



Sent by: Marie Farquhar/MOH

05/07/2018 12:09 p.m.

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

Subject: Urgent: Non renewal of contract

This is the contract that is not being renewed as provided advised someone upstairs verbally they would not be continuing. I have a end contract letter being circulated and will give it to you once it is signed. Not sure what you do here for this variation

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 |



	Date	Author	Title
	12/06/2018	Nikki Thompson	356272/02 MH Advocacy and Peer Support draft ready for signing

Marie Farquhar  
Senior Contracts Advisor  
Māori Health Development  
Operational Excellence  
Service Commissioning  
Ministry of Health  
DDI: 64 4 496 4451  
Mobile: s 9(2)(a)  
Fax: 04 495 4496

[mailto:marie\\_farquhar@moh.govt.nz](mailto:marie_farquhar@moh.govt.nz)

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## Variation to Agreement

between

**HER MAJESTY THE QUEEN IN RIGHT OF HER  
GOVERNMENT IN NEW ZEALAND**  
(acting by and through the Ministry of Health)



650 Great South Road  
Private Bag 92-522  
Auckland  
Ph: 09-580 9000  
Fax: 09-580 9001

130 Grantham Street  
PO Box 1031  
Hamilton  
Ph: 07-858 7000  
Fax: 07-858 7001

133 Molesworth Street  
PO Box 5013  
Wellington  
Ph: 04-496 2000  
Fax: 04-496 2340

6 Hazeldean Road  
PO Box 3877  
Christchurch  
Ph: 04-496-2000  
Fax: 03-372 1015

481 Moray Place  
PO Box 5849  
Dunedin  
Ph: 03-474 8040  
Fax: 03-474 8582

**Contact:**

**Mental Health Senior Contract  
Advisor (Wellington)**

and

## **Mental Health Advocacy and Peer Support Trust**

**Management and Coordination of Quarterly Meetings of  
Nga Hau E Wha to Provide Sector Intelligence**

PO Box 33332  
Barrington  
Christchurch  
Ph: 03-365-9479  
Fax: 03-366 8276

**Contact:**

**Fiona Howard**

## CONTENTS OF THIS AGREEMENT

<b>A:</b>	<b>SUMMARY</b>	<b>2</b>
<b>B:</b>	<b>PROVIDER SPECIFIC TERMS AND CONDITIONS</b>	<b>3</b>

# A: SUMMARY

**A1 Definitions**

- a. "we", "us", "our" means Her Majesty the Queen in Right of Her Government in New Zealand (acting by and through the Ministry of Health (MoH))
- b. "you", "your" means Mental Health Advocacy and Peer Support Trust
- c. "either of us" means either we or you
- d. "both of us" means both we and you

**A2 The Agreement**

In 2016 both of us entered into a Health and Disability Services Agreement (the Agreement). The Agreement commenced on 01 July 2016 and ended on 30 June 2017 and was numbered (237725 / 356272/00).

**A3 Variation**

This is the 02 variation to the Agreement and extends the Agreement term. This variation to the Agreement begins on 01 July 2018 and ends on 30 June 2019.

**A4 Section B**

The attached Section B includes all of the adjustments to this Agreement as a result of this variation.

**A5 Remainder of Agreement**

The remaining terms and conditions of the Agreement are confirmed in all respects except for the variations as set out in this document.

**A6 Signatures**

Please confirm your acceptance of the Agreement by signing where indicated below.

For **Her Majesty the Queen:**

For **Mental Health Advocacy and Peer Support Trust:**

\_\_\_\_\_ (signature)

\_\_\_\_\_ (signature)

Name .....

Name .....

Position .....

Position .....

Date .....

Date .....

## B: PROVIDER SPECIFIC TERMS AND CONDITIONS

**B1 It is agreed that the following details apply to this Variation**

<b>Legal Entity Name</b>	Mental Health Advocacy and Peer Support Trust
<b>Legal Entity Number</b>	237725
<b>Contract Number</b>	356272 / 02
<b>Variation Commencement Date</b>	01 July 2018
<b>Variation End Date</b>	30 June 2019

**B2 Details of all purchase units which apply to this Variation**

<b>Purchase Unit (PU ID)</b>	<b>Total Price excl. GST</b>	<b>GST Rate (%)</b>	<b>Payment Type</b>
MHSD Mental Health Service Development	\$48,000.00	15	CMS
<b>Total price for the Service Schedule</b>	<b>\$48,000.00</b>		

**PAYMENT DETAILS**

**B3 Price**

B3.1 The price we will pay for the Service you provide is specified above. Note that all prices are exclusive of GST.

**B4 Invoicing**

B4.1 We will pay you on the dates set out in the Payment Schedule below for the services you provide in each invoice period so long as we receive a valid GST tax invoice from you. The invoice must meet all legal requirements and must contain the following information:

- a. provider name (legal entity name)
- b. provider number (legal entity number)
- c. provider invoice number
- d. contract number
- e. purchase unit number or a description of the service being provided
- f. date the invoice is due to be paid/date payment expected
- g. dollar amount to be paid
- h. period the service was provided
- i. volume, if applicable
- j. GST rate
- k. GST number
- l. full name of funder

If we do not receive an invoice from you by the date specified in the payment schedule below, then we will pay you within 20 days after we receive the invoice.

**B5 Invoicing Address**

Send invoices to:

[providerinvoices@moh.govt.nz](mailto:providerinvoices@moh.govt.nz)

or post to:

Provider Payments  
Ministry of Health  
Private Bag 1942  
Dunedin 9054

**B6 Payment Schedule**

Payments will be made by us on these dates:	On invoices received by us on or before:	For services supplied in the period:	Amount (excl GST)
20 August 2018	31 July 2018	July 2018	\$4,000.00
20 September 2018	31 August 2018	August 2018	\$4,000.00
23 October 2018	30 September 2018	September 2018	\$4,000.00
21 November 2018	31 October 2018	October 2018	\$4,000.00
20 December 2018	30 November 2018	November 2018	\$4,000.00
21 January 2019	31 December 2018	December 2018	\$4,000.00
20 February 2019	31 January 2019	January 2019	\$4,000.00
20 March 2019	28 February 2019	February 2019	\$4,000.00
23 April 2019	31 March 2019	March 2019	\$4,000.00
20 May 2019	30 April 2019	April 2019	\$4,000.00
20 June 2019	31 May 2019	May 2019	\$4,000.00
22 July 2019	30 June 2019	June 2019	\$4,000.00
<b>Total</b>			<b>\$48,000.00</b>

**B7 Vulnerable Children Act 2014**

According to section 15 of the Vulnerable Children Act 2014<sup>1</sup>, children's services cover the following:

- services provided to one or more children
- services to adults in respect of one or more children

NB At a future date, the scope of children's services can be expanded by regulations. Expansion may include services to adults which could significantly affect the well-being of children in that household.

**Child Protection Policy**

If you provide children's services as per section 15 of the Vulnerable Children Act 2014 you will adopt a child protection policy as soon as practicable and review the policy within three years from the date of its adoption or most recent review. Thereafter, you will review the policy at least every three years. In accordance with the requirements set out in section 19(a) and (b) of the Vulnerable Children Act 2014, your child protection policy must apply to the provision of children's services (as defined in section 15 of the Act), must be written and must contain provisions on the identification and reporting of child abuse and neglect in accordance with section 15 of the Children, Young Persons, and Their Families Act 1989.

<sup>1</sup> <http://www.legislation.govt.nz/act/public/2014/0040/latest/DLM5501618.html>

### **Worker Safety Checks**

If you have workers that provide children's services, the safety check requirements under the Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015 will need to be complied with.<sup>2</sup>

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<sup>2</sup> <http://www.legislation.govt.nz/regulation/public/2015/0106/latest/DLM6482241.html>



Sent by: James  
Chilton/MOH

18/07/2018 09:14 a.m.

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

Subject: Re: Fw: 356272/02 MH Advocacy and Peer Support draft ready for signing - Link

Hi Nikki,

Now deleted =)

Thanks Nikki

Kind regards,

James

Nikki Thompson | That would be great thanks James. If... | 17/07/2018 10:27:55 a.m.

From: Nikki Thompson/MOH  
To: Request Forms/MOH@MOH,  
Date: 17/07/2018 10:27 a.m.  
Subject: Re: Fw: 356272/02 MH Advocacy and Peer Support draft ready for signing - Link

That would be great thanks James. If you can confirm when it's done and I'll file email in Lotus - :)

Nikki Thompson | Business Advisor | Operational Excellence  
Ministry of Health | DDI: 04 816 4493 | <http://www.moh.govt.nz> | [mailto:Nikki\\_Thompson@moh.govt.nz](mailto:Nikki_Thompson@moh.govt.nz) |



Request Forms | Hi Nikki, I can have it deleted from the... | 17/07/2018 10:19:02 a.m.

From: Request Forms/MOH  
To: Nikki Thompson/MOH@MOH,  
Date: 17/07/2018 10:19 a.m.  
Subject: Fw: 356272/02 MH Advocacy and Peer Support draft ready for signing - Link  
Sent by: James Chilton

Hi Nikki,

I can have it deleted from the system if you'd like.

Thanks Nikki

Kind regards,

James

----- Forwarded by James Chilton/MOH on 17/07/2018 10:18 a.m. -----



From: Nikki Thompson/MOH  
To: Request Forms/MOH@MOH,  
Date: 11/07/2018 02:28 p.m.  
Subject: 356272/02 MH Advocacy and Peer Support draft ready for signing - Link

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Hi there

This was part of our bulk ARF that we did for Mental Health. This contract has now been cancelled so I'm not quite sure of the procedure for this. Can you please let me know?

Thanks and regards

Nikki Thompson | Business Advisor | Operational Excellence  
Ministry of Health | DDI: 04 816 4493 | <http://www.moh.govt.nz> | [mailto:Nikki\\_Thompson@moh.govt.nz](mailto:Nikki_Thompson@moh.govt.nz) |



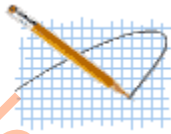
	Date	Author	Title
	12/06/2018	Nikki Thompson	356272/02 MH Advocacy and Peer Support draft ready for signing

Nikki Thompson  
Business Advisor  
Ministry of Health  
DDI: 04 816 4493  
Mobile:  
Fax: 04 495 4496

[mailto:nikki\\_XXXXXXXX@xxx.xxxx.xx](mailto:nikki_XXXXXXXX@xxx.xxxx.xx)

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Sent by: Marie  
Farquhar/MOH

12/07/2018 03:40 p.m.

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

Subject: 180705 Letter to MHAPS re non renewal of contract

This is going to Derek for signing

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 |



- 180705 Letter to MHAPS re non renewal of contract.docx

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5 July 2018

Sue Ricketts  
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.

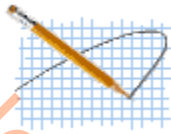
Final payment of \$4,000.00 (excl GST) will be paid on receipt of your invoice and final report, as deemed sufficient and final by the Ministry of Health.

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

We wish you all the best for your future endeavours.

Yours sincerely

Derek Thompson  
Manager Mental Health  
System Outcomes  
Service Commissioning



Sent by: Marie Farquhar/MOH

14/08/2018 12:38 p.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. I will apologise for this delay in responding to this as I've just found this in my draft inbox from late July. I will also apologise if you have already received this as it wasn't in my filing.

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:  
servicedirector@mhaps.org.nz

To: <Marie\_@\*\*\*>  
cc: "Karen Stevens" <admin@mhaps.org.nz>,  
bcc:

20/08/2018 02:36 p.m.

Subject: RE: Letter re: Contract 256272-01 - request to pay out further funds

Hi Marie,

No problem – yes, I had already received the letter and email, and the Ministry have indeed also made the final payment to MHAPS. The group's final report was sent through to you on 19 July, in two emails, as the files as supplied to me by the group's chair were too large to be sent in one message.

We are still having invoices and accounts sent in for the group so have not yet been able to complete the financial reports. Some of this expenditure is expected, e.g. phone charges, minute-taking for the May meeting, etc. We had thought the last payments were through and had completed the GST reconciliation recently, but have since received a small account today for \$13.46 relating to the Chair's phone service which expires at the end of August – this means we will need to pay this figure and recalculate GST before the final financial report can be completed, and the remaining funds returned to the Ministry.

In the meantime, we have also received on Friday the attached invoices and statement for payment. Some group members have requested mediation with each other and apparently a pre-mediation process for two people has been undertaken with a lawyer (at the Chair's request), which has resulted in a debt so far of \$3,384.48.

There are sufficient funds remaining in the Nga Hau e Wha account from the 2017-18 year to pay this bill, but I would need permission from the Ministry to do so. This is not expenditure allowed for in the budget, and while I have told the group members involved that I would advocate for their mediation costs to be supported from the Nga Hau e Wha funds, I have also been clear that I was not able to authorise new expenditure at a time when MHAPS was exiting the contract and working to wind up the accounts.

The interpersonal difficulties between group members have caused significant mental distress to all involved. I do believe there is something of a moral obligation for funds to be made available to help address the damage done within the group; however, I was not aware that a lawyer had been engaged and had not at any time envisaged that a bill of this size would be incurred, before mediation itself has even commenced.

I would appreciate some urgent advice from the Ministry (possibly Kevin Harper?) as to how we should proceed. I note the most recent invoice is due for payment by 30 August.

Warm regards,

Fiona

*email cc-ed to MHAPS Finance Manager, Karen Stevens*

***Fiona Clapham Howard***

Te Kaihautū / Service Director

**MHAPS – Mental Health Advocacy and Peer Support**

357 Madras Street, Christchurch, 8013 – beside the Heart Foundation  
P.O. Box 21020, Edgware, Christchurch 8143  
RECEPTION (03) 365 9479  
MOBILE [REDACTED] s 9(2)(a)  
[servicedirector@mhaps.org.nz](mailto:servicedirector@mhaps.org.nz)  
[www.mhaps.org.nz](http://www.mhaps.org.nz)

**From:** Marie\_@xx [mailto:Marie\_@xx]  
**Sent:** Tuesday, 14 August 2018 12:38 p.m.  
**To:** @xx  
**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.. I will apologise for this delay in responding to this as I've just found this in my draft inbox from late July. I will also apologise if you have already received this as it wasn't in my filing.

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 |**



\*\*\*\*\*

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

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\*\*\*\*\*

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AR Statement.pdf Invoice.pdf Reporting Statement.pdf

Victoria Roberts and Jak Wild

Via email: [REDACTED] s 9(2)(a)

Via email: [REDACTED]

**Statement**

Reference:	9496.1
Date:	16/08/2018
Page:	1
Author:	JEJ

Date	Bill Number	Account	Description	Invoiced	Credits	Owing
31/07/2018	I 014946	9496.1	Our fee	2,401.48	0.00	2,401.48
01/08/2018	I 014977	9496.1	Costs & disbursements only	105.00	0.00	105.00
16/08/2018	I 015043	9496.1	Our fee	878.00	0.00	878.00
<b>Total Payment Due: \$</b>						<b>3,384.48</b>

Overdue:	2,506.48
Current:	878.00
<b>Total:</b>	<b>3,384.48</b>

Please detach and send with payment

**Payment to:** Breaden McCARDLE Lawyers Ltd  
P O Box 140  
Paraparaumu 5254

**Or pay online:** 06-0730-0082482-00

Please quote 9496.1 as payment reference

Reference:	9496.1
Overdue:	2,506.48
Current:	878.00
<b>Total:</b>	<b>3,384.48</b>

**Payment from:** Victoria Roberts and Jak Wild





16 August 2018

GST Number: 116-093-197

Victoria Roberts and Jak Wild

Via email: [Redacted] s 9(2)(a)

Via email: [Redacted]

**TAX INVOICE**

Invoice Reference: I 015043

Account: 9496.1

**Mediation Services**

Our final fees for professional services in respect of the aforementioned matter from 1 August to 16 August 2018 including: Email to parties with copy of signed rules to mediate; Various emails finalising support people and discussing proposed mediation date; Finalising agreement to mediate and emailing to parties; Booking Wellington mediation rooms; Various emails with regards to the resignation of one of the parties to mediation, reviewing and considering in the context of suitability for mediation in light of the resignation; Various emails to and from parties; Various emails discussing payment for services; Reporting to parties on discontinuation of mediation and final invoicing; Cancelling Wellington mediation rooms; closing file; and all incidental attendances.

Our fee	720.00	
Plus GST	108.00	828.00
Administration Fee	50.00	50.00
Invoice Total:		\$878.00

E & O E

**Breaden McCardle Lawyers Ltd**

The GST content of this invoice is \$114.52

PAYMENT DUE WITHIN 14 DAYS FROM DATE OF INVOICE

<p><b>Please detach and send with payment</b></p> <p><b>Payment to:</b> Breaden McCardle Lawyers Ltd P O Box 140 Paraparaumu 5254</p> <p><b>Payment from:</b> Victoria Roberts and Jak Wild</p>	<p><b>Or pay online:</b> 06-0730-0082482-00</p> <p>Please quote 9496.1 as payment reference</p>
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16 August 2018

GST Number: 116-093-197

Victoria Roberts and Jak Wild

Via email: [REDACTED] s 9(2)(a)

Via email: [REDACTED]

**TAX INVOICE**

Invoice Reference: I 015043

Account: 9496.1

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Our final fees for professional services in respect of the aforementioned matter from 1 August to 16 August 2018 including: Email to parties with copy of signed rules to mediate; Various emails finalising support people and discussing proposed mediation date; Finalising agreement to mediate and emailing to parties; Booking Wellington mediation rooms; Various emails with regards to the resignation of one of the parties to mediation, reviewing and considering in the context of suitability for mediation in light of the resignation; Various emails to and from parties; Various emails discussing payment for services; Reporting to parties on discontinuation of mediation and final invoicing; Cancelling Wellington mediation rooms; closing file; and all incidental attendances.

Our fee	720.00	
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E & O E

**Breaden McCardle Lawyers Ltd**

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<p><b>Please detach and send with payment</b></p> <p><b>Payment to:</b> Breaden McCardle Lawyers Ltd P O Box 140 Paraparaumu 5254</p> <p><b>Payment from:</b> Victoria Roberts and Jak Wild</p>	<p><b>Or pay online:</b> 06-0730-0082482-00</p> <p>Please quote 9496.1 as payment reference</p>
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Sent by: Marie Farquhar/MOH

22/08/2018 09:06 a.m.

To: servicedirector@MHAPS.org.nz,  
cc: "Karen" <admin@mhaps.org.nz>,  
bcc:

Subject: Fw: Letter re: Contract 256272-01 - request to pay out further funds

Fiona, Derek has approved the following:

- the payment of the pre mediation invoice within the underspend of the contract year to date (please note this in financial reporting noting that these are unbudgeted expenditure)
- Can you advise if these can be met within the contract funds if not, I would need to look at another process
- Derek also assumes that any further expenditure on a mediation process would require Ministry approval in advance of incurring any costs

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 |**



----- Forwarded by Marie Farquhar/MOH on 22/08/2018 08:58 a.m. -----

From: "Fiona Howard" <servicedirector@mhaps.org.nz>  
To: <Marie\_Farquhar@moh.govt.nz>,  
Date: 21/08/2018 05:02 p.m.  
Subject: RE: Letter re: Contract 256272-01 - request to pay out further funds

Many thanks Marie. The accounts are in the names of the two individual involved and they are understandably very anxious about how the bills will be paid...

**From:** Marie\_@xx[mailto:Marie\_@xx]  
**Sent:** Tuesday, 21 August 2018 12:15 p.m.  
**To:** Fiona Howard  
**Subject:** RE: Letter re: Contract 256272-01 - request to pay out further funds

Fiona apologies for the late response. I have forwarded this onto Kevin for discussion. Either he or I will respond. Warm regards, Marie

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 |**



From: "Fiona Howard" <[servicedirector@mhaps.org.nz](mailto:servicedirector@mhaps.org.nz)>  
To: <[Marie\\_Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz)>,  
Cc: "'Karen Stevens'" <[admin@mhaps.org.nz](mailto:admin@mhaps.org.nz)>  
Date: 20/08/2018 02:42 p.m.  
Subject: RE: Letter re: Contract 256272-01 - request to pay out further funds

---

Hi Marie,

No problem – yes, I had already received the letter and email, and the Ministry have indeed also made the final payment to MHAPS. The group's final report was sent through to you on 19 July, in two emails, as the files as supplied to me by the group's chair were too large to be sent in one message.

We are still having invoices and accounts sent in for the group so have not yet been able to complete the financial reports. Some of this expenditure is expected, e.g. phone charges, minute-taking for the May meeting, etc. We had thought the last payments were through and had completed the GST reconciliation recently, but have since received a small account today for \$13.46 relating to the Chair's phone service which expires at the end of August – this means we will need to pay this figure and recalculate GST before the final financial report can be completed, and the remaining funds returned to the Ministry.

In the meantime, we have also received on Friday the attached invoices and statement for payment. Some group members have requested mediation with each other and apparently a pre-mediation process for two people has been undertaken with a lawyer (at the Chair's request), which has resulted in a debt so far of \$3,384.48.

There are sufficient funds remaining in the Nga Hau e Wha account from the 2017-18 year to pay this bill, but I would need permission from the Ministry to do so. This is not expenditure allowed for in the budget, and while I have told the group members involved that I would advocate for their mediation costs to be supported from the Nga Hau e Wha funds, I have also been clear that I was not able to authorise new expenditure at a time when MHAPS was exiting the contract and working to wind up the accounts.

The interpersonal difficulties between group members have caused significant mental distress to all involved. I do believe there is something of a moral obligation for funds to be made available to help address the damage done within the group; however, I was not aware that a lawyer had been engaged and had not at any time envisaged that a bill of this size would be incurred, before mediation itself has even commenced.

I would appreciate some urgent advice from the Ministry (possibly Kevin Harper?) as to how we should proceed. I note the most recent invoice is due for payment by 30 August.

Warm regards,

Fiona

*email cc-ed to MHAPS Finance Manager, Karen Stevens*

**Fiona Clapham Howard**

Te Kaihautū / Service Director

**MHAPS – Mental Health Advocacy and Peer Support**

357 Madras Street, Christchurch, 8013 – beside the Heart Foundation

P.O. Box 21020, Edgeware, Christchurch 8143

RECEPTION (03) 365 9479

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[servicedirector@mhaps.org.nz](mailto:servicedirector@mhaps.org.nz)

[www.mhaps.org.nz](http://www.mhaps.org.nz)

**From:** [Marie\\_Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz) [[mailto:Marie\\_Farquhar@moh.govt.nz](mailto:Marie_Farquhar@moh.govt.nz)]

**Sent:** Tuesday, 14 August 2018 12:38 p.m.

**To:** [servicedirector@MHAPS.org.nz](mailto:servicedirector@MHAPS.org.nz)

**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.. I will apologise for this delay in responding to this as I've just found this in my draft inbox from late July. I will also apologise if you have already received this as it wasn't in my filing.

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 |**



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Sent by: Derek  
Thompson/MOH

21/08/2018 01:18 p.m.

To: Marie Farquhar/MOH@MOH,  
cc: Sonja Eriksen/MOH@MOH, Kevin Harper/MOH@MOH,  
bcc:

Subject: Re: Fw: Letter re: Contract 256272-01 - request to pay out further funds

Hi Everyone

Yes we had been going down the path of seeking a mediation process within the MHAPS contract funds. I support the payment of the pre mediation invoice within the underspend of the contract year to date. Maree can you confirm with Fiona that we are happy for that to occur. If can't be met within the contract funds then we would need to confirm another process, I am also assuming that any further expenditure on a mediation process would require Ministry approval in advance of incurring any costs .

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

Marie Farquhar Thought you should see this, I've forw... 21/08/2018 12:16:50 p.m.

From: Marie Farquhar/MOH  
To: Derek Thompson/MOH@MOH,  
Date: 21/08/2018 12:16 p.m.  
Subject: Fw: Letter re: Contract 256272-01 - request to pay out further funds

Thought you should see this, I've forwarded to Sonja and Kevin as I couldn't remember who asked me originally to get involved with this.

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 |**



----- Forwarded by Marie Farquhar/MOH on 21/08/2018 12:15 p.m. -----

From: "Fiona Howard" <servicedirector@mhaps.org.nz>  
To: <Marie\_Farquhar@moh.govt.nz>,  
Cc: "Karen Stevens" <admin@mhaps.org.nz>  
Date: 20/08/2018 02:42 p.m.  
Subject: RE: Letter re: Contract 256272-01 - request to pay out further funds

Hi Marie,

No problem – yes, I had already received the letter and email, and the Ministry have indeed also made

the final payment to MHAPS. The group's final report was sent through to you on 19 July, in two emails, as the files as supplied to me by the group's chair were too large to be sent in one message.

We are still having invoices and accounts sent in for the group so have not yet been able to complete the financial reports. Some of this expenditure is expected, e.g. phone charges, minute-taking for the May meeting, etc. We had thought the last payments were through and had completed the GST reconciliation recently, but have since received a small account today for \$13.46 relating to the Chair's phone service which expires at the end of August – this means we will need to pay this figure and recalculate GST before the final financial report can be completed, and the remaining funds returned to the Ministry.

In the meantime, we have also received on Friday the attached invoices and statement for payment. Some group members have requested mediation with each other and apparently a pre-mediation process for two people has been undertaken with a lawyer (at the Chair's request), which has resulted in a debt so far of \$3,384.48.

There are sufficient funds remaining in the Nga Hau e Wha account from the 2017-18 year to pay this bill, but I would need permission from the Ministry to do so. This is not expenditure allowed for in the budget, and while I have told the group members involved that I would advocate for their mediation costs to be supported from the Nga Hau e Wha funds, I have also been clear that I was not able to authorise new expenditure at a time when MHAPS was exiting the contract and working to wind up the accounts.

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I would appreciate some urgent advice from the Ministry (possibly Kevin Harper?) as to how we should proceed. I note the most recent invoice is due for payment by 30 August.

Warm regards,

Fiona

*email cc-ed to MHAPS Finance Manager, Karen Stevens*

***Fiona Clapham Howard***

Te Kaihautū / Service Director

**MHAPS – Mental Health Advocacy and Peer Support**

357 Madras Street, Christchurch, 8013 – beside the Heart Foundation

P.O. Box 21020, Edgware, Christchurch 8143

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[servicedirector@mhaps.org.nz](mailto:servicedirector@mhaps.org.nz)

[www.mhaps.org.nz](http://www.mhaps.org.nz)

**From:** Marie\_@xxl mailto:Marie

~~xxl~~

**Sent:** Tuesday, 14 August 2018 12:38 p.m.  
**To:** @xxx  
**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.. I will apologise for this delay in responding to this as I've just found this in my draft inbox from late July. I will also apologise if you have already received this as it wasn't in my filing.

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 |**



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[attachment "Invoice.pdf" deleted by Derek Thompson/MOH] [attachment "Reporting Statement.pdf" deleted by Derek Thompson/MOH]

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Sent by: Kevin Harper/MOH

12/07/2018 03:05 p.m.

To: Marie Farquhar/MOH@MOH,  
cc:  
bcc:

Subject: Re: 180705 Letter to MHAPS re non renewal of contract

Hi Marie

Thanks for this, I have responded to your comment and made no other changes. Happy to sign green-sheet.

Also, sorry for delayed response, my health has meant I have been away from the office and behind on my work a bit more than I would like.

Kev

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](mailto:Kevin_Harper@moh.govt.nz)

Marie Farquhar | Kevin We had a urgent request to con... | 12/07/2018 11:02:04 a.m.

From: Marie Farquhar/MOH  
To: Kevin Harper/MOH@MOH,  
Date: 12/07/2018 11:02 a.m.  
Subject: 180705 Letter to MHAPS re non renewal of contract

Kevin

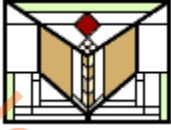
We had a urgent request to confirm the non renewal of MHAPS contract - I've drafted a letter, please amend/edit as you see fit then I will audit trail it and have you sign before Derek. Marie

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 |



- 180705 Letter to MHAPS re non renewal of contract.docx



Sent by: Nikki Thompson/MOH  
17/07/2018 09:35 a.m.

To: Marie Farquhar/MOH@MOH,  
cc:  
bcc:

Subject: Re: 180705 Letter to MHAPS re non renewal of contract

Hi Marie

This is another one that had already invoiced - I've fixed it up so just let me know when they send in their final report. Thanks N

Nikki Thompson | Business Advisor | Operational Excellence  
Ministry of Health | DDI: 04 816 4493 | <http://www.moh.govt.nz> | [mailto:Nikki\\_Thompson@moh.govt.nz](mailto:Nikki_Thompson@moh.govt.nz) |



Marie Farquhar | This is going to Derek for signing Nga... | 12/07/2018 03:40:42 p.m.

From: Marie Farquhar/MOH  
To: Nikki Thompson/MOH@MOH,  
Date: 12/07/2018 03:40 p.m.  
Subject: 180705 Letter to MHAPS re non renewal of contract

This is going to Derek for signing

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 |



[attachment "180705 Letter to MHAPS re non renewal of contract.docx" deleted by Nikki Thompson/MOH]



Sent by:  
servicedirector@mhaps.org  
g.nz

To: <Marie\_@xxk>,  
cc: "Karen" <admin@mhaps.org.nz>,  
bcc:

25/03/2019 11:47 a.m.

Subject: RE: Nga Hau e Wha - final financial report from MHAPS - for you to invoice

Morena Marie,  
I hope you had a peaceful weekend. ☺

Please find attached the final financial report from MHAPS for Nga Hau e Wha.

We have \$4,476.90 in unspent funds from the two years of the contract (July 2016 to June 2018) to be repaid to the Ministry. Please invoice us when you get a chance, and we will refund the money asap.

Warm regards,  
Fiona.

***Fiona Clapham Howard***

Te Kaihautū / Service Director

**MHAPS – Mental Health Advocacy and Peer Support**

357 Madras Street, Christchurch, 8013 – beside the Heart Foundation

P.O. Box 21020, Edgware, Christchurch 8143

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[servicedirector@mhaps.org.nz](mailto:servicedirector@mhaps.org.nz)

[www.mhaps.org.nz](http://www.mhaps.org.nz)

**From:** Marie\_@xxk [mailto:Marie\_@xxk]

**Sent:** Friday, 22 March 2019 1:03 p.m.

**To:** Fiona Howard

**Subject:** Fw: Nga Hau e Wha - final report from MHAPS - pls advise where to send funds

Fiona can you advise the amount to be refunded so I am able to raise an invoice? 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 |**

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190313 quarterly spend and repayment amount workings.pdf

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**MHAPS**  
**Nga Hau E Wha quarterly spending excl GST**  
July 2016 through August 2018

	Jul - Sep 16	Oct - Dec 16	Jan - Mar 17	Apr - Jun 17	Jul - Sep 17	Oct - Dec 17	Jan - Mar 18	Apr - Jun 18	Jul - Aug 18	TOTAL
<b>Income</b>										
<b>Nga Hau E Wha</b>										
<b>Nga Hau E Wha Income</b>										
Interest	\$ 0.31	\$ 0.43	\$ 3.53	\$ 7.24	\$ 3.68	\$ 2.04	\$ 2.43	\$ 3.55	\$ 2.07	\$ 25.28
<b>Nga Hau E Wha Income</b>	\$ 13,544.02	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -	\$ 97,544.02
<b>Total Nga Hau E Wha Income</b>	\$ 13,544.33	\$ 12,000.43	\$ 12,003.53	\$ 12,007.24	\$ 12,003.68	\$ 12,002.04	\$ 12,002.43	\$ 12,003.55	\$ 2.07	\$ 97,569.30
<b>Total Nga Hau E Wha</b>	\$ 13,544.33	\$ 12,000.43	\$ 12,003.53	\$ 12,007.24	\$ 12,003.68	\$ 12,002.04	\$ 12,002.43	\$ 12,003.55	\$ 2.07	\$ 97,569.30
<b>Total Income</b>	\$ 13,544.33	\$ 12,000.43	\$ 12,003.53	\$ 12,007.24	\$ 12,003.68	\$ 12,002.04	\$ 12,002.43	\$ 12,003.55	\$ 2.07	\$ 97,569.30
<b>Expenses*</b>										
<b>Nga Hau e Wha Payments</b>										
Accommodation	\$ 1,133.56	\$ 1,199.38	\$ 1,334.98	\$ 1,540.64	\$ 1,045.91	\$ 2,861.57	\$ 1,758.26	\$ 2,108.63	\$ 344.14	\$ 13,327.07
Administration Allocation	\$ 665.21	\$ 403.37	\$ 1,310.86	\$ 43.05	\$ 2,302.08	\$ 1,550.72	\$ 657.04	\$ 1,906.91	\$ 171.56	\$ 9,010.80
Meeting Fees	\$ 1,745.00	\$ 1,745.00	\$ 1,565.00	\$ 1,565.00	\$ 1,330.00	\$ 1,815.00	\$ 2,520.00	\$ 1,800.00	\$ -	\$ 14,085.00
Other unbudgeted items	\$ -	\$ -	\$ -	\$ -	\$ 2,427.50	\$ 893.04	\$ 253.85	\$ 2,878.22	\$ 2,943.03	\$ 9,395.64
Overheads - MHAPS Admin Fee	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 16,000.00
Travel (airfares, taxis etc)	\$ 2,036.52	\$ 4,935.37	\$ 986.77	\$ 2,997.54	\$ 4,289.19	\$ 3,600.55	\$ 3,588.46	\$ 4,926.76	\$ -	\$ 27,361.16
Venue Hire, catering and other	\$ 585.20	\$ 357.75	\$ 659.90	\$ 453.05	\$ 369.20	\$ 605.52	\$ 422.80	\$ 459.31	\$ -	\$ 3,912.73
<b>Total Nga Hau e Wha Payments</b>	\$ 8,165.49	\$ 10,640.87	\$ 7,857.51	\$ 8,599.28	\$ 13,763.88	\$ 13,326.40	\$ 11,200.41	\$ 16,079.83	\$ 3,458.73	\$ 93,092.40
<b>Total Expense</b>	\$ 8,165.49	\$ 10,640.87	\$ 7,857.51	\$ 8,599.28	\$ 13,763.88	\$ 13,326.40	\$ 11,200.41	\$ 16,079.83	\$ 3,458.73	\$ 93,092.40
<b>Net Income</b>	\$ 5,378.84	\$ 1,359.56	\$ 4,146.02	\$ 3,407.96	\$ 1,760.20	\$ 1,324.36	\$ 802.02	\$ 4,076.28	\$ 3,456.66	\$ 4,476.90

**\*Expenses**

**Accommodation:**

+ meals charged to room

**Administration Allocation:**

-Outsourced support e.d. minutes, facilitation of meetings

-Stationery, printing, photocopying

- Chair's cell phone costs

-Advertising, website costs

**Meeting fees:**

-\$160 per member, per quarter (as per MOH budget)

-up to \$1000 per year for chair's extra hours

**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

-Chair's laptop, cell phone, software

-Gifts, pounamu, cards

-Support at tangi for bereaved member