



Sent by: Kevin Harper/MOH

31/05/2017 03:58 p.m.

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

Subject: Fw: Nga Hau e Wha contact information

I copied yo in to this but it bounced back.

No action

Kev

Kevin Harper
Principal Advisor
Mental Health
System Outcomes
Service Commissioning
Ministry of Health
DDI: 04 816 2510

<http://www.health.govt.nz>
mailto:Kevin_Harper@moh.govt.nz

----- Forwarded by Kevin Harper/MOH on 31/05/2017 03:58 p.m. -----

From: Kevin Harper/MOH
To: Victoria Roberts [s 9(2)(a)]
Cc: amanda_luckman@moh.govt.nz, derek_thompson@moh.govt.nz, Grant Cooper [s 9(2)(a)] >, Guy Baker [s 9(2)(a)] >, Jak Wild [s 9(2)(a)] >, Julie [s 9(2)(a)] >, Kieran [s 9(2)(a)] >, Tui Taurua-Peihopa [s 9(2)(a)] >
Date: 31/05/2017 03:56 p.m.
Subject: Re: Nga Hau e Wha contact information

Hello Victoria

Thank you for sharing the contact details for members of Nga Hau e Wha.

As discussed at the meeting, I want to contribute however I can to an ongoing, open and visionary conversation to build trust, understanding and unity and help facilitate change. I believe we could all benefit from a national consumer conversation to understand what it means and what is needed to build a people powered mental health system and services. To be most effective, this must be an ongoing conversation, one that is allowed to build its own momentum as well as support others to develop their contribution.

So, I am happy to be in contact with any or all members of Nga Hau e Wha, to discuss issues or opportunities, to follow up on report items or to join local conversations in person.

'He who begins a conversation, does not foresee the end' - Mauritania proverb.

I look forward to being more involved in and informed by your work.

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Kev

Kevin Harper
Principal Advisor
Mental Health
System Outcomes
Service Commissioning
Ministry of Health
DDI: 04 816 2510

<http://www.health.govt.nz>
mailto:Kevin_Harper@moh.govt.nz

Victoria Roberts Kia ora Derek, Kevin and Amanda T... 29/05/2017 01:42:34 p.m.

From: Victoria Roberts <[REDACTED] s 9(2)(a)>
To: "Kevin Harper/MOH" <Kevin_Harper@moh.govt.nz>, derek_thompson@moh.govt, amanda_luckman@moh.govt.nz,
Cc: Grant Cooper <[REDACTED] s 9(2)(a)>, Guy Baker <[REDACTED] s 9(2)(a)>, Tui Taurua-Peihopa <[REDACTED] s 9(2)(a)>, Kieran <[REDACTED] s 9(2)(a)>, Jak Wild <[REDACTED] s 9(2)(a)>, Julie <[REDACTED] s 9(2)(a)>
Date: 29/05/2017 01:42 p.m.
Subject: Nga Hau e Wha contact information

Kia ora Derek, Kevin and Amanda
Thank you for attending our meeting last week. We appreciated you making the time to come. Below are the contact details for the members of Nga Hau e Wha as requested at the meeting.

We are all happy to be contacted at any time.
Nga mihi nui
Victoria

Regional Area Contacts are:

Central region Victoria Roberts (Chair)

Jak Wild

Southern region: Julie Whitla

Grant Cooper

Northern region: Tui Taurua - Peihopa
Kieran Moorhead

[REDACTED] s 9(2)(a)

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(Deputy chair)

s 9(2)(a)

Midland region

Guy Baker

Victoria Roberts | BA (Psych), PGDipRehab | Chair | Central Region South | Nga Hau e Wha

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s 9(2)(a)

s 9(2)(a)

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



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Sent by: Danilo Coelho de Almeida/MOH

21/06/2017 01:42 p.m.

To: Kevin Harper/MOH@MOH,
cc: Mark Coburn/MOH@MOH,
bcc:

Subject: Re: Fw: Nga Hau e Wha: Resourcing the chair

Hi Kevin,

I had a look through the contract and email trail below and there are a couple things that need our attention:

1. The request to purchase a laptop , printer (and consumables such as ink) and smartphone (including phone plan) for the chair of the Nga Hau E Wha Board (the Board)

It appears that MHAPS agrees to the purchase and have the funds to cover the costs of the purchase from the current contract (i.e. they are not asking for additional funds). The Ministry is purchasing secretarial services from MHAPS to support the Board, if it means that the Board will be better supported with the purchases, this is something to be discussed between MHAPS and the Board. Ideally, MHPAS and the Board will have a Memorandum of Understanding to ensure that the equipment is transferred to a any new Board Chair (if there are changes).

2. The request/suggestion to pay the Board Chair 10 hours per week (as opposed to the current 40 hours per annum)

The request seems rather excessive. On an annual basis, the hours paid to the Board Chair would go up from 40 to 520. The Board meets quarterly, so we need more details on how much work is required from the Chair of the Board between meetings to justify a 10 hours a week (0.25 FTE) payment. Even if the costs can be covered from the current contract, we should gain a better understanding of the reasons for such a increase (they do mention that the workload is higher when preparing reports to MoH, but there must be more than that)

I'm also keen to learn a bit more of what type information we get from the Board and how it is utilised by the Ministry (it is a starting point to help me to connect the dots between the various contracts the Mental Health team holds).

Happy to discuss in more details if you'd like

Many thanks

Danilo Coelho de Almeida
Senior Contracts Manager
Operational Excellence
Service Commissioning
Ministry of Health
DDI: 04 816 2986 Mobile: s 9(2)(a)

<http://www.health.govt.nz>
mailto:Danilo_Almeida@moh.govt.nz

Kevin Harper

Hi Danilo I wonder if you could provid...

20/06/2017 12:54:23 p.m.

From: Kevin Harper/MOH

To: Danilo Coelho de Almeida/MOH@MOH,
Date: 20/06/2017 12:54 p.m.
Subject: Fw: Nga Hau e Wha: Resourcing the chair

Hi Danilho

I wonder if you could provide advice on the email below. I have been asked to comment in Derek's absence.

Of particular relevance seems to be the ownership and return of the items. I wonder if IT have any involvement in this?

Happy to discuss

Kev

Kevin Harper
Principal Advisor
Mental Health
System Outcomes
Service Commissioning
Ministry of Health
DDI: 04 816 2510

<http://www.health.govt.nz>
mailto:Kevin_Harper@moh.govt.nz

----- Forwarded by Kevin Harper/MOH on 20/06/2017 12:51 p.m. -----

From: "Sue Ricketts" <generalmanager@mhaps.org.nz>
To: <kevin_harper@moh.govt.nz>,
Date: 14/06/2017 03:25 p.m.
Subject: Nga Hau e Wha: Resourcing the chair

Hi Kevin,

Re: Agreement 237725 / 356272/00

I understand that Derek is away from his office until the 26th June. Just wondering whether you might be able to follow this up.

Many thanks.
Best wishes,
Sue

From: Sue Ricketts [mailto:~~xxxx~~]
Sent: Wednesday, 14 June 2017 3:02 p.m.
To: Derek Thompson (derek_~~xxxx~~)
Subject: FW: Nga Hau e Wha: Resourcing the chair

Hi Derek,

Hope all good with you. I'm just following up the request we have had from Nga Hau E Wha, and wanting to run their request past you before actioning it. The Email below is my response to emails from Victoria and Kieran (also below).

If you could let me have your response by next week, I'd be very grateful.

All best wishes,
Sue

Sue Ricketts

General Manager

MHAPS – Mental Health Advocacy and Peer Support

826 Colombo Street, Christchurch, 8013

P.O. Box 33332, Barrington, Christchurch 8244

Phone: 365 9479

s 9(2)(a)

www.mhaps.org.nz

From: Sue Ricketts [<mailto:generalmanager@mhaps.org.nz>]

Sent: Wednesday, 14 June 2017 2:52 p.m.

To: 'Kieran Moorhead'; 'Victoria Roberts'

Cc: 'Grant Cooper'; 'Guy Baker'; 'Tui Taurua-Peihopa'; 'Jak Wild'; 'Julie'; 'MHAPS'; 'Admin'

Subject: RE: Nga Hau e Wha: Resourcing the chair

Ngā mihi mahana ki a koutou,

Thanks for your initial email, Victoria, and for your follow-up, Kieran.

Firstly, let me give you the news that the Ministry have extended our admin contract for NHEW for another year, so thank you for your confidence in our service. There will be a 6 monthly report due next month and we will have the figures ready to accompany your narrative report as and when needed.

And now to discuss the aspects of resourcing the Chairperson which are raised in the emails below. It is our role to ensure that Nga Hau E Wha is supported and resourced to fulfil your function of "Provision of Sector Intelligence to the Ministry of Health" as laid out in the Contract between MHAPS and the Ministry. The remit for expenditure is covered in terms of our 6 monthly report to the Ministry which lists: Travel, Accommodation, Meeting expenses, Administration allocation and Other. The purchase of a computer, phone and phone expenses would come under "Other" and we could set up a monthly contract payment with a cellphone provider or we could pre-pay whichever is the more cost-effective. To this end, I would suggest that you look back over the past 3-4 months, Victoria, and see the pattern of phone calls (if this were possible) to determine what system would best suit your needs. When choosing a phone, please also consider the "obsolescence factor" of cell phones particularly iPhones (www.digitaltrends.com/computing/apple-iphone-7-planned-obsolescence/) and chose accordingly.

I would imagine that the 10 hours per week would come under “Meeting costs” since the time and work involved is linked with attending or reporting on meetings additional to NHEW (but am happy to allocate this under “Other” if required). The Chairperson could invoice us monthly for this fee on a contractor basis. Does this need agreement with the Ministry as well as a motion from the meeting?

Further to the purchase of items, this raises a couple of issues which would need to be discussed and resolved before being actioned. Firstly, it is our thinking that the legal owner of these items would be the Ministry of Health in the care of the Chairperson of Nga Hau E Wha (not MHAPS) and there would need to be an agreed written process within your Terms of Reference to ensure that these items were handed over from Chairperson to Chairperson in due course (it’s a niggly point, but we’ve had experience of where this wasn’t done and caused ill feeling in the group!). It also raises the issue of insurance as this would need to be taken out in case of theft or loss. We could arrange this and the annual premium would be covered by NHEW.

In relation to Kieran’s comments, MHAPS could keep a register of these purchases on behalf of NHEW, but there would be no real need for depreciation calculations since NHEW does not produce audited annual accounts / balance sheet where these would be required and recorded.

In preparation to write this response, I note that we do not have an up to date copy of Nga Hau E Wha’s Terms of Reference nor Strategic Plan. So would it be possible to email these at some point for our reference. Many thanks.

I have tried to contact Derek Thompson by phone to clarify the points above so we can expedite your request promptly, but haven’t had any success. So I will send him a copy of this email and hope he responds quickly. If you could do the same, we might get an answer by next week. In the meantime, you may like to undertake research on the computer, phone and phone payment options so that when we get the “OK”, these can be purchased without further delay.

Although we want to be as supportive as we can to the work of Nga Hau E Wha, we can only work within the boundaries of our Ministry Contract so we thank you for your patience as we work our way through this.

With kind regards,

Nāku noa, nā.

Sue

Sue Ricketts

General Manager

MHAPS – Mental Health Advocacy and Peer Support

826 Colombo Street, Christchurch, 8013

P.O. Box 33332, Barrington, Christchurch 8244

Phone: 365 9479



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From: Kieran Moorhead [mailto: [REDACTED] s 9(2)(a)]
Sent: Wednesday, 14 June 2017 1:11 p.m.
To: Victoria Roberts; Sue Ricketts; MHAPS; Admin
Cc: Grant Cooper; Guy Baker; Tui Taurua-Peihopa; Jak Wild; Julie
Subject: RE: Nga Hau e Wha: Resourcing the chair

Yes absolutely – my understanding is that we agreed that having a well resourced chair is top priority. I was happy with the laptop quotes from the meeting, they seemed reasonable.

A new phone is great too, but I was unsure about the, a) weekly contract payments and, b) how long the contract is. I would rather you spend more money up front on a phone/iphone(500-1000\$\$) to get a cheaper monthly contract fee, and a reduced or no contract term. When you said you can get a free phone, generally the monthly contract rate is 100-200\$ per month for 24months, which isn't the greatest.

Also, keep receipts of the purchases, and maybe look into setting up an 'asset register' so we can keep track of NHEW assets, and their depreciation. MHAPS might be able to help with this.

See you later!

Kieran

From: Victoria Roberts [mailto: [REDACTED] s 9(2)(a)]
Sent: Monday, June 12, 2017 11:58 AM
To: Sue Ricketts <generalmanager@mhaps.org.nz>; MHAPS <reception@mhaps.org.nz>; Admin <admin@mhaps.org.nz>
Cc: Grant Cooper [mailto: [REDACTED] s 9(2)(a)] >; Guy Baker < [REDACTED] s 9(2)(a) >; Tui Taurua-Peihopa [mailto: [REDACTED] s 9(2)(a)] >; Kieran Moorhead < [REDACTED] s 9(2)(a) >; Jak Wild < [REDACTED] s 9(2)(a) >; Julie < [REDACTED] s 9(2)(a) >
Subject: Nga Hau e Wha: Resourcing the chair

Morena Sue

At our last meeting there was a discussion about resourcing the work we do. Because I have a barely functioning computer the equipment discussed below will be used for me (as the chair) and will be permanently attached to the chair role.

I was going to wait until the minutes are circulated to ask you to look at the proposal and the decision taken by the group. But at the moment I am relying on the others in the group to collate all the feedback because my computer is doing weird and wonderful things.

Could you please advise that you can approve our spending on this equipment? I understand that we as yet, do not have an MOU which would describe the spending of Nga Hau e Whas money so we thought it best to inform you and request your co-operation.

The section from the minutes is cut and pasted below:

Resources for NGA HAU E Whā's work

- It was pointed out that the NGA HAU E WHA Chair needs to be resourced to be able to deal with the increasing amount and complexity of work, particularly as NGA HAU E WHA doesn't have a physical base.

Resources proposed

- Laptop including IT set-up and servicing.
 - Printer and cartridges
 - Phone suitable for dealing with emails and skype calls when out and about
- Grant suggested payment to the Chair of up to 10 hours a week until next meeting when it is re-evaluated and members agreed on this. Currently the Chair is paid for 40 hours **a year**. The Chair said that number of hours she does varies and when she is preparing the MOH Report the workload is heavy.

Assessment and accountability

- Quotes had been obtained and members discussed the different options and issues arising from these.

Motion

That members accept the plan for laptop and free iPhone as set out in meeting papers, in order that the Chair can be better resourced to do Nga Hau e Whas work.

Moved: Grant Cooper Seconded: Tui Taurua **Carried**

I look forward to your response

Nga mihi nui

Victoria

Victoria Roberts | BA (Psych), PGDipRehab | Chair | Central Region South | Nga Hau e Wha

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



Nga Hau e Wha
"Champion many voices"



Sent by: Danilo Coelho de Almeida/MOH

16/08/2017 02:30 p.m.

To: "Sue Ricketts" <generalmanager@mhaps.org.nz>,

cc:

bcc:

Subject: Fw: Nga Hau e Wha

Kia ora Sue,

Thank you for the email and introduction. Looking forward in working with you.

I had a look at the email (including attachment) from Victoria and have no issues with the proposed utilisation of funds (well done for the shortfall in expenditure due to early airfare booking!). I'm noting that you are not requesting new funds and that the requests from Victoria will be met with underspend from the previous financial year.

The request is also in line with the objectives of the Services (below for your reference), specifically "develop and maintain relationships with key stakeholders in the sector."

The objectives of these Services are to enable Nga Hau E Wha to:

- provide sector intelligence from the perspective of people with lived experience to the
- be able to coordinate input into strategic documents and key pieces of work within and those developed by the Ministry to provide a consumer perspective
- provide input and comment on strategic service developments proposed by the ensure responsiveness to the needs of those with lived experience
- provide an overview of national issues or challenges identified by consumers that include peer support services
- provide an overview of areas of best practice as identified by consumers
- develop and maintain relationships with key stakeholders in the sector.

Feel free to call if anything needs clarification (my details are below)

Many thanks

Danilo Coelho de Almeida
Senior Contracts Manager
Operational Excellence
Service Commissioning
Ministry of Health

DDI: 04 816 2986 Mobile: s 9(2)(a)

<http://www.health.govt.nz>
mailto:Danilo_Almeida@moh.govt.nz

----- Forwarded by Danilo Coelho de Almeida/MOH on 16/08/2017 02:10 p.m. -----

From: "Sue Ricketts" <generalmanager@mhaps.org.nz>
To: <Danilo_Almeida@moh.govt.nz>,
Date: 16/08/2017 11:23 a.m.
Subject: FW: Nga Hau e Wha

Kia ora Greetings Danilo,

Let me begin by introducing ourselves as the contract holder for the management and Co-ordination of the Ngā Hau E Wha quarterly meetings. Having been privileged to have undertaken this work for over a year now, we are very supportive of the work that the NHEW team do to represent the consumer voice to the Ministry.

Generally the tasks that we undertake are focused on the travel and accommodation arrangements for the quarterly meetings. However from time to time, we receive requests from the rōpū, via Victoria their chairperson, for expenditure outside these parameters, and – as they are still working on their Terms of Reference – we currently look to the Ministry for guidance as to whether the contract funds cover these additional costs. A case in point is the email received from Victoria below, and I would be glad to hear from you as to whether the Communication Plan and attendance at the Service User Academia Conference come within our remit to pay for out of the contract funds. Just in case it is of interest, there was a slight shortfall in expenditure at the end of the last financial year (due mainly to prudent advance booking of airfares) which has rolled forward to this year and would be sufficient to cover the expenses listed below.

Looking forward to hearing from you.

Kind regards,

Ngā mihi,

Sue

Sue Ricketts

General Manager

MHAPS – Mental Health Advocacy and Peer Support

826 Colombo Street, Christchurch, 8013

P.O. Box 33332, Barrington, Christchurch 8244

Phone: 365 9479

s 9(2)(a)

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From: Victoria Roberts [mailto:~~x@x~~]

Sent: Monday, 31 July 2017 9:47 a.m.

To: Sue Ricketts

Subject: Nga Hau e Wha

Morena Sue

Attached is a quote from Suzy Stephen for her to do a Communication Plan and a work plan.

Will this be possible budget wise? It is something we really need.

We have also had an abstract done and accepted for the Service User Academia conference. We will be doing a World Cafe type presentation about Nga Hau e Wha This will be an opportunity for us to network and sign up members.

The early bird registrations are soon to close. I think that we will need funding for Tui, Julie, Guy and myself. I think the others are seeking funding from their organisations. Are these costs available for the unwaged members of Nga Hau e Wha?

Early bird registration (1st August - 1st November):	Full registration (1st November - 12th November):
Waged: NZ\$250 +GST	Waged: NZ\$300 +GST
Unwaged: NZ\$150 +GST	Unwaged: NZ\$150 +GST

Nga mihi nui

Victoria

Victoria Roberts BA(Psych), PGDipRehab | Chair | Nga Hau e Wha

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



PWL Quote for development of NHEW Communication and Work Plans July 2017 (1).docx

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21st July 2017
Victoria Roberts
Chairperson
Ngā Hau E Whā
WELLINGTON

Dear Victoria

Proposal for preparation and delivery of Communication and Work Plans

Thank you for the invitation to submit a proposal for the preparation and delivery of the Communication and Work plans for Ngā Hau E Whā.

I have prepared my proposal based on information I received from you and other members of Ngā Hau E Whā.

I suggest there are 5 aspects to the project:

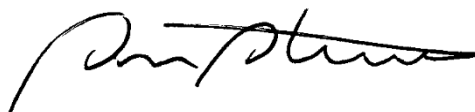
- Planning & Consultation
- Drafting the Plans
- Further Consultation with members
- Finalising the Plans
- Delivering the Plans.

It's difficult to be 100% sure of the time and costs to complete the project given the nature of the work. However to help us come to an agreement I've estimated that the 5 aspects should take me between 25-30 hours in total and I would charge a maximum of \$2,000 + GST to complete the project.

If you would like me to proceed with this project please confirm your acceptance of my proposal by replying to me in writing (via email is fine). Or if you would like to discuss my proposal further please be in touch with me at your convenience.

Thanks for the opportunity to work with Ngā Hau E Whā again, I look forward to it.

Yours sincerely



Suzy Stevens
Co-director



Proposal

To: Nga Hau E Whā

From: Partnership Works Limited

For: Preparation & Delivery of Communication & Work Plans

Tasks	Timeframe (Based on the project starting no later than 18 th August 2017)
<p>Planning & Consultation</p> <p>Reading previous and/or existing plans.</p> <p>Confirming key audiences, preferred methodologies and strategic actions.</p> <p>Consultation with the Chairperson/members. (Possibly 23/24 August)</p>	August – mid September
<p>Drafting the Plans</p>	September
<p>Further Consultation with members</p> <p>Emails, video conference, face to face (Possibilities).</p>	October
<p>Finalising the Plans</p> <p>Incorporating final feedback and suggestions from members.</p> <p>Preparing the final plans.</p>	October & November
<p>Delivering the Plans</p> <p>Meeting the Chair/Team (Date and Venue to be decided) and presenting the plans.</p> <p>Being available for questions in relation to the plans.</p>	End November - early December

Time estimated for completion: 25-30 hours

Total Cost for completion: \$2,000 + GST

Signed: 

Date: 21st July 2017



Sent by: [REDACTED]
s 9(2)(a)
16/02/2018 08:30 a.m.

To: Amanda_Luckman@moh.govt.nz,
cc:
bcc:
Subject: Re: NHEW - Waitangi letter to PM

Morena Amanda,

Thanks, yes, here it is attached.

There is also a letter that Tui has sent to the PM which she has out up on BINZ.

Maybe good to speak to Tui on you also being able to reference that letter as well

Enjoy the day

Ngā mihi nui

Jak



2018_1_31 Briefing to Minister final.docx

On Feb 16, 2018, at 08:25, [Amanda Luckman@moh.govt.nz](mailto:Amanda_Luckman@moh.govt.nz) wrote:

Good morning Jak,

Thank you for this, useful email. Given that you are happy for me to reference the document, are you able to send it to me as a pdf? (Then I don't have to read off my phone screen!).

Look forward to hearing from you,

Amanda

Amanda Luckman | Senior Advisor

Mental Health | System Outcomes

Service Commissioning | Ministry of Health

p: 64 4 816 2418 | e: Amanda_Luckman@moh.govt.nz

Please note that my days of work are Monday, Tuesday and Friday.

<Mail Attachment.gif>

From: Jak Wild [REDACTED] s 9(2)(a)
To: Amanda_Luckman@moh.govt.nz
Cc: Victoria Roberts <[REDACTED] s 9(2)(a)>, Kai In The City [REDACTED] s 9(2)(a)>, Tui Taurua <[REDACTED] s 9(2)(a)>
Date: 15/02/2018 09:54 a.m.
Subject: Re: NHEW - Waitangi letter to PM

Hi Amanda,

Thanks for getting in touch and for your consideration of the Ngā Hau E Whā briefing letter to Ministers in the context of your work.

Yes the letter is now in the public domain and it has been agreed it would be good to have the MOH also consider the content of the letter in the context of your work.

The letter was hotly debated on the 3 day Ngā Puhi/Ngā Hau e Wha mental health hui at Te Tii Marae during last weeks Waitangi celebrations. An outcome at the hui was a resolution passed by over 60 Kaumatua and local hapu and Ngā Puhi leaders endorsing the letter as well as for Tui being mandated by Kaumatua from four of the Iwi attending to be the tangata whaiora voice for Nga Puhi, Tainui, Tuhoe, and Ngati Porou.

I had an opportunity to meet the PM during her engagement with the public and had a brief 15 minute one-on-one with her during which I gave Jacinda the letter and discussed it's content, purpose and wider issues pertaining to Mental Health. Jacinda asked if Ngā Hau E Whā would like her recommendation for Ngā Hau e Whā to have a representative role on the Mental Health Inquiry team. I said there was mention of this in the letter and that this was something that would be good to be discussed further.

I will update you on any further developments with the communications

Kind regards
Jak

Jak Wild | Central Representative (North) | Ngā Hau E Whā

www.nhew.org.nz | s 9(2)(a) s 9(2)(a)

[A national voice for people with lived experience of psychosocial disability](#)
<Mail Attachment.png>

On Feb 12, 2018, at 11:17, Amanda.Luckman@moh.govt.nz wrote:

Hi Jak,

I have been reading the letter you put up on BINZ that was intended for Prime Minister Jacinda Ardern to consider during Waitangi commemorations. I would like to consider its contents in the context of my work at MoH regarding NHEW. Please can you advise as to whether I can use it officially? Or let me know that it remains partially confidential at this point. I haven't circulated it at all, I have only read it privately to this point.

I look forward to your advice,

With many thanks,

Amanda

Amanda Luckman | Senior Advisor

Mental Health | System Outcomes

Service Commissioning | Ministry of Health

p: 64 4 816 2418 | e: Amanda.Luckman@moh.govt.nz

Please note that my days of work are Monday, Tuesday and Friday.

<Mail Attachment.gif>

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Nga Hau E Wha
"Champion many voices"

P.O. Box 33-332
Barrington,
Christchurch 8244

Tena koe Minister,

NGA HAU E WHA

Congratulations to you and your colleagues for bringing together a government committed to change in the health/mental health sector. We are seeking to meet with you to discuss the role we have in improving outcomes for people with lived experience of psychosocial disability¹ in the hope that you will assist and advise us how to engage with other relevant Ministers.

Nga Hau E Wha is a national voice of people with lived experience of psychosocial disability. Reflecting our core values we aim to "champion many voices" based on "Nothing about us without us."

Our purpose is to enable and promote networks that learn from each other in order to strengthen the voice of people with lived experience and enhance our leadership and participation locally, regionally and nationally.

We consist of representatives from regional networks who communicate the current landscape of people with lived experience in Aotearoa New Zealand.

We have seen your priorities for change in health and believe that we can work together to support you in these areas:

- ✓ Improving mental health and addictions policies and services
- ✓ Better use of current resources in the health system
- ✓ Better integrated services and community supports
- ✓ Improving the way services are procured and provided
- ✓ Lifting excellence and performance

¹ Ngā Hau e Whā has elected to promote and use terminology and language consistent with a social model of disability. This includes using term such as 'people with lived experience of psychosocial disability' or 'person with lived experience' to refer to people with lived experience which includes all of the following terms:

- Mental distress, mental health, mental illness, psychological trauma, madness, psychiatric disorder etc.
- Tangata whaiora (personal lived experience), tangata motuhake (people who live in self-determination), a consumer, a service user, a psychiatric survivor, etc.
- Any specific diagnostic term such as; acquired brain trauma, addiction, autism, bi-polar, co-existing disorders, schizophrenia etc.

- ✓ Supporting management and ability for change
- ✓ Workforce development including the peer workforce
- ✓ Improved outcomes for Maori

The priorities for our organisation are based on:

- ✓ Committing state parties to protecting rights holders
- ✓ Reducing and preventing suicide
- ✓ Improving access to quality services
- ✓ Strengthening community and regional support networks
- ✓ Promoting “turangawaewae” (Belonging)
- ✓ Providing quality advice and advocacy
- ✓ Promoting strategies to improve outcomes for people with lived experience
- ✓ Highlighting solutions to improve outcomes in critical areas especially (eg suicide, seclusion, addictions etc)
- ✓ Promoting strong Maori voices

Our standards

- UN Convention on the Rights of Persons with Disabilities
- Providing quality advice based on lived experience and robust research
- Valuing diversity
- Unity of voice
- Consistency with the voices of our community and regional network leaders
- Being solutions focussed

Recommendation

That the Minister meets with Nga Hau E Wha to discuss the value we would give to other Ministers and encourages them to engage with Nga Hau E Wha as a credible voice for their aims to improve the current outcomes based on:

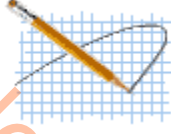
- ✓ Lived experience of psychosocial disability and leadership in the sector
- Regional networks and strong links to communities
- ✓ A deep understanding of the issues and competent in articulating solutions
- ✓ A commitment to honouring Te Tiriti o Waitangi rights and responsibilities
- Having a unified voice

If you agree, we will contact your office to make an appointment to meet.

Tena ano koe

Victoria Roberts
(Chairperson)

Jak Wild
(Trustee)



Sent by:
tuitaurapeihopa02@gmail
.com

16/02/2018 09:18 a.m.

To: Amanda_Luckman@moh.govt.nz, Jak Wild [REDACTED],
[REDACTED], Victoria Roberts [REDACTED],
cc:
bcc:

Subject: I am sharing 'To the Prime Minister from Tui Taurua-Peihopa.pdf' with you

Here is the letter I sent to the Prime Minister. Tui Taurua-Peihopa

Shared from Word for Android



<https://office.com/getword> To the Prime Minister from Tui Taurua-Peihopa.pdf

Released under the Official Information Act 1982

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 15th 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. These roles include several Iwi that mandate my mahi (Ngā Puhi, Tainui, Tuhoe, Ngāti Porou), and representative roles with national service user groups, Te Huarahi o te Kete Pounamu (National Maori Mental Health Service User Roopu) and Ngā Hau E Whā (National General Mental Health Service User Roopu).

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, Tainui, Tuhoe and Ngāti Porou.
- 2) For Ngā Puhi to endorse the Ngā Hau E Whā drafted letter (you received by hand on 6th 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, 4th,5th and 6th 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



Sent by: Amanda
Luckman/MOH

19/03/2018 03:46 p.m.

To: Kevin Harper/MOH@MOH, Derek Thompson/MOH@MOH,
cc: Grace Abbott/MOH@MOH,
bcc:

Subject: NHEW - use of MoH meeting room

Good afternoon Kevin,

Thanks for checking about Victoria Roberts utilising a meeting room here at MoH for the purposes of a reconciliation meeting. There are no issues with her using 133 Molesworth as a neutral venue given that NHEW are a consumer reference group for which we would naturally provide a space for.

Many thanks,

Amanda

Amanda Luckman | Senior Advisor

Mental Health | System Outcomes
Service Commissioning | Ministry of Health

p: 64 4 816 2418 | e: Amanda_Luckman@moh.govt.nz

Please note that my days of work are Monday, Tuesday and Friday.



Released under the Official Information Act 1982



Sent by: Amanda Luckman/MOH

16/03/2018 04:05 p.m.

To: Derek Thompson/MOH@MOH, Kevin Harper/MOH@MOH,
cc: Grace Abbott/MOH@MOH,
bcc:

Subject: NHEW dispute resolution

Good afternoon to you both,

s 9(2)(h)

It would be best practice for us not to comment or take a position on how this should be resolved - we should not be involved in (for example) recommending mediation between members of NHEW.

So I realise we'll need to manage our relationship with MHAPS while they work through these issues with NHEW. We also need to maintain the position that the deliverables of the contract still need to be met, (ie, meetings and reports), even during this difficult time.

Grace is away on leave from next Tuesday (20th) until after Easter.

We can discuss,

Amanda

Amanda Luckman | Senior Advisor

Mental Health | System Outcomes

Service Commissioning | Ministry of Health

p: 64 4 816 2418 | e: Amanda_Luckman@moh.govt.nz

Please note that my days of work are Monday, Tuesday and Friday.





Sent by: Lisa Petraschuk/MOH

02/07/2018 12:56 p.m.

To: "Fiona Howard" <servicedirector@mhaps.org.nz>,
cc:
bcc:

Subject: RE: OIA re Nga Hau E Wha - request for more details re nature of the OIA request

Hi Fiona,

Thank you very much for your very prompt response. The Official Information Act request is replied to in a standard manner and your decisions/input regarding withholding information would not be dependent upon the content of the request or the requestor. I am attaching a link to the Official Information Act 1982 (<http://www.legislation.govt.nz/act/public/1982/0156/latest/DLM64785.html>). You can refer to Sections 6 and 9 for legal reasons to withhold information. If we are to withhold any information it needs to be justified under the Act. We can support you if you require any support around understanding the wording or interpretation of the Act.

Please do not hesitate to be in touch and I will endeavour to respond as quickly as possible. If we could have your feedback by 5pm today (Monday 2 July), that would be most appreciated.

With many kind regards and thanks for your help,

Lisa

Lisa Petraschuk
Team Administrator
Mental Health
System Outcomes
Service Commissioning
Ministry of Health
DDI: 04 816 3377

<http://www.moh.govt.nz>
mailto:Lisa_Petraschuk@moh.govt.nz

"Fiona Howard" Hi Lisa, on the surface I have no prob... 02/07/2018 11:40:14 a.m.

From: "Fiona Howard" <servicedirector@mhaps.org.nz>
To: <Lisa_Petraschuk@moh.govt.nz>,
Date: 02/07/2018 11:40 a.m.
Subject: RE: OIA re Nga Hau E Wha - request for more details re nature of the OIA request

Hi Lisa, on the surface I have no problem with what is being released regarding MHAPS, but it's a bit hard to answer when I don't know what the request is. I appreciate I don't need to know who the request is from, but I would like to know the nature of the details of the OIA request before giving my final answer.

Warm regards,
Fiona

Fiona Clapham Howard

Te Kaihautū / Service Director

MHAPS – Mental Health Advocacy and Peer Support

826 Colombo Street, Christchurch, 8013
P.O. Box 21020, Edgware, Christchurch 8143
RECEPTION (03) 365 9479
MOBILE [REDACTED] s 9(2)(a)
servicedirector@mhaps.org.nz
www.mhaps.org.nz

From: Lisa [REDACTED] [mailto:Lisa [REDACTED]]
Sent: Monday, 2 July 2018 10:24 a.m.
To: Sue Ricketts
Subject: OIA re Nga Hau E Wha

Hi Fiona,

We have ad an OIA request relating to Nga Hau E Wha and its contract holder. I have attached what we are proposing to send out in terms of correspondence. If you could please let me know if you feel that anything should be with held.

Thanks
Lisa Petraschuk
Team Administrator
Mental Health
System Outcomes
Service Commissioning
Ministry of Health
DDI: 04 816 3377

<http://www.moh.govt.nz>
mailto:Lisa_Petraschuk@moh.govt.nz

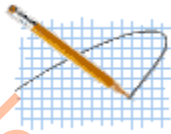
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Sent by: Marie Farquhar/MOH

19/07/2018 10:36 a.m.

To: servicedirector@MHAPS.org.nz,

cc:

bcc:

Subject: Letter re: Contract 256272-01

Morena Fiona

I would like to follow up on MHAPS verbal notification of non renewal of your existing contract. Please find attached our response letter confirming non renewal. Any last reports should be sent to me so that I am able to release your final payment. I would like to thank you all for your professionalism during the term of contract.

Nga mihi, Marie

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



- 19072018102615-0001.pdf

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19 July 2018

Fiona Clapham Howard
General Manager
Mental Health Advocacy and Peer Support Trust
PO Box 33-332
Barrington
CHRISTCHURCH 8244

Dear Sue

Contract No: 256272-01

Your current contract with the Ministry of Health for the provision of Mental Health Advocacy and Peer Support Trust (Nga Hau E Wha) ended on 30 June 2018. In light of this we would like to have a clear process in place to conclude outstanding reporting. This letter sets out our requirements.

As per your contract your final report to 30 June 2018 is due to us by 20 July 2018 which will conclude the contractual reporting requirements to the end of the contract.

Final payment of \$4,000.00 (excl GST) will be paid on receipt of your invoice and final report, as deemed sufficient and final by the Ministry of Health.

We will pay any outstanding monies, if any, on receipt of the final report.

I would like to thank Mental Health Advocacy and Peer Support Trust for your support of Nga Hau E Wha network during the term of this contract. In particular, I wish to express the help and professionalism I have experienced when dealing with both you and formerly Sue Ricketts from your organisation.

We wish you all the best for your future endeavours.

Yours sincerely



Derek Thompson
Manager Mental Health
System Outcomes
Service Commissioning



Sent by: Kevin Harper/MOH

27/07/2017 12:50 p.m.

To: Victoria Roberts [s 9(2)(a)]
cc: amanda_luckman@moh.govt.nz, derek_thompson@moh.govt.nz, Sue Ricketts <generalmanager@mhaps.org.nz>, Grant Cooper [s 9(2)(a)], Guy Baker <[s 9(2)(a)]>, Jak Wild [s 9(2)(a)], Julie

Subject: Nga Hau e Wha

Hello Victoria

I am motivated to follow up on positive Nga Hau e Wha news and experience and to suggest action that will build how we work together.

Starting with building how we work together. Amanda and I have been giving thought to better using the information you gather in the course of your work and provide in your reports. We would like to propose an 'Understanding to Action' session of one hour at your meetings in Wellington, beginning with your meeting in August. We imagine this session to be separate to the Ministry update session. The idea is to discuss key themes and to agree on follow up responses and possible actions. We have some thoughts about how to do this but would like to discuss what we can usefully do and how at the next and ongoing meetings. How does this sound?

Next, I want to acknowledge the excellent news that Nga Hau e Wha will be working with Changing Minds to on a Like Minds Like Mine contract. I like that it is a variation from the work previously done for the Ministry and hope we can discuss how we might create complementary opportunity.

Finally, I was recently visiting Mana o te Tangata Trust in Palmerston North and attended a Consumer Engagement Forum facilitated by Jak Wild. I want to acknowledge the quality of the engagement and the way Jak supported this.

Finally, finally. I am on leave for August. So, I will miss the next meeting. Please include Derek and Amanda in your response. And I look forward to catching up soon.

Kev

Kevin Harper
Principal Advisor
Mental Health
System Outcomes
Service Commissioning
Ministry of Health
DDI: 04 816 2510

<http://www.health.govt.nz>
mailto:Kevin_Harper@moh.govt.nz

Released under the Official Information Act 1982



Sent by:
victoria.works@gmail.com

31/08/2017 07:16 p.m.

To: amanda_luckman@moh.govt.nz, Kieran <[REDACTED] s 9(2)(a)>, Julie
[REDACTED] s 9(2)(a), Julie Whitla <[REDACTED] s 9(2)(a)>, Guy Baker
[REDACTED] s 9(2)(a) Tui Taurua-Peihopa
cc:
bcc:

Subject: Fwd: Re: Fwd: Notes from our NHEW discussion -

Hi Amanda

Thank you for sending us your notes. We could in return send you the notes our minute taker took on the day. I don't have those yet but if you don't mind waiting till we have them and edited them. Let me know if you would like them.

Nga mihi nui

Victoria

----- Forwarded message -----

From: <[Amanda Luckman@moh.govt.nz](mailto:Amanda.Luckman@moh.govt.nz)>

Date: 31/08/2017 11:14 am

Subject: Re: Fwd: Notes from our NHEW discussion -

To: "Victoria Roberts" <[REDACTED] s 9(2)(a)>

Cc: "Guy Baker" <[REDACTED] s 9(2)(a)>, "Jak Wild" <[REDACTED] s 9(2)(a)>, "Julie Whitla" <[REDACTED] s 9(2)(a)>, "Julie" <[REDACTED] s 9(2)(a)>, "Kieran" <[REDACTED] s 9(2)(a)>

<[REDACTED] s 9(2)(a)>, "Tui Taurua-Peihopa" <[REDACTED] s 9(2)(a)>, <[Kevin Harper@moh.govt.nz](mailto:Kevin.Harper@moh.govt.nz)>

<[Kevin Harper@moh.govt.nz](mailto:Kevin.Harper@moh.govt.nz)>

Good morning all,

I decided to go ahead and circulate these.

Please do contact me if you would like them clarified or amended.

With kind regards,

Amanda

Amanda Luckman | Senior Advisor

Mental Health | System Outcomes

Service Commissioning | Ministry of Health

p: 64 4 816 2418 | e: [Amanda Luckman@moh.govt.nz](mailto:Amanda.Luckman@moh.govt.nz)



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From: Victoria Roberts <[REDACTED] s 9(2)(a)>
To: Tui Taurua-Peihopa <[REDACTED] s 9(2)(a)>, Julie <[REDACTED] s 9(2)(a)>, Guy Baker <[REDACTED] s 9(2)(a)>, Jak Wild <[REDACTED] s 9(2)(a)>, Kieran <[REDACTED] s 9(2)(a)>, Julie Whitta <[REDACTED] s 9(2)(a)>, amanda_luckman@moh.govt.nz,
Date: 31/08/2017 10:15 a.m.
Subject: Re: Fwd: Notes from our NHEW discussion -

Morena Amanda

Thank you for your message which has been sent to the group. We look forward to getting the notes from you.

Nga mihi nui

Victoria

On 31/08/2017 9:57 am, "Victoria Roberts" <[REDACTED] s 9(2)(a)> wrote:

----- Forwarded message -----

From: <Amanda_Luckman@moh.govt.nz>

Date: 31/08/2017 9:52 am

Subject: Notes from our NHEW discussion -

To: "Victoria Roberts" <[REDACTED] s 9(2)(a)>

Cc:

Good morning Victoria,

Please circulate this amongst the NHEW team. I really enjoyed our robust conversations last week and came away feeling very energised.

I am in the process of preparing the notes/minutes from our discussion, but I would like to run them past Kevin when he returns before I circulate them - as he may have things to add. He returns to work next Friday.

Let me know if you'd like a more prompt response.

With kind regards to you all,

Amanda

Amanda Luckman | Senior Advisor

Mental Health | System Outcomes

Service Commissioning | Ministry of Health

p: 64 4 816 2418 | e: Amanda_Luckman@moh.govt.nz



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Workshop with Nga Hau e Wha.MoH minutes for circulation.docx

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Workshop with Nga Hau e Wha, 25 August 2017

Amanda Luckman (Senior Advisor, Mental Health Team)

'Questions'

- We are interested in people's social health, mental health & whānau wellbeing
- What's on your mind? Why it is on your mind – what experience or evidence has brought it there?
- What would make it better, improve it?
- What are your solutions to this issue?
- What are the strengths? What's working well, what helps you?

'How?'

- Are we using all the means of communication that we could be using?
- Are 6-monthly reports working in order to maintain a flow of communication?
- Could there be informal routes between formal reports?
- What do you think of using Te Whare Tapa Wha as a coat hanger for information?
- How should the Ministry process and analyse the information? We have time resource, but would MoH analysis bias the outcome?
- (Would NHEW consider some thematic analysis of the commentary/ies they provide?)
- Strategic Plan performance objective 2 – Connect with the grass roots and collate issues and common themes.
- Thinking about the questions already arising in reports (see above), how would some critical analysis be applied?

'Responses'

- What does NHEW expect of Ministry responses?
- We have limited ability to effect immediate and direct change
- A response may take the form of further questions
- We respond at a population and whole-of-system level; with recommendations within our team or within the Ministry (eg ODMH, HWNZ)
- For significant service-level responses, we can feed these on to DHBs

Notes from meeting:

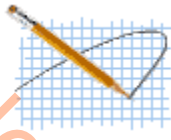
- ❖ Need to have a two-way flow of information
- ❖ Is there an opportunity for development when the annual contract renewal comes up in June 2018? Can the specifications be made more accurate to the work of NHEW?
- ❖ Consider a review of the template/format of reporting
- ❖ Acknowledged the gift of time by NHEW reps in their work

Action Points:

- Look to increase the distribution of NHEW reports within the Ministry

- Danilo Coelho de Almeida – Senior Contracts Manager (Danilo_Almeida@moh.govt.nz) to be invited to next meeting
- Commissioning Framework, FYI, found at <http://www.health.govt.nz/publication/commissioning-framework-mental-health-and-addiction-new-zealand-guide>

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Sent by:
generalmanager@mhaps.
org.nz

14/11/2017 04:21 p.m.

To: "CEO Changing Minds" <ceo@changingminds.org.nz>, "victoria.works"

<[REDACTED] s 9(2)(a)>

cc: <Amanda_Luckman@moh.govt.nz>, <Kevin_@xxx>

<[REDACTED]@xxx>, "Vanessa Cooper" <V

"Virginia MacEwan" <[REDACTED] s 9(2)(a)>, ". Fiona"

bcc:

Subject: RE: Letter to Ngā Hau e Whā from Changing Minds Board re dissolution of relationship

Kia ora, Taimi,

Thanks for your email and information.

We have been in touch with Kieran in regard to travel arrangements for the new person, and we understand that Changing Minds will cover one of the air fares for which we thank you. Yes, indeed a "warm handover" is much the best way to transition representatives into an existing group and we hope that the meeting will be an encouraging and productive one for all concerned.

Kind regards,

Ngā mihi,

Sue

Sue Ricketts

General Manager

MHAPS – Mental Health Advocacy and Peer Support

826 Colombo Street, Christchurch, 8013

P.O. Box 33332, Barrington, Christchurch 8244

Phone: 365 9479

[REDACTED] s 9(2)(a)

www.mhaps.org.nz

From: CEO Changing Minds [mailto:ceo@changingminds.org.nz]

Sent: Thursday, 9 November 2017 1:27 p.m.

To: Sue Ricketts; [REDACTED] s 9(2)(a)

Cc: Amanda_@xxx Kevin [REDACTED] @xxx @xxx

'Vanessa Cooper'; 'Virginia MacEwan'; . Fiona

Subject: RE: Letter to Ngā Hau e Whā from Changing Minds Board re dissolution of relationship

Thank you Sue,

It wasn't an easy decision by our board. As you will be aware we have a lot of respect for the Vision of Ngā Hau e Whā and look forward to be able to pick it up again when the timing is better for them.

A new representative for the Auckland region is currently being selected via a nomination and anonymous voting process by our network CLAN, of which I Chair, so we will still be involved in feeding into NHEW and disseminating information both ways through the network via our new rep. I will let you know who the new representative will be as soon as it has been decided.

In order for there to be a safe transition and warm handover from Kieran to the new Representative, Kieran will still travel as planned to the next NHEW meeting with his replacement. Could you please let me know if there is budget for a warm handover process? If there is no capacity for NHEW to support the flights and accommodation of the new representative, Changing Minds would be happy to sponsor this. It will also give members a chance to thank Kieran in person for his service, say goodbye for now and meet the new member.

Ngā mihi nui,

Taimi Allan
Chief Executive Officer
(09) 623 1762
s 9(2)(a)

changingminds

PO Box 10-256 Dominion Rd, Auckland 1446
762 Mt Eden Rd, Mt Eden, Auckland
www.changingminds.org.nz



From: Sue Ricketts [<mailto:generalmanager@mhaps.org.nz>]
Sent: Thursday, 9 November 2017 10:12 AM
To: CEO Changing Minds <ceo@changingminds.org.nz>; 'victoria.works' <s 9(2)(a)>
Cc: Amanda.Luckman@moh.govt.nz; Kevin.Harper@moh.govt.nz; Derek.Thompson@moh.govt.nz; 'Vanessa Cooper' <s 9(2)(a)>; 'Virginia MacEwan' <s 9(2)(a)>; . Fiona <psmanager@mhaps.org.nz>
Subject: RE: Letter to Ngā Hau e Whā from Changing Minds Board re dissolution of relationship

Kia ora Taimi and Kimi,

Ngā mihi mahana ki a kōrua.

Thank you for your email and attached letter yesterday in regard to the relationship with Ngā Hau E Whā. We are both sad and sorry that the relationship challenges as outlined have caused disquiet and concern for Changing Minds and within Ngā Hau E Whā. We also acknowledge the termination of Ngā Hau E Whā's involvement in the Rākau Roroa initiative, and also the withdrawal of Changing Minds as provider of the North representative on Ngā Hau E Whā. We would like this opportunity to thank Kieran

for all the work and ability which he contributed to the mahi of the group which is so important in communicating the needs and requirements of consumers to decision makers at the Ministry of Health. We also thank yourselves at Changing Minds for your commitment to Ngā Hau E Whā from its inception, and hope that development of more robust internal processes within the group will enable future participation from Changing Minds in the future.

I have been in touch with Victoria to discuss the situation with her in order to resolve the issues raised.

Kind regards,

Ngā mihi,

Sue

Sue Ricketts

General Manager

MHAPS – Mental Health Advocacy and Peer Support

826 Colombo Street, Christchurch, 8013

P.O. Box 33332, Barrington, Christchurch 8244

Phone: 365 9479

s 9(2)(a)

www.mhaps.org.nz

From: CEO Changing Minds [<mailto:ceo@changingminds.org.nz>]

Sent: Wednesday, 8 November 2017 11:58 a.m.

To: [victoria.works@s 9\(2\)\(a\)"\); generalmanager@mhaps.org.nz](mailto:victoria.works@s 9(2)(a))

Cc: Amanda_Luckman@moh.govt.nz; Kevin_Harper@moh.govt.nz; Derek.Thompson@moh.govt.nz; Vanessa Cooper; 'Virginia MacEwan'

Subject: Letter to Ngā Hau e Whā from Changing Minds Board re dissolution of relationship

Importance: High

Kia ora Victoria, and contract managers,

Please find attached correspondence from our board of trustees who have directed us to end our relationship with Ngā Hau e Whā for the Rākau Roroa Initiative.

I hope with robust processes and procedures in future we can revisit this in time.

Whilst members of Ngā Hau e Whā may still be part of the Rākau Roroa programme in future as participants or subject matter experts, it is with the understanding that this will be as individuals and not as representatives of Ngā Hau e Whā and we ask that representatives not engage directly with Changing Minds staff furthermore on this issue.

Thank you for understanding in this matter.

Ngā mihi nui,

Taimi Allan
Chief Executive Officer
(09) 623 1762
s 9(2)(a)

changing minds

PO Box 10-256 Dominion Rd, Auckland 1446
762 Mt Eden Rd, Mt Eden, Auckland
www.changingminds.org.nz



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PO Box 10 256
Dominion Road
Mt Eden
Auckland 1446
New Zealand

Ngā Hau e Whā

C/- Victoria Roberts, Chair.

CC – Ministry of Health, Health Promotion Agency

re: End of relationship **between Changing Minds and Ngā Hau e Whā**

Dear Victoria

I am writing in my capacity as Chair of the Board of Changing Minds.

This letter advises you that the Board has instructed Changing Minds to withdraw from Ngā Hau e Whā. Further, Changing Minds will not be engaging with Ngā Hau e Whā as network partners for the Rākau Roroa Initiative.

I am aware that the Rākau Roroa initiative has created relationship challenges (which despite efforts to address continue to persist). A recent example is NHEW misrepresenting itself in a funding application in respect of the Rākau Roroa contract.

This is a significant concern to our Board and do not wish our organisation's credibility or reputation to be risked by such inappropriate conduct.

It is regrettable to have had to make this this decision. Changing Minds has been part of Ngā Hau e Whā since its conception. We remain indirectly involved however, a member of the Consumer Leaders Auckland Network (CLAN) who are nominating a new representative for your next meeting.

Should circumstances and processes within Nga Hau e Wha change in the future, we would be happy to discuss new opportunities as they arise.

Yours sincerely

Kiri Hannifin
Chair of the Board
Changing Minds Trust

s 9(2)(a)



Sent by:
servicedirector@mhaps.org.nz

To: <danilo_@***, <amanda
cc: <lisa_petrashuk@moh.govt.nz>, <lisa_petrashuk@moh.govt.nz>, <lisa_petrashuk@moh.govt.nz>
bcc:

_luckman@moh.govt.nz>

16/01/2018 12:48 p.m.

Subject: Meeting re Nga Hau e Wha - to discuss budget administration and strategic direction queries

Greetings Danilo and Amanda,
I'm writing regarding the Nga Hau e Wha contract (237725 / 356272/00 – Management and Coordination of Quarterly Meetings of Nga Hau e Wha to Provide Sector Intelligence).

Sue Ricketts retired as General Manager of MHAPS – Mental Health Advocacy and Peer Support, at the end of 2017, and I have replaced her in the new Service Director role.

I'm keen to meet with the contract administrator for this agreement to make sure I am on track with the Ministry's expectations of MHAPS, and of Nga Hau e Wha (NHEW), in regards to the contract. There are also some operational and strategic matters arising that I would appreciate the chance to discuss further with you, notably differing assumptions regarding budget allocation (differing between NHEW members and MHAPS' administration); as well as differing assumptions around the purpose of the contract and the way in which NHEW members might meet that purpose.

I will be in Wellington next week on the afternoon of Tuesday 23 January and would be available to meet at a time that suits you.

I realise that is not much notice so if that date doesn't suit for a face-to-face meeting, perhaps we could talk by phone sometime soon?

Please let me know.

Warm regards,
Fiona.

Fiona Clapham Howard

Te Kaihautū / Service Director

MHAPS – Mental Health Advocacy and Peer Support

826 Colombo Street, Christchurch, 8013

P.O. Box 33332, Barrington, Christchurch 8244

RECEPTION (03) 365 9479

s 9(2)(a)

servicedirector@mhaps.org.nz

www.mhaps.org.nz



Sent by:
jak.wild@icloud.com
15/02/2018 09:53 a.m.

To: Amanda_Luckman@moh.govt.nz,
cc: Victoria Roberts <[redacted] s 9(2)(a) [redacted] Kai In The City
>, Tui Taurua <[redacted] s 9(2)(a) [redacted]>,
bcc:

Subject: Re: NHEW - Waitangi letter to PM

Hi Amanda,

Thanks for getting in touch and for your consideration of the Ngā Hau E Whā briefing letter to Ministers in the context of your work.

Yes the letter is now in the public domain and it has been agreed it would be good to have the MOH also consider the content of the letter in the context of your work.

The letter was hotly debated on the 3 day Ngā Puhi/Ngā Hau e Wha mental health hui at Te Tii Marae during last weeks Waitangi celebrations. An outcome at the hui was a resolution passed by over 60 Kaumautua and local hapu and Ngā Puhi leaders endorsing the letter as well as for Tui being mandated by Kaumautua from four of the Iwi attending to be the tangata whaiora voice for Nga Puhi, Tainui, Tuhoe, and Ngati Porou.

I had an opportunity to meet the PM during her engagement with the public and had a brief 15 minute one-on-one with her during which I gave Jacinda the letter and discussed it's content, purpose and wider issues pertaining to Mental Health. Jacinda asked if Ngā Hau E Whā would like her recommendation for Ngā Hau e Whā to have a representative role on the Mental Health Inquiry team. I said there was mention of this in the letter and that this was something that would be good to be discussed further.

I will update you on any further developments with the communications

Kind regards

Jak

Jak Wild | Central Representative (North) | Ngā Hau E Whā

www.nhew.org.nz | [redacted] s 9(2)(a) [redacted]

A national voice for people with lived experience of psychosocial disability



Nga Hau E Wha
"Champion many voices"

On Feb 12, 2018, at 11:17, Amanda_Luckman@moh.govt.nz wrote:

Hi Jak,

I have been reading the letter you put up on BINZ that was intended for Prime Minister Jacinda Ardern to consider during Waitangi commemorations. I would like to consider its contents in the context of my work at MoH regarding NHEW. Please can you advise as to whether I can use it officially? Or let me know that it remains partially confidential at this point. I haven't circulated it at

all, I have only read it privately to this point.

I look forward to your advice,

With many thanks,

Amanda

Amanda Luckman | Senior Advisor

Mental Health | System Outcomes

Service Commissioning | Ministry of Health

p: 64 4 816 2418 | e: Amanda.Luckman@moh.govt.nz

Please note that my days of work are Monday, Tuesday and Friday.

<Mail Attachment.gif>

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Sent by: Kevin Harper/MOH
16/03/2018 02:23 p.m.

To: Amanda Luckman/MOH@MOH,
cc:
bcc:
Subject: NHEW - Fw: Letter of Concern

As discussed

Kevin Harper
Principal Advisor
Mental Health
System Outcomes
Service Commissioning
Ministry of Health
DDI: 04 816 2510
Mobile: s 9(2)(a)

<http://www.health.govt.nz>
mailto:Kevin_Harper@moh.govt.nz

----- Forwarded by Kevin Harper/MOH on 16/03/2018 02:23 p.m. -----

From: Derek Thompson/MOH
To: Kevin Harper/MOH@MOH,
Date: 15/03/2018 01:33 p.m.
Subject: Fw: Letter of Concern
Sent by: Lisa Petraschuk

Kind regards
Derek Thompson
Manager
Mental Health
Service Commissioning
DDI: 04 816 3934

----- Forwarded by Lisa Petraschuk/MOH on 15/03/2018 01:33 p.m. -----

From: Tui Taurua-Peihopa <s 9(2)(a)>
To: derek_thompson@moh.govt.nz,
Date: 08/03/2018 05:13 p.m.
Subject: Fwd: Letter of Concern

----- Forwarded message -----

From: Tui Taurua-Peihopa <s 9(2)(a)>
Date: Thu, Mar 8, 2018 at 5:09 PM
Subject: Letter of Concern
To: Fiona Clapham-Howard <servicedirector@mhaps.org.nz>, Derek Thompson <derek_thompson@moh.govt>, Victoria Roberts <s 9(2)(a)>, Kai In The City

< [REDACTED] s 9(2)(a) >, Guy Baker [REDACTED] s 9(2)(a) >, Jak Wild < [REDACTED] s 9(2)(a) >

Note Victoria, Bill and Guy,
Please do not communicate with me. We will wait for the mediation process.

--
Tui Taurua-Peihopa
Tangata Whaiora Kaitiaki
[REDACTED] s 9(2)(a)

--
Tui Taurua-Peihopa
Tangata Whaiora Kaitiaki
[REDACTED] s 9(2)(a)



09 405 3482 Human Rights Act 1993.pdf [REDACTED] Letter.pdf Letter of Concern.rtf Victoria's Letter To Me.rtf

[First attachment withheld under s 18(d) as publicly available; other 3 attachments withheld under s 9(2)(a)]

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Sent by: Kevin Harper/MOH
16/03/2018 02:24 p.m.

To: Amanda Luckman/MOH@MOH,
cc:
bcc:

Subject: Fw: Re; Complaint against Ms. Victoria Roberts

As discussed

Kevin Harper
Principal Advisor
Mental Health
System Outcomes
Service Commissioning
Ministry of Health
DDI: 04 816 2510
Mobile: s 9(2)(a)

<http://www.health.govt.nz>
mailto:Kevin_Harper@moh.govt.nz

----- Forwarded by Kevin Harper/MOH on 16/03/2018 02:24 p.m. -----

From: Derek Thompson/MOH
To: Kevin Harper/MOH@MOH,
Date: 15/03/2018 01:35 p.m.
Subject: Fw: Re; Complaint against Ms. Victoria Roberts
Sent by: Lisa Petraschuk

Kind regards
Derek Thompson
Manager
Mental Health
Service Commissioning
DDI: 04 816 3934

----- Forwarded by Lisa Petraschuk/MOH on 15/03/2018 01:35 p.m. -----

From: Jak Wild <s 9(2)(a)>
To: derek_thompson@moh.govt.nz,
Cc: Fiona Clapham Howard <servicedirector@mhaps.org.nz>, Tui Taurua-Peihopa <s 9(2)(a)>
Date: 08/03/2018 05:11 p.m.
Subject: Re; Complaint against Ms. Victoria Roberts

Dear Mr Thomson,
Please find attached a letter of complaint that I would like attended to
Kind regards

[Jak Wild | Central Representative \(North\) | Ngā Hau e Whā](#)

www.nhew.org.nz |

s 9(2)(a)

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Complaint against Ms Victoria Robert's.pdf

[Attachment withheld under s 9(2)(a)]

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Sent by: Kevin Harper/MOH
16/03/2018 02:24 p.m.

To: Amanda Luckman/MOH@MOH,
cc:
bcc:

Subject: Fw: Complaint against Mr Bill Hamilton

As discussed

Kevin Harper
Principal Advisor
Mental Health
System Outcomes
Service Commissioning
Ministry of Health
DDI: 04 816 2510
Mobile: s 9(2)(a)

<http://www.health.govt.nz>
mailto:Kevin_Harper@moh.govt.nz

----- Forwarded by Kevin Harper/MOH on 16/03/2018 02:24 p.m. -----

From: Jak Wild s 9(2)(a)
To: Fiona Howard <servicedirector@mhaps.org.nz>,
Cc: derek_thompson@moh.govt.nz, kevin_harper@moh.govt.nz, danilo_almeida@moh.govt.nz
Date: 15/03/2018 02:26 p.m.
Subject: Re: Complaint against s 9(2)(a)

s 9(2)(a)



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Kind regards

Jak Wild | Central Representative (North) | Ngā Hau e Whā

www.nhew.org.nz

s 9(2)(a)

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Ngā Hau e Whā
"Champion many voices"

On Mar 14, 2018, at 13:16, Fiona Howard <servicedirector@mhaps.org.nz> wrote:

Dear Jak,

Thank you for your email and the letter attached, which I was cc-ed into and received at the end of last week.

I'm writing to acknowledge your concerns have been read and are taken seriously. I'm sure it's a distressing and difficult time as you and the group work to navigate through some tricky and troubling waters.

Meanwhile, I have emailed to Derek Thompson, Kevin Harper, and Danilo Almeida at the Ministry as the contacts for the contract MHAPS holds with the Ministry. We will be talking by phone tomorrow afternoon.

Either the Ministry or myself (or both) will be in touch once that phone meeting has taken place and there is something more to report.

Warm regards,
Fiona

Fiona Clapham Howard

Te Kaihautū / Service Director

MHAPS – Mental Health Advocacy and Peer Support

826 Colombo Street, Christchurch, 8013
P.O. Box 33332, Barrington, Christchurch 8244
RECEPTION (03) 365 9479
MOBILE s 9(2)(a)
servicedirector@mhaps.org.nz
www.mhaps.org.nz

From: Jak Wild [[mailto: s 9\(2\)\(a\)](mailto:s 9(2)(a))]

Sent: Thursday, 8 March 2018 5:11 p.m.

To: derek_thompson@moh.govt.nz

Cc: Fiona Clapham Howard; Tui Taurua-Peihopa

Subject: Re; Complaint against Ms. Victoria Roberts

Dear Mr Thomson,

Please find attached a letter of complaint that I would like attended to

Kind regards

Jak Wild | Central Representative (North) | Ngā Hau e Whā

www.nhew.org.nz | [REDACTED] s 9(2)(a)

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Sent by: Kevin
Harper/MOH

16/03/2018 02:27 p.m.

To: Amanda Luckman/MOH@MOH,
cc:
bcc:

Subject: Fw: Nga Hau e Wha contract - quarterly budget vs actual report as discussed

FYI. We asked Fiona what budget might be available to support mediation or any other action we think to take.

Kev

Kevin Harper
Principal Advisor
Mental Health
System Outcomes
Service Commissioning
Ministry of Health
DDI: 04 816 2510
Mobile: [REDACTED] s 9(2)(a)

<http://www.health.govt.nz>
mailto:Kevin_Harper@moh.govt.nz

----- Forwarded by Kevin Harper/MOH on 16/03/2018 02:24 p.m. -----

From: "Fiona Howard" <servicedirector@mhaps.org.nz>
To: <Derek_Thompson@moh.govt.nz>, <kevin_harper@moh.govt.nz>, <Chas_McCarthy@moh.govt.nz>,
Date: 15/03/2018 03:41 p.m.
Subject: RE: Nga Hau e Wha contract - quarterly budget vs actual report as discussed

Tena koutou,

Thank you all for your time just now and I'll look forward to continuing the korero next week sometime on Thursday morning 22nd March.

As discussed, please find attached the new financial report presented to the NHEW roopu at their meeting at the start of this month. You will see that although the group is currently spending more per quarter than the current financial year's budget supports, there is a reasonable surplus carried over from previous financial years (when the group didn't have its full 8 members) to provide a comfortable cushion for the moment.

(The document doesn't include the fourth quarter yet as there is no appreciable new information from the third quarter – hence why only 3 of 4 pages.)

We listed the types of expenditure at the bottom of each page to give the group some more control over where they wanted to use the finances. These, and the budgeted amounts for each, are based on pretty dated information from a previous contract manager, Emma Tonks, back in 2016 when MHAPS first took on the contract. Several assumptions would need to be updated if and when the contract is renewed,

e.g.

- The group itself has an understanding of meeting fees as being more like \$360 per member per meeting, rather than \$160 budgeted
- When flat-rate honoraria are offered, withholding tax is supposed to be deducted – this has not been done to date as far as I'm aware
- The meeting fees are claimed by each member regardless of whether they are there in paid employment or not (although this is increasingly not the case, it seems)
- Expenditure on items such as training, supervision, attending conferences and symposiums, and providing hardware and software has been significant in the time MHAPS has held this contract – which seems somewhat outside the brief to provide secretariat services
- We are also now seeing increased expenditure on teleconferencing as the group (or sub-committees) wants to be able to meet between the quarterly meetings – this probably needs to be factored in for the future

Anyway, the bottom line is my projection to the group was that after all the invoices were in for their March meeting, if spending was consistent with the previous two quarters, they would still have a surplus of something around \$7,000 (plus the next quarter's budget of \$12,000 for the May meeting).

This leaves adequate funds in my view to arrange mediated meetings either in place of, or possibly as well as, the May meeting. This depends of course on there being no other significant expenditure that I'm not yet aware of.

In the meantime, I'll talk with MHAPS' finance manager about what's involved in updating the current quarter's figures to give a more accurate picture in real time, as some of the invoices for the March meeting have now been received and paid.

Warm regards,
Fiona.

Fiona Clapham Howard

Te Kaihautū / Service Director

MHAPS – Mental Health Advocacy and Peer Support

826 Colombo Street, Christchurch, 8013

P.O. Box 33332, Barrington, Christchurch 8244

RECEPTION (03) 365 9479

MOBILE [REDACTED] s 9(2)(a)

servicedirector@mhaps.org.nz

www.mhaps.org.nz

From: Derek_XXXXXXXX@xxx.xxxx.xx [mailto:Derek_XXXXXXXX@xxx.xxxx.xx]

Sent: Friday, 9 March 2018 10:42 a.m.

To: Fiona Howard; Lisa_XXXXXXXXXX@xxx.xxxx.xx

Cc: Danilo_AXXXXXX@xxx.xxxx.xx; kevin_XXXXXX@xxx.xxxx.xx

Subject: Re: Nga Hau e Wha contract - can we discuss next week please?

Hi Fiona

Thanks for making contact, I will ask Lisa to set up a meeting with Kevin and ourselves for next week.

Kind regards
Derek Thompson
Manager
Mental Health
Service Commissioning
DDI: 04 816 3934

From: "Fiona Howard" <servicedirector@mhaps.org.nz>
To: <derek_thompson@moh.govt.nz>, <kevin_harper@moh.govt.nz>, <Danilo_Almeida@moh.govt.nz>,
Date: 09/03/2018 10:03 a.m.
Subject: Nga Hau e Wha contract - can we discuss next week please?

Tena koutou,
Derek and I have both received last night two letters of complaint and concern relating to internal politics within the Nga Hau e Wha contract under which Mental Health Advocacy and Peer Support Trust provides secretariat services to a group of regional consumer representatives meeting quarterly in Wellington.

The review of the group's terms of reference appears to have stalled at a draft ToR (unless there is a finalised copy I am not aware of). Neither the current draft dated 2017 (attached) nor the previous ToR have any details on how to resolve problems between members.

As I have only recently come into the role of Service Director at MHAPS, Kevin, Danilo and myself have had some conversations already about the contract, the Ministry's expectations of it, and MHAPS' experience of providing secretariat services so far (since July 2016). While highly unfortunate and clearly distressing for individuals, the current situation is perhaps timely for a more thorough review of the contract and the assumptions underlying the way it has been structured.

I have a full day of interviews and meetings here in Christchurch today but would welcome the chance to talk by phone next week to discuss how to proceed.

Warm regards,
Fiona.

Fiona Clapham Howard
Te Kaihautū / Service Director
MHAPS – Mental Health Advocacy and Peer Support

826 Colombo Street, Christchurch, 8013
P.O. Box 33332, Barrington, Christchurch 8244

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servicedirector@mhaps.org.nz

www.mhaps.org.nz

[attachment "2017 August nhew TOR draft 1 (v2).docx" deleted by Derek Thompson/MOH]

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1802 quarterly budget vs actual report for NHEW.pdf

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Nga Hau E Wha - Budget V Actual
July 2017 through June 2018

	Jul - Sep 17	Budget
Income		
Nga Hau E Wha		
Nga Hau E Wha Income	12,000.00	12,000.00
TOTAL INCOME	12,000.00	12,000.00
Expenses*		
Nga Hau e Wha Payments		
Accommodation	1,045.91	1,200.00
Administration Allocation	2,381.61	970.00
Meeting Fees	1,330.00	1,530.00
Travel	4,289.19	4,700.00
Venue Hire, catering and related	369.20	1,600.00
Other items - not budgeted	2,427.50	0.00
Overheads - Mhaps Admin Fee	2,000.00	2,000.00
Total Nga Hau e Wha Payments	13,843.41	12,000.00
TOTAL EXPENSES	13,843.41	12,000.00
Net Income	-1,843.41	0.00
Surplus/deficit running total	12,448.97	

***Expenses include:**

Accommodation:

- + meals charged to room

Administration Allocation

- Outsourced support e.g. minutes, facilitation of meetings
- Stationery, printing, photocopying
- Chair's cell phone costs
- Advertising, website costs

Meeting Fees

- \$160 per member, per quarter
- up to \$1000/year for chair's extra hrs

Travel

- Airfares, taxis, shuttles, etc

Venue Hire, catering and related

- Includes venue, refreshments, and meals not charged to rooms.

Other items - not budgeted, e.g:

- Training for group members
- Conferences for group members
- Supervision for chair
- Laptop, cell phone, software
- Gifts, pounamu, cards

Nga Hau E Wha - Budget V Actual
July 2017 through June 2018

	Oct - Dec 17	Budget	YTD Actual	YTD Budget
Income				
Nga Hau E Wha				
Nga Hau E Wha Income	12,000.00	12,000.00	24,000.00	24,000.00
TOTAL INCOME	12,000.00	12,000.00	24,000.00	24,000.00
Expenses*				
Nga Hau e Wha Payments				
Accommodation	2,861.57	1,200.00	3,907.48	2,400.00
Administration Allocation	1,660.85	970.00	4,042.46	1,940.00
Meeting Fees	1,815.00	1,530.00	3,145.00	3,060.00
Travel	3,600.55	4,700.00	7,889.74	9,400.00
Venue Hire, catering and related	605.52	1,600.00	974.72	3,200.00
Other items - not budgeted	972.28	0.00	3,399.78	0.00
Overheads - Mhaps Admin Fee	2,000.00	2,000.00	4,000.00	4,000.00
Total Nga Hau e Wha Payments	13,515.77	12,000.00	27,359.18	24,000.00
TOTAL EXPENSES	13,515.77	12,000.00	27,359.18	24,000.00
Net Income	-1,515.77	0.00	-3,359.18	0.00
Surplus/deficit running total	10,933.20		10,933.20	

***Expenses include:**

Accommodation:

- + meals charged to room

Administration Allocation

- Outsourced support e.g. minutes, facilitation of meetings
- Stationery, printing, photocopying
- Chair's cell phone costs
- Advertising, website costs

Meeting Fees

- \$160 per member, per quarter
- up to \$1000/year for chair's extra hrs

Travel

- Airfares, taxis, shuttles, etc

Venue Hire, catering and related

- Includes venue, refreshments, and meals not charged to rooms.

Other items - not budgeted, e.g:

- Training for group members
- Conferences for group members
- Supervision for chair
- Laptop, cell phone, software
- Gifts, pounamu, cards

Nga Hau E Wha - Budget V Actual
July 2017 through June 2018

	Jan - Mar 18	Budget	YTD Actual	YTD Budget
Income				
Nga Hau E Wha				
Nga Hau E Wha Income	4,000.00	12,000.00	28,000.00	36,000.00
TOTAL INCOME	4,000.00	12,000.00	28,000.00	36,000.00
Expenses*				
Nga Hau e Wha Payments				
Accommodation	0.00	1,200.00	3,907.48	3,600.00
Administration Allocation	110.73	970.00	4,153.19	2,910.00
Meeting Fees	360.00	1,530.00	3,505.00	4,590.00
Travel	1,781.78	4,700.00	9,671.52	14,100.00
Venue Hire, catering and related	0.00	1,600.00	974.72	4,800.00
Other items - not budgeted	0.00	0.00	3,399.78	0.00
Overheads - Mhaps Admin Fee	0.00	2,000.00	4,000.00	6,000.00
Total Nga Hau e Wha Payments	2,252.51	12,000.00	29,611.69	36,000.00
TOTAL EXPENSES	2,252.51	12,000.00	29,611.69	36,000.00
Net Income	1,747.49	0.00	-1,611.69	0.00
Surplus/deficit running total	12,680.69		12,680.69	

***Expenses include:**

Accommodation:

+ meals charged to room

Administration Allocation

- Outsourced support e.g. minutes, facilitation of meetings
- Stationery, printing, photocopying
- Chair's cell phone costs
- Advertising, website costs

Meeting Fees

- \$160 per member, per quarter
- up to \$1000/year for chair's extra hrs

Travel

- Airfares, taxis, shuttles, etc

Venue Hire, catering and related

- Includes venue, refreshments, and meals not charged to rooms.

Other items - not budgeted, e.g:

- Training for group members
- Conferences for group members
- Supervision for chair
- Laptop, cell phone, software
- Gifts, pounamu, cards