



- 4 OCT 2016



Dear 

In January 2016 you wrote to the Ministry requesting, under the Official Information Act 1982, information regarding the Moerangi Treks programme. Due to an administrative error your request was not forwarded to Ministerial and Executive Services (MaES) until 21 June 2016, the Ministry would like to take this opportunity to apologise for this oversight and subsequent delay in responding to your request.

As you were previously advised, the Ministry has searched extensively for the information you have requested, the majority of which is held in archived files that pre-date the Ministry's Electronic Database Management System. The documentation you have requested is approximately 20 years old and relates to agreements between the Moerangi Treks programme and Chid, Youth and Family Support Services who at the time were a separate entity. Consequently, the Ministry had difficulty locating all of the documentation within scope of your request.

The Ministry acknowledges that the enclosed documentation does not provide you with a fulsome story and background of the Moerangi Treks programme, this is because the Ministry is unable to locate some of the information you have requested. As such, your request is refused under section 18(e) of the Official Information Act as certain information cannot be found.

Please find enclosed the following documents which the Ministry has been able to locate. I understand that you have also made an historic claims request which will also provide you with additional information.

1. 'Approvals File' dated January 1997
2. 'Funding Contract 4-12-97#2' dated 3 December 1997
3. 'Funding Contract 23-12-97#2' dated 23 December 1997
4. 'Funding Contract 20-2-98#2' dated 20 February 1998
5. 'Funding Contract 31-3-98#2' dated 31 March 1988
6. 'Funding Contract 27_4_98#2' dated 27 April 1998
7. 'Report into allegations of mistreatment at Moerangi Treks' 29 May 1998
8. 'Memo – Eastland Youth Rescue Trust' dated 15 October 1998
9. 'Moerangi Treks Programme Outline' undated

The enclosed documentation includes the application for approval status for the programme and a copy of the subsequent contract. The Approvals function was first established in 1992 under the Community Funding Agency to support the Children and Young Person Act 1989. The Approvals function was carried out by Outreach Workers, whose role was to plan funding, manage the contract as well as complete the quality assurance (Approvals) process.

At that time an Approvals level framework existed from a level 1 through to level 3, utilising a Key Operating Policy & Procedures document (KOPP) to assess the organisation in terms of their policies and procedures in order to ensure competency.

Following a restructure in 2000, the Approvals function was transferred to Child, Youth and Family. The quality assurance function was undertaken across two teams; Iwi Māori Approvals and Child, Youth and Family Approvals. A consistent set of standards was developed to provide focus on the rights and welfare of children and young people to ensure they are first and paramount in consideration. Following a review of the Approvals processes, the Iwi Social Service Approvals Team was disbanded around 2006 and services merged into one team.

In 2013, Approvals transitioned into the Ministry of Social Development. The Ministry's Approvals team now provides services for the entire Ministry alongside the Ministry of Justice and Department of Corrections.

Providers are approved to deliver specific services. The type of services a provider delivers, or intends to deliver, determines the level of compliance, and subsequently what Ministry standards, their organisation is required to meet to become Ministry approved. Further information can be found at the following link: <https://www.msd.govt.nz/what-we-can-do/providers/approvals/accreditation-standards.html>.

Moerangi Treks was responsible for the hiring of its own staff. Its application for approval status under standards 13 and 14 of the certificate of incorporation, which relates to the recruitment and vetting of staff, states that all staff were known to the programme principals and the local community. The principals provided references from a Youth Justice Co-ordinator and a local police officer at the time they applied for approval status. Both of these documents are enclosed for your reference.

You will note that the names of some individuals are withheld under section 9(2)(a) of the Act in order to protect the privacy of natural persons. The need to protect the privacy of these individuals outweighs any public interest in this information.

Note that the document titled '*Report into allegations of mistreatment at Moerangi Treks*' makes references to a number of appendices however, the Ministry is unable to locate this part of the document and as such is also refused under section 18(e) of the Official Information Act.

Yours sincerely

A handwritten signature in black ink, appearing to read 'AW', is positioned above the printed name.

Andrea Walker
Acting Director, Approvals

APPROVAL/ANNUAL ASSESSMENT CHECKLIST TRACKING SHEET

Organisations Name Moerangi Treks

Outreach Worker's Name Section 9(2)(a)

1. Type: New Approval / -Annual Assessment

Date Received January 97

Due Date _____

Date Commenced July 97

Date Commenced _____

2. Details of Approval:

Service Type: _____

CFA Reference: _____

ORG _____

Statutory Authority:
(Circle appropriate)

CYP&F

DPCW

SS

Approval Level:
(Circle appropriate)

1

2

3

3b

4

Approval:

FULL

CONDITIONAL

3. Organisation advised/notified of receipt of application
(within 5 days by O.W. Standard Letter) _____ (date)

4. To supervisor for checking OK, to Manager Alterations reqd. back to OWKR
_____ (date/s)

5. Approval Recommendation to Mgr: To Supervisor _____ (date)

To Manager _____ (date)

6. Further Action Required: (i.e. Conditional Approval):

To Supervisor for checking. OK, to Manager Alterations reqd. back to OWKR
_____ (date/s)

Section 9(2)(a) Privacy of Natural Persons

7. Approval Signed Off _____ 20/8/97 (date)

8. To Executive Assistant to register approval and enter: _____ 20/8/97 (date)

Section 9(2)(a) Privacy of Natural Persons

9. Approval Report to Organisation & Notification Letter : EA
(Exemption Level 4) _____ 20/8/97 (date)

10. Copy of Approval to Organisation File: _____ 20/8/97 (date)

11. Copy of Approval to Approval Master File and return to OWKR: _____ 20/8/97 (date)

12. Approval Processing Time : _____ (date appl, received) to _____ (date filed)

13. Copy of Tracking Sheet to relevant Team Leader - Executive Assistant.



Community
Funding
Agency

A service of the Department of Social Welfare

25 August 1997

Section 9(2)(a)

Private Bag 1023
WHAKATANE

Dear Section 9(2)(a)

I attach a copy of the Approval Notification sent recently to Moerangi Treks, Inc by the New Zealand Community Funding Agency.

If you have any queries please contact Section 9(2)(a)

Yours sincerely,

Section 9(2)(a)

Section 9(2)(a)

Area Team Manager



from welfare
to well-being
mai i te toke i te
ora ki te crunga

25 August 1997

Section 9(2)(a)

Director
Moerangi Treks
Ruatoki Valley Road
R.D.1
WHAKATANE

Tena koe Section 9(2)(a)

NZCFA has received and considered your Application for Approval. Moerangi Treks, Inc is hereby granted Approval under S 396 of the Children, Young Persons and their Families Act 1989 in the following approval level and category: Level One Standards for Approval, Child and Family Support Service.

In order to ensure that Moerangi Treks, Inc continues to meet the appropriate standards, NZCFA will conduct Annual Assessments. Your next assessment will be due on 5 October 1998.

Information used for that Assessment will be gathered via:

- Monitoring visits to the service by an Outreach Worker, 2 time(s) during the next 12 months,
- service delivery feedback from the NZ Children and Young Persons Service (NZCYPS) and
- funding contract reports

If Moerangi Treks, Inc wishes to relinquish this approval, you must notify NZCFA in writing.

If you have any questions or concerns about this decision please contact your Outreach Worker, Section 9(2)(a)

Heoi ano,

Section 9(2)(a)

Section 9(2)(a)

Area Team Manager



from welfare
to well-being
mai i te tōko i te
ora ki te oranga

Level 1 Approval Level One Standards for Approval
S396 S 396 CYP&F Act 1989 Act

Provider: 3897 Moerangi Treks
Assessed By: Section 9(2)(a)
Date Received: 2 July 1997

672 Ruatoki Valley Road, R.D. 1
WHAKATANE

Approval Status: Approval

25 August 1997

Approval Level Assessed: 1 Level One Standards for Approval
Child and Family Support Service

SUMMARY REPORT

BACKGROUND

Moerangi Treks has submitted an application for approval at Level One Standards for approval under Section 396 of the Children, Young Person's and Their Families Act, 1989.

Moerangi Treks offer a specialist youth residential rehabilitation programme in a wilderness setting situated in Ruatoki and the upper Whakatane river.

Moerangi Treks has been providing residential care for referrals from offices of the Children, Young Person's and Their Families Service (CYP&FS) throughout New Zealand since July 1993.

Moerangi Treks is culturally appropriate and bases its programme on nga tikanga Maori, whanaungatanga and manaakitanga. The programme provides an opportunity for individuals, referred into their care, support and guidance from staff who have a life time knowledge of outdoor life skills.

Moerangi Treks is currently utilising the administrative skills of Ngati Awa Social and Health Services until staff with the skill requirements have been recruited. Ngati Awa Social and Health Service has been approved as a Child and Family Support Service.

PROCESS

The approval process is based on the new approach. The process was discussed with two of the Trustees, Section 9(2)(a) ✓

Meetings have been held on several occasions both in the Department of Social Welfare and the physical address of the organisation.

Information received from Moerangi Treks adequately addressed the Level One Standards For Approval.

DETAILED REPORT

| | |
|---|---|
| 1 | Intake and Assessment NZCFA Standards 1,2,3 & 4 Refer pages 16 to 19 Level 1 Approval Schedule of Standards |
|---|---|

Required Improvements

Conclusion

Procedures, processes and systems in place adequately meet the requirements of the standards. Although Moerangi Treks has only received referrals from the CYP&FS, the documentation developed by them meets the criteria for community and self referral clients.

| | |
|---|---|
| 2 | Placement Services NZCFA Standards 1,5,6 & 7 Refer pages 16 and 21 to 25 Level 1 Approval Schedule of Standards |
|---|---|

Required Improvements

Conclusion

Moerangi Treks operate in conjunction with Ngati Awa Social and Health Services. Clients are placed with Moerangi Treks via their administrative support back up system provided by Ngati Awa Social and Health Services. Moerangi Treks aim to be fully independent as soon as suitable staff can be recruited.

| | |
|---|---|
| 3 | Quality of Care Standards 1,8,9,10,11 & 12 Refer pages 19 and 26 to 30 Level 1 Approval Schedule of Standards |
|---|---|

Required Improvements

Conclusion

Moerangi Treks has been providing care and protection for referrals from the CYP&FS since July 1993. A review of all placements is made by the CYP&FS and Moerangi Treks to ensure quality care is paramount. All information is recorded on the appropriate forms and reviews on client progress is made frequently.

4 Personnel
Standards 1, 13, 14, 15 & 16
Refer pages 16 and 31 to 34 Level 1 Approval Schedule of Standards

Required Improvements

Conclusion

Moerangi Treks operate from a Maori perspective. All staff are qualified for their roles with the organisation. The local Hapu and resident whanau of Waikirikiri ensure tikanga Maori is maintained. Feedback from social workers within the CYP&FS indicate that service delivery and staff are effective.

5 Management
Standards 1, 17, 18, 19, 20 & 21
Refer pages 16 and 35 to 40 Level 1 Approval Schedule of Standards

Required Improvements

Conclusion

Management systems in place are adequate. The organisation is currently utilising the administrative expertise of Ngati Awa Social and Health Services. This arrangement appears to be the best option for Moerangi Treks until suitable staff can be recruited by them.

Level 1 Approval Level One Standards for Approval
S396 S 396 CYP&F Act 1989 Act

RECOMMENDATION

Moerangi Treks adequately meets the requirements for Level One Standards For Approval. The organisation continues to improve in all facets of their service delivery. The challenge for Moerangi Treks will be to become the preferred provider for the delivery of Iwi Social Services for Tuhoe.

It is recommended by the writer that Moerangi Treks be Approved at Level One Standards for Approval under Section 396 of the Children, Young Person's and their Families Act, 1989.

Approved/Not Approved

Section 9(2)(a)

Section 9(2)(a)

Area Manager

Section 9(2)(a)

Section 9(2)(a)

Outreach Worker

SERVICE PROPOSED FOR NZCFA FUNDING:

(Complete the next 2 pages for each existing or new service)

A new service is either new to your organisation, or a service not previously contracted by NZCFA

| | |
|---|---|
| What is the Service? 705 - 168 RESREHAB | |
| Who is the Service For? (ethnicity of person, age of person/people gender of person/people) | |
| Who delivers the Service? | Qualified Person <input type="checkbox"/> (Please tick one) Non-Qualified Person <input type="checkbox"/> |
| How is it delivered? (refer to "Service Types & Associated Units of Output" sheets attached) | Programme <input type="checkbox"/> Family <input type="checkbox"/> Session <input type="checkbox"/> Hours <input type="checkbox"/> Other <input type="checkbox"/> (Please tick one) |
| Organisation approved under: | CYP&F Act Section: • 396 <input type="checkbox"/> • 403 <input type="checkbox"/> (Please tick) |
| Geographical area to be covered by Service? | |

| | 1 | 2 | 3 | 4 | 5 |
|-------------------------|---------|---------|----------|------------|---|
| | Weekly | Monthly | 6Monthly | 12 monthly | |
| Power | | 140 = | 840 = | 1680 = | |
| Phone | | 240 = | 1440 = | 2880 = | |
| Stores : Price Chopper | 650 = | | | | |
| 3in Inn | 150 = | | | | |
| Super Fresh | 150 = | | | | |
| Pak n Save | 80 = | | | | |
| Taneatua Superette | 80 = | | | | |
| Do Drop Inn | 160 = | | | | |
| Butcher | 80 = | | | | |
| Milk Lady | 47 20 | | | | |
| | 1397 20 | 5588 80 | 33528 = | 67056 = | |
| Wrightson Arms | | 350 = | 2100 = | 4200 = | |
| Placemakers | | 250 = | 1500 = | 3000 = | |
| Bay Surplus | | 150 = | 900 = | 1800 = | |
| Army Surplus | | 80 = | 480 = | 960 = | |
| Service Station: Diesel | 160 = | | | | |
| Petrol | 30 = | | | | |
| Punctures | 15 = | | | | |
| Oil | 20 = | | | | |
| Chainsaw: Petrol | 10 = | | | | |
| Oil | 5 = | | | | |
| Lawn-mower | 10 = | | | | |
| | 252 = | 1008 = | 6048 = | 12096 = | |
| Boats | 40 = | 160 = | 960 = | 1920 = | |
| | 292 = | 1168 = | 7008 = | 14016 = | |
| Gang Autos | | 80 = | 480 = | 960 = | |
| Chainsaws - Motors | | 80 = | 480 = | 960 = | |
| Stationery - Postage | | 50 = | 300 = | 600 = | |
| Chemist - (photos) | 40 = | 160 = | 960 = | 1920 = | |
| - medical | 20 = | 80 = | 480 = | 960 = | |
| Videos | 30 = | 120 = | 720 = | 1440 = | |
| Drum - Tackle | | 80 = | 480 = | 960 = | |
| Bait - Tackle | | 80 = | 480 = | 960 = | |

| | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|-----------------------------------|--------------|-------|--------|--------|---------|-----------|------------|----|----|
| | | | | Weekly | Monthly | 6 Monthly | 12 monthly | | |
| Farmers Trading Co: socks | | | | | 98 90 | | | | |
| | Track pants | | | | 150 = | | | | |
| | T. Shirts | | | | 100 = | | | | |
| | Underwear | | | | 100 = | | | | |
| | | | | | 448 90 | 2693 40 | 5386 80 | | |
| Warehouse: | Jerseys | | | | 200 = | 1200 = | 2400 = | | |
| | Shorts | | | | 100 = | 600 = | 1200 = | | |
| | Kitchenware | | | | | 500 = | 1000 = | | |
| | Linen | | | | | 500 = | 1000 = | | |
| | Misellious | | | | | 1000 = | 2000 = | | |
| | | | | | 300 = | 3800 = | 7600 = | | |
| Taneatua Autos & Rally Sutherland | | | | | | | | | |
| "H Vehicles | Wor, Repairs | | | | | | | | |
| 1 Tractor | | | | | | | | | |
| 2 Jet Boats | | | | | 700 = | 4200 = | 8400 = | | |
| Motor Vehicle Registrations | | | | | | | 656 = | | |
| Diesel Vouchers - | | | | | | | | | |
| \$40,000 Km each vehicle | | | | | | | | | |
| @16 1000 kms \$640. 3 vehicles | | | | | | | 1920 00 | | |
| Lease - Buildings & Land | | 250 = | 1000 = | 6000 = | 12000 = | | | | |
| - Equipment | | 250 = | 1000 = | 6000 = | 12000 = | | | | |
| - Livestock | | 250 = | 1000 = | 6000 = | 12000 = | | | | |
| Insurances - Buildings | | | | | | | 511 60 | | |
| - Contents | | | | | | | | | |
| - Vehicles | | | | | | | 2054 40 | | |
| Maintenance - Buildings | | | 100 = | 600 = | 1200 = | | | | |
| - Livestock (vet) | | | | 600 = | 1200 = | | | | |

\$ 64928.80

COMPANIES OFFICE

Private Bag 3090
HAMILTON
DX GX10053
Telephone: (07) 839-5055
Fax: (07) 839-4348



17 January 1997

In Reply Please Quote:
834287/NRNAPPT/TJM

Moerangi Treks

Section 9(2)(a)

672 Ruatoki Valley Road
R D 1
Whakatane

MOERANGI TREKS

Enclosed is the Certificate of Incorporation.

Please contact Section 9(2)(a) if you have any enquiries regarding this certificate.

Section 9(2)(a)

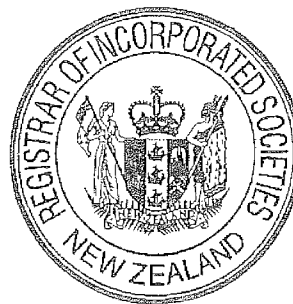
Section 9(2)(a)

Registrar of Incorporated Societies

CERTIFICATE OF INCORPORATION
of

MOERANGI TREKS
(HN/834287)

This is to certify that MOERANGI TREKS was incorporated under the Charitable Trusts Act 1957 on the 16th day of January 1997.



Section 9(2)(a)

Section 9(2)(a)

Registrar of Incorporated Societies
17 January 1997

DECLARATION

IN THE MATTER of Section 10(2)(b) of the
Charitable Trusts Act 1957

AND

IN THE MATTER of an application by
Moerangi Treks TRUST for
incorporation as a Board

I, Section 9(2)(a), 672 Ruatoki Valley Road, R D 1, Whakatane, Manager do solemnly and
sincerely declare as follows:

1. THAT I am a subscriber to the application for Incorporation as a Charitable Trust of Moerangi
Treks TRUST.
2. THE only trusts on which I this applicant or any other applicants hold property are those set
out in the document accompanying the application. There are no other Trusts.

AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the
Oaths and Declarations Act 1957

DECLARED at

by the said Section 9(2)(a) Section 9(2)(a)
this day of 7th December 1977 before me

Section 9(2)(a)

A Solicitor of the High Court of New Zealand
or Justice of the Peace
or Registrar of the Court of New Zealand

APPLICATION FOR INCORPORATION

IN THE MATTER of the Charitable Trusts Act 1957

AND

IN THE MATTER of the *Moerangi Treks TRUST*

1. We, being Trustees for the Moerangi Treks TRUST hereby apply to be incorporated as a Board under the provisions of the Charitable Trusts Act 1957.
2. We desire the name of the Board to be Moerangi Treks TRUST.
3. The registered office of the Board is to be at 672 Ruatoki Valley Road, R D 1, Whakatane.
4. This application is made with the authority of the undersigned Trustees:

Section 9(2)(a)

672 Ruatoki Valley Road, R D 1, WHAKATANE
Manager

Section 9(2)(a)

Ruatoki Valley Road, R D 1, WHAKATANE
Hunter

Section 9(2)(a)

30 Paterson Place, WHAKATANE
Area Manager

Section 9(2)(a)

Section 9(2)(a)

2 Porritt Drive, TANEATUA
Supervisor

Section 9(2)(a)

Section 9(2)(a)

672 Ruatoki Valley Road, R D 1, WHAKATANE
Clerk

5. The said society is not itself incorporated.
6. The following documents are attached to this application:

Certified copy of the Deed of Trust
Declaration under Section 10(2)(b) of the Charitable Trusts Act 1957
Approval of name under the Charitable Trusts Act 1957.

| Name | Address | Occupation | Signature |
|-----------------|---|--------------|-----------------|
| Section 9(2)(a) | 672 Ruatoki Valley Road, R D 1, Whakatane | Manager | Section 9(2)(a) |
| Section 9(2)(a) | Ruatoki Valley Road, R D 1, Whakatane | Hunter | |
| Section 9(2)(a) | 30 Paterson Place, Whakatane | Area Manager | |
| Section 9(2)(a) | 2 Porritt Drive, Taneatua | Supervisor | |
| Section 9(2)(a) | 672 Ruatoki Valley Road, R D 1, Whakatane | Clerk | |

Witness to all the above signatures: Section 9(2)(a)

Address: 516 REID R.D. WHAKATANE

Occupation: Hunter

DATED THIS 7 DAY OF JAN 1967

CERTIFIED COPY OF DEED OF TRUST

IN THE MATTER of the Charitable Trusts Act
1957

AND

IN THE MATTER of the *Moerangi Treks*
TRUST

THIS DEED OF TRUST made the 7th day of January 1977 by:

Section 9(2)(a)

hereafter called "The Trustees".

1. THE Trustee shall hold the said sum of \$10.00 (ten dollars) as the initial Trust Fund, on trust along with any other money or property received by the Trust to execute the aims set forth in Appendix A of this document.
2. THE Trustees are entitled to apply to be incorporated as a Board under the Charitable Trust Act 1957 to execute the aims, powers, authorities and rules set forth in Appendix A and B of this document.

SIGNED by the said

Section 9(2)(a)

Section 9(2)(a)

WITNESS to the above subscribers:

Name:

Section 9(2)(a)

Address: 516 REID RD WHAKATANE

Occupation: Hunter

Section 9(2)(a) 672 Ruatoki Valley Road, R D 1, Whakatane hereby certify that I am one of the subscribers to the application for incorporation by Moerangi Treks TRUST and that the above rules are a true copy of those adopted by the Trust Board.

Section 9(2)(a)

SIGNED by the said

Section 9(2)(a)

APPENDIX A

(To be adopted by the Board on Incorporation of the
Moerangi Treks TRUST)

1 AIMS:

Moerangi Treks is committed to providing a safe, stimulating environment that reflects Tikanga Whanau to young male youth who are socially disadvantaged and living in crisis situations and to awhi their physical, emotional, mental and spiritual needs.

- 1.1 TO provide residential accommodation for youths in crisis situations in a supported living environment.
- 1.2 TO adopt a holistic approach to the total well-being of each individual within the system.
- 1.3 TO support each individual towards an identifiable improvement in his ability to re-integrate into family, whanau life and into the wider community.
- 1.4 TO promote and develop recreational, social, cultural, educational and economic welfare of youth and provide on-going opportunities for work-based training.
- 1.5 TO run programmes, projects and activities which foster co-operative attitudes and approaches to living with others.
- 1.6 TO instill self-esteem and an attitude towards independence and regard for the needs of others and develop social and communication skills.
- 1.7 TO develop a sense of collective responsibility in learning skills and completion of work and tasks related to employment initiatives.
- 1.8 TO instill in all who use the services, respect for the isolated environment in which the services are operated.
- 1.9 TO seek, accept and receive donations, subsidies, grants, endowments, gifts, legacies, loans and bequests either in money or in kind or partly in kind for all or any of the purposes and objects of the Board and to carry out any specified trust attaching or relating to the same to the intent that donations, grants, etc made to the Board may be made for the benefit of the general purposes of the Board or may be made for some purposes within the general objects of the Board specified in particular cases by the donor or donors, and lender or lenders.
- 1.10 TO carry on any other charitable object which may seem to the Board capable of being conveniently carried on in connection with the above objects or calculated directly or indirectly to advance the objects of the Board or any of them.

2 POWERS AND AUTHORITIES:

IN ORDER to carry out the objects and purposes for which the Board is established, the Board may exercise ALL or ANY of the following powers and authorities:

- 2.1 TO purchase, take on lease or as gift or otherwise acquire land, chattels of any kind, or any real or personal property, and hold the same upon the trusts hereof.
- 2.2 TO lease, let or grant the use of land and/or buildings or parts thereof held by the Board on limited terms for any lawful purpose or furtherance of the objects of the Board and apply the rents, commission or other payment whatsoever accruing to the objects of the Board.
- 2.3 TO sell, demolish or otherwise dispose of any real or personal property vested in the Board but only in furtherance of the trusts hereof.
- 2.4 TO engage in any business or transaction capable of being conducted to directly or indirectly benefit this Board and for that purpose to take or otherwise acquire and hold and dispose of shares in any company having objects similar to those of the Board. However, no member of the Board or any person associated with the Board who is able to determine or materially influence in any way the determination or nature or amount of any benefit, advantage or income, is entitled to receive any such benefit, advantage or income, except as provided by Section 61(27) of the Income Tax Act 1976.
- 2.5 TO enter into any arrangement with any government or authorities supreme, municipal, local or otherwise that may seem conducive to the Board's objects or any of them to obtain from any such government or authority any rights, privileges and concessions which the Board may think it desirable to obtain and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- 2.6 TO construct, alter, restore, improve, maintain, develop, work, manage, carry out or control any buildings or works or do anything whatsoever as the Board may deem necessary or convenient or calculated to advance directly or indirectly the objects of the Board and to develop, lay out and plant any land and to prepare the same for building and any other purposes consonant with the objects of the Board and to enter into contracts and arrangements of all kinds with architects, builders and others.
- 2.7 TO acquire, hire, operate and maintain any means of transportation either of persons or goods or both that the Board may deem necessary or desirable for the carrying out of the objects of the Board and to make such charges for their use as the Board thinks reasonable.
- 2.8 TO purchase, acquire, obtain and hold any policy of assurance or insurance in the name of the Trust, such assurance or insurance to include but not be limited to any Public Liability insurance, fire insurance, equipment insurance and building and chattel insurance the Trust may purchase, acquire, obtain and hold from time to time.
- 2.9 TO enter into contracts of employment or service with any person, body, society (whether incorporated or not) or to appoint managers, agents and attorneys in New Zealand or any part of the world to further all or any of the purposes and objects of the Board and to remunerate such persons, bodies or societies for their services by way of salary or commission or reimbursement of expenses, on such terms as the Board thinks fit.

- 2.10 TO lend money to any person, body or society whether incorporated or not on such terms as the Board may think fit and to guarantee the performance of contracts by any such persons but only in furtherance of the objects of the Board.
- 2.11 TO borrow from time to time at the discretion of the Board from any person, body or society whether incorporated or not any sum or sums of money on the security of all or any of the Board's property, real or personal assets and effects either under legal mortgages or charges with powers of sale and other usual powers or by any other securities of the Board or without security and generally on such terms and conditions as to rate of interest or otherwise as the Board thinks fit and the Board may also borrow money from the Board's bankers on overdraft or otherwise and with or without security.
- 2.12 TO invest subject to the terms of any trust or grant or endowment any money held by or on behalf of the Board in any securities in which trust funds may be invested by trustees in accordance with the Trustees Act 1956 and any other statutory authority or in such other manner as the Board may approve : and pending disbursement of any money held by or on behalf of the Board to deposit the same so as to yield interest in such manner as the Board may approve.
- 2.13 TO draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange (bills of lading) warrants, debentures and other negotiable or transferable instruments.
- 2.14 TO obtain any provision order or Act of Parliament or town planning ordinance classification designation or by-law for enabling the Board to carry out any of its objects or for any other purposes which in the opinion of the Board is directly or indirectly conducive to the carrying out of the objects of the Board and to oppose any proceedings, applications, classifications, designations, orders, Acts, ordinances or by-laws which may seem to be likely directly or indirectly to prejudice or injure the interests, objects and purposes of the Board.
- 2.15 TO apply the assets and income of the Board towards all or any of the previously mentioned objects and purposes as the Board may in its absolute discretion think fit PROVIDED HOWEVER that any use or distribution of assets and or income shall be within New Zealand and subject to the provisions of Clause 2.4 of this Appendix.
- 2.16 TO wind up the Board voluntarily if at a general meeting a majority of the Board passes a resolution requiring the Board to be wound up and the resolution is confirmed at a subsequent special or general meeting called for that purpose and held no sooner than 28 days and no later than 42 days after the date on which the resolution so to be confirmed was passed. If, in the event of such winding up or on dissolution by the Registrar, or in the event that it becomes impossible or impracticable or inexpedient to carry out the charitable purpose for which any money is held, or if the amount available is inadequate to carry out that purpose or the purpose has been effected already or is illegal, useless or uncertain, there remains, after the satisfaction of all costs, debts, and liabilities, any surplus whatsoever, the same shall not be distributed but shall be disposed of by the Court or as the Board shall direct at a special meeting PROVIDED HOWEVER such surplus shall only be distributed to any charitable organisation or body within New Zealand with objects similar to the objects of this Board and which has a similar charitable purpose or purposes.
- 2.17 TO do all such other things as may be incidental or conducive to the attainment of any of the foregoing objects or the exercise of any of the foregoing powers.

- 2.18 THE object described in Clause 1.1 of the AIMS of this document is the primary object of this Board. None of the clauses, powers or authorities conferred upon the Board under clauses 1.2 to 1.11 (inclusive) are to be deemed subsidiary or ancillary to any other clauses, powers or authorities (except where content expressly requires) and the Board is fully empowered to exercise all or any of the powers and authorities independently of each other PROVIDED THAT all of the powers or authorities are exercised in pursuance of the objects (described in clauses 1 to 1.11 for which the Board is established.
- 2.19 NO resolution of any meeting will be able to alter or add to the powers and authorities of the Board unless it is carried by a majority of at least two-thirds of the Board members present entitled to vote at that meeting. And no alteration, amendment or addition may be made to the powers and authorities which will affect the charitable status as approved by the Commissioner of Inland Revenue, or conflict with any of the provisions of the objects described in clauses 1 to 1.11, or contravenes the provisions of the Charitable Trusts Act 1957.

APPENDIX B

(For adoption on incorporation by the *Moerangi Treks TRUST*)

3 RULES

3.1 Funds and Properties

The funds and property vested in the Board shall be administered by the Board members in accordance with these rules:

- (a) All funds received by the Board shall be paid to the credit of the Trust into a bank account as appointed by the Board.
- (b) The Board through its Treasurer will keep proper books of account and will prepare annual accounts which are to be audited.
- (c) All cheques, withdrawal slips and other negotiable instruments drawn on the Board's account will be signed by the Treasurer and one of two other Board members appointed by resolution of the Board.
- (d) The Secretary or Treasurer will have the power to receive and give receipt for income given or lent to the Board and every receipt is an effective discharge for the income to have been received.
- (e) No part of the income or property of the Board shall be paid or transferred directly or indirectly by way of profit to any Board member or associated person PROVIDED THAT nothing herein contained shall preclude any reasonable payment to a Board member or associated person for services rendered, travel, expenses or for goods supplied or by way of interest on monies borrowed from or by way of rent for premises let or leased to the Board by any Board member or associated person at no more than then current market rates for interest or rent on those types of transactions.

3.2 Constitution of the Board

- (a) The Board will have between three (3) and seven (7) members.
- (b) The Trustees named in the Deed of Trust, of which this Appendix B is an annexure will be the original Board members, and their appointment will commence from the Date of this Deed of Trust.
- (c) A Board member will hold office until the next Annual General Meeting of the Board unless prior to this date he or she:
 - (i) Resigns
 - (ii) Becomes lunatic or of unsound mind
 - (iii) Fails to attend three consecutive Board meetings without adequate explanation.
 - (iv) Dies
 - (v) Is removed from the Board according to clause 3.2(d)

- (d) A Board member may be removed from the Board if he or she is deemed to have failed to fulfil the duties of Trusteeship by a vote of at least two-thirds of the Board members at a General Meeting. The Board member concerned must be given:
- (i) At least 14 days notice of the proposed removal
 - (ii) The reasons for the proposed removal
 - (iii) An opportunity to reply at the meeting considering his or her removal
- (e) Any Board member may resign from the Board by giving notice in writing to the Secretary of The Board and the resignation will take effect from the date the notice is received by the Secretary.
- (f) Vacancies in membership of the Board shall be filled by the remaining Board members who will have regard to the need to appoint persons interested in the Board's objects and capable of assisting the Board to carry out its objects by their skill, expertise, profession, standing in the community or other qualification.
- (g) At the second annual general meeting of the Board one of the first appointed Board members shall retire and at each succeeding annual general meeting another of the first appointed Board members shall retire in each case by agreement of the Board members or failing agreement by lot; and Board members subsequently appointed shall retire at the second annual general meeting of the Board following his or her appointment.
- (h) A retiring Board member may be eligible for re-election.

3.3 The Board members shall be responsible for the management of all the affairs of the Board and may exercise all the powers and authorities conferred by these present or by law.

3.4 Proceedings of Board Members

- (a) Subject to the subsequent provisions of this Clause 3.4 the Board members shall meet together for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit.
- (b) Questions arising at any meeting shall be decided by consensus.
- (c) The chairperson or any 2 Board members may at any time summon a meeting of the Board members. Notice of meetings may be given orally by the Secretary 3 days before the proposed meeting.
- (d) The quorum necessary for the transaction of the business of the Board members shall be one half plus one of the members of the Board.
- (e) The continuing Board members may act notwithstanding any vacancy in their body but if and so long as their number is reduced below the number fixed by or to the regulations of the Board as the necessary quorum of members the continuing member or members may act for the purpose of increasing the number of members to that number but for no other purpose whatsoever.

- (f) The Board members shall elect a Chairperson of their meetings and determine the period for which he or she is to hold office but if no such Chairperson is elected or if any meeting the Chairperson is not present within five minutes after the time appointed for holding the meeting the Board members present may choose one of their number to be Chairperson of the meeting.
- (g) The Board members may at any meeting appoint two or more members of their body to be a subcommittee for making any enquiry or for superintending or transacting any business but every act and proceeding of a subcommittee shall be submitted to a meeting of board members for approval. Any subcommittee of Board members may co-opt for the purposes of consultation and advice persons who are not members of the Board and may terminate such co-optation.
- (h) A subcommittee may elect a Chairperson of its meeting and if no such Chairperson is elected or if at any meeting the Chairperson is not present within five minutes after the time appointed for holding the meeting the subcommittee members present may choose one of their number to be Chairperson of the meeting.
- (i) A subcommittee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the subcommittee members present and in case of an equality of votes the Chairperson shall have a second or casting vote.
- (j) A resolution in writing signed by all the Board members entitled to receive a notice of a meeting of Board members shall be as valid and effectual as if it had been passed at a meeting of Board members duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more Board members.
- (k) The financial year of the Board shall end on the 31st day of March in each year.
- (l) In the month of June in each year the Board members will hold an Annual General Meeting. The business of the annual general meeting will be:
- i. To receive and consider the Annual Report; and
 - ii. To receive, consider and adopt the audited Income and Expenditure Account and Balance Sheet; and
 - iii. To appoint Board members without prejudice to the power of the Board to appoint board members at other meetings of the Board; and
 - iv. To elect an Auditor; and
 - v. To consider any resolution notice of which has been given in writing to the Secretary at least 14 days before the date of the meeting.
- (m) A meeting of the board members may be called at any time by direction of the Chairperson or of two Board members and shall be called within 14 days after receipt by the Secretary of a requisition signed in that behalf.

- (m) Notice in writing of all meetings of Board members specifying the object or objects of such meeting shall be posted by the Secretary to the Board members at least seven days prior to the date fixed for the holding of any meeting, PROVIDED THAT by agreement of Board members notice may be given orally.

3.5 Minute Book

All proceedings of Board members shall be recorded in the form of minutes entered in a proper Minute Book.

3.6 Secretary and Treasurer

A Secretary and Treasurer may be appointed by the Board members for such term at such remuneration and upon such conditions as they think fit and any Secretary and Treasurer so appointed may be removed by them.

3.7 The Seal

The Board members shall have the safe custody of the Common Seal and the Board members may from time to time by resolution change, alter or adopt any new such seal as they may deem proper. The Common Seal shall not be affixed to any document except by the authority of the Board members previously given and shall be so affixed in the presence of two board members who shall affix their signatures to every document so sealed.

3.8 Indemnity

The Board members, Secretary, Treasurer and other officers if any, shall be indemnified by the Board from and against all losses and expenses properly incurred by them in or about the discharge of their respective duties.

3.9 Auditor

The accounts of the Board shall be audited by a suitably qualified person who shall not be a member of the Board and who shall be appointed annually by a majority of the Board members.

3.10 Alteration and Additions to the Rules

These rules may be altered or added to at any meeting of the Board subject to the following conditions:

- (a) Notice in writing of the proposed alterations or additions to the Rules will be given to each Board member.
- (b) The meeting may amend any such proposals.
- (c) No resolution of any meeting must effect any alteration or addition to the Rules unless it is carried by a majority of at least two-thirds of the Board members present at that meeting and entitled to vote.

- (d) That no rescission, alteration, amendment or addition to these Rules will be made which would affect the charitable status as approved by the Commissioner of Inland Revenue or be in conflict with any of the provisions of the objects or powers of the Board or of the Charitable Trusts Act 1957 or override the provisions of clauses 2.4 and 2.15 of Appendix A.

3.11 Accounts

The Board members shall cause proper books of account to be kept in which shall be kept full, true and complete accounts of the affairs and transactions of the Board. The books of account shall be kept at the Board's office or at such other place or places as the Board members think fit and shall always be open to the inspection of any Board member.

MOERANGI
TREKS

RELEASED UNDER THE OIA

INTRODUCTION

Moerangi Treks offers a specialist tikanga whanau service for the rehabilitation of youths. It operates in a distinctively different way as a camp and bush wilderness experience programme; a caretaker venture that is whanau initiated, designed and controlled. The youths who come to stay at Moerangi Treks are engaged in activities designed to develop a competence in their ability to cope, learn and experience a positive co-operative lifestyle with outdoor pursuits and life skills. This lifestyle has its roots in Maoritanga (Tuhoe) Mataatua Rohe.

STANDARD 1

PARAMOUNTCY

As per Section 6 of the Children, Young Persons and Their Families Act 1989 (CYP&F Act 1989), Moerangi Treks provides services that put the young person's welfare and interests as the first consideration. Issues of wellbeing and the safety of a young person are taken into account and there is involvement with the whanau/family of the young person, although where referrals are from the Children, Young Persons and Their Families Service (CYPFS), Social Workers from this service fulfill the function of liaison with family/whanau. The paramountcy principle is specifically included in Moerangi Treks Code of Practice and Job Description. It is implied in other documents.

STANDARD 2

INTAKE

With referrals from CYPFS, the initial intake is carried out by Social Workers from this Service.

Moerangi Treks, however, has its own intake procedures. Refer to "Appendix for Standard 2 - Information Sheet".

Referrals to Moerangi Treks can be made by telephone, letter or in person. Moerangi Treks will respond by taking down details of the referral and outlining what services they offer, to determine whether the placement will be suitable. Consultation takes place with other whanau members of Moerangi Treks and there is a discussion on the proposed placement. After this a placement will be confirmed, or a referral made to another organisation or the placement declined with reasons given, eg, (not a suitable place for this particular youth).

STANDARD 3

CULTURAL APPROPRIATENESS

Moerangi Treks complies with Section 6 of the CYP&F Act, by putting the young person's welfare and interests first, and provides services that are culturally appropriate endeavouring to match the youth's needs with Moerangi Treks' programme strengths.

All Tutors at Moerangi Treks have a knowledge of Tikanga and Te Reo Maori, actively demonstrating and teaching it and have strong links with the local hapu and iwi (Tuhoe) Mataatua Rohe

When a referral is made to Moerangi Treks from CYPFS, this placement is deemed culturally appropriate as the assessment, intake and matching is done by CYPFS Social Workers who work under a bi-cultural policy.

Other referrals to Moerangi Treks are assessed and matched according to the individual needs (including cultural) of the youth and the influence and benefit that can be gained by being at Moerangi Treks.

Any inappropriate referrals are declined.

STANDARD 4

ASSESSMENT

Referrals made to Moerangi Treks from the CYPFS are investigated and assessed before a referral is made by the Social Workers of that Service. Placements are made with a Care Agreement or as an outcome from a Family Group Conference (FGC), eg, Supervision with Activity. Other CYPFS placements are negotiated case by case with Moerangi Treks.

Referrals other than from CYPFS are dealt with on the individual circumstances of each case, with an agreement entered into before placement (see attached form "Agreement with Moerangi Treks").

The process is that Moerangi Treks:

- 1 **Gathers information and makes a record** - refer to Information Sheet on which details are recorded.
- 2 **Forms an assessment and makes a decision** - this is by the whanau group discussion and decision making process, of matching the youth's needs to the programme activities.
- 3 **Review** - reviews are ongoing and can be done daily, weekly, etc, as appropriate. A diary is kept and also a photographic record is made of the youth's progress at Moerangi Treks.
- 4 **Liaison** - is carried out with CYPFS or with other referral sources, to discuss the placement plan or other issues.

Refer to "Appendix for Standard 4" for the Agreement with Moerangi Treks.

STANDARD 5

PLANNING

All plans for youths take into account Section 6 of the CYP&F Act, that puts the welfare and interests of the young person first.

With referrals from CYPFS, the placement plan is negotiated by this Service. Moerangi Treks however will discuss aspects of a plan and comment on it with the Social Worker involved.

Other referrals to Moerangi Treks are negotiated case by case, with time frames in place and expected outcomes discussed. Services and support to be given by Moerangi Treks are outlined as part of the agreement plan, along with review procedures and ongoing monitoring. All necessary details are captured on the Information Sheet and discussed with the referral person.

Refer to Moerangi Treks Information Sheet and Agreement.

STANDARD 6

PLACEMENT

For CYPFS referrals, the process for exploration of possible caregivers amongst a young person's wider family, hapu or iwi or involved friends, etc, is the responsibility of that Service.

For other referrals, Moerangi Treks discusses the reason why a referral is being made to them and why there is no other suitable placement. This comes up under "Reason for referral to Moerangi Treks" on the Information Sheet. If it is agreed that a placement is suitable and will be in the welfare and interests of a young person, then an agreement will be entered into, outlining the length of stay, etc.

RELEASED UNDER THE OIA

STANDARD 7 MATCHING OF NON-FAMILY CAREGIVERS TO CLIENTS

Refer to comments made in Standard 6. For referrals from CYPFS this is their responsibility and the matching of a youth's needs with Moerangi Treks is discussed before placement.

For other referrals, every effort is made to be clear about what the youth's needs are and how Moerangi Treks activities can achieve these needs, given the outdoor pursuits programme Moerangi Treks has in a group living environment.

STANDARD 8 REVIEW OF PLACEMENTS

For referrals made by CYPFS, support and review of placements is made by this Service in consultation with Moerangi Treks.

For other referrals this is discussed and recorded on the Information Sheet under "Proposed Length of Stay", "Monitoring", "Review Date" and "End of Placement Details" when a referral is accepted into Moerangi Treks.

Reviews are done daily, weekly or whenever appropriate during a youth's stay.

STANDARD 9 RETURNING HOME

For CYPFS placements with Moerangi Treks, the returning home process and any conditions including the involvement of Counsel for the Child is the responsibility of the CYPFS Social Worker, who liaises with Moerangi Treks over the timing and process used.

For other referrals this is negotiated on a case by case basis with Moerangi Treks, with the interests of the young person being considered first. The Information Sheet records details under the "End of Placement Details". The present circumstances of the youth's family/whanau situation will be discussed and a decision made as to the right time and process for the return of the young person. The youth's own viewpoints will also be taken into account as to where the next placement will be. Where appropriate, Moerangi Treks will provide advice and assistance to ensure a successful return home or check out an alternative placement.

STANDARD 10 PROVISION OF CARE

Moerangi Treks offers a specialist small scale rehabilitation camp and bush wilderness experience programme. For such a programme that relies on the outdoors, the provision on physical care is adequate, with appropriate emotional, psychological, social, spiritual and cultural care catered for in a lifestyle of Tuhoe Maoritanga.

The provision of care is whanau initiated, designed and controlled and allows a youth to engage in activities that create a positive, co-operative lifestyle. Health, recreation and educational needs are included in the programme (see attached copy of the "Brief Report on Moerangi Treks" Appendix for Standard 10).

The best interests of a young person and their welfare is the first consideration and provision is made to keep them safe from risk and harm, both personal and environmental.

- There is a first aid kit and staff who have undertaken first aid training.
- Instructions for dealing with medicine are recorded on the Information Sheet at referral time.
- Moerangi Treks have a Civil Defence Plan and a Guide to Occupational Safety and Health (refer Standards 20 and 21).

Parents or usual caregivers will be advised of any serious emergency or significant incident involving a youth, eg, if they are hospitalised.

For referrals from CYPFS - the Service will be advised of any serious emergency or significant incident involving a young person. If a youth wishes to talk to a Social Worker from CYPFS this will be arranged as soon as practicable and the Service will be consulted where practical about any access visits to home or other place, if these are not part of the plan or previously agreed to.

STANDARD 11 DISCIPLINE

Moerangi Treks have a Code of Practice which Tutors know of and have access to.

Refer to "Appendix for Standard 11 - Code of Practice".

RELEASED UNDER THE OIA

STANDARD 12 PROCEDURE FOR COMPLAINTS

This is covered in the Code of Practice referred to in Standard 11.

RELEASED UNDER THE OIA

STANDARD 13 RECRUITMENT OF STAFF AND CAREGIVERS

Refer to "Appendix for Standard 13 - Equal Employment Opportunities Plan and Job Description".

Tutors are recruited from the local community and references obtained orally from a wide selection of community people as well as first hand knowledge of present functioning and history of the Tutor and their whanau.

STANDARD 14 STAFF VETTING

The Tutor vetting process used by Moerangi Treks is one of first hand knowledge not only of the background and whanau history of the Tutor, but also the present functioning of them in the local community.

Referees are local and well known to both Moerangi Treks and the Tutor. In this rural community, the behaviour of a staff member is monitored effectively through whanau, hapu and iwi connections.

Refer to "Appendix for Standard 14 - Statement of Declaration".

STANDARD 15 STAFF AND CAREGIVER TRAINING

Tutors are expected to be competent in the areas identified in their Job Description which lists their responsibilities, relationships and accountabilities.

Induction training to Moerangi Treks is "on the job" - Tutors are specialists in the area they work in and bring their own expertise and experience. At whanau meetings of Moerangi Treks ongoing training needs are discussed.

Moerangi Treks will encourage and support Tutors to attend training that is appropriate for understanding the needs of youth and appropriate for the outdoor pursuits programme that they offer.

STANDARD 16 STAFF AND CAREGIVER SUPERVISION

The design and delivery of Moerangi Treks services is whanau initiated, designed and controlled. Tutors are specialists in their own fields, are self reliant and accountable not only to the youths in their care, but to the wider local hapu and iwi members. They have mana and standing in the local community and have been individually selected for the tasks they do. They are competent and self motivated with a knowledge of Te Reo and Tikanga Maori.

Supervision, support and guidance for Tutors is given by a whanau process, which offers regular and appropriate feedback and discussion on the activities staff are involved with in this specialist area of work. As Tutors work closely together in this small scale venture, there is a shared responsibility of the activities, tasks and issues involved.

STANDARD 17 MANAGEMENT STRUCTURE

Moerangi Treks offers a specialist small scale service which is whanau initiated, designed and controlled and this means a flattened management structure of a small group of people who work co-operatively together from a shared community background.

For the purposes of this approval the person designated as "Director" is Rapaera Black. He is accepted as the whanau nominated person for this position and signs official documents to this effect.

Other whanau members are:

Director -
Secretary -
Treasurer -
Committee
Members -

Section 9(2)(a)

Decision-making involves a 'group method' of discussing and resolving issues.

Refer to "Brief Report on Moerangi Treks" attached to this application.

STANDARD 18 FINANCIAL MANAGEMENT

Moerangi Treks is a small scale outdoor pursuits camp and bush venture, that operates a very simple financial management system, appropriate to it's needs.

Finances are managed competently and records kept of Income and Expenses. Bank Statements of Moerangi Treks can verify these amounts and provide an audit.

The major assets involved in the venture, eg, land, are held in common with other whanau members, hapu and iwi.

Forward financial planning is discussed both within Moerangi Treks and with the people making referrals to them, when a placement is planned, to ensure financial stability and that the welfare and interests of a young person are not jeopardised by inadequate funding.

Moerangi Treks will provide a projected budget, should this be required.

STANDARD 19 MONITORING

Records are kept of referrals made (refer Standard 2 - Intake Information Sheet) and placements are reviewed (refer Standard 8).

Internal monitoring is carried out by whanau huis and discussion on a daily, weekly, monthly basis with all or some of the Tutors.

Feedback is usually in an oral form, coming from youths who have stayed at Moerangi Treks and their ongoing contact after they leave and also the services that refer youths.

Evaluations of Moerangi Treks' operation are carried out in an appropriate whanau tikanga manner and involve waikirikiri marae members when necessary.

Accountability is first to the young person and their whanau.

Moerangi Treks will supply the names and telephone numbers of relevant people who can supply feedback on their activities.

Records are kept and stored according to the Privacy Act 1993. Privacy principles under the Act refer to the correct and lawful collection, storage, use, access to, accuracy, correction and disclosure of personal information.

Information on youths is collected for the use of Moerangi Treks while the youth is in residence there and is not available to other youths or unauthorised people. Records are kept safe and secure.

STANDARD 20 DISASTER MANAGEMENT

Moerangi Treks has a Civil Defence Plan, suitable for the outdoor pursuits programme they offer in the camp and bush environment they live in. The plan is reviewed and monitored.

Youths who come to stay at Moerangi Treks read the Civil Defence Plan and know where to locate it.

Refer to "Appendix for Standard 20 - Civil Defence Plan".

STANDARD 21 OCCUPATIONAL SAFETY AND HEALTH

Moerangi Treks endeavours to provide a safe and healthy environment with safe equipment, methods and practices suitable for the outdoor pursuits programme they offer in the camp and bush environment they live in.

Youths who come to stay at Moerangi Treks are instructed on the safe use, storage and maintenance of equipment. They are also informed of the risks and dangers involved in living in a camp and bush environment and methods of safe practice are outlined to them.

Refer to "Appendix for Standard 21- Guide to Occupational Safety and Health".

MOERANGI TREKS

INFORMATION SHEET

Referral

Made by _____ Contact Phone No _____ Date _____

NAME OF YOUTH

Surname _____ First Names _____

Other names known by _____ Male/Female _____

DATE OF BIRTH

Place of Birth _____

HOME ADDRESS

ETHNICITY (Whanau, Hapu, Iwi, Island, Village - if known) _____

Ethnicity Mother _____

Ethnicity Father _____

STATUS

with CYPFS or Other Agency _____

Any FGCs or Court Hearings/Apearances _____

HEALTH

Medication on, Name of Family or last Doctor been to; fit for physical work, food allergies, etc. _____

EDUCATION

Name of school last attended; correspondence; other educational details _____

RELIGION

GENERAL INFORMATION

Include relevant life history, sporting and/or cultural aptitudes _____

REASON FOR REFERRAL TO MOERANGI TREKS

To include any particular behaviour patterns of a young person _____

APPENDIX FOR STANDARD 2 (CONT'D)

MOERANGI TREKS

INFORMATION SHEET (CONT'D)

PLACEMENT PLAN To include proposed placement plan; any people youth is not to associate with - visits and contact arrangements. _____

Legal Basis of Placement _____

Length of stay _____

FINANCIAL ARRANGEMENTS _____

MONITORING ARRANGEMENTS _____

END OF PLACEMENT DETAILS _____

REVIEW DATE _____

PARENTS OR CAREGIVERS

Names _____

Address _____

Occupation _____ Home Phone _____ Work Phone _____

BROTHERS AND/OR SISTERS

Names _____

Ages _____

Where living _____

EXTENDED FAMILY

Name _____

Where living _____

Referral on to CYPFS or other Agency _____

Placement Declined _____

AGREEMENT WITH MOERANGI TREKS

MOERANGI TREKS AGREES TO:

- PROVIDE** • Physical, emotional, mental and spiritual needs for _____ while in their care.
- _____
- _____
- ENSURE THAT** • _____ is kept safe from risk and harm and will notify family/whanau of any serious emergencies.
- _____
- _____
- CARRY OUT** • Activities that are part of the camp and bush outdoor activities programme with _____
- REPORT BACK** • _____
- _____

AGREES TO:

- PROVIDE** • Financial Assistance _____
- _____
- _____
- ENSURE THAT** • Appropriate clothes are provided for _____
- _____
- _____
- CARRY OUT** • Contact with Moerangi Treks during _____ stay
- _____
- _____
- REPORT BACK** • On any changed circumstances concerning _____
- On arrangements for return home/future placement.
- _____
- _____

The length of stay at Moerangi Treks will be _____

Signed on behalf of Moerangi Treks _____

Date: _____

MOERANGI TREKS

CODE OF PRACTICE

All Tutors work under the Paramountcy Principle of the Children, Young Persons and Their Families Act 1989, that puts the welfare and interests of young persons first. They also work under the principle of Manaakitanga (care and respect).

This code applies to all Tutors whether permanent or part-time, paid or unpaid.

Moerangi Treks endeavours to offer a quality service to youths in their care, and expects Tutors to work honestly, with integrity, respecting the rights of other staff and the youths in their care. Tutors are to comply with the instructions and philosophy of Moerangi Treks, which encompasses a knowledge of tikanga Maori, in particular Tuhoe tikanga and te reo Maori.

Tutors are expected to perform their duties to the best of their ability, showing proper and reasonable care of animals and equipment and supervising the youths at all times.

Information obtained on youths is to be kept confidential and there should be no bias shown to any youth, with all being treated fairly.

Tutors should not misuse or abuse their position, be under the influence of alcohol, drugs or solvents during working hours.

Moerangi Treks will behave in a fair and reasonable manner to their Tutors, will give regular and appropriate feedback on their work performance, offer good and safe working conditions for the programmes to be run and a fair remuneration for skills, responsibilities and performance.

APPENDIX FOR STANDARD 11 (CONT'D)

DISCIPLINE OF YOUTHS

No form of physical or emotional punishment is acceptable for disciplining youths.

Alternative methods of discipline to be used are:

- Verbal discussion of the issue involved
- Loss of privileges
- Time out
- Reward good behaviour

Should any problem arise or a complaint be made about a Tutor, the process shall be to:

- Have a discussion of the problem with the Tutor concerned, as soon as possible and offer assistance if need be, or take whatever action is appropriate.
- Take appropriate notes of the incident and what action was taken by Moerangi Treks.
- Call a whanau hui to discuss the incident if necessary and take whatever action agreed upon.
- Notify any appropriate official person if deemed necessary.
- Where practical notify CYPFS if a complaint comes under Section 15 of the Children, Young Persons and Their Families Act (ill treatment or neglect of a young person).
- Suspend a Tutor for any serious violence or abuse against a youth at Moerangi Treks, pending an investigation.

MOERANGI TREKS

JOB DESCRIPTION

| | |
|----------------------|---|
| POSITION: | Tutor |
| ACCOUNTABLE TO: | Whanau members of Moerangi Treks |
| PURPOSE OF POSITION: | To inspire, motivate and enhance the welfare and interests of youths, orientating them to Moerangi Treks and its camp and outdoor pursuits activities; to supervise youths at all times and be a role model in an environment of Te Reo and Tikanga Maori. |
| RELATIONSHIPS: | The Tutor will develop and maintain a positive relationship with youths in their care, the whanau members of Moerangi Treks and the local Maori community. |
| RESPONSIBILITIES TO: | <ul style="list-style-type: none">• Supervise youths at all times, putting their welfare and interests first.• Have a knowledge of tikanga Maori, in particular Tuhoe tikanga.• Be competent in Te Reo Maori.• Be involved with the local whanau, hapu, iwi.• Have expertise and competence in outdoor pursuits, camp and bush wilderness lifestyle and the specialist activities carried out by Moerangi Treks.• Be a leader and role model.• Be self motivated, dependable, have a positive attitude to the job.• Have an expertise in stock, horses and dog care.• Have good communication skills and be able to get along with people.• Have energy and good health.• Be able to give clear, helpful instructions relating to the work to be done.• Be flexible in attitude and able to cope with emergencies.• Have an understanding of youths behaviour and motivation.• Give reports when required. |

APPENDIX FOR STANDARD 13 - JOB DESCRIPTION (CONT'D)**ACCOUNTABILITIES:**

To deliver a service that:

- Is culturally appropriate.
- Gives priority to the welfare and interests of youths.
- Enhances the name of Moerangi Treks.
- Understands and motivates youths.
- Is competent in the outdoor pursuits that Moerangi Treks carries out.
- Is reliable and safe.

IDEAL PERSON BEST SUITED TO THE POSITION:

Has skills in:

- Te Reo and Tikanga Maori (Tuhoe).
- Camp and bush wilderness lifestyle.
- Relating and communicating with youths.
- Good stock, horse and dog care ability.
- Leadership and motivation of youths.

MOERANGI TREKS

EQUAL EMPLOYMENT OPPORTUNITIES PLAN

The kaupapa for the employment of Tutors is under the principles of mahi Maori, whanau tikanga Maori and rangatiratanga (self management).

Staff are recruited, trained and supported in an environment of Tikanga Maori and Te Reo Maori.

PARAMOUNT PRINCIPLE

Appointment and promotion of Tutors is on the basis of merit depending on the necessary skills, motivation and experience.

Preference is given to the person who is best suited to the position.

- There are flexible work practices to allow Tutors time for family responsibilities as well as job satisfaction.
- All Tutors will have equal opportunities in a safe environment.
- There are no discriminatory practices in recruitment, promotion, training, personal practices or work environment.
- Tutors are not discriminated against based on their gender, race, ethnic or national origin, sexual orientation, marital status, religious belief, ethical belief, political opinion, family status, disability or age.
- Moerangi Treks have a workplace where policies and practice encourage staff input and participation and where there is involvement with local cultural networks.

STATEMENT OF DECLARATION OF CRIMINAL CONVICTIONS

FILL IN PART A & B OR A & C

PART A**TUTOR**

I _____ hereby state that I do not have any criminal
(full name of Tutor)
convictions for violence against a person, sexual crimes or convictions for dishonesty.

Signature _____

Date _____

PART B**REFEREE'S COMMENTS**

I _____ have personal knowledge of the abovenamed
Full Name of Referee

and can attest to the fact that:

Name _____

a) There are no criminal convictions against them for violence against a person, sexual crimes
or convictions for dishonesty

or

b) There are exceptional circumstances why the abovenamed _____
Name
can be employed at Moerangi Treks regardless of any criminal convictions.

Cross out either a) or b) - whichever does not apply

Full Name of Referee _____

Occupation _____

Signature _____

Date _____

PART C**TUTOR**

I _____ consent to a search being made by the Criminal
Name of Tutor
Records Bureau of the Police and any criminal history information regarding violence against a
person, sexual crimes or dishonesty, is disclosed to Moerangi Treks.

My details are as follows:

Full Name: _____

Any other Names Known Under: _____

Date of Birth: _____

Present Home Address: _____

Previous Addresses: _____

Occupation: _____

Signature: _____

Date: _____

MOERANGI TREKS

CIVIL DEFENCE PLAN

WARDENS

| |
|--|
| Section 9(2)(a) Privacy of Natural Persons |
|--|

The abovenamed are the appointed wardens.

Any Tutor who is present at the time of an emergency, will fulfill the warden's duties.

GENERAL INSTRUCTIONS

STAY CALM and DON'T PANIC

- Stop whatever you are doing at the time of an emergency and follow the instructions of the Warden.
- Anybody with a permanent or temporary disability (eg broken arm) is to be assisted by others.
- Do not attempt to go back into an evacuated building until the Warden gives the 'all clear'.
- Fire and emergency drills will be carried out randomly but on a regular basis.

EMERGENCY FIRST AID KIT IS LOCATED
IN THE CUPBOARD WITH THE WHITE CROSS ON IN
THE KITCHEN AREA

MOERANGI TREKS

CIVIL DEFENCE PLAN (CONT'D)

FIRE

MINOR FIRE (One that can be contained)

- Raise the alarm.
- Seek instructions from a Warden if one is close by.
- Use fire fighting equipment (water fire extinguisher) to put out the fire, only if there is no danger involved.
- Unplug or switch off electrical equipment if necessary.
- **DO NOT USE WATER ON AN ELECTRICAL FIRE**

MAJOR FIRE

- Raise the alarm.
- Follow instructions of a Warden to evacuate the building.
- Ensure you know where all the exits are and move quickly to the one nearest you to get out.
- If necessary use a piece of clothing/cloth as a mask to protect against smoke inhalation.
- Check everybody is accounted for and nobody left in the building.
- Assist the Warden if called upon.
- Meet outside in north paddock next to house for head count.
- Render first aid to anybody injured.
- Check animals are safe.
- Call outside assistance if required.
- Notify local Civil Defence if required to do so.

MOERANGI TREKS

CIVIL DEFENCE PLAN (CONT'D)

EARTHQUAKE OR VOLCANIC ACTIVITY

- Raise alarm.
- Follow instructions of the Warden.
- Take shelter against a substantial wall, doorway or under solid furniture. If in the bush, head for an open area.
- Keep clear of windows or insecure fittings.
- Do not leave the building unless instructed to do so by a Warden.
- Assist any injured youths to take shelter.
- Assist the Warden if called upon.
- Check animals when safe to do so.
- Call outside assistance if required.
- Notify local Civil Defence if required to do so.

FLOOD

- Raise alarm.
- Follow instructions of the Warden who will assess the situation and give directions.
- Evacuate the building if necessary.
- Check animals are safe.

MOERANGI TREKS

CIVIL DEFENCE PLAN (CONT'D)

EXPLOSION

Raise alarm
Follow instructions of the Warden
Check all persons are accounted for
Assist with any injuries
Call outside assistance if required, ie, Doctor, Fire Brigade

STRUCTURE COLLAPSE

Raise alarm
Follow instructions of the Warden to evacuate the building
Meet outside in north paddock next to house for head count
Check all persons are accounted for
Assist with any injuries
Check structure safety under instructions of Warden
Call in outside assistance - Doctor or Fire Brigade if necessary

MOERANGI TREKS

CIVIL DEFENCE PLAN (CONT'D)

LOST IN THE BUSH

All persons are equipped with a survival pouch containing:

- Candle
- Strip of rubber to help light fire
- Matches (dry)
- Mini first aid kit
- Fish hook, line, sinker
- Knife
- Dried Food
- Torch

Raise alarm

Follow instructions of Warden

Contact Department of Conservation

Assist where able with search party

HAZARD AND ACCIDENT REGISTER FOR ALL DISASTERS

All disasters are recorded in the diary (or other book) giving the time and date of the disaster, what happened, any action taken, any casualties or injuries and how these came about.

MAJOR CIVIL DISASTER -

Offer/Seek assistance from the Marae, local Civil Defence and Police.

Notify Children, Young Persons and Their Families Service and all other parties concerned of youths safety as soon as possible.

MOERANGI TREKS

GUIDE TO OCCUPATIONAL HEALTH AND SAFETY

Moerangi Treks endeavours to provide a safe and healthy environment with safe equipment, methods and practices suitable for the small scale outdoor pursuits programme they offer in the camp and bush wilderness environment they live in.

A 24 hour, seven day a week programme is offered with Tutors providing the knowledge and expertise necessary to live in this environment. Youths are with a Tutor during all activities and this gives the best protection for safety and health.

All youths coming to stay at Moerangi Treks are instructed in the safe practice for the following areas of work:

- Working with flax
- Carving
- Food gathering, preparation, etc, including campsite cooking
- Hunting and fishing
- Horse husbandry
- Dog handling and control
- Dressing and boning meat
- Skinning and skin curing
- Sea Diving/Fishing
- Farm work - fencing/weed control/scrub clearing/spraying
- Chainsaw/work with axe (firewood)
- Carpentry - construction of buildings
- Use of tractor
- Opossum Trapping
- Track Cutting for DOC
- Community Work

This small caregiver venture is whanau based and operated and uses the traditional methods of teaching and lifestyle.

Action learning methods are used, under the guidance of a specialist person.

Dangerous equipment is kept in a safe, secure place.

No Alcohol is allowed on premises for consumption.

MOERANGI TREKS

GUIDE TO OCCUPATIONAL HEALTH AND SAFETY (CONT'D)

There is a Hazard and Accident Register (see diary) for all disasters or to record accidents causing serious harm.

- Any incident of serious harm is brought to the attention of the relevant authorities concerned.
- Seat belts, life jackets and protective clothing are provided.

The appointed Wardens in the Civil Defence Plan (Standard 20) review and monitor safety and health issues with other staff and the youths in residence. A whanau approach is taken to safety and health issues with input from all concerned encouraged.

Section 6 of the Children, Young Persons and Their Families Act 1989 is adhered to - the welfare and interests of the young person are of prime consideration.

MOERANGI TREKS

GUIDE TO OCCUPATIONAL HEALTH AND SAFETY (CONT'D)

Rules for Guns:

To be used and carried by licensed persons only.
Will be kept under lock and key.
Bolts will always be removed and put separate from guns as with the ammunition.

Rules for Knives:

Will be kept in a sheath at all times unless in use.
Knives will be on personal belts along with pouches ready for use.
Knives and belts to be hung altogether in specified area.

Rules for hazardous substances:

To be kept in a safe place away from working areas.
They are to be clearly marked Poison - Dangerous Goods

Rules for medication/drugs/medical supplies:

General First Aid supplies are accessible to all persons in a designated cupboard.
Personal medication and drugs to be kept by Director and given out when necessary
(other than asthma pumps - they will be carried by the person at all times).

Tutors are aware of any health problems youths may have, eg, asthma and allow for it when planning activities. There is a local doctor and dentist available for consultation.