

From: s9(2)(a) OIA
Sent: Thursday, 27 February 2014 3:58 PM
To: s9(2)(a) OIA
Subject: RE: Youthquest

Hi

Spoke to Paul today. I will send him an application for approval and a list of other information that I will need.

Can you please advise if the placements there will be YJ SWA residential or without the residential component?

From: s9(2)(a) OIA
Sent: Wednesday, 26 February 2014 2:48 p.m.
To: s9(2)(a) OIA
Subject: Youthquest

Hi s9(2)(a) OIA,

Can you please let me know when Paul or Lomi contact you from Youthquest.

Many thanks

s9(2)(a)

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

From: s9(2)(a) OIA
Sent: Monday, 10 March 2014 1:54 PM
To: s9(2)(a) OIA
Subject: FW: Application

He's in the bush!

From: Paul [mailto:paul@youthquest.co.nz]
Sent: Monday, 10 March 2014 1:56 p.m.
To: s9(2)(a) OIA
Subject: Re: Application

Sorry s9(2)(a) OIA. Im in the bush with a group of boys.

Back on Friday

Yes we got the info. Just finding time to go through it.

Get back to you next week.

Paul Fong
National Director
Youth Quest
Mob 0275415545
Ph 06 8784055

www.youthquest.co.nz

Winners 2011 Kapiti Business Awards

On 10/03/2014, at 13:12, s9(2)(a) OIA wrote:

Hi Paul

I just wanted to check that you received the application and information I emailed you and wondered if you had any questions so far?

Many thanks, s9(2)(a) OIA

<image001.png>

s9(2)(a) OIA

Approval Assessor

Ministry of Social Development

Level 1, Dalton House, Cnr Dalton & Vautier Streets, Napier | PO Box 144, Napier 4140

Phone: s9(2)(a) OIA

<image002.jpg>

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RELEASED UNDER THE
OFFICIAL INFORMATION ACT

From: s9(2)(a) OIA
Sent: Thursday, 20 March 2014 3:42 PM
To: s9(2)(a) OIA
Subject: FW: Application for approval

From: Paul [mailto:paul@youthquest.co.nz]
Sent: Wednesday, 19 March 2014 10:42 a.m.
To: s9(2)(a) OIA
Subject: RE: Application for approval

Hi s9(2)(a) OIA,

Sorry I have just got out of the bush with a current course. We have started working our way through the current Q.M.S from Kapiti and trying to change things to suit Youth Quest Hawkes Bay and what we deliver. Just finding time really full on as we still have a course fulltime here till the 4th of April.

We are definitely on to it just taking some time.



Paul Fong

National Director

cid:image001.jpg@01CD1726.9D1445C0



Ehara taku toa i te toa takitahi engari he toa takitini"

"My strength is not that of the individual but that of the multitudes"

m: 0275 415 545

t: 06 878 4055

e: paul@youthquest.co.nz

a: 2501 Middle Road, Poukawa, Hastings 4178



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From: s9(2)(a) OIA
Sent: Tuesday, 18 March 2014 3:10 p.m.
To: paul@youthquest.co.nz
Subject: Application for approval

Hi Paul

I am just emailing again to ask how you are getting on with your application and if there is anything I can do to be of assistance?

Many thanks, s9(2)(a) OIA

Approval Assessor
Ministry of Social Development
Level 1, Dalton House, Cnr Dalton & Vautier Streets, Napier | PO Box 144, Napier 4140
Phone: s9(2)(a) OIA



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- image008.jpg

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- (43.2KB)
- >>

RELEASED UNDER OFFICIAL INFORMATION ACT

From: s9(2)(a) OIA
Sent: Monday, 31 March 2014 1:35 PM
To: Rewi Joyce
Subject: RE: s9(2)(a) OIA and Youth Quest.

Hi Rewi

Paul Fong's email address is paul@youthquest.co.nz

I have a phone number for one of the HB staff – s9(2)(a) OIA

Regards, s9(2)(a) OIA.

From: s9(2)(a) OIA
Sent: Monday, 31 March 2014 1:31 p.m.
To: Rewi Joyce; s9(2)(a) OIA; Frane Rosandich; Turama Smiler; Paula Carroll; Jason Thompson; Pauline Lyons
Subject: Brandon and Youth Quest.

Hi

s9(2)(a) OIA from approvals has informed us (and quite rightly) that Youth Quest do not have to be approved in order for s9(2)(a) OIA to stay there.

CYF would be entirely responsible for s9(2)(a) OIA 24/7.

s9(2)(a) OIA (and Tute) feel that Manager Paul Tong would be happy to assist if he can.

s9(2)(a) OIA can you please send Paul's contact details to Rewi please

This is by far the best plan – I will hold off asking staff for rental property until we hear back from Youthquest.

Cheers s9(2)(a) OIA

s9(2)(a) OIA

Care Services Manager

Eastern District

s9(2)(a) OIA

Email: s9(2)(a) OIA

From: s9(2)(a) OIA
Sent: Monday, 7 July 2014 11:39 AM
To: Warren Devereux
Subject: RE: Audited Accounts

Hi Warren

Thanks for the info.

I haven't heard anything from Longi at Youth Quest at all. I went down and there and met him, received all his policies and procedures and then later that month his application for S.396 approval. I advised him that I would still need information on the staff including the police checks. He advised he was working on this and would be in touch but I haven't heard anything from him.

From: Warren Devereux
Sent: Thursday, 3 July 2014 2:13 p.m.
To: s9(2)(a) OIA
Subject: FW: Audited Accounts

Hi,

Accounts attached for your information. Good to see them record a modest surplus, and I was interested to see that they actually attract a significant level of third party funding. The cash split between Hawkes bay and Kapiti is interesting, and I still consider there is no need to create more than one trust, particularly if the can not properly resource a governance structure.

I am going to meet with MYD next week to talk about YQ so will have a chat to you before then.

Whats up with s9(2)(a) ? is it sorted.

Regards Warren

From: s9(2)(a) OIA
Sent: Thursday, 3 July 2014 1:40 p.m.
To: Warren Devereux
Cc: Dibs Patel
Subject: FW: Audited Accounts

Hi Warren,

I am the contract manager looking after Youth Quest Trust. It is my understanding that you are their Approvals Assessor.

We have received the annual accounts for the year ended 31 March 2014. I have been advised that these are with their auditor being audited. This should be completed in the next couple of weeks.

My manager has asked me to forward these to you for your information and records (if you don't have them already).

Regards,

s9(2)(a) OIA | Senior Advisor

MYD logo Large

Level 7 Bowen State Building | Bowen St | Wellington 6011

P: s9(2)(a) OIA

E: s9(2)(a) OIA

Website: www.myd.govt.nz

Facebook: www.facebook.com/ministryofyouthdevelopment



From: s9(2)(a) OIA

Sent: Wednesday, 2 July 2014 2:04 p.m.

To: s9(2)(a) OIA

Subject: Audited Accounts

Hi s9(2)(a) OIA

Attached are our audited accounts as requested as part of our Agreement. I have put the signed agreement in the mail today.

Regards

s9(2)(a) OIA


Accounts & Funding Administration




s9(2)(a) OIA

a: 5a Sheffield Street, Paraparaumu Beach, PO Box 1645.

 www.youthquest.co.nz

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Tim Gough

From: s9(2)(a) OIA
Sent: Tuesday, 9 September 2014 10:37 AM
To: Paul Fong
Subject: RE:

Thanks Paul. I had a chat to the team leader of approvals and she has advised that we can't do a conditional approval for the level 1 providers. Level 1 is what Youth Quest will be. This is because of the level of risk you have being able to have children in care.

So, you will need to progress the police vetting for all those staff you plan to employ in Hawke's Bay. Once this is done, I can arrange to meet with you to check these and other staff information. Hopefully then we can get the approval completed.

I will wait to hear from you.

Kind regards, s9(2)(a) OIA

-----Original Message-----

From: Paul Fong [mailto:paul@youthquest.co.nz]
Sent: Tuesday, 9 September 2014 8:01 a.m.
To: s9(2)(a) OIA
Subject: Re:

OK s9(2)(a) OIA

I will try and get on to the Police and get this vetting stuff sorted.

Cheers

Paul
On 8/09/2014, at 11:17 am, s9(2)(a) OIA @msd.govt.nz> wrote:

> Hi Paul
> Thanks for your email.
>
> I just received information on Friday that the Police had changed their vetting system and there is now a new police vetting form for providers. This is now 4 pages rather than one, and requires some additional information to ensure providers comply with the VCA requirements.
>
> There is not a lot I can do to help unfortunately. The approvals team does not have a registration for police vetting.
>
> I will find out from our senior assessor if we can approval Youth Quest conditionally for three months until the vetting is completed. I will get back to you on this one.
>
> Kind regards, s9(2)(a) OIA .
>
> From: Paul [mailto:paul@youthquest.co.nz]
> Sent: Monday, 1 September 2014 4:35 p.m.

> To: s9(2)(a) OIA
> Subject:
>
> Hi s9(2)(a) OIA
> Yeah I am trying to get into the vetting system but they have changed all their MOU's they had with outside agencies, so as soon as I can get someone to return my calls or talk to someone who can help me log back into the system better than I can get this sorted.
>
> Do you guys have vetting system we can coat tail on the back of till we get ours sorted?
>
> All the staff can fill in the forms and send them to you guys to process?
>
> Just thinking.
>
> Paul Fong
> National Director
> [cid:image001.jpg@01CFCB56.88CB13F0]
> Ehara taku toa i te toa takitahi engari he toa takitini"
> "My strength is not that of the individual but that of the multitudes"
> m: 0275 415 545
> t: 06 878 4055
> e: paul@youthquest.co.nz<mailto:paul@youthquest.co.nz>
> a: 2501 Middle Road, Poukawa,Hastings 4178
> [cid:image002.jpg@01CFCB56.88CB13F0]www.youthquest.co.nz
> <http://www.youthquest.co.nz/>[cid:image003.png@01CFCB56.88CB13F0]<http://www.facebook.com/editprofile.php?sk=eduwork#!/pages/Youth-Quest/137990179568551/>find us on facebook
> [cid:image004.png@01CFCB56.88CB13F0]<http://www.youtube.com/watch?v=2sqCvtwYUf8>see us on youtube
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>
> -----
> <winmail.dat>

From: s9(2)(a) OIA
Sent: Thursday, 30 October 2014 4:03 PM
To: Paul Fong
Subject: RE: Re

Hi Paul

Yes, I just need you to forward me the results for each staff member. The other two things I needed were a proposed budget and the latest set of annual audited accounts along with AGM meeting minutes and associated annual reports.

I will review your policies and procedures again but from memory I think they were all fine. Once I have the information above, we can complete the approval.

Kind regards, s9(2)(a) OIA .

From: Paul Fong [mailto:paul@youthquest.co.nz]
Sent: Thursday, 30 October 2014 3:53 p.m.
To: s9(2)(a) OIA
Subject: Re

Hi s9(2)(a) OIA ,

I have now completed the Staff vetting forms..and sent through via our Police system. are you wanting to see the results of that..along with our audited accounts?

Many thanks

Paul Fong
National Director



Ehara taku toa i te toa takitahi engari he toa takitini"
"My strength is not that of the individual but that of the multitudes"

m: 0275 415 545

t: 06 878 4055

e: paul@youthquest.co.nz

a: 2501 Middle Road, Poukawa, Hastings 4178



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RELEASED UNDER THE
OFFICIAL INFORMATION ACT

From: s9(2)(a) OIA
Sent: Friday, 31 October 2014 2:54 PM
To: Paul Fong
Subject: RE: returns from Police

Hi Paul
Thanks very much for all the information that is coming through.

Can you please send me the attachment for the staff member with the convictions – s9(2)(a) OIA . I have to sight these details.

All going well, I aim to have the approval completed by the end of next week.

Kind regards, s9(2)(a) OIA

From: Paul Fong [mailto:paul@youthquest.co.nz]
Sent: Friday, 31 October 2014 10:39 a.m.
To: s9(2)(a) OIA
Subject: returns from Police

Paul Fong
National Director



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m: 0275 415 545


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Begin forwarded message:

From: <QueryMe@police.govt.nz>

Subject: s9(2)(a) OIA - Agency: Y60034 - Agency Reference: YOUTH QUEST - Id: s9(2)(a) OIA - Result: No Result

Date: 14 October 2014 8:25:04 am NZDT

To: <paul@youthquest.co.nz>

QueryME Reference: s9(2)(a) OIA

Your Reference: YOUTH QUEST

Batch: 001

Name: s9(2)(a) OIA

Date Processed: 13/10/2014 13:00

Result: No Result

This is a response from New Zealand Police to a vetting application. This application is now complete and New Zealand Police have no information to release on this person under the details supplied.
Note that the above information will also be sent to the website.

LIMITATIONS ON ACCURACY AND USE OF THIS INFORMATION

1. The accuracy of this Police Vetting Report depends on accurate identification of the Applicant (including aliases) according to the information provided in the Request and Consent Form and the comprehensiveness of Police records.
2. While every care has been taken by NZ Police to conduct a search of Information held or accessed by NZ Police that relates to the Applicant, this report may not include all information relating to the Applicant. Reasons for information being excluded from the report include the operation of laws that prevent disclosure of certain information, or that the applicant's record is not identified by the search process across the Police systems. The Police Vetting Check is a point in time check and should not be relied upon for an unreasonable amount of time.
3. It is important to provide the Applicant with a reasonable opportunity to respond to or validate the information in this report before making any decisions that may adversely affect the Applicant.
4. To the extent permitted by law, all information provided in this report is made available for use on the following conditions:
 - (a) NZ Police makes no representation of any kind without limitation in respect to accuracy;
 - (b) The information in this report should form only one part of any process for determining a person's suitability for any entitlement, profession, undertaking, appointment or employment.
 - (c) This information is provided by NZ Police for vetting purposes and should be stored, retained, used and disclosed in accordance with the Privacy Act 1993 (NZ) or equivalent overseas privacy law. It should not be disclosed to anyone other than the Applicant.
5. To the extent permitted by law, NZ Police accepts no responsibility or liability for any error or omission in the information.

If you are not the intended recipient of this email, please immediately notify the NZ Police Vetting Service.
For enquiries regarding this service, please email the NZ Police Vetting Service at QueryME@police.govt.nz quoting the QueryME reference number.

Regards

NZ Police Vetting Service
PO Box 3017
Wellington 6140

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Begin forwarded message:

From: <QueryMe@police.govt.nz>

Subject: s9(2)(a) OIA - Agency: Y60034 - Agency Reference: YOUTH QUEST - Id: s9(2)(a) OIA - Result: No Result

Date: 14 October 2014 8:25:04 am NZDT

To: <paul@youthquest.co.nz>

QueryME Reference: s9(2)(a) OIA

Your Reference: YOUTH QUEST

Batch: 001

Name: s9(2)(a) OIA

Date Processed: 13/10/2014 13:11

Result: No Result

This is a response from New Zealand Police to a vetting application. This application is now complete and New Zealand Police have no information to release on this person under the details supplied.

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PO Box 3017

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Begin forwarded message:

From: <QueryMe@police.govt.nz>

Subject: s9(2)(a) OIA

s9(2)(a) OIA

- Result: No Result

- Agency: Y60034 - Agency Reference: YOUTH QUEST - Id:

Date: 13 October 2014 10:55:18 am NZDT

To: <paul@youthquest.co.nz>

QueryME Reference: s9(2)(a) OIA

Your Reference: YOUTH QUEST

Batch: 001

Name: s9(2)(a) OIA

Date Processed: 13/10/2014 10:41

Result: No Result

This is a response from New Zealand Police to a vetting application. This application is now complete and New Zealand Police have no information to release on this person under the details supplied.

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Begin forwarded message:

From: <QueryMe@police.govt.nz>
Subject: s9(2)(a) OIA - Agency: Y60034 - Agency Reference: YOUTH QUEST - Id: s9(2)(a) OIA -
Result: Released with results
Date: 14 October 2014 9:05:31 am NZDT
To: <paul@youthquest.co.nz>

QueryME Reference: s9(2)(a) OIA
Your Reference: YOUTH QUEST
Batch: 001
Name: s9(2)(a) OIA
Date Processed: 13/10/2014 13:09
Result: Released with results

The vetting application result is now available on the website.

LIMITATIONS ON ACCURACY AND USE OF THIS INFORMATION

1. The accuracy of this Police Vetting Report depends on accurate identification of the Applicant (including aliases) according to the information provided in the Request and Consent Form and the comprehensiveness of Police records.
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Regards

NZ Police Vetting Service
PO Box 3017
Wellington 6140

=====

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Begin forwarded message:

From: <QueryMe@police.govt.nz>

Subject: s9(2)(a) OIA - Agency: Y60034 - Agency Reference: YOUTH QUEST - Id: s9(2)(a) OIA -

Result: No Result

Date: 13 October 2014 10:55:18 am NZDT

To: <paul@youthquest.co.nz>

QueryME Reference: s9(2)(a) OIA

Your Reference: YOUTH QUEST

Batch: 001

Name: s9(2)(a) OIA

Date Processed: 13/10/2014 09:49

Result: No Result

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3. It is important to provide the Applicant with a reasonable opportunity to respond to or validate the information in this report before making any decisions that may adversely affect the Applicant.
4. To the extent permitted by law, all information provided in this report is made available for use on the following conditions:
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 - (b) The information in this report should form only one part of any process for determining a person's suitability for any entitlement, profession, undertaking, appointment or employment.
 - (c) This information is provided by NZ Police for vetting purposes and should be stored, retained, used and disclosed in accordance with the Privacy Act 1993 (NZ) or equivalent overseas privacy law. It should not be disclosed to anyone other than the Applicant.
5. To the extent permitted by law, NZ Police accepts no responsibility or liability for any error or omission in the information.

If you are not the intended recipient of this email, please immediately notify the NZ Police Vetting Service.
For enquiries regarding this service, please email the NZ Police Vetting Service at QueryME@police.govt.nz quoting the QueryME reference number.

Regards

NZ Police Vetting Service
PO Box 3017
Wellington 6140

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Begin forwarded message:

From: <QueryMe@police.govt.nz>
Subject: s9(2)(a) OIA - Agency: Y60034 - Agency Reference: YOUTH QUEST - Id: s9(2)(a) OIA - Result: No Result
Date: 14 October 2014 8:25:04 am NZDT
To: <paul@youthquest.co.nz>

QueryME Reference: s9(2)(a) OIA
Your Reference: YOUTH QUEST
Batch: 001
Name: s9(2)(a) OIA
Date Processed: 13/10/2014 13:10
Result: No Result

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 (37.5KB)
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From: s9(2)(a) OIA
Sent: Monday, 24 November 2014 3:21 PM
To: paul@youthquest.co.nz
Cc: lomi@youthquest.co.nz
Subject: Further information required

Hi Paul

I hope you are well.

I am treating the approval of Youth Quest and the exemption for s9(2)(a) OIA as separate issues so have gone ahead and processed the approval for Hawke's Bay. I am just about there.

Whilst your policies and procedures are extremely detailed and the accompanying information that Lomi provided is also very thorough, there are a few things (below) that I cannot find. I will need the following information to complete the approval:

1. Job description for the programme director to evidence programme quality standard 1 – appointment of director of the service
2. Youth Quest's intake criteria for clients to evidence programme quality standard 2 – client intake and assessment
3. The form that the client and/or his guardian signs to consent to participating in the programme to evidence programme quality standard 4 – programmes for clients
4. Written discharge planning policies and processes to evidence programme quality standard 6 – conclusion of service provision
5. Vision and mission statements (I could not see them in the link through the QSM) to evidence business viability standard 1 – philosophical base
6. The camp's building warrant of fitness if applicable. I will need the expiry date of the certificate to evidence business viability standard 7 – health and safety
7. Evidence that YQ is governed by people with appropriate skills, qualifications and personal qualities to evidence business viability standard 8 – management structures and systems.
8. Hard copy of the audited accounts which include the signed auditors report to evidence business viability standard 9 – financial management and systems

Can you please provide the information as soon as possible in order for me to complete your approval application.

Kind regards, s9(2)(a) OIA

s9(2)(a) OIA

Approval Assessor

Ministry of Social Development

Level 1, Dalton House, Cnr Dalton & Vautier Streets, Napier | PO Box 144, Napier 4140

Phone: s9(2)(a) OIA

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image002.jpg (4.5KB)

>> (5.8KB)

RELEASED UNDER THE
OFFICIAL INFORMATION ACT

From: s9(2)(a) OIA
Sent: Monday, 15 December 2014 9:44 AM
To: paul@youthquest.co.nz; lomi@youthquest.co.nz
Subject: Information all received and complete

Good morning Paul and Lomi

I hope you both had a good weekend. I bet the camp is looking very soggy after all this rain.

Thank you both for all the information I have received. I can now confirm that I have it all and can complete the approval. I hope to have this done by tomorrow afternoon. My draft report will be sent to my team leader in Wellington who will review it and then either accept it or require some more information and/or some changes. Once this is done I will make the report final and you will receive a copy of this and the approval letter in the post. I will ensure this is done prior to Christmas.

I expect to come and complete the first review of your programme in June 2015. This will be your first audit and I will give you plenty of notice, including holding a pre-audit meeting with you.

I will be in touch again as soon as I know that your approval has been confirmed.

Kind regards, s9(2)(a) OIA .

s9(2)(a) OIA

Approval Assessor

Ministry of Social Development

Level 1, Dalton House, Cnr Dalton & Vautier Streets, Napier | PO Box 144, Napier 4140

Phone: s9(2)(a) OIA

msd logo



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image002.jpg (4.5KB)

(5.8KB)

>>

From: s9(2)(a) OIA
Sent: Monday, 22 December 2014 3:04 PM
To: paul@youthquest.co.nz
Cc: s9(2)(a) OIA ; Mark Limmer
Subject: Further information to support exemption request

Good afternoon Paul

As discussed, the Ministry would like some further information to support your application for an exemption for s9(2)(a).

s9(2)(a)
OIA

These are the areas where we would like further information:

- We have not had a written explanation from s9(2)(a) OIA and we must ensure that he has an opportunity to be heard. s9(2)(a) OIA could either provide written comments or meet with us.
- When I met with you, you suggested that as an alternative to employing s9(2)(a) OIA as a team leader, Youth Quest could employ him in a maintenance role. Could you please provide some further information about that scenario.
- We have also found that Youth Quest have not provided any risk management strategies or details of sufficient supervision. We would like you to provide some further information on this. It would be helpful if the proposal relates to both scenarios, the team leader role and the maintenance role.

As I am going on leave until the 19th January 2015, can you please email this information to my team leader s9(2)(a) OIA. s9(2)(a) OIA email address is above and her contact phone number is s9(2)(a) OIA is back at work from the 5th January 2015.

I hope you have a happy Christmas and please don't hesitate to get in touch with either s9(2) or myself if you need any further information.

Kind regards, s9(2)(a) OIA

s9(2)(a) OIA

Approval Assessor

Ministry of Social Development

Level 1, Dalton House, Cnr Dalton & Vautier Streets, Napier | PO Box 144, Napier 4140

Phone: s9(2)(a) OIA

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image002.jpg (4.5KB)

(5.8KB)

>>

From: s9(2)(a) OIA
Sent: Monday, 26 January 2015 10:25 AM
To: Paul
Subject: RE: Confirmation of meeting

Thanks Paul, yes that sounds good. I am sure s9(2)(a) will appreciate the tour.

Regards, s9(2)(a) OIA

From: Paul [mailto:paul@youthquest.co.nz]
Sent: Monday, 26 January 2015 10:18 a.m.
To: s9(2)(a) OIA
Cc: s9(2)(a) OIA
Subject: Re: Confirmation of meeting

Sounds great s9(2)(a) OIA can we maybe add in a quick tour of the property to get an idea of the vision for the place?

I have the extra stuff you require with our board at present. I will chase them up.

Thanks

Paul Fong
National Director
Youth Quest
Mob 0275415545
Ph 06 8784055

www.youthquest.co.nz

Winners 2011 Kapiti Business Awards

On 26/01/2015, at 9:59, s9(2)(a) OIA <[redacted]@msd.govt.nz> wrote:

Good morning Paul

I would like to confirm the arrangements for our meeting with you and s9(2)(a) OIA on Monday, 9 February 2015 at 11am at Camp David. I hope that time is convenient. If not, please let me know as soon as possible.

The purpose of the meeting is to give s9(2)(a) OIA an opportunity to provide an explanation on his past and to hear his story. s9(2)(a) OIA is welcome to bring any support people that he thinks he may need.

The Ministry will need to have a record of the meeting so I will be taking some notes.

Agenda:

1. Introductions
2. Overview of the process
3. Opportunity for s9(2)(a) OIA to speak

4. Questions from the panel covering any specific concerns that Approvals has

5. Next steps

Paul, I would also like to remind you that I still require written information on your vision of a maintenance role for s9(2)(a) OIA and a risk management and supervision plan for both roles - mentor and maintenance person. Please provide these as soon as possible.

If you have any queries at all, please don't hesitate to contact me. I am happy to help.

Kind regards, s9(2)(a) OIA

s9(2)(a) OIA

Approval Assessor

Ministry of Social Development

Level 1, Dalton House, Cnr Dalton & Vautier Streets, Napier | PO Box 144, Napier 4140

Phone: s9(2)(a) OIA

[cid:image002.jpg@01D0394D.BE1FE250]

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<winmail.dat>

Tim Gough

From: s9(2)(a) OIA
Sent: Tuesday, 5 May 2015 8:44 AM
To: Paul
Subject: RE: Re next course

Thanks Paul.

I have emailed the information including your brochure out to all the social workers again.

Regards, s9(2)(a) OIA

-----Original Message-----

From: Paul [mailto:paul@youthquest.co.nz]
Sent: Sunday, 3 May 2015 1:43 p.m.
To: s9(2)(a) OIA
Subject: Re next course

Hi s9(2)(a) OIA our next course starts 18th of May.

If you have any potential clients please let Lomi know ASAP.

Be a great chance to get a couple of kids for auditing.

Many thanks

Sent from my iPhone

Tim Gough

From: s9(2)(a) OIA
Sent: Thursday, 7 May 2015 8:56 AM
To: paul@youthquest.co.nz
Subject: FW: Re next course

Hi again Paul

I just have had a query from one of the social workers at CYF. She wants to know what the cost is for their young people in care. Can you please let me know.

Many thanks, s9(2)(a) OIA .

-----Original Message-----

From: Paul [mailto:paul@youthquest.co.nz]
Sent: Sunday, 3 May 2015 1:43 p.m.
To: s9(2)(a) OIA
Subject: Re next course

Hi s9(2)(a) OIA our next course starts 18th of May.

If you have any potential clients please let Lomi know ASAP.

Be a great chance to get a couple of kids for auditing.

Many thanks

Sent from my iPhone

From: s9(2)(a) OIA
Sent: Friday, 4 September 2015 9:40 AM
To: paul@youthquest.co.nz
Subject: Placements

Hi Paul
I hope things are well.

Just the normal 'touching base' email to check if you have had any referrals from CYF for your courses?

If not, I can put the review off and coordinate with my colleague Warren Devereux when he does the Kapiti Youth Quest Review in or around June next year.

Thanks, s9(2)(a) OIA

s9(2)(a) OIA | Assessor

MSD Approvals

Phone: s9(2)(a) OIA | Mobile: s9(2)(a) OIA | Email: s9(2)(a) OIA @msd.govt.nz | Post: PO Box 144, Napier 4110

Website: www.msd.govt.nz/approvals

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Ko ta mātou he whakamana tangata kia tū haumarū, kia tū kaha, kia tū motuhake

Tim Gough

From: s9(2)(a) OIA
Sent: Thursday, 17 September 2015 10:04 AM
To: lomi
Subject: RE: Placements

Thanks Lomi. I will visit you at Camp David if that's ok as part of the review is a health and safety inspection and I will also want to view staff and client files. I will put more about this in the letter which I will email you next week.

Kind regards, s9(2)(a) OIA

-----Original Message-----

From: lomi s9(2)(a) OIA
Sent: Thursday, 17 September 2015 7:48 a.m.
To: s9(2)(a) OIA
Subject: RE: Placements

Hi s9(2)(a) OIA, Thursday 15th October at 10.30am sounds great. Would you like me to come to you or will you come to me?

Lomi

On 2015-09-17 06:52, s9(2)(a) OIA wrote:

- > Good morning Lomi and thank you for your response.
- > I am pleased that CYF have made some referrals and I will be able to
- > carry out a review.
- >
- > How does Thursday, 15th October at 10:30am suit you?
- >
- > Once we have a date and time confirmed, I will send you a letter
- > outlining the information I will be reviewing and requesting some
- > pre-assessment documentation.
- >
- > I look forward to hearing from you.
- >
- > Kind regards, s9(2)(a) OIA.
- >

> -----Original Message-----

> From: lomi s9(2)(a) OIA
> Sent: Wednesday, 16 September 2015 9:21 a.m.
> To: s9(2)(a) OIA
> Subject: RE: Placements

- >
- > Hi s9(2)(a) OIA, we have had two young men that have come through from
- > CYFS; one from Napier and one from Taupo. A review would be cool to
- > see how we're tracking as an organisation. If you are able to give me
- > a date, time and what you'd like to see then I'll try my hardest to
- > make sure that it's there.

>

> Kind regards

>

> Lomi Schaumkel

>

> On 2015-09-15 10:05, s9(2)(a) OIA wrote:

>> Good morning Lomi

>>

>> Just following up on my email to Paul on the 4th. Can you please let

>> me know about any placements?

>>

>> Many thanks, s9(2)(a) OIA .

>>

>> FROM: Paul Fong [mailto:paul@youthquest.co.nz]

>> SENT: Friday, 4 September 2015 9:51 a.m.

>> TO: s9(2)(a) OIA

>> CC: Lomi Schaumkel

>> SUBJECT: Re: Placements

>>

>> Hi s9(2)(a) OIA ,

>>

>> Sorry I'm not sure Lomi can you help with s9(2)(a) OIA 's enquiry?

>>

>> On 4/09/2015, at 9:39 am, s9(2)(a) OIA

>> s9(2)(a) OIA @msd.govt.nz wrote:

>>

>> Hi Paul

>> I hope things are well.

>>

>> Just the normal 'touching base' email to check if you have had any

>> referrals from CYF for your courses?

>>

>> If not, I can put the review off and coordinate with my colleague

>> Warren Devereux when he does the Kapiti Youth Quest Review in or

>> around June next year.

>>

>> Thanks, s9(2)(a) OIA .

>>

>> s9(2)(a) OIA | Assessor

>> MSD Approvals

>> Phone: s9(2)(a) OIA | Email:

>> s9(2)(a) OIA @msd.govt.nz s9(2)(a) OIA @msd.govt.nz > |

>> Post: PO Box 144, Napier 4110

>> Website: www.msd.govt.nz/approvals

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>> help themselves to be safe, strong and independent Ko ta mātou he

>> whakamana tangata kia tū haumarū, kia tū kaha, kia tū motuhake

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>> -----
>> <winmail.dat>
>>
>> Paul Fong
>> Funding Manager
>>
>> Ehara taku toa i te toa takitahi engari he toa takitini"
>>
>> _"My strength is not that of the individual but that of the
>> multitudes"_
>>
>> M: 0275 415 545
>> T: 06 878 4055
>> E: paul@youthquest.co.nz
>> A: 2501 Middle Road, Poukawa,Hastings 4178 [2]www.youthquest.co.nz
>> [3]find us on facebook [4]
>>
>> see us on youtube
>>
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>> [2] <http://www.youthquest.co.nz/>

>> [3]

>> <http://www.facebook.com/editprofile.php?sk=eduwork#!/pages/Youth-Ques>

>> t /137990179568551/ [4] <http://www.youtube.com/watch?v=2sqCvtwYUf8>

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RELEASED UNDER THE
OFFICIAL INFORMATION ACT



18 August 2021

Paul Fong
National Director
Youth Quest Trust
2501 Middle Road
Poukawa
Hastings 4178

Dear Paul

Assessment Confirmation & Scope

Your next approval assessment site visit is scheduled for:

Date: 15 October 2015

Time: 10:30am

Location: 2501 Middle Road, Poukawa

During the assessment visit we will want to interview the person(s) responsible for:

- the day-to day financial management of your organisation.
- the management of approved services.
- staff directly involved in the delivery of the approved services.

We will need to sight the following information during our visit:

- a selection of open and closed client files
- staff files (inclusive of employment agreement, Police vetting information, supervision and performance management documentation) for all staff involved in approved services
- any other evidence and compliance information that demonstrates that standards are being met.

Standards to be assessed

The assessment will look for evidence of how your organisation complies with a number of social sector accreditation standards (SSAS). Please see the attached "table of standards to be assessed" for standard specific information. Full details of the standards and guidelines on how your organisation can demonstrate compliance can be downloaded from the Ministry's website: www.msd.govt.nz/approvals.

I look forward to meeting with you again. Please do not hesitate to contact me if you need more information or would like to discuss your assessment.

Yours sincerely

s9(2)(a) OIA

s9(2)(a) OIA

Approvals Assessor

Ministry of Social Development

Phone s9(2)(a) OIA

Email s9(2)(a) OIA @msd.govt.nz



Table of Standards to be assessed

Core Standards

Client Centred Services	Evidence will be sought that the organisation treats people with respect and delivers services in a manner that has regard for their dignity, privacy and independence.
Community Wellbeing	Evidence will be sought that the organisation provides services which reflect the principle that the welfare and interests of the child or young person are paramount.
Cultural Competence	Evidence will be sought that the organisation provides services that are culturally appropriate to clients.
Staffing	Evidence will be sought that the organisation has the staffing capability and capacity to deliver services safely.
Health and Safety	Evidence will be sought that the organisation ensures clients; staff and visitors are protected from risk.
Governance and Management Structure and Systems	Evidence will be sought that the organisation has a clearly defined and effective governance and management structure and systems.
Financial Management Systems	Evidence will be sought that the organisation is financially viable and manages its finances competently.
Resolution of Complaints Related to Service Provision	Evidence will be sought that the organisation uses an effective process to resolve complaints about service provision.
Quality Improvement	Evidence will be sought that the organisation aims for excellence and manages the quality and risk of services.
Individual Client Services	Evidence will be sought that the organisation provides services that meet client's needs, reflect desired outcomes and goals and are well planned and co-ordinated.
Programmes for Clients	Evidence will be sought that the organisation plans and delivers safe, coherent and effective programmes as appropriate for the service.

Specialist Standards

Appointment of Director of Service	Evidence will be sought that the organisation appoints a Director of Service to meet the requirements of the Children, Young Persons, and their Families Act 1989 (CYP&F Act 1989).
Care Placement	Evidence will be sought that the organisation ensures that all placements meet the full range of needs of the child or young person and follow the requirements of the CYP&F Act (1989).
Residential and Group Home Settings	Evidence will be sought that the organisation ensures that residences and group homes are adequately staffed and resourced.
In Home Care Services	Evidence will be sought that the organisation selects appropriate caregivers for each child or young person and ensures that children are placed with their family / whanau / hapu / iwi whenever possible.
Outdoor Pursuits Programmes for Children or Young People	Evidence will be sought that the organisation safely plans and delivers wilderness and adventure based programmes and camps in line with industry standards.

Tim Gough

From: s9(2)(a) OIA
Sent: Thursday, 8 October 2015 4:05 PM
To: s9(2)(a) OIA
Subject: ROC - Camp David

MOTHER: s9(2)(a) OIA

FATHER: s9(2)(a) OIA

PATERNAL GRANDPARENTS: s9(2)(a) OIA ;

MATERNAL GRANDPARENTS: s9(2)(a) OIA

SIBLINGS: s9(2)(a) OIA

HALF-SIBLINGS:

CARER: Parents

OTHER FAMILY MEMBERS:

OTHERS INVOLVED:

New Zealand Police

What are the Concerns?

The following information has been taken from a Family Violence Report dated 05/10/2015

- They had several calls with comms as there was a delay getting a unit to them due to the other jobs, change in shifts and the distance from the station

s9(2)(a) OIA

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-
-
-

From: s9(2)(a) OIA
Sent: Monday, 19 October 2015 2:06 PM
To: lomi@youthquest.co.nz; lomi s9(2)(a) OIA
Subject: Risk management strategies
Attachments: Risk management strategies and supervision plan for s9(2)(a) OIA .pdf

Hi Lomi
Thanks for your call this afternoon. Sorry I wasn't sure which email address was the correct one.

As discussed, please find attached the risk management strategies and supervision plan for s9(2)(a) OIA. I would like to hear from Paul and the board on how its contents have been addressed.

I look forward to receiving the incident report soon.

Kind regards, s9(2)(a) OIA.

s9(2)(a) OIA | Assessor

MSD Approvals

Phone: s9(2)(a) OIA | Email: s9(2)(a) OIA @msd.govt.nz | Post: PO Box 144, Napier 4110

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From: s9(2)(a) OIA
Sent: Monday, 19 October 2015 2:06 PM
To: lomi@youthquest.co.nz; lomi s9(2)(a) OIA
Subject: Risk management strategies
Attachments: Risk management strategies and supervision plan for s9(2)(a) OIA .pdf

Hi Lomi
Thanks for your call this afternoon. Sorry I wasn't sure which email address was the correct one.

As discussed, please find attached the risk management strategies and supervision plan for s9(2)(a) OIA. I would like to hear from Paul and the board on how its contents have been addressed.

I look forward to receiving the incident report soon.

Kind regards, s9(2)(a) OIA

s9(2)(a) OIA | Assessor

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From: s9(2)(a) OIA
Sent: Wednesday, 28 October 2015 3:19 PM
To: Steve Stuart (Fortis)

To the Youth Quest Hawkes bay board of trustees.

s9(2)(a) OIA am typing this email to apologise for drinking out at Camp David on the 4th October, I have been under a lot of stress lately. I understand what I have done was wrong, and I will never drink out at camp ever again!

s9(2)(a) OIA

I am sorry for making Youth Quest look bad, I feel embarrassed for my actions, and only hope it doesn't effect our job, s9(2)(a) OIA . Youth Quest is amazing and we are moving forward together.

Yours sincerely s9(2)(a) OIA .

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OFFICIAL INFORMATION ACT

From: s9(2)(a) OIA
Sent: Friday, 6 November 2015 10:10 AM
To: s9(2)(a) OIA
Cc: paul@youthquest.co.nz; lomi@youthquest.co.nz
Subject: Youth Quest Hawke's Bay Report of Concern
Attachments: 151019 Youth Quest Hawke's Bay Incident Report for s9(2)(a) OIA .pdf; Risk management strategies and supervision plan for s9(2)(a) OIA .pdf

Good morning Steve

My name is s9(2)(a) OIA and I am an Approval Assessor for the Ministry of Social Development. One of my providers is Youth Quest Hawke's Bay and I am responsible for ensuring that the organisation continues to meet the Ministry's standards under level 1.

I am emailing you as I believe you are the Chairperson for Youth Quest Hawke's Bay. I would like a response from the Youth Quest Hawke's Bay board to the incident report that Area Manager Lomi Schaumkel sent on 11 October 2015. It was my understanding that the board called a special meeting to address the issues raised in Lomi's report and that this was held on Wednesday, 21 October 2015. I have attached a copy of the report above.

You will be aware that the Ministry granted Youth Quest Hawke's Bay an exemption to employ s9(2)(a) OIA and now views any concerns or complaints that arise involving s9(2)(a) OIA as very serious. I have attached the risk management strategy and supervision plan for s9(2)(a) OIA, which Youth Quest put together at the time of his exemption process. In an email sent to Lomi on 19 October 2015, I asked for a response from the National Director and the Board to this plan but have not yet received any information.

I would appreciate a response to this email at your earliest convenience and I look forward to hearing from you.

Kind regards, s9(2)(a) OIA.

s9(2)(a) OIA | Assessor

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From: s9(2)(a) OIA
Sent: Wednesday, 28 October 2015 3:37 PM
To: Steve Stuart (Fortis)

To the Youth Quest board of trustees.

I s9(2)(a) OIA am typing this email of apology for the incident that had occurred out here at Camp on the 4th October, I am deeply sorry and take full responsibility for my actions and what had happened s9(2)(a) OIA. I understand and know it was wrong of me to be drinking out at camp! I am taking action & making steps to prevent this from ever happening again, I have seen my Doctor and she has referred me to undergo drug and alcohol counselling which I have started today with s9(2)(a) OIA. I will also start attending s9(2)(a) OIA starting tonight, I understand that something like this can hurt the Youth Quest Hawkes bay organisation, I know that with the help from my counsellor will prevent this from ever happening again, please except my letter of apology.

Yours sincerely s9(2)(a) OIA .

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From: Steve Stuart s9(2)(a) OIA
Sent: Thursday, 12 November 2015 9:50 AM
To: s9(2)(a) OIA
Cc: paul@youthquest.co.nz; lomi
Subject: RE: Youth Quest Hawke's Bay Report of Concern
Attachments: From Lomi re s9(2)(a) OIA 201510 Drug and Alcohol Policy.docx

s9(2)(a) OIA,

Thanks for your time on the phone this morning.

This incident has been taken seriously by the YQ Board and we have taken the following actions following a special board meeting a soon as we were made aware of the incident.

Implemented a drug and alcohol policy as attached.

Both s9(2)(a) OIA have made statements to the board as attached.

The risk management and Safety plan has been reviewed amended and implemented.

s9(2)(a) OIA makes an important contribution to the programme as a mentor and it would be a blow to the organisation to lose him. It is not in YQs nature to penalise someone who has made such an effort to turn his life around and slipped up on this occasion. It is important that as a mentor to our boys he is seen to pick himself up and carry on.

If there is further information you require or questions you have. Please don't hesitate to call.

Regards Steve

From: s9(2)(a) OIA [mailto:s9(2)(a) OIA@msd.govt.nz]
Sent: Friday, 6 November 2015 10:10 a.m.
To: Steve Stuart s9(2)(a) OIA
Cc: paul@youthquest.co.nz; lomi@youthquest.co.nz
Subject: Youth Quest Hawke's Bay Report of Concern

Good morning Steve

My name is s9(2)(a) OIA and I am an Approval Assessor for the Ministry of Social Development. One of my providers is Youth Quest Hawke's Bay and I am responsible for ensuring that the organisation continues to meet the Ministry's standards under level 1.

I am emailing you as I believe you are the Chairperson for Youth Quest Hawke's Bay. I would like a response from the Youth Quest Hawke's Bay board to the incident report that Area Manager Lomi Schaumkel sent on 11 October 2015. It was my understanding that the board called a special meeting to address the issues raised in Lomi's report and that this was held on Wednesday, 21 October 2015. I have attached a copy of the report above.

You will be aware that the Ministry granted Youth Quest Hawke's Bay an exemption to employ s9(2)(a) OIA and now views any concerns or complaints that arise involving s9(2)(a) OIA as very serious. I have attached the risk management strategy and supervision plan for s9(2)(a) OIA, which Youth Quest put together at the time of his exemption process. In an email sent to Lomi on 19 October 2015, I asked for a response from the National Director and the Board to this plan but have not yet received any information.

I would appreciate a response to this email at your earliest convenience and I look forward to hearing from you.

Kind regards, s9(2)(a) OIA

s9(2)(a) OIA | Assessor

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Tim Gough

From: Lomi s9(2)(a) OIA
Sent: Thursday, 12 November 2015 8:52 AM
To: Steve Stuart (Fortis)
Subject: From Lomi re s9(2)(a) OIA
Attachments: Risk Management Strategies and Supervision Plan For s9(2)(a) OIA.docx

Het Steve, s9(2)(a) OIA has had three sessions at s9(2)(a) OIA in which his sponsor s9(2)(a) OIA communicates with him daily. s9(2)(a) OIA have weekly one hour sessions with s9(2)(a) OIA at camp on Wednesday afternoons. The first six sessions are free. Any sessions beyond that scope will need to be paid for however, there may be an opportunity for funding with a letter from his GP. s9(2)(a) OIA meet regularly with both Georgina and myself. There has been no drug testing at this stage.

Hope this helps.

Lomi

Tim Gough

From: s9(2)(a) OIA
Sent: Thursday, 26 November 2015 11:04 AM
To: Steve Stuart
Cc: paul@youthquest.co.nz; lomi@youthquest.co.nz
Subject: Update

Good morning Steve.

Sorry for the delay in updating you regarding our response to the report of concern incident.

I have read the social worker's report, spoken to staff, management and yourself at Youth Quest and have reviewed the written evidence of the family in question's apologies, attendance at s9(2)(a) OIA and counselling. I have also reviewed an updated alcohol and drugs policy for the organisation, banning all alcohol and drugs on-site. A new risk management strategy and supervision plan for s9(2)(a) OIA has been provided.

I am satisfied that the incident was a one-off for s9(2)(a) OIA and that they are receiving the support they need to move forward. No further action will be taken by the Ministry.

If you have any questions, please don't hesitate to contact me.

Kind regards, s9(2)(a) OIA .

s9(2)(a) OIA | Assessor

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Tim Gough

From: s9(2)(a) OIA
Sent: Friday, 27 November 2015 2:17 PM
To: s9(2)(a) OIA
Subject: FW: Certificate of Incorporation for 2562861 YOUTHQUEST HAWKE'S BAY CHARITABLE TRUST

No, it's not Youth Quest Trust, its Youth Quest Hawke's Bay. See attached. Thanks.

-----Original Message-----

From: info@companies.govt.nz [mailto:info@companies.govt.nz]

Sent: Friday, 27 November 2015 2:16 p.m.

To: s9(2)(a) OIA

Subject: Certificate of Incorporation for 2562861 YOUTHQUEST HAWKE'S BAY CHARITABLE TRUST

As requested please find attached a copy of the Certificate of Incorporation.

www.govt.nz - your guide to finding and using New Zealand government services

Any opinions expressed in this message are not necessarily those of the Ministry of Business, Innovation and Employment. This message and any files transmitted with it are confidential and solely for the use of the intended recipient. If you are not the intended recipient or the person responsible for delivery to the intended recipient, be advised that you have received this message in error and that any use is strictly prohibited. Please contact the sender and delete the message and any attachment from your computer.

<<

Certificate.pdf (28.0KB)

(28.0KB)

>>

Tim Gough

From: s9(2)(a) OIA
Sent: Thursday, 26 May 2016 10:26 AM
To: lomi s9(2)(a) OIA; s9(2)(a) OIA
Subject: Six monthly review

Hi Lomi
I hope you are well

As your organisation is level 1 approved, I am required to check in with you every six months (I am a bit late, my apologies). The approvals team is trying to streamline its processes where possible and instead of a six monthly visit, I can request some information via email and complete a paper based review.

Can you please provide me with the following information going back to my last visit in September 2015:

1. Have there been any new staff working in MSD funded services?
2. Have there been any placements funded by MSD?
3. Have there been any changes to policies or procedures, or any reviews undertaken?
4. Have there been any incidents or accidents?
5. Have there been any complaints?

If you answered yes to any of the above questions, please provide information. If this information could be received as soon as possible it would be much appreciated.

If you have any questions at all, please do not hesitate to contact me.

I will be in touch again in October to confirm a date to visit and complete the full review in September 2016.

Kind regards, s9(2)(a) OIA.

s9(2)(a) OIA | Assessor

MSD Approvals

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Website: www.msd.govt.nz/approvals

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Tim Gough

From: lomi s9(2)(a) OIA
Sent: Tuesday, 14 June 2016 8:29 AM
To: s9(2)(a) OIA
Subject: Re: Six monthly review

Hi s9(2)(a) OIA, my apologies for the lateness. Below are the replies to your questions in order of number.

1. No new staff.
2. Yes, there have been 4 known placements made by CYFS.
3. There have been no changes or amendments to policies or procedures. There is currently a review of Employment Agreements.
4. There have been a number of incidents. (Am I able to email the incident reports within the next two days?)
5. There have been no complaints.

Kind regards

Lomi

On 2016-05-26 10:25, s9(2)(a) OIA wrote:

- > Hi Lomi
- > I hope you are well
- >
- > As your organisation is level 1 approved, I am required to check in
- > with you every six months (I am a bit late, my apologies). The
- > approvals team is trying to streamline its processes where possible
- > and instead of a six monthly visit, I can request some information via
- > email and complete a paper based review.
- >
- > Can you please provide me with the following information going back to
- > my last visit in September 2015:
- > 1. Have there been any new staff working in MSD funded services?
- > 2. Have there been any placements funded by MSD?
- > 3. Have there been any changes to policies or procedures, or any
- > reviews undertaken?
- > 4. Have there been any incidents or accidents?
- > 5. Have there been any complaints?
- >
- > If you answered yes to any of the above questions, please provide
- > information. If this information could be received as soon as
- > possible it would be much appreciated.
- >
- > If you have any questions at all, please do not hesitate to contact me.
- >
- > I will be in touch again in October to confirm a date to visit and
- > complete the full review in September 2016.
- >
- > Kind regards, s9(2)(a) OIA.
- >

> s9(2)(a) OIA | Assessor
> MSD Approvals
> Phone: s9(2)(a) OIA | Email:
> s9(2)(a) OIA @msd.govt.nz <s9(2)(a) OIA @msd.govt.nz> |
> Post: PO Box 144, Napier 4110
> Website: www.msd.govt.nz/approvals <http://www.msd.govt.nz/approvals>
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Tim Gough

From: lomi s9(2)(a) OIA
Sent: Wednesday, 15 June 2016 1:22 AM
To: s9(2)(a) OIA
Subject: From Lomi at Youth Quest
Attachments: Incident Report for s9(2)(a) OIA 2.docx; Incident Report for s9(2)(a) OIA .docx; Incident Report for s9(2)(a) OIA 2.docx; Incident Report for s9(2)(a) OIA 3.docx; Incident Report for s9(2)(a) OIA 4.docx; Incident Report for s9(2)(a) OIA .docx

Hi s9(2)(a) OIA, as per the last email, there were no accidents but there were a number of incidents. Attached are a number of Incident Forms and Written Warnings given to trainees. Please contact me if you have any questions.

Kind regards

Lomi

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From: Terry Poko <terry@youthquest.co.nz>
Sent: Friday, 20 January 2017 12:49 PM
To: s9(2)(a) OIA
Subject: RE: Approvals assessment visit
Attachments: All Staff Disclosure (v2016AJG)- Auto Date.pdf.zip; Audited Annual Accounts 31 March 2016 Youthquest Kapiti.pdf.zip; Complaints Procedure.pdf.zip; Youth Quest 2016 Renewal Letter.pdf.zip; YOUTHQUESTKAPITI_CPFBC_CLN1710033M_I01290441_1317492001.pdf.zip; YOUTHQUESTKAPITI_CUSTINV_CLN1710033M_I01290441_1317492001.pdf.zip; YQK Board Minutes 8 November 2016.pdf.zip; Child Protection Policy.pdf.zip; Weapons Policy.pdf.zip

Follow Up Flag: Follow up
Flag Status: Completed

Hi s9(2)(a)

I have attached copies of documents you have requested prior to your visit to Youthquest.

I have also attached a link for our most recent version of the Youthquest Quality Management Systems

s9(2)(a) OIA

Nga Mihi

Terry Poko

Youthquest Kapiti
Area Manager
PO Box 1645
Paraparaumu

Ph 0272440597

From: s9(2)(a) OIA
Sent: Thursday, 22 December 2016 11:07 a.m.
To: Terry Poko
Subject: RE: Approvals assessment visit

Great thanks for confirming Terry.

Please find attached confirmation of the appointment and further details about the standards that will be reviewed. You will see that I have requested some information prior to the visit, please could you ensure I receive this prior to the 20 January.

Hope you have a lovely break and I look forward to meeting you in the new year.

Kind regards

s9(2)(a)

s9(2)(a) OIA | Approvals Assessor
MSD Approvals

Post: PO Box 27504 Marion Square Wellington 6141
Phone: s9(2)(a) OIA | Mobile: s9(2)(a) OIA
Email: s9(2)(a) OIA
Website: www.msd.govt.nz/approvals

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From: Terry Poko [<mailto:terry@youthquest.co.nz>]
Sent: Wednesday, 21 December 2016 2:37 p.m.
To: s9(2)(a) OIA
Subject: RE: Approvals assessment visit

Hi s9(2)(a)

Thanks for your email. Friday the 3rd February 2017 looks the most suitable date for us.

Nga Mihi

Terry Poko

Youthquest Kapiti

Area Manager

PO Box 1645

Paraparaumu

Ph 0272440597

From: s9(2)(a) OIA
Sent: Tuesday, 20 December 2016 2:58 p.m.
To: terry@youthquest.co.nz
Subject: Approvals assessment visit

Hi Terry,

My name is s9(2)(a) and I am a member of the Central Regional Approvals Team. Your organisation is now due for its approvals review and I was hoping to visit with you in late January / early February to complete the assessment. Would the 25th January or 3rd February work for you?

I will need about 4 hours of your time and staff and a governance member will also need to be available if possible.

Once we have confirmed the date and time, I will email you a confirmation letter which will provide you with more information about the review and the services I will be looking at.

I look forward to hearing from you.

Kind regards,

s9(2)
(a)

s9(2)(a) OIA | Approvals Assessor
MSD Approvals

Post: PO Box 27504 Marion Square Wellington 6141
Phone: (04) 918 4699 | Mobile: 0292 100 184
Email: s9(2)(a) OIA @msd.govt.nz
Website: www.msd.govt.nz/approvals

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From: s9(2)(a) OIA
Sent: Tuesday, 28 March 2017 12:09 PM
To: s9(2)(a) OIA
Subject: RE: Change of date for approvals review

Hi s9(2)(a) OIA
Sorry for the delay in replying, I have been away from the office.
Yes, the 11th is fine with us.

I think my colleague s9(2)(a) is going to be in touch to confirm.

I look forward to seeing you again then.

Kind regards, s9(2)(a) OIA

From: s9(2)(a) OIA
Sent: Wednesday, 22 March 2017 2:50 p.m.
To: s9(2)(a) OIA
Subject: Re: Change of date for approvals review

Hi s9(2)(a) OIA
Youth Quest kapiti have there Graduation in Kapiti on the 13th April, would 11th April be OK to meet with you.

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: s9(2)(a) OIA <[s9\(2\)\(a\)@msd.govt.nz](mailto:s9(2)(a)@msd.govt.nz)>
Date: 22/03/17 13:38 (GMT+12:00)
To: s9(2)(a) OIA
Cc: s9(2)(a) OIA; Steve Stuart s9(2)(a) OIA
Subject: Change of date for approvals review

Hi s9(2)(a) OIA
I hope you are well.

I apologise for the short notice but due to illness must change the date for our review of Youth Quest's level 1 approval that was to take place tomorrow.

May I please propose the 13th April 2017 at 10:30am instead? I understand that this does not suit your chairperson but as you are the manager we will need to spend most of our time with you.

Please let me know if this date and time suits.

Kind regards, s9(2)(a) OIA

s9(2)(a) OIA | Senior Assessor Central

MSD Approvals

Phone: s9(2)(a) OIA | Email: s9(2)(a) OIA <[s9\(2\)\(a\)@msd.govt.nz](mailto:s9(2)(a)@msd.govt.nz)> | Post: PO Box 144, Napier 4110

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From: s9(2)(a) OIA
Sent: Thursday, 11 May 2017 10:22 AM
To: s9(2)(a) OIA
Subject: RE: Clarification

Hi s9(2)(a) OIA

The letter is fine and as it was written prior to ALT, your signature is acceptable. The reports are not fine. They are both missing the accreditation status and the level 2 report is missing the dates at the top. Only send the level 1 report out.

Thanks, s9(2)(a) OIA

From: s9(2)(a) OIA
Sent: Tuesday, 9 May 2017 4:13 p.m.
To: s9(2)(a) OIA
Subject: FW: Clarification

Hello s9(2)(a) OIA,

Welcome back to HB.

I was not sure whether YQ were to be sent both the level one and level two reports so I will be cheeky and ask you to forward them to Lauren if you are happy with the content.

I was also hoping that you could answer Lauren's question regarding staff to YP ratios below.

Thanks,

s9(2)(a) OIA

s9(2)(a) OIA Approvals Assessor Central

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From: Lauren Hibberd [<mailto:ljh@slw.co.nz>]
Sent: Tuesday, 9 May 2017 3:03 p.m.
To: s9(2)(a) OIA
Subject: RE: Clarification

Hi s9(2)(a)

The director's role should be held by Lomi Schmaukel as supervisor at present but we are about to advertise for an area manager now so that person will hold the director role once appointed.

As a secondary point, do you know if there are specific staff to boy ratios that we should comply with? During the courses it is usually about 3 boys to 1 staff member but particularly overnight for supervision we need to understand whether there is a minimum ratio that we should be meeting.

Kind regards

Lauren Hibberd | Partner
Ph (06) 833 7841

SLW-Logo-Sml-email



From: s9(2)(a) OIA
Sent: Monday, 8 May 2017 8:51 AM
To: Lauren Hibberd
Subject: RE: Clarification

It's all a bit confusing but the last person we understand to hold the Director's role was Paul Fong.

s9(2)(a) OIA Approvals Assessor Central

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From: Lauren Hibberd [<mailto:ljh@slw.co.nz>]
Sent: Monday, 8 May 2017 8:31 a.m.
To: s9(2)(a) OIA
Subject: RE: Clarification

Thanks for clarifying. Do you know who you have on record at the moment for Youthquest for this? I would have thought it would be Lomi?

Kind regards

Lauren Hibberd | Partner
Ph (06) 833 7841

SLW-Logo-Sml-email



From: s9(2)(a) OIA
Sent: Monday, 8 May 2017 8:27 AM
To: Lauren Hibberd
Subject: RE: Clarification

Hello Lauren,

Yes that's it and any other section where the court can make an order in favour of a director of a child and family support service. Sorry I should have clarified this in my query.

Regards,

s9(2)(a) OIA Approvals Assessor Central

MSD Approvals

Phone: s9(2)(a) OIA

Post: PO Box 144, Napier 4110

Website: www.msd.govt.nz/approvals

We help New Zealanders to help themselves to be safe, strong and independent
Ko ta mātou he whakamana tangata kia tū haumarū, kia tū kaha, kia tū motuhake

From: Lauren Hibberd [<mailto:ljh@slw.co.nz>]

Sent: Saturday, 6 May 2017 2:14 p.m.

To: s9(2)(a)

Cc: s9(2)(a) OIA

Subject: Re: Clarification

Hello s9(2)(a)

Do you mean a director under section 79 of the Act in relation to a section 78 custody order?

Lauren

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: s9(2)(a) OIA

Date: 4/05/17 10:55 AM (GMT+12:00)

To: Lauren Hibberd <ljh@slw.co.nz>

Cc: s9(2)(a) OIA <[s9\(2\)\(a\)@msd.govt.nz](mailto:s9(2)(a)@msd.govt.nz)>

Subject: Clarification

Hello Lauren,

I have nearly completed the assessment report for Youth Quest Hawkes Bay but I wonder if you could assist with clarifying the situation with regard to the care service standard # 1;

Due to the fact that there have been quite a few changes for the organisation since the last review in 2014 can you confirm who currently holds the position of Director of Service in order that the requirements of the Children Young Persons and their Families Act are met.

Many thanks in anticipation.

Regards,

s9(2)(a) OIA Approvals Assessor Central

MSD Approvals

Phone: s9(2)(a) OIA

Post: PO Box 144, Napier 4110

Website: www.msd.govt.nz/approvals

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RELEASING OFFICIAL INFORMATION

From: Nicholas Coomer
Sent: Tuesday, 13 June 2017 3:18 PM
To: Lauren Hibberd
Cc: Rewi Joyce; s9(2)(a) OIA ; Jane Hopkinson; s9(2)(a) OIA ; s9(2)(a) OIA
Subject: Details of Incident

Hi Lauren,

Further to our phone call,

I've had a chat with s9(2)(a) OIA, Rewi and my boss Jane. As you can imagine there is a high level of concern about the situation. At this point there are serious misgivings about s9(2)(a) OIA being in charge of vulnerable children at all. Also this is the second time s9(2)(a) OIA has come to the attention of the Ministry in this way.

Our approvals team will also need to look into this and I have cc'd them into the message as well.

To start we need you to supply a police statement of proceedings for the incident and detail measures you will be taking with s9(2)(a) OIA. We also need to be kept in the loop regarding court proceedings. I understand s9(2)(a) OIA will be stepping into s9(2)(a) OIA role while this goes ahead, could you also confirm that please.

Thank you
Nick

Nick Coomer

Community Investment Advisor

Level 1, Dalton House, Cnr Dalton and Vautier Streets, Napier | Private Bag 6015, Napier 4110

📞 T s9(2)(a) OIA | ✉ E nicholas.coomer@mvcot.govt.nz



From: s9(2)(a) OIA
Sent: Friday, 30 June 2017 11:04 AM
To: Nicholas Coomer
Cc: Rewi Joyce; s9(2)(a) OIA; Jane Hopkinson; s9(2)(a) OIA; s9(2)(a) OIA; Iria Pene
Subject: RE: Details of Incident

Morena Nick,

Thanks for forwarding this email from Lauren Hibberd to me. I will discuss a reply with Iria this afternoon and get back to you about that. It may go out in Iria's name. It will include advice to Youth Quest that s9(2)(h) OIA

They have advised us of the serious incident and have undertaken to advise the outcome.

As discussed, the clauses below are from the Contract Framework Terms and Conditions and will guide you regarding the Provider's responsibilities. Will get back to you this afternoon after Iria and I have discussed. (Also I have now set the contract to current so the payment can be made).

Nga mihi, na s9(2)(a)

6. Information to Purchasing Agency

6.1 The Provider must provide written notice to the Purchasing Agency:

(a) if the Provider proposes to change its legal structure;

(b) if any of the Provider's Personnel are being investigated for, have been charged with, or convicted of any criminal offence that, viewed objectively and reasonably, represents a material risk to the performance of the Services or the achievement of the Outcome(s) (including because it might damage the reputation of either the Provider or the Purchasing Agency were it to be publicly known);

(c) as soon as reasonably practicable of any problems, issues or incidents that arise in relation to the performance of the Outcome Agreement, including any problems or issues that will, or are likely to, affect the provision or quality of the Services or the ability of the Provider to perform its obligations under the Outcome Agreement, and, after receipt of such a notice, the Purchasing Agency and the Provider will discuss what an appropriate response would be and implement any agreed actions.

s9(2)(a) OIA

Senior Advisor

Partnering for Outcomes

Level 1 | Freemason House | 195-205 Willis Street

PO Box 27 504 | Wellington 6140

s9(2)(a) OIA



ORANGA TAMARIKI
Ministry for Vulnerable Children



From: Nicholas Coomer
Sent: Friday, 30 June 2017 9:19 a.m.
To: s9(2)(a) OIA
Subject: FW: Details of Incident

Hi s9(2)(a),

This came through yesterday while I was in Palmerston North.

Cheers
Nick

From: Lauren Hibberd [<mailto:ljh@slw.co.nz>]
Sent: Thursday, 29 June 2017 8:36 a.m.
To: Nicholas Coomer
Cc: Rewi Joyce; s9(2)(a) OIA; Jane Hopkinson; s9(2)(a) OIA; s9(2)(a) OIA; Steve Stuart; s9(2)(a) OIA
Subject: RE: Details of Incident

Hello Nick

Just to update you, we have still not received a copy of the police report about the incident. s9(2)(a) OIA has remained on leave from Camp David and we as a board are awaiting the outcome of his Court appearance next week when we will know what the charges are, whether they will be defended and whether or not the bail conditions will be amended so that s9(2)(a) OIA is able to attend at Camp David.

If the charges are defended then we may allow s9(2)(a) OIA to continue in his role until there is an outcome. If the charges are successfully defended then we may have s9(2)(a) OIA continue. If the charges are not successfully defended then we may need to terminate his contract with us.

If s9(2)(a) OIA continues with us then we are likely to require him to undergo marriage counselling, drug and alcohol counselling and to have a mentor from the Board to monitor his progress.

If a decision of ours is going to affect the funding available for YQHB from MVCOT please can you let us know in advance as that will obviously have an impact on our decision making regarding s9(2)(a) OIA

Please note that I will be away from 30 June to 24 July so during this time Steve Stuart from the board will be the relevant point of contact (I have copied him in above).

Kind regards

Lauren Hibberd | **Partner**
Ph (06) 833 7841



SAINSBURY LOGAN & WILLIAMS
LAWYERS SINCE 1875

From: Nicholas Coomer [<mailto:Nicholas.Coomer@mvcot.govt.nz>]

Sent: Tuesday, 13 June 2017 3:18 PM

To: Lauren Hibberd

Cc: Rewi Joyce; s9(2)(a) OIA ; Jane Hopkinson; s9(2)(a) OIA ; s9(2)(a) OIA

Subject: Details of Incident

Hi Lauren,

Further to our phone call,

I've had a chat with Donna, Rewi and my boss Jane. As you can imagine there is a high level of concern about the situation. At this point there are serious misgivings about s9(2)(a) OIA being in charge of vulnerable children at all. Also this is the second time s9(2)(a) OIA has come to the attention of the Ministry in this way.

Our approvals team will also need to look into this and I have cc'd them into the message as well.

To start we need you to supply a police statement of proceedings for the incident and detail measures you will be taking with s9(2)(a) OIA. We also need to be kept in the loop regarding court proceedings. I understand s9(2)(a) OIA will be stepping into s9(2)(a) OIA role while this goes ahead, could you also confirm that please.

Thank you

Nick

Nick Coomer

Community Investment Advisor

Level 1, Dalton House, Cnr Dalton and Vautier Streets, Napier | Private Bag 6015, Napier 4110

T: s9(2)(a) OIA



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From: Mark Limmer
Sent: Monday, 3 July 2017 9:25 AM
To: s9(2)(a) OIA
Cc: Utulei Antipas
Subject: RE: Youth Quest - s9(2)(a) OIA Arrest

Hi guys.

I spoke with Zofia this morning.

A little more information is required before a decision can be made however this is the current advice.

1. s9(2)(h) OIA

- [REDACTED]
- [REDACTED]
- [REDACTED]

Anyway, that is the advice for now. Let me know if you need anything else. See you soon.

Thanks

From: s9(2)(a) OIA
Sent: Friday, 30 June 2017 1:22 p.m.
To: Mark Limmer
Cc: Utulei Antipas
Subject: Youth Quest - s9(2)(a) OIA Arrest

Hi Mark

I've just gone through some information that I had on file from Youth Quest and have attached an example of their employment agreement which includes serious misconduct. I have also attached their policies and procedures which outlines the code of conduct and termination procedures from page 15.

From this information I feel it's quite clear that s9(2)(a) should be suspended on pay until further inquiries are made.

Let me know what you think my response to this situation should be.

Thanks, s9(2)(a)

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From Youth Quest's Outcome Agreement Framework Terms and conditions:

6.1 The Provider must provide written notice to the Purchasing Agency:

(a) if the Provider proposes to change its legal structure;

(b) if any of the Provider's Personnel are being investigated for, have been charged with, or convicted of any criminal offence that, viewed objectively and reasonably, represents a material risk to the performance of the Services or the achievement of the Outcome(s) (including because it might damage the reputation of either the Provider or the Purchasing Agency were it to be publicly known);

(c) as soon as reasonably practicable of any problems, issues or incidents that arise in relation to the performance of the Outcome Agreement, including any problems or issues that will, or are likely to, affect the provision or quality of the Services or the ability of the Provider to perform its obligations under the Outcome Agreement, and, after receipt of such a notice, the Purchasing Agency and the Provider will discuss what an appropriate response would be and implement any agreed actions.

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OFFICIAL INFORMATION ACT

12 July 2017

Steve Stuart
Acting Board Chair
Youth Quest Hawkes Bay Charitable Trust
2501 Middle Road
RD 11, Hastings 4178



**ORANGA
TAMARIKI**
Ministry for Vulnerable Children

Tena koe Steve,

As you know Lauren Hibberd emailed Oranga Tamariki on 29 June up-dating the situation regarding s9(2)(a) OIA. That email has been forwarded to me, as the work of Oranga Tamariki - Partnering for Outcomes in Hawkes Bay is part of my portfolio.

Most of the matters Lauren described are employment related and the Youth Quest Board will need to work through these with s9(2)(a) OIA. This includes the Police Summary of Facts that Lauren referred to providing and although Nick Coomer originally requested this, I can advise you that we do not require a copy. Thank you for providing it today. I have asked that this document be deleted.

Lauren has asked whether any decisions made by the Youth Quest Board around this matter will affect funding from Oranga Tamariki in the next financial year. Youth Quest have met the conditions of the Framework Terms and Conditions attached to the funding agreement (as set out below), and have also appointed an acting Manager. The offence s9(2)(a) has been charged with is not one specified in the Vulnerable Children Act (2014) which would require him to be stood down. However, there is no exemption process contained within the Approvals standards for non-core children's workers or non-children's workers.

The standards prescribe that the employer complete a risk assessment based on the results of all vetting and effectively manages any staff member with convictions. This assessment must include: how the welfare and best interests of children are paramount in relation to the appointment, the suitability of the person for the appointment and any mitigations/ restrictions and controls that the risk assessment identifies. It needs to demonstrate how, if the employer chooses to continue with the employment, they will mitigate any risk of the offending.

In addition a Provider must also follow its own policies and procedures (such as the Code of Conduct and termination procedures) and if the policies are not adhered to, the Provider would then be in breach of the Approval Standard regarding staffing and that may impact on decisions we make regarding funding.

It may help you to know that if any decision regarding funding is made for any reason, it would only be made after we have discussed matters with you, it would be conveyed in writing and it would require us to give you appropriate notice.

Lead Community Investment Advisor Jane Hopkinson, Advisor Nick Coomer and Services for Children and Families Napier Site Manager s9(2)(a) OIA will meet with you on Friday 14 July, to discuss provision of services in this financial year (F18). I hope that this has clarified matters for you.

Naku noa, na

P. P. P. P. P.

Iria Pene
Regional Manager Central
Partnering for Outcomes

Copy to: Lauren Hibberd

From Youth Quest's Outcome Agreement Framework Terms and conditions:

6.1 The Provider must provide written notice to the Purchasing Agency:

(a) if the Provider proposes to change its legal structure;

(b) if any of the Provider's Personnel are being investigated for, have been charged with, or convicted of any criminal offence that, viewed objectively and reasonably, represents a material risk to the performance of the Services or the achievement of the Outcome(s) (including because it might damage the reputation of either the Provider or the Purchasing Agency were it to be publicly known);

(c) as soon as reasonably practicable of any problems, issues or incidents that arise in relation to the performance of the Outcome Agreement, including any problems or issues that will, or are likely to, affect the provision or quality of the Services or the ability of the Provider to perform its obligations under the Outcome Agreement, and, after receipt of such a notice, the Purchasing Agency and the Provider will discuss what an appropriate response would be and implement any agreed actions.

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OFFICIAL INFORMATION ACT

From: s9(2)(a) OIA
Sent: Monday, 10 July 2017 9:20 AM
To: Steve Stuart
Subject: Fwd:

Hi Steve
This is what my lawyer has emailed me if you need more information she is happy for you to contact her.
Nga Mihi

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "Bryant, Amanda"
Date: 10/07/17 09:15 (GMT+12:00)
To: s9(2)(a) OIA
Subject: RE:

Hi s9(2)(a) OIA
s9(2)(a) OIA

Please let me know if I can be of any further assistance.
Kind Regards

Amanda Bryant BA/LLB
Lawyer | Public Defence Service | Hawke's Bay
s9(2)(a) OIA

Level 1 | 143 Dalton Street | s9(2)(a) OIA | Napier
www.justice.govt.nz



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From: s9(2)(a) OIA
Sent: Friday, 7 July 2017 9:46 p.m.
To: Bryant, Amanda
Subject:

Hi Amanda
This was the email I got from the board
and the information they were requiring, would appreciate it if you could please send them a copy of that Monday if you could please
Nga Mihi

s9(2)(a)

OIA

Sent from my Samsung Galaxy smartphone.

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- (1) reply promptly to that effect, and remove this email and the reply from your system;
- (2) do not act on this email in any other way.

Thank you.

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From: Nicholas Coomer
Sent: Friday, 14 July 2017 9:31 AM
To: s9(2)(a) OIA
Cc: s9(2)(a) OIA
Subject: FW: Letter sent to Youth Quest in response to Steve Stuart and Lauren Hibberds email.
Attachments: Letter to Steve Stuart Youth Quest.12 Jul 17pdf.pdf; From Youth Quest Outcome Agreement.docx

Hi s9(2)(a) OIA ☺

Sorry was in meetings all day yesterday. This was sent through to Steve Stuart yesterday and Iria called Steve late yesterday to follow up.

I'll have a chat with you about it when you are in the Office.

Cheers

Nick

From: s9(2)(a) OIA
Sent: Wednesday, 12 July 2017 4:46 p.m.
To: Jane Hopkinson; Nicholas Coomer
Cc: Iria Pene
Subject: Letter sent to Youth Quest in response to Steve Stuart and Lauren Hibberds email.

Kia ora koutou,

Please see attached letter sent to Steve Stuart this afternoon. **Please read in conjunction with the advice from Approvals** in s9(2)(a) OIA email yesterday. Although we can't direct Youth Quest Board in how they deal with an employment matter, their own Policy and Procedure documents should be referred and adhered to.

Iria can you indicate if it is appropriate for this letter to go to both Site managers? My feeling is that it should probably be just sent to Youth Quest but that we should advise the Site Managers of the contents.

Nga mihi, na s9(2)(a) OIA.

s9(2)(a) OIA

Senior Advisor
Partnering for Outcomes
Level 1 | Freemason House | 195-205 Willis Street
PO Box 27 504 | Wellington 6140

📞 s9(2)(a) OIA



From: Jane Hopkinson
Sent: Thursday, 17 August 2017 4:00 PM
To: Iria Pene
Cc: s9(2)(a) OIA ; Utulei Antipas
Subject: FW: Result of conversations with Iria

Kia ora Iria,

Please see below an email sent to Nick from Lauren Hibberd, Chairperson out at YouthQuest confirming that they have re-employed s9(2)(a) OIA as the Operations Manager with conditions.

Our Napier OT Site has no young people currently and the Site Manager has advised that they will not be sending any referrals out there. YQ however have two young people placed there from Hastings. They have been there for some time.

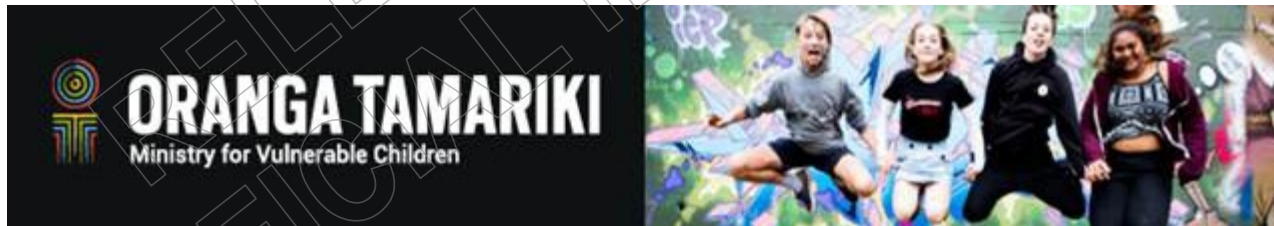
I have cc'd both s9(2)(a) OIA and Utulei into this message on the basis that we have had some conversations with s9(2)(a) OIA. I suspect that on the basis of s9(2)(a) OIA history and our Site Manager's reluctant to now place young people at YQ that we now require a special investigation to be undertaken by Approvals to address the concern of s9(2)(a) OIA still working with young people.

Your thoughts would be appreciated.

Jane

Lead Community Investment Advisor
Central Region
Partnering for Outcomes
Oranga Tamariki
Level One, 506 Eastbourne Street
PO Box 1447
Hastings 4156
s9(2)(a) OIA

Email: Jane.Hopkinson003@msd.govt.nz



From: Nicholas Coomer
Sent: Thursday, 17 August 2017 3:30 p.m.
To: Jane Hopkinson
Subject: FW: Result of conversations with Iria

From: Lauren Hibberd [<mailto:ljh@slw.co.nz>]
Sent: Thursday, 10 August 2017 2:04 p.m.
To: Nicholas Coomer
Cc: Steve Stuart; Jane Hopkinson
Subject: RE: Result of conversations with Iria

Hello Nick

s9(2)(a) OIA pled guilty to the charges and will be sentenced in due course. In the meantime, the bail conditions were lifted so that he is allowed back out at Camp.

The YQHB board met with s9(2)(a) OIA to discuss his future with us and we agreed with him as follows:

- (a) to bring to an end his role as s9(2)(a) OIA (which continues to be s9(2)(a) OIA for now but the organization is seeking a CEO for the whole operation both HB and Kapiti). He entered a new agreement with us as Operations Manager (which is intended to be the same role as the Team Leader role which involves organizing the programme and liaising with the boys and their families/caseworkers). He reports to s9(2)(a) OIA for now but to the CEO when appointed;
- (b) he was issued a final written warning taking effect under the new agreement;
- (c) he must undertake counselling for s9(2)(a) OIA for a period agreed with us. He must provide to us written confirmation by the counselor that he has satisfactorily completed the counselling. This may be satisfied by Court imposed requirements once we know what those will be;
- (d) to terminate his tenancy of the house on Camp David where he has been living with s9(2)(a) OIA. We agreed that s9(2)(a) OIA can remain at Camp for now until they find new accommodation (as this was very important to s9(2)(a) OIA) and we are flexible about the timing of them leaving so that s9(2)(a) OIA are not unsettled more than they have been already. However, in the interim he has agreed that he would not live at Camp while they remain at Camp; and
- (e) he must report to a board member on a weekly basis to check in and discuss how things are going.

We also now have s9(2)(a) OIA back on board with his wealth of experience and ability to provide additional support and assistance to both s9(2)(a) OIA and s9(2)(a) OIA.

Kind regards

Lauren Hibberd | **Partner**
Ph (06) 833 7841



SAINSBURY LOGAN & WILLIAMS
LAWYERS SINCE 1875

From: Nicholas Coomer [<mailto:Nicholas.Coomer@mvcot.govt.nz>]
Sent: Thursday, 10 August 2017 11:50 AM
To: Lauren Hibberd
Cc: Steve Stuart; Jane Hopkinson
Subject: Result of conversations with Iria

Hi Lauren, Hi Steve


Following on from your conversations with Iria, could you please send me through an update as to what will be happening with s9(2)(a) OIA?
I need to pass this back to Linda and Iria to keep them in the loop.

Cheers
Nick

Nick Coomer

Community Investment Advisor

Level 1, Dalton House, Cnr Dalton and Vautier Streets, Napier | Private Bag 6015, Napier 4110

 s9(2)(a) OIA



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OFFICIAL INFORMATION ACT

From: s9(2)(a) OIA
Sent: Tuesday, 29 August 2017 5:36 PM
To: s9(2)(a) OIA
Cc: Jane Hopkinson; Rewi Joyce
Subject: Re: update on YQ please?

Hi all
I had a chat to Utulei today.

We agreed that it is a tricky situation and like the contract, there are some loopholes that prevent us from undertaking a special investigation.

We are bound by the social sector accreditation standards and s9(2)(a) OIA latest incident is not a specified offence, so no exemption required. The organisation does have a serious misconduct policy which includes assault but this policy is around incidents in the workplace, during work time. The latest office happened off-site and outside work hours.

However, Utulei pointed out that the misconduct policy is probably not in line with Employment Act and this is something that we will investigate further when the next review is due – October 2017. We will also be looking very closely at how they are managing this staff member, what risk management plans are put in place, how they are keeping the young people safe and how they are supporting s9(2)(a) OIA

I will keep you informed and let you know the outcome of the review in October.

Regards, s9(2)(a) OIA

From: s9(2)(a) OIA
Sent: Friday, 25 August 2017 11:20 a.m.
To: Jane Hopkinson; s9(2)(a) OIA
Cc: Rewi Joyce
Subject: update on YQ please?

Hi Jane, s9(2)(a) OIA

Can Rewi and I have some clarification on the Ministry's stance in regard to Youth Quest and their decision to retain their staff member who has FV charges (once more) pending?

Thanks

s9(2)(a) OIA | **Site Manager Napier/Wairoa**

Oranga Tamariki | Ministry for Vulnerable Children

1st Floor-Dalton House, Cnr Vautier and Dalton Streets, PO Box 144, Napier

s9(2)(a) OIA

From: s9(2)(a) OIA
Sent: Wednesday, 8 November 2017 11:34 AM
To: Warren Devereux; Mark Limmer; Utulei Antipas
Cc: Nicholas Coomer; Jane Hopkinson
Subject: RE: YouthQuest

Hi Warren

Thanks for the info.

We are aware that Youth Quest Hawke's Bay is also in receivership and due to close at the end of this month.

Is there anything you can add about media interest for HB Nick?

Thanks, s9(2)(a) OIA

From: Warren Devereux
Sent: Wednesday, 8 November 2017 9:03 a.m.
To: Mark Limmer; Utulei Antipas; s9(2)(a) OIA
Subject: YouthQuest

Hi

To advise Youth Quest Kapiti went into receivership yesterday. The issue relates to financial viability and lack of support from MSD/MYD.

There will be some adverse media reactions and perhaps some focus on the last review. I can pick up on any issues as I have had a lot of dealing with them in the past.

Cheers Warren

From: Nicholas Coomer
Sent: Wednesday, 17 January 2018 11:46 AM
To: s9(2)(a) OIA
Subject: FW: Youthquest - Records

From: Lauren Hibberd [mailto:ljh@slw.co.nz]
Sent: Monday, 13 November 2017 8:24 a.m.
To: Nicholas Coomer
Subject: Youthquest - Records

Hello Nick

As part of our wind up process we will need to deal with the confidential records that we hold for the participants out at Youthquest. Can you please confirm whether OT needs to have copies of the records that we have for OT referrals? If not, then we propose to keep them for 12 months and then destroy them.

Kind regards

Lauren Hibberd | **Partner**
Sainsbury Logan & Williams
Solicitors | Napier | New Zealand
P O Box 41 | DX MP70039
Ph (06) 833 7841, Fax (06) 835 6746



SAINSBURY LOGAN & WILLIAMS
LAWYERS SINCE 1875

From: Nicholas Coomer
Sent: Wednesday, 17 January 2018 11:47 AM
To: s9(2)(a) OIA
Subject: FW: YQHB - Ministry of Children/Oranga Tamariki

From: Lauren Hibberd [mailto:ljh@slw.co.nz]
Sent: Monday, 18 December 2017 11:59 a.m.
To: Nicholas Coomer
Cc: John Scutter
Subject: YQHB - Ministry of Children/Oranga Tamariki

Hi Nick

As discussed YQHB has now appointed a liquidator as we were not sure that we could wind up in a solvent position after both Rotary and the Ministry had requested funds back. John Scutter is the liquidator and is aware that the Ministry might want to make a claim for funds back. His first liquidator's report should be available on the Charitable Trusts register. His email address is John@fervor.co.nz (copied above).

Kind regards

Lauren Hibberd | **Partner**
Sainsbury Logan & Williams
Solicitors | Napier | New Zealand
P O Box 41 | DX MP70039
Ph (06) 833 7841, Fax (06) 835 6746

*Our office will be closed for the holidays
from 5:00 p.m. Thursday, December 21st until 8:30 a.m. on Monday, January 8th, 2018.
We look forward to seeing you in the New Year.*



SAINSBURY LOGAN & WILLIAMS
LAWYERS SINCE 1875

From: s9(2)(a) OIA
Sent: Friday, 6 July 2018 10:32 AM
To: Nicholas Coomer
Subject: RE: Outstanding payments

Thanks Nick. I am not sure why I can't deactivate them. Might just be an IT error.

From: Nicholas Coomer
Sent: Thursday, 5 July 2018 4:46 p.m.
To: s9(2)(a) OIA
Subject: RE: Outstanding payments

Sorry s9(2)(a) OIA

There are no outstanding payments for YouthQuest HB

Cheers
Nick

From: s9(2)(a) OIA
Sent: Thursday, 5 July 2018 3:53 p.m.
To: Nicholas Coomer
Subject: RE: Outstanding payments

Hello???

From: s9(2)(a) OIA
Sent: Wednesday, 4 July 2018 10:04 a.m.
To: Nicholas Coomer
Subject: Outstanding payments

Hi Nick
Youth quest has been relinquished but I also want to deactivate them. IT says I can't as you have outstanding payment scheduled. Is this right?

Thanks, s9(2)(a) OIA

s9(2)(a) OIA | Senior Assessor (CentralSouth)

Social Services Accreditation

Phone: s9(2)(a) OIA | Email: s9(2)(a) OIA @msd.govt.nz | Post: PO Box 144, Napier 4140

Website: www.msd.govt.nz/social-services-accreditation

We help New Zealanders to be safe, strong and independent

Manaaki tangata, manaaki whānau

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From: s9(2)(a)
To: paul@youthquest.co.nz
Cc: lomi@youthquest.co.nz
Subject: Further information required
Date: Monday, 24 November 2014 3:20:44 PM
Attachments: @

Hi Paul

I hope you are well.

I am treating the approval of Youth Quest and the exemption for s9(2)(a) as separate issues so have gone ahead and processed the approval for Hawke's Bay. I am just about there.

Whilst your policies and procedures are extremely detailed and the accompanying information that Lomi provided is also very thorough, there are a few things (below) that I cannot find. I will need the following information to complete the approval:

1. Job description for the programme director to evidence programme quality standard 1 – appointment of director of the service
2. Youth Quest's intake criteria for clients to evidence programme quality standard 2 – client intake and assessment
3. The form that the client and/or his guardian signs to consent to participating in the programme to evidence programme quality standard 4 – programmes for clients
4. Written discharge planning policies and processes to evidence programme quality standard 6 – conclusion of service provision
5. Vision and mission statements (I could not see them in the link through the QSM) to evidence business viability standard 1 – philosophical base
6. The camp's building warrant of fitness if applicable. I will need the expiry date of the certificate to evidence business viability standard 7 – health and safety
7. Evidence that YQ is governed by people with appropriate skills, qualifications and personal qualities to evidence business viability standard 8 – management structures and systems.
8. Hard copy of the audited accounts which include the signed auditors report to evidence business viability standard 9 – financial management and systems

Can you please provide the information as soon as possible in order for me to complete your approval application.

Kind regards, s9(2)(a) OIA
() OIA

s9(2)(a) OIA

Approval Assessor
Ministry of Social Development
Level 1, Dalton House, Cnr Dalton & Vautier Streets, Napier | PO Box 144, Napier 4140

s9(2)(a) OIA

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