gone
- Limitations in how we spend money e.g. ILT only
- Leads to dwindling numbers
- Staff don't like being questioned – it's their way or the highway

2) Are you getting what you need when you need it?

- No
- No it's a battle

3) What would you like to be done about the challenges?

- Fresh staff faces
- Empathetic
- Supportive
- Trained appropriately
- To teach more resourcefulness and resilience
- More resources – put back the trips we had, replace Gore's van.

4) Is there anything good happening in the sector?

- Supportive consumers
- Learn new skills
- Having DAC's.
- The consumers themselves.

A group discussion was held about the possibility of forming an Invercargill Consumer Group. All present agreed that this was a good idea.

Released under the Official Information Act 1982





Sent by: Marie Farquhar/MOH

06/11/2018 10:24 a.m.

To: Derek Thompson/MOH@MOH,  
cc:  
bcc:

Subject: Draft email to NHEW for approval

Derek - can you please check and let me know if there are any amendments. I wanted to keep it short as I am struggling to locate any info on the Trust (apart from their web page)

Tena koe Guy

Hope this email finds you and whanau well. As a follow up from our teleconference on the 26 September 2018 I was wanting to send you the COI process I developed for the board to discuss. I am here to clarify any queries that the documents attached may raise. Also would you be able to clarify for me whether Te Kupenga Hauora Trust is the same as Te Kupenga Net Trust or separate trusts? I have been endeavouring to search our records for them however am only coming up with Te Kupenga Hauora Trust. Also would we be able to see when your next few board meetings are scheduled for ie. November/December/January/February?

Thanks for this Guy and please do contact me with any queries you may have.



Nga Hau e Wha COI Process.docx COI Register Nga Hau e Wha.xlsx

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> |  
EMAIL: Marie\_Farquhar@moh.govt.nz |



Released under the Official Information Act 1982

## Conflict of Interest Policy

### Conflict of Interest

Recognising and effectively managing actual, perceived or potential conflicts of interest is essential to maintaining confidence in Nga Hau e Wha (NHEW).

Recognising and effectively managing actual, perceived or potential conflicts of interest is essential to maintaining confidence in NHEW.

Any person representing NHEW in an official role must perform their duties honestly and impartially and avoid situations that might compromise not only personal integrity but also the integrity of NHEW.

Failure to declare actual, perceived or potential conflicts of interest, may be considered misconduct and could lead to a formal warning or dismissal following due process

### Key points to note:

- Anyone representing the NHEW in an official role needs to understand what a conflict of interest is.
- Any actual, perceived or potential conflicts must be reported to your manager and/or chairperson without delay.
- Personal or private interests that have the potential to cause a perceived conflict of interest must be formally declared, following the NHEW's process **(See: COI Declaration Form)**.
- Managers, or the Chairperson with the support of the responsible NHEW Board, must determine the steps that should be taken to deal with or manage an actual, perceived or potential conflict of interest.
- The offer or acceptance of a gift to you in connection with your official duties may be deemed a conflict of interest. Any gifts you receive need to be declared in accordance with the Chairperson/Board.
- The Chairperson/other Senior Management also have an additional personal responsibility to declare all personal and private interests on an annual basis (whether or not they can be seen to be conflicting with NHEW interests).
- All committee, board or advisory group members must declare all personal and private interests to their Chairperson prior to each official meeting if so warranted.
- Declare to the Chairperson any personal relationships with colleagues, potential colleagues, clients or professional contacts who you may be required to work with during your employment in the NHEW.

To avoid putting themselves in a conflict of interest with the objectives and operations pursued by Nga Hau e Wha, Board Members/Staff members and any Contractors/Consultants shall respect the following guidelines:

- It is prohibited to use property for illegal or unauthorized purposes.
- It is prohibited for any employee having confidential information to disclose it without express authorization by the Chairperson beforehand.
- Employees cannot at any time accept a job from another employer if this job interferes with their work schedule and their duties and responsibilities.
- Employees shall avoid putting themselves in situations where they may gain profit or derive direct or indirect interest by influencing a contract award.
- Employees cannot solicit or accept tips, gifts, favors or other forms of gratuities for services rendered or required to be rendered in performing their duties within the organization.

# Nga Hau e Wha LOGO

## Conflict of Interest and Confidentiality Agreement

|               |               |
|---------------|---------------|
| Name:         |               |
| Position:     |               |
| Organisation: | Nga Hau e Wha |

### Do you have any actual, potential or perceived conflicts of interest?

Do you have any personal interest in any company/organisation that may provide services to NHEW?

*(e.g. you own shares in a supplier or related company)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Are you a relative or close friend of someone with a personal interest in the any company/organisation that provide services to NHEW?

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Do you have any personal obligations, loyalties or bias that could influence the way you evaluate offers and recommend purchases?

*(e.g. a close friendship with an employee of a supplier)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Have you recently been offered any special discounts, gifts, trips, hospitality, rewards or favours by suppliers of the services being purchased?

*(e.g. free travel; free samples for your own use)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

Are you aware of anything that could give the appearance that you might be biased towards or against a particular supplier?

*(e.g. you have expressed strong views about a supplier; you worked for a supplier; you use a supplier's corporate box at a sports event)*

Yes  No

**Potentially** (tick 'potentially' if others could perceive you have a conflict)

**Note these can be amended to fit NHEW requirements**

### Declaration of conflict of interest

|   |  |
|---|--|
| <p><b>Actual</b> conflict of interest is where you already have a conflict.</p> <p><b>Potential</b> conflict of interest is where the conflict is about to happen or could happen.</p> <p><b>Perceived</b> conflict of interest is where other people might reasonably think you are not being objective.</p> | <p>If you have answered '<b>Yes</b>' or '<b>Potentially</b>' to any of the above questions, please provide details here. Otherwise sign the declaration below.</p> |
|---|--|

# Nga Hau e Wha LOGO

## Your declaration

**Declaration** – I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith.

Signature:

Date:

**Review by Chairperson of Board**– I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form.

Name:

Signature:

Date:

## Conflict of Interest Management Plan

Name:

### How the conflict of interest will be managed

**There are five options for managing or resolving your conflict of interest:**

**Restrict** your involvement in the process

**Recruit** an independent third party to oversee part or all of the process

**Remove** yourself from the process

**Relinquish** your private interest that causes the conflict

**Resign** from the agency

The following plan has been agreed to manage your declared conflict of interest. This takes into account the conflict's likely effect on your role and responsibilities, as well as the risks to the process and the NHEW's reputation.

**Declaration** – I agree to the above Conflict of Interest Management Plan

Signature:

Person making the declaration

Date:

**Resolved** – the conflict of interest has now been resolved and no further action is required

Signature:

Chairperson of the Board

Date:

# Nga Hau e Wha LOGO

## Declaration of Conflict of Interest

This can be used as an excel spreadsheet (note next page)

| Company name | Interest     |          |           | Dates/to-and-from/current | Comments |
|--------------|--------------|----------|-----------|---------------------------|----------|
|              | Professional | Personal | Financial |                           |          |
| XYZ Ltd      | Yes          |          |           | 2.2.14 - 2.3.15           | Sample   |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |
|              |              |          |           |                           |          |

Released under the Official Information Act 1982

**Nga Hau e Wha LOGO**

**Nga Hau e Wha Conflict of Interest Register**

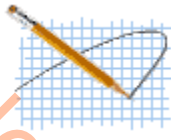
| First Name                     | Last Name | Role | Signed<br>(Yes or<br>No) | Actual/<br>Potential/<br>Perceived? | Declarations | Agreement<br>Mgmt Plan | Date<br>Agreed/COI<br>Signed | Signed by<br>Project<br>Sponsor | Updated /<br>Date | Comments |
|--------------------------------|-----------|------|--------------------------|-------------------------------------|--------------|------------------------|------------------------------|---------------------------------|-------------------|----------|
| <b>STAFF / SUPPORT / BOARD</b> |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |
|                                |           |      |                          |                                     |              |                        |                              |                                 |                   |          |

Released Under the Official Information Act 1982









Sent by: [redacted] s 9(2)(a)

To: "Marie\_@xxx" <Marie\_@xxx>, Lybian Moeke [redacted] s 9(2)(a) >, bcc:

13/11/2018 10:19 a.m.

Subject: RE: TKNT

Hi Marie,

Correction to Libby's email as above

Guy

**From:** Marie\_XXXXXXXX@xxx.xxxx.xx <Marie\_XXXXXXXX@xxx.xxxx.xx>  
**Sent:** Tuesday, 13 November 2018 10:17 AM  
**To:** Guy Baker [redacted] s 9(2)(a)  
**Subject:** RE: TKNT

Thanks Guy I will email both Libby and Hine to sort out as they may already have the information I need.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [redacted] s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_Farquhar@moh.govt.nz |**



**From:** Guy Baker [redacted] s 9(2)(a)  
**To:** "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
**Cc:** Hine Moeke-Murray [redacted] s 9(2)(a) >, "libby@ [redacted] s 9(2)(a) [redacted] s 9(2)(a)  
**Date:** 13/11/2018 08:07 a.m.  
**Subject:** RE: TKNT

Morena Marie,

Nga mihi mahana ki a koe

The key contacts are:

Chairperson of the Board of TKNT

Libby Moeke

s 9(2)(a)

Manager TKNT

Hine Moeke-Murray

s 9(2)(a)

Both emails are included in this thread (above) and their postal addresses are:

Te Kupenga Net Trust

P.O. Box 258

GISBORNE

I will make arrangements to inform Hauora Tairawhiti and Pinnacle Midlands Health Network. Will there be specific people from these organisations that I can contact?

Kia ora

Guy Baker

Co-Chair



**From:** [Marie Farquhar@moh.govt.nz](mailto:Marie.Farquhar@moh.govt.nz) <Marie.Farquhar@moh.govt.nz>

**Sent:** Monday, 12 November 2018 12:17 PM

**To:** Guy Baker <s 9(2)(a)>

**Subject:** TKNT

Kia ora Guy

I am in the final stages of my due diligence, I was hoping to obtain a key contact for Te Kupenga Net Trust so that I may discuss obtaining reference checking by Hauora Tairawhiti DHB and Pinnacle Midlands Health Network. It would probably assist me in future if the contact will be managing any contract that may eventuate. Te Kupenga Net Trust would have to advise them before I approach them. This can be done by email initiation or via phone. Thank you in advance for your assistance.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**

**DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_**

From: Marie Farquhar/MOH  
To: Guy Baker [REDACTED] s 9(2)(a)  
Date: 07/11/2018 10:32 a.m.  
Subject: RE: Follow up from 26 September 2018 Hui via teleconference

Thanks Guy will look for them on our system. I predict that I couldn't find them individually if they are linked with others.

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL: Marie\_@moh.govt.nz



From: Guy Baker [REDACTED] s 9(2)(a)  
To: "Marie Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
Cc: "Derek Thompson@moh.govt.nz" <Derek\_Thompson@moh.govt.nz>, "Kevin Harper@moh.govt.nz" <Kevin\_Harper@moh.govt.nz>, "Magdel Hammond ([REDACTED] s 9(2)(a))" <[REDACTED] s 9(2)(a)>, "Donna Starling" <[REDACTED] s 9(2)(a)>, julie Whittia [REDACTED] s 9(2)(a), "Sheree Gutsell" <[REDACTED] s 9(2)(a)>,  
TeHuia Bill Hamilton <[REDACTED] s 9(2)(a)>  
Date: 07/11/2018 08:57 a.m.  
Subject: RE: Follow up from 26 September 2018 Hui via teleconference

Morena Marie,

Thank you for your email which I have circulated to our Board. I have asked for any comments to come back through me and I will send you our collective thoughts accordingly.

In relation to your latter queries:

(i) I am not familiar with the entity Te Kupenga Hauora Trust and therefore believe that Te Kupenga Net Trust (TKNT) is a separate entity. Te Kupenga Net Trust is already known to the Ministry as the lead contract administrator of the "Fit for Future" initiative Te Kuwatawata that sees them in partnership with both Hauora Tairāwhiti (DHB) and Pinnacle Midlands Health Network.

(ii) Nga Hau e Wha, in the past has met on a quarterly basis usually in February, May, August and November. The last time the Board were able to meet was in May 2018. Our next hui is, of course, subject to the completion of contract negotiations. During the interim, in the absence of a contract, our work and communications has been limited to mainly emails with the odd teleconference and telephone calls. Both Victoria and I continue to represent Nga Hau e Wha on various forums requiring our voice.

If there are any further matters you wish to clarify then please do not hesitate to contact me accordingly.

Heoi ano

Guy Baker  
Co-Chair



**From:** [Marie Farquhar@moh.govt.nz](mailto:Marie.Farquhar@moh.govt.nz) <[Marie.Farquhar@moh.govt.nz](mailto:Marie.Farquhar@moh.govt.nz)>

**Sent:** Tuesday, 6 November 2018 1:21 PM

**To:** Guy Baker <[s 9\(2\)\(a\)](#)>

**Cc:** [Derek Thompson@moh.govt.nz](mailto:Derek.Thompson@moh.govt.nz); [Kevin Harper@moh.govt.nz](mailto:Kevin.Harper@moh.govt.nz)

**Subject:** Follow up from 26 September 2018 Hui via teleconference

Tena koe Guy

Hope this email finds you and whanau well. As a follow up from our teleconference on the 26 September 2018 I was wanting to send you the COI process I developed for the board to discuss. I am here to clarify any queries that the documents attached may raise.

Following our meeting I have begun completing some of the organisational due diligence that the Ministry will require before we can confirm any formal discussions with your proposed organisation. Are you be able to clarify for me whether Te Kupenga Hauora Trust is the same as Te Kupenga Net Trust or separate trusts? I have been endeavouring to search our records for them however am only coming up with Te Kupenga Hauora Trust. Also would we be able to see when your next few board meetings are scheduled for ie. November/December/January/February?

Thanks for this Guy and please do contact me with any queries you may have.

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |

DDI: 04 496 4451 | CELL: [s 9\(2\)\(a\)](#) | <http://www.moh.govt.nz> | EMAIL:Marie\_@moh.govt.nz



Sent by: Marie Farquhar/MOH

13/11/2018 11:30 a.m.

To: Hine Moeke-Murray <[REDACTED] s 9(2)(a)>,  
cc:  
bcc:

Subject: RE: TKNT

That is perfect Hine thank you very much. It is not a terribly involved process I just need to ask Owen a few questions around performance etc which will not take long. I will send him a few questions via email as I'm keen to progress this.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



Hine Moeke-Murray Tena Koe Marie Thank you for yo... 13/11/2018 10:37:59 a.m.

From: Hine Moeke-Murray <[REDACTED] s 9(2)(a)>  
To: "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
Cc: Guy Baker <[REDACTED] s 9(2)(a)>, Lybian Moeke <[REDACTED] s 9(2)(a)>  
Date: 13/11/2018 10:37 a.m.  
Subject: RE: TKNT

Tena Koe Marie

Thank you for your email and I have read the thread between yourself and guy this morning. I think that there needs to be a point of clarification in regard to Pinnacle. We are in a partnership with them for service delivery in regard to a contract that TKNT hold. They do not hold the funding or the contract but have a relationship with TKNT only.

The people that need to be spoken to in terms of due diligence is Funding and Planning Hauora Tairāwhiti. This is who Te Kupenga Net Trust has held their contracts with and we do not have a financial contract with Pinnacle.

Owen Lloyd is the portfolio manager for Mental Health and Addictions Tairāwhiti, Nicola Ehau is the GM Funding and Planning, Iain Diamond is the contracts advisor, and Jim Green is the CEO of Hauora Tairāwhiti.

In terms of due diligence, it would be far more beneficial to discuss the financial performance with the above named group as opposed to Pinnacle who are in a project relationship with us.

I hope that this has been helpful Marie. Please feel free to contact me if you need to discuss further and or require more depth of information. I can be contacted on [REDACTED] s 9(2)(a)

Nga mihi

Hine Moeke-Murray

**From:** Marie\_XXXXXXXX@XXX.XXXX.XX <Marie\_XXXXXXXX@XXX.XXXX.XX>

**Sent:** 13 November 2018 10:26

**To:** libby [REDACTED] s 9(2)(a); Hine Moeke-Murray <[REDACTED] s 9(2)(a)>

**Cc:** Guy Baker <[REDACTED] s 9(2)(a)>

**Subject:** RE: TKNT

Morena Libby and Hine,

As discussed I am undertaking a due diligence process to progress potential contract discussions. For me to do this could I have details of the Contract Manager you liaise with at Hauora Tairāwhiti and Pinnacle Midlands Health Network? It should only be a short discussion and will assist me in progressing things quickly. As I can't seem to find your organisation on our Contract Management System it means I have to perform this process. If it is easier I am happy to contact them via email given the time of year it may be difficult getting them via phone.

Nga mihi, Marie

**Marie Farquhar** | Senior Contracts Advisor | Mental Health and Addictions |

DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL: Marie\_Farquhar@moh.govt.nz |



**From:** Guy Baker [REDACTED] s 9(2)(a)

**To:** "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,

**Cc:** Hine Moeke-Murray <[REDACTED] s 9(2)(a)> "libby@[REDACTED] s 9(2)(a)"

**Date:** 13/11/2018 08:07 a.m.

**Subject:** RE: TKNT

Morena Marie,

Nga mihi mahana ki a koe

The key contacts are:

Chairperson of the Board of TKNT

Libby Moeke

[REDACTED] s 9(2)(a)

Manager TKNT  
Hine Moeke-Murray  
s 9(2)(a)

Both emails are included in this thread (above) and their postal addresses are:

Te Kupenga Net Trust  
P.O. Box 258  
GISBORNE

I will make arrangements to inform Hauora Tairawhiti and Pinnacle Midlands Health Network. Will there be specific people from these organisations that I can contact?

Kia ora

Guy Baker  
Co-Chair



**From:** [Marie Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz) <[Marie\\_Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz)>  
**Sent:** Monday, 12 November 2018 12:17 PM  
**To:** Guy Baker <s 9(2)(a)>  
**Subject:** TKNT

Kia ora Guy

I am in the final stages of my due diligence, I was hoping to obtain a key contact for Te Kupenga Net Trust so that I may discuss obtaining reference checking by Hauora Tairawhiti DHB and Pinnacle Midlands Health Network. It would probably assist me in future if the contact will be managing any contract that may eventuate. Te Kupenga Net Trust would have to advise them before I approach them. This can be done by email initiation or via phone. Thank you in advance for your assistance.

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL: Marie\_@moh.govt.nz

From: Marie Farquhar/MOH  
To: Guy Baker <[REDACTED] s 9(2)(a)>,  
Date: 07/11/2018 10:32 a.m.  
Subject: RE: Follow up from 26 September 2018 Hui via teleconference

---

Thanks Guy will look for them on our system. I predict that I couldn't find them individually if they are linked with others.

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL: Marie\_ [REDACTED] |



From: Guy Baker <[REDACTED] s 9(2)(a)>  
To: "Marie Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
Cc: "Derek Thompson@moh.govt.nz" <Derek\_Thompson@moh.govt.nz>, "Kevin Harper@moh.govt.nz" <Kevin\_Harper@moh.govt.nz>, "Magdel Hammond ([REDACTED] s 9(2)(a))" <[REDACTED] s 9(2)(a)>, 'Donna Starling' <[REDACTED] s 9(2)(a)>, julie Whitla <[REDACTED] s 9(2)(a)>, 'Sheree Gutsell' <[REDACTED] s 9(2)(a)>,  
TeHuia Bill Hamilton <[REDACTED] s 9(2)(a)>  
Date: 07/11/2018 08:57 a.m.  
Subject: RE: Follow up from 26 September 2018 Hui via teleconference

---

Morena Marie,

Thank you for your email which I have circulated to our Board. I have asked for any comments to come back through me and I will send you our collective thoughts accordingly.

In relation to your latter queries:

- (i) I am not familiar with the entity Te Kupenga Hauora Trust and therefore believe that Te Kupenga Net Trust (TKNT) is a separate entity. Te Kupenga Net Trust is already known to the Ministry as the lead contract administrator of the "Fit for Future" initiative Te Kuwatawata that sees them in partnership with both Hauora Tairāwhiti (DHB) and Pinnacle Midlands Health Network.
- (ii) Nga Hau e Wha, in the past has met on a quarterly basis usually in February, May, August and November. The last time the Board were able to meet was in May 2018. Our next hui is, of course, subject to the completion of contract negotiations. During the interim, in the absence of a contract, our work and communications has been limited to mainly emails with the odd teleconference and telephone calls. Both Victoria



and I continue to represent Nga Hau e Wha on various forums requiring our voice.

If there are any further matters you wish to clarify then please do not hesitate to contact me accordingly.

Heoi ano

Guy Baker  
Co-Chair



**From:** [Marie Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz) <Marie\_Farquhar@moh.govt.nz>  
**Sent:** Tuesday, 6 November 2018 1:21 PM  
**To:** Guy Baker [REDACTED] s 9(2)(a) >  
**Cc:** [Derek Thompson@moh.govt.nz](mailto:Derek_Thompson@moh.govt.nz); [Kevin Harper@moh.govt.nz](mailto:Kevin_Harper@moh.govt.nz)  
**Subject:** Follow up from 26 September 2018 Hui via teleconference

Tena koe Guy

Hope this email finds you and whanau well. As a follow up from our teleconference on the 26 September 2018 I was wanting to send you the COI process I developed for the board to discuss. I am here to clarify any queries that the documents attached may raise.

Following our meeting I have begun completing some of the organisational due diligence that the Ministry will require before we can confirm any formal discussions with your proposed organisation. Are you be able to clarify for me whether Te Kupenga Hauora Trust is the same as Te Kupenga Net Trust or separate trusts? I have been endeavouring to search our records for them however am only coming up with Te Kupenga Hauora Trust. Also would we be able to see when your next few board meetings are scheduled for ie. November/December/January/February?

Thanks for this Guy and please do contact me with any queries you may have.

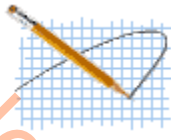
Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_@moh.govt.nz



\*\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.



Sent by: [redacted] s 9(2)(a)

To: "Marie\_@xxx" <Marie\_@xxx>  
cc:  
bcc:

21/11/2018 09:43 a.m.

Subject: RE: Follow up from 26 September 2018 Hui via teleconference

Thank you for your prompt response Marie to which I have advised our team accordingly. We also extend our best wishes of well-being to you and your whanau in Christchurch.

Nga mihi

Guy Baker  
Co-Chair



**From:** Marie\_XXXXXXXX@XXX.XXXX.XX <Marie\_XXXXXXXX@XXX.XXXX.XX>  
**Sent:** Wednesday, 21 November 2018 9:15 AM  
**To:** Guy Baker <[redacted] s 9(2)(a)>  
**Subject:** RE: Follow up from 26 September 2018 Hui via teleconference

I have only just received the referee info back from Tairawhiti. I will be finalising my memo to confirm Te Kupenga Net Trust this week. I am sorry about the process it is very full involved process because we haven't contracted with them before. I also need their last annual report and at least two years financials. I would have requested this last week but was in Christchurch looking after sick whanau. I will request this now

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [redacted] s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_Farquhar@moh.govt.nz |**



**From:** Guy Baker [redacted] s 9(2)(a) >  
**To:** "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
**Cc:** "Magdel Hammond ([redacted] s 9(2)(a))" <[redacted] s 9(2)(a)>, "Victoria Parsons@moh.govt.nz" <Victoria\_Parsons@moh.govt.nz>, Julie Whittia [redacted] s 9(2)(a) >, "sheree.gutsell@[redacted] s 9(2)(a)" >, TeHuia Bill Hamilton [redacted] s 9(2)(a)

Released under the Official Information Act 1982

Date: 21/11/2018 09:07 a.m.  
Subject: RE: Follow up from 26 September 2018 Hui via teleconference

Ata marie Marie,

Thank you for that feedback.

Am I correct in saying that you are currently working through "due diligence" processes with Te Kupenga Net Trust (Manager and Board)?

May I enquire if there is any perceived timeframes for progression of a contract that you may be able to advise please?

Nga mihi

Na Guy Baker  
Co-Chair



**From:** Marie Farquhar <Marie\_Farquhar@moh.govt.nz>

**Sent:** Monday, 19 November 2018 2:24 PM

**To:** Guy Baker <[REDACTED]>

**Cc:** Magdel Hammond <[REDACTED] s 9(2)(a)>

[Victoria.Parsons@moh.govt.nz](mailto:Victoria.Parsons@moh.govt.nz); julie Whitla <[REDACTED] s 9(2)(a)>; [sheree.gutsell@\[REDACTED\]](mailto:sheree.gutsell@[REDACTED]) s 9(2)(a); TeHuia Bill Hamilton <[REDACTED] s 9(2)(a)>

**Subject:** Fw: Follow up from 26 September 2018 Hui via teleconference

Kia ora koutou katoa

I like the changes/amendments and think it clearly represents a well defined process. I provided a longer document initially just as guidance for you all and pleased if it helped.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**

**DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_ [REDACTED] |**



----- Forwarded by Marie Farquhar/MOH on 19/11/2018 02:16 p.m. -----

From: Guy Baker <[REDACTED] s 9(2)(a)>

To: "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
Cc: "Magdel Hammond" <[REDACTED] s 9(2)(a)>, Victoria Roberts <[REDACTED] s 9(2)(a)>, Julie Whittla <[REDACTED] s 9(2)(a)>, Sheree Gutsell <[REDACTED] s 9(2)(a)>, TeHuia Bill Hamilton <[REDACTED] s 9(2)(a)>  
Date: 15/11/2018 03:32 p.m.  
Subject: RE: Follow up from 26 September 2018 Hui via teleconference

Morena Marie,

Nga mihi ki a koe

As indicated earlier I have circulated the COI document to our members and have received the following collective feedback which I have incorporated into the attached document.

You will see highlights in yellow are to remove that wording and amendments/additions are in red print.

Basically, these indicate that:

- We do not consider ourselves as Board Members but rather Regional Representatives and so have replaced terms referred as Board, Managers, Senior Management, Staff etc to reflect this
- We do not have a singular Chairperson but rather a shared role referred to as Co-Chairs. And again this is reflected

There are some bullet points highlighted in aqua. Comments in reference to this are:

- A suggestion has been widely accepted that we adopt a gift/koha received register as at times these have been offered in terms of flowers/chocolates etc as gratitude for things done and it was deemed as bad manners not to accept these. A further suggestion was that certain gifts/koha received have a value limit e.g. \$50
- A recommendation was made to remove the bullet point re: accepting a job from another employer etc as our roles are not fulltime and that the document should reflect this
- It was regarded that there was no scope in the work of NHEW to take any personal gains from the funding provided as there was only sufficient enough to enable us to meet and provide advice to the Ministry.

Finally, though the COI was viewed as a more stringent policy, recognition was given that the Ministry probably wanted to be over-cautious about this process and therefore we acknowledge this policy accordingly.

Kia ora

Guy Baker  
Co-Chair



From: Marie\_Farquhar@moh.govt.nz <Marie\_Farquhar@moh.govt.nz>  
Sent: Tuesday, 6 November 2018 1:21 PM

To: Guy Baker <[REDACTED] s 9(2)(a)>  
Cc: [Derek Thompson@moh.govt.nz](mailto:Derek.Thompson@moh.govt.nz); [Kevin Harper@moh.govt.nz](mailto:Kevin.Harper@moh.govt.nz)  
Subject: Follow up from 26 September 2018 Hui via teleconference

Tena koe Guy  
Hope this email finds you and whanau well. As a follow up from our teleconference on the 26 September 2018 I was wanting to send you the COI process I developed for the board to discuss. I am here to clarify any queries that the documents attached may raise.

Following our meeting I have begun completing some of the organisational due diligence that the Ministry will require before we can confirm any formal discussions with your proposed organisation. Are you be able to clarify for me whether Te Kupenga Hauora Trust is the same as Te Kupenga Net Trust or separate trusts? I have been endeavouring to search our records for them however am only coming up with Te Kupenga Hauora Trust. Also would we be able to see when your next few board meetings are scheduled for ie. November/December/January/February?

Thanks for this Guy and please do contact me with any queries you may have.

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_@moh.govt.nz



\*\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.

If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.

If you have received this message in error, please notify the sender immediately and delete this message.

\*\*\*\*\*

---

This e-mail message has been scanned for Viruses and Content and cleared by the Ministry of Health's Content and Virus Filtering Gateway

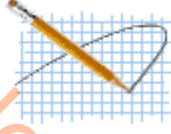
---

\*\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.

If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.

If you have received this message in error, please notify the sender



Sent by: Marie Farquhar/MOH  
22/11/2018 03:29 p.m.

To: Lybian Moeke <[REDACTED] s 9(2)(a) >,  
cc:  
bcc:

Subject: Urgent Annual Report

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



----- Document: Urgent Annual Report, forwarded by Marie Farquhar on 22/11/2018 03:28 pm -----

Sent By: Marie Farquhar/MOH on 22/11/2018 3:18:21 p.m.  
To: libian [REDACTED] s 9(2)(a)  
Copy To: "Hine Moeke-Murray" <[REDACTED] s 9(2)(a) >  
Subject: Urgent Annual Report

Tena korua

Just phoned Hine so thought I'd follow up with an email. Does Te Kupenga Net Trust have annual reports? Or do they just have Performance Reports which I already have. If there are Annual Reports could I be supplied with the most recent? I am keen to wrap up this process so I can get approval to load the Trust onto our Provider Base.

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



---

# Memo

---

|                  |  |
|------------------|--|
| <b>Date:</b>     | 22 November 2018                                       |
| <b>To:</b>       | Derek Thompson, Manager Mental Health                  |
| <b>From:</b>     | Marie Farquhar, Senior Contracts Advisor               |
| <b>Subject:</b>  | Outcome of Due Diligence – Te Kupenga Net Trust (NHEW) |
| <b>For your:</b> | Decision   |

---

## Background

Following a teleconference held between Ministry of Health (the Ministry) staff and representatives from Nga Hau e Wha (NHEW) Board this memo outlines the process going forwards for the Ministry to continue to assist (NHEW) in achieving and progressing forward.

## Summary

In order to progress an on-going relationship with the Ministry it was identified that NHEW have built a relationship with Te Kupenga Net Trust MH&A Peer Support and Advocacy Service (TKNT). NHEW would like to be able to utilise this organisation for any potential future contract.

On 2 November 2018 approval was given for the Senior Contracts Advisor to perform a due diligence process which included the following (Due Diligence Checklist attached):

- **Referee Check:** due to TKNT sub contracting to Tairāwhiti DHB it was evidenced early that they were not contract holders with the Ministry. A referee check was therefore obtained by Owen Lloyd, Portfolio Manager, Mental Health, Alcohol and other Addictions, Tairāwhiti DHB. The only identified suggestion was: 'More assertiveness on behalf of the Clients'.
- **Qualifications:** reviewed website and confirmation of professional status.
- **Analysis of Ownership:** Legal entity information attached and confirmed.
- **Analysis of Finances:** Performance Report (year end 30/06/17), a website review of their latest Annual Report was completed.

It is worth noting that the Senior Contracts Advisor can confirm that TKNT is a viable entity and has no identified or perceived issues as to their performance of their duties within their current sub-contracting role with Tairāwhiti DHB.

## Action

Following the due diligence process it is requested that you approve for the Senior Contracts Advisor activating the New Provider process (attached) to ensure that TKNT are loaded within the database prior to any potential negotiations and/or contract. It should be noted that this process will need to be completed once TKNT have provided their relevant information ie. Bank Account details.

It is also worth noting that Ministry staff can engage in discussions with TKNT whilst the new provider process is being completed.

## Recommendations

It is recommended that you:

|    |         |  |        |
|----|---------|--|--------|
| 1. | Note    | The due diligence process was initiated on 02/11/18 following approval.  | Yes/No |
| 2. | Note    | That TKNT is a viable entity with no identified or perceived issues as to their duties in the sub-contracting role with Tairāwhiti DHB | Yes/No |
| 2. | Approve | That the Senior Contracts Advisor initiate the New Provider Process for Te Kupenga Net Trust.  | Yes/No |
| 3. | Note    | Ministry staff can continue to engage in discussions with TKNT during the completion of the new provider process.                      | Yes/No |

Signature \_\_\_\_\_  
Marie Farquhar  
Senior Contracts Advisor

Date:

Signature  \_\_\_\_\_  
Derek Thompson  
Manager Mental Health

Date: 23/11/2018



# Due Diligence: Checklist

Adapt this checklist to suit the complexity of your procurement activity.

| Options   | Suggested checks   | ✓                                   |
|---|--|-------------------------------------|
| Sent to Owen Lloyd,<br>Tairāwhiti DHB<br>13/11/18 | <ul style="list-style-type: none"> <li>• What's your relationship with the supplier? <b>Relationship/Contract Manager</b></li> <li>• What types of goods or services have you purchased? <b>Mental Health, Alcohol and other Addictions advocacy services, and fit for purpose</b></li> <li>• Is the supplier currently providing you with the goods or services? <b>Yes</b></li> <li>• Has the supplier's performance been:               <ul style="list-style-type: none"> <li>○ on time? <b>Yes</b></li> <li>○ to the required specifications? <b>Yes</b></li> <li>○ within budget? <b>Yes</b></li> </ul> </li> <li>• How would you rate the quality of the goods or services delivered? <b>Good</b></li> <li>• How accurate is/was the supplier's reporting and invoicing? <b>Good</b></li> <li>• Where has the supplier performed well? What could it improve? <b>More assertive on behalf of the clients</b></li> <li>• How much contract management does/did the supplier require? <b>Little or no more than quarterly catch ups required</b></li> <li>• Have there been any issues? If yes, how well were they handled? <b>No issues to date</b></li> <li>• Have there been any concerns around honesty or trustworthiness? <b>No issues with trust</b></li> <li>• Would you use this supplier again? <b>Yes</b></li> </ul> | <input checked="" type="checkbox"/> |
| <b>Qualifications</b>                             | <ul style="list-style-type: none"> <li>• Does the supplier legitimately hold the academic qualifications or professional status it claims in its CV? <b>Yes</b></li> </ul>   | <input checked="" type="checkbox"/> |
| <b>Analysis of ownership</b>                      | <ul style="list-style-type: none"> <li>• Check that the business is a legal entity. What sort? <b>Charitable Trust</b></li> <li>• How long has it been in business? <b>25 February 2004</b></li> <li>• Is it New Zealand based, offshore or part of a multinational? <b>NZ Based</b></li> <li>• Check there are no actual, potential or perceived conflicts of interest. <b>Nil</b></li> </ul>   | <input checked="" type="checkbox"/> |
| <b>Analysis of finances</b>                       | <ul style="list-style-type: none"> <li>• Check the supplier's current and future financial viability (for the expected contract duration).</li> <li>• View copies of the provider's latest annual reports.</li> <li>• View a copy of the last independently audited accounts.</li> </ul> <p><b>Reports received, checked and all financials are current and appropriate</b></p>  | <input checked="" type="checkbox"/> |

**Due Diligence Request;**

**Te Kupenga Trust.**

- Relationship; Contract Manager
- Mental health, Alcohol and Other Addictions advocacy services, and Fit for purpose Services
- Timing? on time 😊
- Required specs? 😊
- Within Budget? 😊
- Quality of goods and services? Good
- Reporting and invoicing accuracy 😊
- Improvement could be a little more assertive on behalf of clients
- Little or no more than quarterly catch ups required
- No issues to date
- No issues with trust
- Use this supplier again? 😊

Owen Lloyd

Portfolio manager

Mental Health, Alcohol and other addictions.

Rcd 19/11/18

Released under the Official Information Act 1982

[ [NEW SEARCH](#) | [PREVIOUS SEARCH](#) ]

|                          |                      |   |
|--------------------------|----------------------|---|
| <b>Number</b>            | 1487713              | <a href="#">View Certificate Of Incorporation</a> |
| <b>Name</b>              | TE KUPENGA NET TRUST | [ <a href="#">EMAIL CERTIFICATE</a> ]             |
| <b>Incorporated</b>      | 25-FEB-2004          |   |
| <b>Current Status</b>    | REGISTERED           |   |
| <b>Organisation Type</b> | Charitable Trust     |   |

[Print This Page](#)

### Previous Names

No Previous Names on record

### Address Details

#### Registered Office

71 Lowe Street  
Gisborne 4010



#### Address for Premises

71 Lowe Street  
Gisborne 4040

### Officers/Trustees

Details of officers/trustees have not been provided. This information is optional.

### Documents Registered

| Date   | Barcode                     | Description   | File Size Available      |
|--|-----------------------------|---|--------------------------|
|  <a href="#">11-MAR-2010 15:30:56</a> | <a href="#">10058681220</a> | <a href="#">Amendment Of Trust Deed</a>             | <a href="#">575.1 Kb</a> |
| <a href="#">08-MAR-2010 11:07:14</a>   |                             | <a href="#">Particulars of Organisation Address</a> |                          |
| <a href="#">08-MAR-2010 11:05:40</a>   |                             | <a href="#">Particulars of Organisation Address</a> |                          |
| <a href="#">08-MAR-2010 11:04:05</a>   |                             | <a href="#">Voluntary Organisation Details</a>      |                          |
|  <a href="#">25-FEB-2004 15:03:53</a> | <a href="#">10045432812</a> | <a href="#">New Incorporation Other Entities</a>    | <a href="#">332.7 Kb</a> |

[Click to download viewing software.](#)

Printed: Wednesday, 21st November 2018 15:45:35 NZDT

## ADDITIONS AND AMENDMENTS TO THE CONTACT DATABASE (PerOrg)

| Name & Signature of Person Requesting Form |  | Contact Telephone Number     |
|--|--|------------------------------|
| Derek Thompson                             |  | 04 496 4451                  |
| Position:                                  |  | DHB or Directorate:          |
| Manager Mental Health                      |  | Mental Health and Addictions |

| Purpose (Please indicate with an X) |  |   |
|-------------------------------------|--|---|
| This is a:                          | New Record <input checked="" type="checkbox"/> | Amendment <sup>2</sup> <input type="checkbox"/> |
| For a:                              | Provider                                       | Facility <sup>4</sup> <input type="checkbox"/>  |

| PerOrg Details   |   |                                 |
|--|---|---------------------------------|
| Existing Details <sup>5</sup>                                  |   | New Details <sup>6</sup>        |
| <b>PerOrg Number</b>   |   | <b>Sector Services Use Only</b> |
| <b>Name of Provider/Legal Entity<sup>7</sup> or Individual</b> |   |                                 |
| <b>Facility Name</b>   |   |                                 |
| <b>Manager/Contact</b>   |   |                                 |
| <b>Position Title of Above</b>                                 |   |                                 |
| Address Details  |   |                                 |
| Postal Address   |   |                                 |
| <b>PO Box/Private Bag</b>                                      |   |                                 |
| <b>CITY</b>  |   |                                 |
| Street Address   |   |                                 |
| <b>Street Number &amp; Name</b>                                |   |                                 |
| <b>Suburb</b>  |   |                                 |
| <b>CITY</b>  |   |                                 |
| Other Contact Details  |   |                                 |
| <b>Phone Number</b>  |   |                                 |
| <b>Fax Number</b>  |   |                                 |
| <b>Email</b>   |   |                                 |
| Financial Details  |   |                                 |
| <b>Bank Account Number<sup>8</sup></b>                         | <small>*New bank account details cannot be processed without a bank verified deposit slip</small> |                                 |
| <b>GST Number<sup>9</sup></b>                                  |   |                                 |
| <b>GST Rate</b>  |   |                                 |

| Sector Services Dunedin Use Only     |                                      |
|--------------------------------------|--------------------------------------|
| Name & Signature of AA Checking Form | Start Date (New PerOrgs)             |
|                                      |                                      |
| PerOrg Details Entered By/Date       | Bank Account Details Entered By/Date |
|                                      |                                      |

Released under the Official Information Act 1982



Sent by: Marie Farquhar/MOH

28/11/2018 11:46 a.m.

To: Guy Baker <[REDACTED] s 9(2)(a)>,  
cc: "james@[REDACTED] s 9(2)(a)" <[REDACTED] s 9(2)(a)> Hine Moeke-Murray  
<[REDACTED] s 9(2)(a)>,  
bcc:

Subject: Re: Fwd: Request for Entity details for activating new Provider

All I also need a scanned copy of bank account details as proof of account. Thanks all. Guy it may not be possible to meet this side of the year but am still keen to get TKNT aboard to expedite thing once the necessary discussions take place. Regards, Marie

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: [REDACTED] s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



Guy Baker

Hi James As Hine is overseas and I'm...

28/11/2018 11:22:43 a.m.

From: Guy Baker <[REDACTED] s 9(2)(a)>  
To: "james@[REDACTED] s 9(2)(a)" <[REDACTED] s 9(2)(a)> Hine Moeke-Murray <[REDACTED] s 9(2)(a)>,  
Cc: "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>  
Date: 28/11/2018 11:22 a.m.  
Subject: Fwd: Request for Entity details for activating new Provider

Hi James

As Hine is overseas and I'm currently in Hamilton are you able to help with the information the MoH is requesting to expedite the NHEW contract please.

Thank you

Guy

Sent from my iPhone

Begin forwarded message:

**From:** <[Marie\\_Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz)>  
**Date:** 28 November 2018 at 10:10:15 AM NZDT  
**To:** Guy Baker <[REDACTED] s 9(2)(a)>  
**Subject:** Request for Entity details for activating new Provider

Guy I have been awaiting for the following details to be able to progress things. Can you see if you can obtain for me?

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:  
[Marie.Farquhar@moh.govt.nz](mailto:Marie.Farquhar@moh.govt.nz) |



----- Document: Request for Entity details for activating new Provider, forwarded by Marie Farquhar on 28/11/2018 10:09 am -----

Sent By: Marie Farquhar/MOH on 21/11/2018 1:55:26 p.m.  
To: "Hine Moeke-Murray" s 9(2)(a)  
Copy To: "James Burn" s 9(2)(a)  
Subject: Request for Entity details for activating new Provider

Kia ora

I will need to create Te Kupenga Net Trust as a provider within our system. Could you please provide me with the following details so that I may request this early?

Please note that the Manager/Contact should hold signing authority on contracts.

| PerOrg Details   |                               |                          |
|--|-------------------------------|--------------------------|
|  | Existing Details <sup>5</sup> | New Details <sup>6</sup> |
| PerOrg Number  |                               | Sector Services Use Only |
| Name of Provider/Legal Entity <sup>7</sup> or Individual |                               |                          |
| Facility Name  |                               |                          |
| Manager/Contact  |                               |                          |
| Position Title of Above                                  |                               |                          |
| Address Details  |                               |                          |
| Postal Address   |                               |                          |
| PO Box/Private Bag                                       |                               |                          |
| CITY   |                               |                          |
| Street Address   |                               |                          |
| Street Number & Name                                     |                               |                          |
| Suburb   |                               |                          |
| CITY   |                               |                          |
| Other Contact Details                                    |                               |                          |
| Phone Number   |                               |                          |
| Fax Number   |                               |                          |
| Email  |                               |                          |
| Financial Details  |                               |                          |

\*New bank account details cannot be processed without a **bank verified deposit slip**

|  |  |  |
|--|--|--|
| <b>Bank Account Number<sup>8</sup></b> |  |  |
| <b>GST Number<sup>9</sup></b>          |  |  |
| <b>GST Rate</b>                        |  |  |
|  |  |  |

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:**  
[Marie.Farquhar@moh.govt.nz](mailto:Marie.Farquhar@moh.govt.nz) |



\*\*\*\*\*

\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.

If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.

If you have received this message in error, please notify the sender immediately and delete this message.

\*\*\*\*\*

\*\*\*\*

---

This e-mail message has been scanned for Viruses and Content and cleared by the Ministry of Health's Content and Virus Filtering Gateway

---

Released under the Official Information Act 1982





Sent by: Marie Farquhar/MOH

05/02/2019 04:15 p.m.

To: Agreements/MOH@MOH,  
cc:  
bcc:

Subject: Fw: Request for Entity details for activating new Provider

Tena Koe

I have finally received the entity information for a new Provider to be entered in our system. Can you advise if this is the correct email to get this processed? The front page of their most recent statement is way at the bottom of this email trail. Please let me know if you need anything else. Regards, Marie

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



----- Forwarded by Marie Farquhar/MOH on 05/02/2019 04:13 p.m. -----

From: James Burn s 9(2)(a)  
To: "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>,  
Cc: Guy Baker <s 9(2)(a)>  
s 9(2)(a)  
Date: 05/02/2019 04:07 p.m.  
Subject: RE: Request for Entity details for activating new Provider

HI Marie

Guy as reforward this onto me. I honestly thought that you had received, but in order not to hold up the process I have completed as below.

Te Kupenga doesn't have a preprinted bank deposit slip available so I have scanned the front page of a recent bank statement to

Verify the bank account number

Regards

James Burn  
Accountant for Te Kupenga Net Trust  
P:+64 6 867 1905  
M:+64 s 9(2)(a)  
E: [REDACTED]  
W: [www.jba.net.nz](http://www.jba.net.nz)  
Member of



The information contained in this email may be privileged and confidential and intended for the addressee only. If you are not the intended recipient, please respect that confidentiality and do not

disclose, copy or make use of its contents. If received in error please destroy this email and contact me immediately. I appreciate your assistance.

----- Document: Request for Entity details for activating new Provider, forwarded by Marie Farquhar on 28/11/2018 10:09 am -----

Sent By: Marie Farquhar/MOH on 21/11/2018 1:55:26 p.m.  
 To: "Hine Moeke-Murray" [REDACTED] s 9(2)(a)  
 Copy To: "James Burn" [REDACTED] s 9(2)(a)  
 Subject: Request for Entity details for activating new Provider

Kia ora

I will need to create Te Kupenga Net Trust as a provider within our system. Could you please provide me with the following details so that I may request this early?

Please note that the Manager/Contact should hold signing authority on contracts.

| PerOrg Details   |                               |                          |
|--|-------------------------------|--------------------------|
|  | Existing Details <sup>5</sup> | New Details <sup>6</sup> |
| PerOrg Number  |                               | Sector Services Use Only |
| Name of Provider/Legal Entity or Individual <sup>7</sup> | Te Kupenga Net Trust          |                          |
| Facility Name  |                               |                          |
| Manager/Contact  | Hine Moeke-Murray             |                          |
| Position Title of Above                                  | Manager                       |                          |
| Address Details  |                               |                          |
| Postal Address   |                               |                          |
| PO Box/Private Bag                                       | P O Box 258                   |                          |
| CITY   | Gisborne 4040                 |                          |
| Street Address   |                               |                          |
| Street Number & Name                                     | 81 Childers Road              |                          |
| Suburb   | Gisborne                      |                          |
| CITY   | Gisborne 4010                 |                          |
| Other Contact Details                                    |                               |                          |
| Phone Number   | 06 868 4045                   |                          |
| Fax Number   | 06 868 4046                   |                          |
| Email  | manager@tekupenga.co.nz       |                          |
| Financial Details  |                               |                          |
| Bank Account Number <sup>8</sup>                         | [REDACTED] s 9(2)(a)          |                          |
| GST Number <sup>9</sup>                                  | [REDACTED]                    |                          |
| GST Rate   | [REDACTED]                    |                          |

From: Guy Baker <[REDACTED] s 9(2)(a)>  
 Sent: Tuesday, 5 February 2019 9:49 AM  
 To: James Burn [REDACTED] s 9(2)(a)

Cc: Hine Moeke-Murray <[REDACTED] s 9(2)(a)>; Marie\_Farquhar@moh.govt.nz  
Subject: FW: Request for Entity details for activating new Provider

James – have spoken with Hine this morning. She advises that she is meeting with you at 10:00am. The details to complete are below.

Can we please have these to Marie (email details above) as soon as possible.

Kia ora

**Guy Baker**  
Consumer Under Takatāwhiri/ Secondary Education  
Mental Health, Alcohol and Other Drug Addictions  
Co-ordinator of Māori and Pacific Peoples Community Treatment Services (Te Kōwhiri)  
Co-ordinator of Community Treatment Services (Te Kōwhiri)



**Te Kupenga Net Trust (TKNT)**  
81 Childers Road, PO Box 258  
Gisborne, New Zealand  
Phone: 06 868 4045, Mobile: [REDACTED] s 9(2)(a)  
Email: [REDACTED] s 9(2)(a) Fax: 06 868 4046

\*\*\*\*\*  
Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.  
If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.  
If you have received this message in error, please notify the sender immediately and delete this message.  
\*\*\*\*\*

From: Marie\_Farquhar@moh.govt.nz <Marie\_Farquhar@moh.govt.nz>  
Sent: Monday, 4 February 2019 3:04 PM  
To: Guy Baker <[REDACTED] s 9(2)(a)>  
Subject: Fw: Request for Entity details for activating new Provider

Tena koe Guy

Look I am just following up on my request in November to Te Kupenga Net Trust for the entity form (below) to be completed and returned. I am worried that until I load this as a new provider within our system it will drag out the process for discussions between you all and Derek. Please do call me on my personal cell phone to discuss

[REDACTED] s 9(2)(a) as I will be leaving work shortly. Regards, M

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_Farquhar@moh.govt.nz |



----- Forwarded by Marie Farquhar/MOH on 04/02/2019 03:01 p.m. -----

From: Guy Baker <s 9(2)(a)>  
To: "James@ s 9(2)(a)" <s 9(2)(a)>, Hine Moeke-Murray <s 9(2)(a)>  
Cc: "Marie\_Farquhar@moh.govt.nz" <Marie\_Farquhar@moh.govt.nz>  
Date: 28/11/2018 11:22 a.m.  
Subject: Fwd: Request for Entity details for activating new Provider

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL:Marie\_Farquhar@moh.govt.nz |



----- Document: Request for Entity details for activating new Provider, forwarded by Marie Farquhar on 28/11/2018 10:09 am -----

Sent By: Marie Farquhar/MOH on 21/11/2018 1:55:26 p.m.  
To: "Hine Moeke-Murray" <s 9(2)(a)>  
Copy To: "James Burn" <s 9(2)(a)>  
Subject: Request for Entity details for activating new Provider

Kia ora

I will need to create Te Kupenga Net Trust as a provider within our system. Could you please provide me with the following details so that I may request this early?

Please note that the Manager/Contact should hold signing authority on contracts.

| PerOrg Details   |                               |                          |
|--|-------------------------------|--------------------------|
|  | Existing Details <sup>5</sup> | New Details <sup>6</sup> |
| PerOrg Number  |                               | Sector Services Use Only |
| Name of Provider/Legal Entity <sup>7</sup> or Individual |                               |                          |
| Facility Name  |                               |                          |
| Manager/Contact  |                               |                          |

|  |   |  |
|--|---|--|
| <b>Position Title of Above</b>         |   |  |
| <b>Address Details</b>                 |   |  |
| <b>Postal Address</b>                  |   |  |
| <b>PO Box/Private Bag</b>              |   |  |
| <b>CITY</b>                            |   |  |
| <b>Street Address</b>                  |   |  |
| <b>Street Number &amp; Name</b>        |   |  |
| <b>Suburb</b>                          |   |  |
| <b>CITY</b>                            |   |  |
| <b>Other Contact Details</b>           |   |  |
| <b>Phone Number</b>                    |   |  |
| <b>Fax Number</b>                      |   |  |
| <b>Email</b>                           |   |  |
| <b>Financial Details</b>               |   |  |
| <b>Bank Account Number<sup>8</sup></b> | *New bank account details cannot be processed without a <b>bank verified deposit slip</b> |  |
| <b>GST Number<sup>9</sup></b>          |   |  |
| <b>GST Rate</b>                        |   |  |
|  |   |  |

Nga mihi, Marie

Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |  
 DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> | EMAIL: [Marie\\_Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz) |



\*\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.

If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.

If you have received this message in error, please notify the sender immediately and delete this message.

\*\*\*\*\*

This e-mail message has been scanned for Viruses and Content and cleared by the Ministry of Health's Content and Virus Filtering Gateway

\*\*\*\*\*

Statement of confidentiality: This e-mail message and any accompanying

attachments may contain information that is IN-CONFIDENCE and subject to legal privilege.

If you are not the intended recipient, do not read, use, disseminate, distribute or copy this message or attachments.

If you have received this message in error, please notify the sender immediately and delete this message.

\*\*\*\*\*

---

This e-mail message has been scanned for Viruses and Content and cleared by the Ministry of Health's Content and Virus Filtering Gateway



tkntbk.pdf

---

Released under the Official Information Act 1982



Westpac New Zealand Ltd  
 PO Box 934  
 Shortland Street  
 Auckland 1140  
 Phone: 0800 400 600

14 December 2018

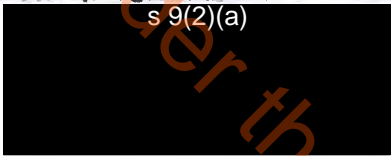
Te Kupenga Net Trust  
 PO Box 258  
 Gisborne 4040



04004082833501002P06904

## Non - Profit Organisation

Account name: **Te Kupenga Net Trust**  
 s 9(2)(a)



Account number: s 9(2)(a)  
 Last summary date: **16 November 2018**  
 This summary date: **14 December 2018**  
 Summary number: **167**

### At a glance

your current balance

### Current credit interest rates

These are the current per annum interest rates. They are subject to change without notice.

| BALANCE            | INTEREST RATE |
|--------------------|---------------|
| Under \$5,000      | 0.00%         |
| \$5,000 to \$9,999 | 0.10%         |
| \$10,000 and over  | 0.10%         |

The interest you earned for this period was calculated on your daily credit balance and paid to you monthly.

### Other balances

| TYPE       | BALANCE \$ |
|------------|------------|
| Day to day | s 9(2)(a)  |



Sent by: Lynne Ellims/MOH

19/03/2019 01:55 p.m.

To: Marie Farquhar/MOH@MOH,  
cc:  
bcc:

Subject: Re: 3 documents linked from (Mental Health & Addiction Filing)

Kia ora Marie,

Just confirming as discussed you provided copy for me to view, however there was no further action to support this required.

As always I remain here to chat and support your thoughts as and when required.

Kia pai tō rā

## Lynne Ellims

Ph: +64 4 816 2182

Marie Farquhar | Lynne can you take an over of the due... | 19/03/2019 10:37:35 a.m.

From: Marie Farquhar/MOH  
To: Lynne Ellims/MOH@MOH,  
Date: 19/03/2019 10:37 a.m.  
Subject: 3 documents linked from (Mental Health & Addiction Filing)

Lynne can you take an over of the due diligence I performed on a new provider? Basically TKNT was not on our provider list but now is. They will be taking over the board management for NHeW after MHAPS provider did not take up the contract renewal last year. Derek and I are now in a position to meet with the newly identified provider and I just wanted a second eye across what I performed. Any further information you deem necessary I can instigate immediately. Thanks in advance, Marie

Nga mihi, Marie

**Marie Farquhar | Senior Contracts Advisor | Mental Health and Addictions |**  
**DDI: 04 496 4451 | CELL: s 9(2)(a) | <http://www.moh.govt.nz> |**  
**EMAIL:Marie\_Farquhar@moh.govt.nz |**



|  | Date       | Author         | Title  |
|--|------------|----------------|--|
|  | 24/10/2018 | Marie Farquhar | Approval Memo to DT re: due diligence requirements for Te Kupenga Net Trust for Nga Hau e Wha (hui contract) |
|  | 19/11/2018 | Owen Lloyd     | RE: Te Kupenga Net Trust Due diligence completed by Owen Lloyd, Tairawhiti DHB                               |
|  | 26/11/2018 | Marie Farquhar | Original Word version of Due Diligence Checklist, New Provider   |



Marie Farquhar  
Senior Contracts Advisor  
Mental Health  
Mental Health and Addiction  
Ministry of Health  
DDI: 64 4 496 4451  
Mobile: s 9(2)(a)

[mailto:marie\\_farquhar@moh.govt.nz](mailto:marie_farquhar@moh.govt.nz)

Released under the Official Information Act 1982