

Huia Lloyd

From: s 9(2)(a) <[redacted]@kaawatea.nz>
Sent: Thursday, 21 May 2020 10:56 am
To: Michelle Hippolite - Kāhui Kaupapa Atawhai
Cc: Rangipare Ngaropo; Huia Lloyd
Subject: Re: Follow Up

Kia ora,

Thank you, will send comms through to Huia to see next steps.

Kia pai te rangi.

On Tue, 19 May 2020 at 17:58, Michelle Hippolite - Kāhui Kaupapa Atawhai <mihippolite@doc.govt.nz> wrote:

Tena korua

Anei he whakaaro. Also, introducing Huia – s 9(2)(a) Any feedback on nature of kaupapa, scope, timing, financial resources – korero with Huia.



Paimarire

s 9(2)(a)

Michelle Hippolite | Deputy Director-General, Kahui Kaupapa Atawhai

M + s 9(2)(a)

E mihippolite@doc.govt.nz

From: s 9(2)(a) <[redacted]@gmail.com>
Sent: Monday, 18 May 2020 3:37 p.m.
To: Michelle Hippolite - Kāhui Kaupapa Atawhai <mihippolite@doc.govt.nz>; s 9(2)(a) <[redacted]@kaawatea.nz>
Subject: RE: Follow Up

Kia ora Whaea Michelle,

Again, thanks again for opening up a space to korero with both s 9(2)(a) and I. We're both really excited to start doing some mahi tahi magic and developing "something" that can enable the rangatahi aspirations of Te Papa Atawhai :)

It was also really reassuring to get a bit more clarity on the scope to so Nga mihi for being so open about everything.

Before s 9(2)(a) and I meet again to get this kaupapa rolling, did you have a rough idea on when you'll have something drafted up for us Whaea?

P.S: Excuse my lack of macrons, my laptop is playing up today lol.

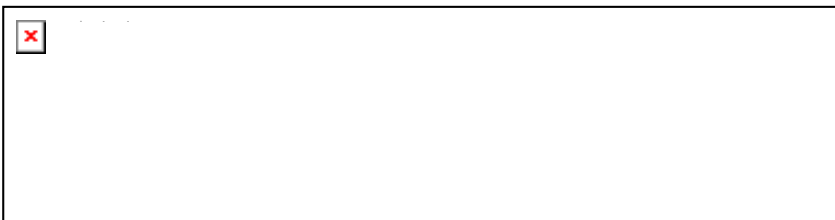
Kia pai te ra korua!

Mauri ora,

s 9(2)(a)

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Huia Lloyd

From: s 9(2)(a) kaawatea.nz>
Sent: Monday, 25 May 2020 11:45 am
To: s 9(2)(a)
Cc: Huia Lloyd
Subject: Re: Rangatahi - Next steps

Mōrena e Huia,

Did you need anything else from us in terms of the contract? Any details you might need from us just let us now and we can get them to you asap.

Mauri ora

On Fri, 22 May 2020 at 21:50, s 9(2)(a) @kaawatea.nz> wrote:
Alg sis.

Cool I just wanted to make sure this was ok with s 9(2)(a), thanks for bearing with us Huia. We will go under the one entity, use my name, and figure out what we need to. Should we set another tentative date to hui? Or wait until the contract is done before we move forward?

On Fri, 22 May 2020 at 16:39, s 9(2)(a) @gmail.com> wrote:
Kia ora sis,

Sorry I had to pop off kōrua, stoked those details got sorted out though.
Thank you for confirming though, but 100% all good with that kirimana to go under your name :)

s 9(2)(a)

On Fri, May 22, 2020 at 1:36 PM s 9(2)(a) @kaawatea.nz> wrote:
Hey sis,

Huia asked if it was ok the contract be under my name. There'll be one contract, under the same scope, meaning we have to invoice from the same entity - I think? Correct me if I'm wrong Huia. Just wanted to check in with you to see if that's ok. I'm 100 if you want it to be under your name.

On Fri, 22 May 2020 at 12:10, s 9(2)(a) @kaawatea.nz> wrote:
Kia ora

I'm running about 10min late.

On Fri, 22 May 2020 at 11:43, s 9(2)(a) @gmail.com> wrote:
Kia ora kōrua,

See you shortly :)

On Thu, May 21, 2020 at 9:40 PM Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Ka pai – will send Teams meeting link for 12.15pm to give you time to come out of your earlier hui s 9(2)(a).

Hei āpōpo.

Huia

Huia Lloyd

Kaihautū - Te Pūtahitanga
Kāhui Kaupapa Atawhai
Te Papa Atawhai

Director (*Acting*)
Kāhui Kaupapa Atawhai
Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

M ^{s 9(2)(a)}

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From: ^{s 9(2)(a)} [@gmail.com](mailto: @gmail.com)>
Sent: Thursday, 21 May 2020 7:20 p.m.
To: ^{s 9(2)(a)} [@kaawatea.nz](mailto: @kaawatea.nz)>
Cc: Huia Lloyd <hlloyd@doc.govt.nz>
Subject: Re: Rangatahi - Next steps

I can apōpō at 12pm as I have a 11am hui, otherwise I'm happy for you to catch up for us e hoa

^{s 9(2)(a)} :)

Let me know.

Ngā mihi, nā

^{s 9(2)(a)}

On Thu, May 21, 2020 at 3:34 PM ^{s 9(2)(a)} [kaawatea.nz](mailto: kaawatea.nz)> wrote:

Kia ora,

Thank you for getting back to us. Should we do tomorrow at 11am? Is that ok with you ^{s 9(2)(a)} ?

Nāku

On Thu, 21 May 2020 at 13:55, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Tēnā Korua

Can we have a bit of a catch up regarding this. Would be keen to lock in a contract in next few days. We just need to suss out the TOR's, scope, timeframe etc..

Feel free to ring me, otherwise a Teams online hui is all good. My days are pretty packed, but I have some gaps here:

Thursday 21 May 2020

2.00pm – 3.00pm (will be driving and hit a couple of nil-coverage spots, but mostly good).

4pm onwards.

Friday 22 May 2020

11am onwards all day.

Talk soon,

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

Kaihautū - Te Pūtahitanga
Kāhui Kaupapa Atawhai
Te Papa Atawhai

Director
Kāhui Kaupapa Atawhai
Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

s 9(2)(a)

Tākina te hī, Tiakina, te hā o te Āo Tūroa

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From: s 9(2)(a) <[redacted]@kaawatea.nz>

Sent: Thursday, 21 May 2020 11:11 a.m.

To: Huia Lloyd <hlloyd@doc.govt.nz>

Cc: s 9(2)(a) <[redacted]@gmail.com>

Subject: Rangatahi - Next steps

Mōrena e Huia,

Following up on our kōrero with Michelle. Is there an indicative or set time we wanted to start this mahi and ideally in what form did we want to work? Contract, agreement, etc.

I was only able to stay in our hui for about 15 minutes so I wasn't able to get clarity on some things. I'm sure s 9(2)(a) would be ok with us having another follow up kōrero with you if that's what's best.

We have a few of our own notes, the outline Michelle attached looked like a good starting point also.

Mauri ora

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Huia Lloyd

From: [redacted] <[redacted]@kaawatea.nz>
Sent: Wednesday, 3 June 2020 3:21 pm
To: Huia Lloyd
Cc: [redacted]
Subject: Re: CFS - Scope of Rangatahi engagement - DOC-6309063

Rawe.

Thank you Huia. Its crazy times and understand you're full on, just us wanting to make sure we have as much time to do the best we can.

Thank you for getting back to us.

On Wed, 3 Jun 2020 at 15:15, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Kia Ora

Yep, has been sitting with our contract team since you flicked it through Friday. Will follow up. Sorry about delay. Been sitting on all day hui (exhausting) yesterday and today.

Verbally, no problem. But will send through amended contract.

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

Kaihautū - Te Pūtahitanga	Director
Kāhui Kaupapa Atawhai	Kāhui Kaupapa Atawhai
Te Papa Atawhai	Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

M [redacted]

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From: [redacted] <[redacted]@kaawatea.nz>
Sent: Wednesday, 3 June 2020 1:42 p.m.
To: Huia Lloyd <hlloyd@doc.govt.nz>
Cc: [redacted] <[redacted]@gmail.com>
Subject: Re: CFS - Scope of Rangatahi engagement - DOC-6309063

Kia ora anō e Huia,

Just touching base to see where we're at with the contract. [redacted] and I talked and have organised to wānanga sometime in the near 2 weeks, and also around how the sub contracting might work. We're pretty good to go.

Were the amendments to the contract ok? We're concerned about timelines not being too sure when the contract will be finalised as well as whether the milestone timelines give us sufficient time to do good ground work before mid-June.

Look forward to hearing back from you.

Aku mihi

On Fri, 29 May 2020 at 14:54, Huia Lloyd <hllloyd@doc.govt.nz> wrote:

Ka pai.

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

Kaihautū - Te Pūtahitanga	Director (<i>Acting</i>)
Kāhui Kaupapa Atawhai	Kāhui Kaupapa Atawhai
Te Papa Atawhai	Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

M § 9(2)(a)

Tākina te hī, Tiakina, te hā o te Āo Tūroa

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From: § 9(2)(a) <kaawatea.nz>

Sent: Thursday, 28 May 2020 7:00 p.m.

To: Huia Lloyd <hllloyd@doc.govt.nz>

Cc: § 9(2)(a) <[§ 9\(2\)\(a\)@gmail.com](mailto:§ 9(2)(a)@gmail.com)>

Subject: Re: CFS - Scope of Rangatahi engagement - DOC-6309063

Kia ora e Huia,

Thank you for this, have read through it and especially love the supplies and equipment clauses in segment 2. First time seeing these points in a contract.

I will probably send through a/some clauses for you to review re. Intellectual Property. Given we will share whakaaro around kaupapa we have already created, we'll want to make sure whatever is existing is safe with us. Anything created for Te Papa Atawhai with Te Papa Atawhai will have agreements around how that IP may be shared.

I will go over it again āpōpō to see if there was anything else.

Thank you anō, will try not to hōhā you § 9(2)(a).

Aku mihi

On Thu, 28 May 2020 at 5:13 PM, Huia Lloyd <hllloyd@doc.govt.nz> wrote:

Tēnā Koe § 9(2)(a), kourua kō § 9(2)(a)

Anei. Have a look and let me know if our discussion has been captured.

Feel free to touch base with me when you can, and the weekend if it suits ^{s 9(2)(a)} but will have my work laptop with me so can make any changes to the document.

I purposely left out stuff around UNDRIP etc as this is more the plan for the plan design. This is also the space to put your whakaaro and moemoea stuff.

Manahau atu te mihi

Huia

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Huia Lloyd

Kaihautū - Te Pūtahitanga	Director
Kāhui Kaupapa Atawhai	Kāhui Kaupapa Atawhai
Te Papa Atawhai	Department of Conservation

[99 Sala Street](#), PO Box 1146, ROTORUA 3010

M ^{s 9(2)(a)}

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Huia Lloyd

From: s 9(2)(a) @kaawatea.nz>
Sent: Thursday, 11 June 2020 1:59 pm
To: Huia Lloyd
Cc: s 9(2)(a)
Subject: Re: Follow up

Kia ora anō e Huia,

Sorry for our delayed response, s 9(2)(a) and I are meeting up āpōpō in Kirikiriroa to have a kōrero about the kirimana. It's been hard to have proper discussions between mahi and kaupapa and it all having to be online.

We'll get back to you as soon as we can.

Kia pai te rangi

On Thu, 11 Jun 2020 at 12:02, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Tēnā Korua

Just following up the contract. Are you happy with the detail and follow up conversations? Keen to lock it in.

Let me know if you have any further changes or concerns.

Ngā mihi

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

Kaihautū - Te Pūtahitanga	Director (<i>Acting</i>)
Kāhui Kaupapa Atawhai	Kāhui Kaupapa Atawhai
Te Papa Atawhai	Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

M s 9(2)(a)

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Huia Lloyd

From: s 9(2)(a) kaawatea.nz>
Sent: Wednesday, 15 July 2020 3:14 pm
To: Huia Lloyd
Subject: Re: CFS - Scope of Rangatahi engagement - DOC-6309063

Kia ora, Huia.

Thank you for this update, sorry I didn't reply straight away I did read the email the day I got it but didn't reply as soon as I wanted.

Kei te pai, let me know when you and the tiima are ready and we can touch base again and have a kōrero.

Mihi nui ana

On Mon, 6 Jul 2020 at 14:50, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Kia Ora s 9(2)(a)

Apologies I have taken so long to respond. I was waiting to get final comments from Michelle and last week we had a three day hui (Wed-Fri) sorting out and tweaking the budget for this financial year. Long story short, I can now approach the referees provided (thank you) and we will be reviewing your proposal.

There will be some negotiation required because your proposal is currently higher than we expected, but we can address this in the next couple of weeks. That said, it is solid.

To give you an indication of timing, I am not available to have any discussions with you until the end of July as I am at full capacity with the current Jobs for Nature (COVID response) programme that we are trying to roll out in July. Our team just does not have the capacity to manage any commissioning of new work in the next four weeks.

Again, apologies for the delay and catch up soon. If this does not suit your own timing, let me know.

Aumihī ana,

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

Kaihautū - Te Pūtahitanga	Director
Kāhui Kaupapa Atawhai	Kāhui Kaupapa Atawhai
Te Papa Atawhai	Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

M s 9(2)(a)

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From: s 9(2)(a) @kaawatea.nz>
Sent: Friday, 3 July 2020 12:53 p.m.

To: Huia Lloyd <hlloyd@doc.govt.nz>

Subject: Re: CFS - Scope of Rangatahi engagement - DOC-6309063

Kia ora, Huia.

Following up to see how the processing of the references/referees is going? Understand your mahi with Jobs 4 Nature programme is full on.

Looking forward to hearing what potential decision the team has come as I understand the timelines are closing in fast.

Hope it's warmer where you are.

Aku mihi

On Mon, 22 Jun 2020 at 16:34, s 9(2)(a) <kaawatea.nz> wrote:

Kia ora,

s 9(2)(a)

s9(2)(a)

Aku mihi,

On Mon, 22 Jun 2020 at 14:02, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Ka pai – thanks. Yep, flick them through when you can.

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

**Kaihautū - Te Pūtahitanga
Kāhui Kaupapa Atawhai
Te Papa Atawhai**

Director (*Acting*)
Kāhui Kaupapa Atawhai
Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

M ^{s 9(2)(a)}

Tākina te hī, Tiakina, te hā o te Āo Tūroa

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From: ^{s 9(2)(a)} @kaawatea.nz>

Sent: Monday, 22 June 2020 10:22 a.m.

To: Huia Lloyd <hllloyd@doc.govt.nz>

Cc: ^{s 9(2)(a)} Admin at Kaawatea
<admin@kaawatea.nz>

Subject: Re: CFS - Scope of Rangatahi engagement - DOC-6309063

Mōrena e Huia,

We're just waiting on our referees' preferred contact details, we'll have those to you as soon as we get them.

No doubt all your mahi is full on atm, hopefully the weekend was a time to whakatā.

We'll be in touch as soon as possible.

Mauri ora

On Thu, 18 Jun 2020 at 14:29, Huia Lloyd <hllloyd@doc.govt.nz> wrote:

Kia Ora ^{s 9(2)(a)}

Yes, apologies, I did not acknowledge receiving your email. It's currently sitting with Michelle, and she has asked for the interim if you could provide two professional referees of work completed by Ka Awatea Services Ltd and your proposal requires significantly more due diligence.

We have been held up also by the Jobs 4 Nature programme of work as both Michelle and I are on the Taskforce for this.

I will let you know soon, and in the interim if you could flick through those names, that would be great.

Mauri Ora,

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

**Kaihautū - Te Pūtahitanga
Kāhui Kaupapa Atawhai
Te Papa Atawhai**

Director (*Acting*)
Kāhui Kaupapa Atawhai
Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

M ^{s 9(2)(a)}

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From: ^{s 9(2)(a)} @kaawatea.nz>

Sent: Thursday, 18 June 2020 1:48 p.m.

To: Huia Lloyd <hlloyd@doc.govt.nz>

Cc: ^{s 9(2)(a)} Admin at Kaawatea
<admin@kaawatea.nz>

Subject: Re: CFS - Scope of Rangatahi engagement - DOC-6309063

Kia ora anō,

Just checking to see you received the above email.

Aku mihi

On Wed, 17 Jun 2020 at 10:57, ^{s 9(2)(a)} @kaawatea.nz> wrote:

Kia ora e Huia,

Apologies for the delayed response.

I work for an organisation called Ka Awatea Services Limited. We specialise in providing consultancy services that help advance whānau, hapū and iwi interests in business, Government and circular economy. I have discussed your proposal with my team, and we are excited at the opportunity to do this mahi with Te Papa Atawhai. I am personally also excited to work in this area as I'm very passionate about seeing intent from the Government around Rangatahi development, engagement and participation in governance.

In regards to the deliverables for the work recorded in the proposed contractors agreement, we have identified that the scope of the work exceeds our ability to deliver what's expected for the proposed remuneration of \$15,000.00 (excluding GST). Therefore, we propose that we deliver an amended scope of works for that amount.

We would love to offer our services to deliver the proposed project objective being **“4.0: Identification and proposed models of Rangatahi projects”, for the amount of \$15,000.00 (excluding GST)**. Please see the attached summary for more detail concerning an estimate of our time and costs to do this.

Also, should Te Papa Atawhai wish to engage us to deliver the balance of the scope of the proposed Project Objectives, the attached summary provides an estimate of our time to deliver the different objectives. Our estimate to deliver the entire contract is \$74,605.00 (excluding GST).

Other important contractual notes:

1. The Contractor is Ka Awatea Services Limited, to be signed by ^{s 9(2)(a)}, ^{s 9(2)(a)}; and
2. ^{s 9(2)(a)} has agreed to withdraw from subcontracting expectations and we have discussed the option to come back into the mahi should we undertake the whole Project Objectives. Consequently the provision about the subcontractor can be removed.

I understand we are working to a tight window. I do hope we can make this work. It was important I make sure proper value be recognised for an area of works that is very important across all ministries

and agencies. Happy to have a kōrero or for Te Papa Atawhai and Ka Awatea to further negotiate if need be. Let me know your thoughts.

Mauri ora

On Tue, 16 Jun 2020 at 12:12, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

OK – ka pai. I will need a signed form, and your completed supplier form this week as we clear up EOY. We need to lock in confirmed budget with accompanying signed contract or we will miss the window.

If you are not comfortable with the work arrangement, let me know. The IP protection is locked in, and to be honest, how you arrange contributors is to your discretion. I do not want to make it too onerous for you guys.

Yep, having a meke week thanks! Hope you all are too,

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

Kaihautū - Te Pūtahitanga
Kāhui Kaupapa Atawhai
Te Papa Atawhai

Director (*Acting*)
Kāhui Kaupapa Atawhai
Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

M § 9(2)(a)

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From: § 9(2)(a) <[§ 9\(2\)\(a\)@kaawatea.nz](mailto:§ 9(2)(a)@kaawatea.nz)>

Sent: Tuesday, 16 June 2020 11:00 a.m.

To: Huia Lloyd <hlloyd@doc.govt.nz>

Cc: § 9(2)(a) <[§ 9\(2\)\(a\)@gmail.com](mailto:§ 9(2)(a)@gmail.com)>

Subject: Re: CFS - Scope of Rangatahi engagement - DOC-6309063

Kia ora anō Huia,

Sorry we've taken a while to get back to you. § 9(2)(a) and I met on Friday to have a kōrero around the mahi and so we're consolidating our thinking to send back through to you. I've been busy in planning and hui for mahi with Auckland Council, MfE and Te Puni Kōkiri.

Will get back to you this evening with a summary from both mine and § 9(2)(a) kōrero and advice I've received from my team.

Hope you're having a meke week.

Ākuanei,

On Thu, 4 Jun 2020 at 15:24, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Tēnā anō Korua

Amended document as attached. Any further comments, let me know. I have also attached the supplier form to get you into our accounts payable system. You will also need to provide a bank deposit form with your details (or proof of your account).

Ngā mihi

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

Kaihautū - Te Pūtahitanga
Kāhui Kaupapa Atawhai
Te Papa Atawhai

Director
Kāhui Kaupapa Atawhai
Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

M ^{s 9(2)(a)}

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Huia Lloyd

From: [REDACTED] <[REDACTED]@kaawatea.nz>
Sent: Friday, 24 July 2020 8:59 am
To: Huia Lloyd
Cc: Admin at Kaawatea
Subject: Re: Contract follow up

Mōrena,

Kei te pai we too have been busy planning our projects and next steps coming into, and out of, covid recovery. It's a hard time for our people and it's great to know there's been more support and resource being allocated to our taiao and whānau working in the taiao space.

Hear from you both soon, kia pai te rangi.

Nāku nā

On Fri, 24 Jul 2020 at 8:31 AM, Huia Lloyd <hllloyd@doc.govt.nz> wrote:

Tēnā Koe [REDACTED]

Sorry for taking so long to reply – I have been on leave and just returned to work.

I'm working through your proposal with Michelle and will get back to you. Sorry for dragging this out – we have had to prioritise Jobs for Nature (Green Jobs) for a national roll out to get people working post-COVID.

I'll be in touch.

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

Kaihautū - Te Pūtahitanga
Kāhui Kaupapa Atawhai
Te Papa Atawhai

Director (*Acting*)
Kāhui Kaupapa Atawhai
Department of Conservation

[99 Sala Street](#), PO Box 1146, ROTORUA 3010

M [REDACTED]

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Huia Lloyd

From: [REDACTED] <[REDACTED]@kaawatea.nz>
Sent: Friday, 2 October 2020 6:52 pm
To: Huia Lloyd
Subject: Re: Follow up

Kia ora anō,

Sorry I was at training during that time then in hui afterward have only just checked emails.

No rush! If you're busy [REDACTED] we can make another time.

I'm flexible next week.

[REDACTED]

On Fri, 2 Oct 2020 at 15:13, Huia Lloyd <hllloyd@doc.govt.nz> wrote:

Kia Ora

[REDACTED] Was hoping you may have received email for 3pm Zoom.

E pai ana.

Let me know if you're free from 5pm. Just a half hour kōrero.

Huia

[REDACTED]

Sent from my iPhone

On 2/10/2020, at 1:25 PM, [REDACTED] <[REDACTED]@kaawatea.nz> wrote:

Kia ora,

Checking to see if you got my email?

On Wed, 30 Sep 2020 at 16:05, [REDACTED] <[REDACTED]@kaawatea.nz> wrote:

Kia ora

Yep afternoon anytime us good with me :)

On Wed, 30 Sep 2020 at 8:22 AM, Huia Lloyd <hllloyd@doc.govt.nz> wrote:

Ka pai. Let's go with Thursday. I'm travelling over next two days and in and out of range.

Can we go for Thursday late afternoon?

Huia

Sent from my iPhone

On 29/09/2020, at 7:08 PM, ^{s 9(2)(a)}  @kaawatea.nz> wrote:

Kia ora e Huia,

Thank you for touching base. I'm at the Rangatahi ā Iwi noho today and tomorrow in Whanganui. I can make time āpōpō if you prefer to meet asap, otherwise I'll be available Thursday anytime.

Aku mihi

On Tue, 29 Sep 2020 at 5:10 PM, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Kia Ora s 9(2)(a)

Wondering when you're free for a follow up conversation re: contract including if you still have capacity.

I'm back in Rotorua after midday āpōpo. Let me know the best time for an online conversation.

Ngā mihi

Huia

Sent from my iPhone

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If you received this email in error, please notify us immediately and erase all copies of the message and attachments. We apologise for the inconvenience. Thank you.

--

Huia Lloyd

From: s 9(2)(a) @kaawatea.nz>
Sent: Monday, 19 October 2020 7:05 pm
To: Huia Lloyd
Cc: s 9(2)(a)
Subject: Re: Amended scope, contract and additional DOCs
Attachments: DoC - scope of works.pdf

Kia ora,

Please see revised scope of works to the sum of \$59,958.13 (inc. GST).

After reviewing the amended contract and timelines we had a few concerns re. dates of delivery and have also attached a revised timeline below. There's a high likelihood some items will be delivered earlier but to make sure there's a steady pace between now and May I've just made some edits. Please advise how you'd like to update the payment schedule based on the amendments.

If you need anything else just let me know. Otherwise, happy with what's set out and excited to work with Te Papa Atawhai to contribute to developing more opportunities for rangatahi.

Deliverables

Milestone Description	When
Preliminary scoping to framework the working schedule.	27/10/20
Draft presentation to KKA group articulating dynamic contribution rangatahi can bring to Te Papa Atawhai. Feedback <u>waananga</u> .	30/11/20
<i>Draft</i> regional register of rangatahi advisors.	08/12/20
Regional register of rangatahi advisors.	29/01/21
<i>Draft</i> proposition of advisory model	12/02/21
Proposition of advisory model	22/03/21
<i>Draft</i> models of rangatahi projects	22/03/21
Identification and proposed models of rangatahi projects	12/04/21
Draft reporting and meeting	12/04/21
Submit final copy of proposal	30/05/21

Aku mihi,

On Mon, 19 Oct 2020 at 08:58, s 9(2)(a) @kaawatea.nz> wrote:
Mōrena, Huia.

Thank you for this we'll have a revised scope to you by the end of the day/evening.

Kia pai te rangi.

On Fri, 16 Oct 2020 at 5:38 PM, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Kia Ora anō § 9(2)(a)

Great to catch up yesterday. As discussed, I have attached the following documents and links:

1. Amended contract for Services to meet the scope and the new timelines and milestones.
2. Scope feedback. Remember: Total budget is \$60k (including GST). Following our discussion and budget amendments, Below is a list of indications for reducing the budget. This is purely my own assessment to cut costs, but as mentioned, kei a koe.
 - a. 1.5 – reduce to 8 units
 - b. 2.1 – reduce to 20 units
 - c. 2.2 – reduce to 20 units
 - d. 2.3 – reduce to 30 units
 - e. 2.4/2.5 – may need to review these in relation to the regional register.
 - f. 4.1 – reduce to \$7500 for the two models
3. Documents for reading and current programme Priority for 20/21
 - a. Ngā Awa programme at a glance – DOC-6262311
 - b. Ngā Awa 2020 Science Programme Overview – DOC-6278713
 - c. Link to Ngā Awa programme: <https://www.doc.govt.nz/our-work/freshwater-restoration/nga-awa/>
 - d. Te Papa Atawhai Climate Change Adaption Action Plan (CCAAP)
<https://www.doc.govt.nz/globalassets/documents/our-work/climate-change/climate-change-adaptation-action-plan.pdf>

As mentioned in our online meeting, I am open to suggestions for how you shape this, as long as it is within the budget of \$60k including GST. There are deliverables in the amended contract, so please feel free to consider the suggestions above. I have tried to align the payment Schedule with your revised scope and 'shaved' considerations.

Email or ring me if you have any further questions.

Ngā mihi

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

Kaihautū - Te Pūtahitanga
Kāhui Kaupapa Atawhai
Te Papa Atawhai

Director
Kāhui Kaupapa Atawhai
Department of Conservation

[99 Sala Street](#), PO Box 1146, ROTORUA 3010

M § 9(2)(a)

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www.doc.govt.nz

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--

Revised Scope of Works for Rangatahi Engagement And Advisory Framework For Department Of Conservation
(Prepared by Ka Awatea Services Limited)

Item	Description	Cost/Unit	Units	No. of Units	Total
1.0	Articulation of the dynamic contribution Rangatahi can bring to Te Papa Atawhai to support the vision of Papatūānuku thriving;				\$12,150.00
1.1	Planning of wānanga - Framing the objectives and methodology to engage rangatahi in discussions - Preliminary hui with key Te Papa Atawhai stakeholders to ensure alignment with objectives - Contact appropriate rangatahi within Governance & Operations taiao spaces - Coordinate rangatahi workshop logistics, operations and facilitation	s 9(2)(a)	hr	s 9(2)(a)	\$2,400.00
1.2	Delivery of wānanga - Preparation of wānanga (structure, format, t kanga & kawa) - Facilitation of online wānanga with key rangatahi to articulate - Capturing & summarising key discussion points - Wānanga to be delivered online to include Te Waipounamu rangatahi		hr		\$1,800.00
1.3	Analysis of wānanga - Explore key concepts discussed within the wānanga		hr		\$1,050.00
1.4	Finalisation of wānanga - Prepare draft articulation of Rangatahi perspectives of contributing to Te Papa Atawhai - Conduct online discussion to further refine draft document - Produce final document to meet first deliverable (Item 1.0)		hr		\$2,400.00
1.5	Rangatahi Expert Input - Remunerate rangatahi for input to achieve Item 1.0 - Expected engagement per Rangatahi is five (5) hours for initial discussion, wānanga input and follow-up discussion.		per expert		\$4,500.00
2.0	A regional register of Rangatahi advisors and specialist advisory areas;				\$9,300.00
2.1	Scope Rangatahi Advisory Areas - Identify Scope of Works and appropriate working conditions for a Rangatahi logged in the register - Identify key types of Rangatahi advisors and specialist advisory areas; this should include rangatahi at governance levels, operational levels and in the field - Incorporate the conditions of lwi rangatahi and the link between regional lwi rangatahi to regional lwi - Clarify registration criteria for Rangatahi	s 9(2)(a)	hr	s 9(2)(a)	\$3,450.00
2.2	Identify Rangatahi - Identify & contact Rangatahi that represent Te Ika ā Māui regions - Te Hiku o Te Ika, Northland, Auckland, Wa kato, Bay of Plenty, Tongariro -Taupo, Taranaki/Whanganui, East Coast Hawke's Bay, Wellington - Identify & contact Rangatahi that represent Te Waipounamu regions - Nelson Marlborough, West Coast Tai Poutini, Canterbury Aoraki, Otago & Southland - List additional rangatahi who fit the selection criteria - List rangatahi who have participated in Te Papa Atawhai programmes (Sentinels etc.) - Collate list of current rangatahi groups for example NRAI (Ngā Rangatahi Ā Iwi) and He Kuaka Mārangaranga		hr		\$3,450.00

2.3	Agreed conditions of work - Wānanga with Te Papa Atawhai to draft high-level guidance for roles of registered Rangatahi within the department - Terms of Reference to be drafted using outcomes from wānanga - Work with Te Papa Atawhai to develop draft contracts/MoU for registered Rangatahi based on Te Papa Atawhai contracting templates	s 9(2)(a)	hr	s 9(2)(a)	\$1,200.00
2.4	Induction Wānanga - Working team to wānanga with Te Papa Atawhai on the future Regional Advisory Group - Outline actions and guidelines for launch of Regional Advisory Group		hr		\$1,200.00
3.0	Proposition of a model of advisory models and if this aligns with how DoC works and application in workplace;				\$4,650.00
3.1	Understand Te Papa Atawhai work structure - Three (3) interactions with Te Papa Atawhai at strategic, planning and operational levels - Desktop study and literature review of Te Papa Atawhai's current levels of responsiveness to Māori & and representation of Rangatahi		hr		\$900.00
3.2	Specialist input for Advisory Models - Engage key Māori advisors for guidance around Māori models of advisory in conservation space (include the incorporation of Te Tiriti/Treaty principles of partnership, protection and participation)		per expert		\$1,350.00
3.3	Identify best-fit model - Identify whether to (a) develop a new advisory model or (b) propose collation of best identified models - Explore and outline how the proposed model will be integrated with Item 2.0		hr		\$2,400.00
4.0	Identification and proposed models of Rangatahi projects;				\$9,000.00
4.1	Process of scoping out fit-for-purpose Rangatahi demonstration Project (1) - Advisory/Governance level Includes identification of all costs associated with Project 1.		Lump Sum		\$4,500.00
4.2	Process of scoping out fit-for-purpose Rangatahi demonstration Project (2) - Operational/Ranger level Includes identification of all costs associated with Project 2.		Lump Sum		\$4,500.00
5.0	Identify all costs associated with next steps (Project 1 & Project 2 as above)				\$0.00
5.1	Costs associated with Project 1 (included as part of Item 4.1)	-	-	-	-
5.2	Costs associated with Project 2 (included as part of Item 4.2)	-	-	-	-
6.0	A final document/report;				\$7,500.00

6.1	Draft iteration of report - Outline of Items 1.0, 2.0 and 3.0 - Outline of proposals for both Project 1 and Project 2 - Draft costs associated with each project - Includes methodology of works - Includes summary report/reviews of interactions/workshops/wānanga/engagements - Appendix highlighting any other important materials used and/or referenced	s 9(2)(a)	hr	s 9(2)(a)	\$2,400.00
6.2	Review - Review and circulate between Project Team and Te Papa Atawhai		hr		\$1,500.00
6.3	Iteration - Development of final iteration		hr		\$2,400.00
6.4	Final - Formatting for final proposal		hr		\$1,200.00
7.0	Recommendations of next steps;				\$900.00
7.1	Recommendations informed by prior engagements summarised within the proposal document		hr		\$900.00
8.0	A usable document that is easily understood by Te Papa Atawhai Senior Leadership Team and staff.				\$5,000.00
8.1	Te Papa Atawhai presentation to explain the concepts discussed in the proposal documents		hr		\$1,200.00
8.2	Outline staff training plan to introduce Rangatahi & Māori concepts such that staff better understand the context of the proposal document.		hr		\$1,800.00
8.3	Graphic design to succinctly illustrate overarching concepts within the proposal document		Lump Sum		\$2,000.00
9.0	Subtotal of project costs				\$48,500.00
10.0	Contingency (7.5%)	7.50%			\$3,637.50
11.0	Total project costs				\$52,137.50
12.0	Total (including GST)				\$59,958.13

Huia Lloyd

From: [REDACTED] <[REDACTED]@kaawatea.nz>
Sent: Monday, 16 November 2020 3:00 pm
To: Huia Lloyd
Subject: Re: Amended scope, contract and additional DOCs

Kia ora e Huia,

Following up to see if the contract is ready for us to sign and get back to you?

Hope you're having a good start to your wiki.

Mauri ora,

On Tue, 3 Nov 2020 at 1:39 PM, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

[REDACTED]

Huia

From: [REDACTED] <[REDACTED]@kaawatea.nz>
Sent: Tuesday, 3 November 2020 1:21 p.m.
To: Huia Lloyd <hlloyd@doc.govt.nz>
Subject: Re: Amended scope, contract and additional DOCs

Kia ora Huia,

Apologies for the delayed reply, [REDACTED]
[REDACTED] t's been a steady few days getting back into things.

Please see attached our verified bank details.

Mauri ora,

On Mon, 2 Nov 2020 at 15:39, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Thank you – please remember to send through the bank generated account details to match the account number here.

Sorry about this – our procurement process is a hair-pulling exercise. Also, I am in a hui from Wed-Fri but will make amended details to contract and send through before I leave.

Huia

From: [REDACTED] <[REDACTED]@kaawatea.nz>
Sent: Friday, 23 October 2020 3:37 p.m.
To: Huia Lloyd <hlloyd@doc.govt.nz>
Subject: Re: Amended scope, contract and additional DOCs

Kia ora,

Please see new supplier form filled in and attached.

Mauri ora,

On Fri, 23 Oct 2020 at 14:23, s 9(2)(a) <[@kaawatea.nz](mailto: @kaawatea.nz)> wrote:

Ka pai all goodies understandable!

Clear.

On Fri, 23 Oct 2020 at 13:59, Huia Lloyd <hllloyd@doc.govt.nz> wrote:

Apologies. Friday fuzz.

Yep. All your work completed by May 2021.

Your recommendations and Rangatahi projects - if they are a green light, we cannot budget for them till 21/22 FY as we plan and lock in early February every calendar year.

Sorry. That was how it was supposed to read. I confused it with today (23rd). Bit of an amateur mistake - juggling too many balls.

Huia

Sent from my iPhone

On 23/10/2020, at 1:49 PM, s 9(2)(a) <[@kaawatea.nz](mailto: @kaawatea.nz)> wrote:

Kia ora e Huia,

Ka pai. I'm a bit confused so I'll lay out my whakaaro and you can correct or guide me from there:

- The scoping of the rangatahi projects will be done as per schedule provided and paid in FY 2020-2021 but not delivered until FY 2022-2023 (July-onwards) as part of a separate piece of work?

I'll get the supplier form signed and sent back to you as well!

On Fri, 23 Oct 2020 at 12:51, Huia Lloyd <hllloyd@doc.govt.nz> wrote:

Kia Ora s 9(2)(a)

The timelines below are fine. However, budget is in train and nearly signed off in early February, so the Rangatahi projects will miss the 21/22 FY deadline, and will likely not be introduced until 22/23 financial year.

If you're sweet with that timing, I will amend and flick through the contract.

In the meantime, if you could complete this attached supplier form, and send it back with an authorised scan of your bank details matching the supplier form, we can get you in the procurement system.

Let me know your thoughts on timing etc.

Huia

From: ^{s 9(2)(a)} [redacted] <[\[redacted\]@kaawatea.nz](mailto:[redacted]@kaawatea.nz)>

Sent: Monday, 19 October 2020 7:05 p.m.

To: Huia Lloyd <hlloyd@doc.govt.nz>

Cc: ^s [redacted] >

Subject: Re: Amended scope, contract and additional DOCs

Kia ora,

Please see revised scope of works to the sum of \$59,958.13 (inc. GST).

After reviewing the amended contract and timelines we had a few concerns re. dates of delivery and have also attached a revised timeline below. There's a high likelihood some items will be delivered earlier but to make sure there's a steady pace between now and May I've just made some edits. Please advise how you'd like to update the payment schedule based on the amendments.

If you need anything else just let me know. Otherwise, happy with what's set out and excited to work with Te Papa Atawhai to contribute to developing more opportunities for rangatahi.

<image003.png>

Aku mihi,

On Mon, 19 Oct 2020 at 08:58, ^{s 9(2)(a)} [redacted] <[\[redacted\]@kaawatea.nz](mailto:[redacted]@kaawatea.nz)> wrote:

Mōrena, Huia.

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Kia pai te rangi.

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Kia Ora anō ^{s 9(2)(a)} [redacted]

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- b. Ngā Awa 2020 Science Programme Overview – DOC-6278713
- c. Link to Ngā Awa programme: <https://www.doc.govt.nz/our-work/freshwater-restoration/nga-awa/>
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As mentioned in our online meeting, I am open to suggestions for how you shape this, as long as it is within the budget of \$60k including GST. There are deliverables in the amended contract, so please feel free to consider the suggestions above. I have tried to align the payment Schedule with your revised scope and 'shaved' considerations.

Email or ring me if you have any further questions.

Ngā mihi

Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

Kaihautū - Te Pūtahitanga
Kāhui Kaupapa Atawhai
Te Papa Atawhai

Director
Kāhui Kaupapa Atawhai
Department of Conservation

[99 Sala Street](#), PO Box 1146, ROTORUA 3010

M § 9(2)(a)

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① Send this form to a Supplier for them to complete. This form and the DOC to complete form (DOC-6203072) must be completed before uploading to Assyst for processing.



Department of Conservation
Te Papa Atawhai

NEW OR UPDATE
SUPPLIER FORM
SUPPLIER TO COMPLETE

Please provide the following information	
Supplier account name: ¹	Ka Awatea Services Limited
Trading name (if different):	
Legal entity type:	<input checked="" type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> Incorporated Society <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Other If Other please state:
GST registered? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	GST Number: § 9(2)(b)(ii) _____ IRD Number: ² § 9(2)(b)(ii) _____
Is any director, owner, employee or beneficiary of this entity a current or former employee of the Department?	<input type="checkbox"/> Yes - Current <input type="checkbox"/> Yes - Former <input checked="" type="checkbox"/> No
Are you required to complete an IR330c? ³	<input type="checkbox"/> Yes* Attach a completed IR330c and a copy of your driver's licence or passport to verify your date of birth <input checked="" type="checkbox"/> No <i>*If IRD has granted you a certificate of exemption for schedular payments please provide a copy of your exemption certificate</i>
Business Registration Number (NZBN): <i>If not based in New Zealand please provide equivalent</i>	9429047502871
Charity Registration Number: ⁴	
Bank account details:	<input checked="" type="checkbox"/> Please attach a copy of your bank deposit slip, bank statement (with any financial information removed) or a screen shot of your online banking that clearly shows your supplier name and/or trading name and bank account number.

Address Details	
Physical address: <i>Physical work address</i>	3 Regent Street, Ngaaruawaahia
Contact name:	§ 9(2)(a) _____
Email address: <i>For remittances</i>	§ 9(2)(a) _____ kaawatea.nz
Phone number:	§ 9(2)(a) _____
Website:	Currently being revamped

I declare that:

- The information given in this application is true and correct;
- I am authorised to make this declaration on behalf of the Supplier; and
- I have made diligent inquiry as to whether the Supplier has any actual, potential or perceived conflict of interest if it were to provide goods and/or services and I have disclosed any actual, potential or perceived conflict of interest and how it will be prevented or removed below:

Full name: § 9(2)(a) _____
 § 9(2)(a) _____
 Signature: _____

Job title: § 9(2)(a) _____
 Date: 23/10/2021

¹ The legal entity
² If you are not GST registered, please provide your UEN number
³ For details about whether you are required to have schedular payments (withholding tax) deducted from your payments go to www.ird.govt.nz (search keyword: IR330c) If you are required to complete an IR330C please provide a copy of your driver's licence or passport to verify your date of birth
⁴ If you are a registered Charity, please provide your Charity Registration Number
 DOCDM 1039322 Revision Nine Supplier Sourcing & Management New or Update Supplier Form - Supplier to Complete

The Department's standard payment terms are the 20th of the month following the date of the invoice

Once completed, please return this form to your Department of Conservation contact or person who requested services. If you have any questions regarding this form, please email (ap@doc.govt.nz) or phone (0800 677 800) Accounts Payable

Privacy:

We only collect personal information where this is necessary to carry out our functions. We may collect personal information about you either directly from you or from other people or agencies, and we may generate personal information about you when we carry out our functions. We protect our data with all reasonable technical and process controls.

We will only use and share personal information where necessary to carry out the functions for which we collected it, or if required by law. You can ask us for a copy of your personal information at any time and to ask for it to be corrected if you think it is wrong. For further details on what we do with your personal information go to www.doc.govt.nz (search keywords: Privacy Act).



KA AWATEA SERVICES LIMITED
3 REGENT STREET
NGARUAWAHIA 3720

Statement number 16

Access Number ^{s 9(2)(b)(ii)} [REDACTED]

Account balance(s) as at 31 October 2020

(Account(s) held with Kiwibank Limited)

Account	Account Number	Balance
KA AWATEA SERVICES LIMITED	^{s 9(2)(b)(ii)} [REDACTED]	[REDACTED]
KA AWATEA SERVICES LIMITED	[REDACTED]	[REDACTED]

Huia Lloyd

From: s 9(2)(a) @kaawatea.nz>
Sent: Friday, 27 November 2020 3:45 pm
To: Huia Lloyd
Cc: s 9(2)(a)
Subject: Signed Contract, Report & Invoice 1
Attachments: SIGNED - CFS - Scope of Rangatahi engagement 23112020.pdf; INV-00078.pdf; KA006 - Progress Report 01.pdf

Kia ora e Huia,

Please see attached signed contract, progress report and invoice for milestone 1.

If there's anything else you require please let me know.

Kia pai ngā rangi whakatā.

Aku mihi,

--





INDEPENDENT CONTRACT AGREEMENT FOR A CONSULTANT

THIS AGREEMENT is made this _____ day of November 2020

PARTIES

1. The Director-General of Conservation, ("the Director-General")
2. Ka Awatea Services Limited ("the Contractor")

BACKGROUND

3. The Director-General is the administrative head of the Department of Conservation Te Papa Atawhai ("the Department"). The Department is responsible for managing and promoting conservation of the natural and historic heritage of New Zealand on behalf of, and for the benefit of, present and future New Zealanders.
4. In order to carry out its functions, the Department from time to time requires certain services in support.
5. The Director-General wishes to contract for the Services described in Schedule 2 ("the Services").
6. The Contractor has the skills and expertise necessary to carry out the Services and wishes to contract for the performance of the Services.
7. The parties wish to record the terms and conditions of their agreement in this document and its Schedules.
8. Under section 53 of the Conservation Act 1987 the Director-General has the power to enter into contracts and agreements necessary for exercising such powers as to enable the Department to perform its functions.

OPERATIVE PARTS

- 9. The parties agree that the Contractor will perform the Services as specified in the Schedules in accordance with the Department’s Standard Terms and Conditions of Independent Contracts Version 1.5.
- 10. The Contractor acknowledges receipt of a copy of the Department’s Standard Terms and Conditions of Independent Contracts Version 1.5.

SIGNED as contract “Supervisor” on behalf of the Director-General of Conservation by Huia Lloyd, Director acting under Michelle Hippolite, Deputy Director General acting under delegated authority

Signature: _____

In the presence of (witness)

Signature: _____

Name: _____

Occupation: _____

Address: _____

SIGNED on behalf of Ka Awatea Services Ltd

s 9(2)(a)
[Redacted signature area]

In the presence of s 9(2)(a)
[Redacted witness name]

Signature: [Redacted]

Name: [Redacted]

Occupation: [Redacted]

Address: [Redacted]

s 9(2)(a)
[Redacted initials]

Initial _____

A copy of the Instrument of Delegation may be inspected at the Director-General's office at Conservation House Whare Kaupapa Atawhai, 18 - 32 Manners Street, Wellington 6011

Schedule 1

1.	Commencement Date (clause 2.1)	27 October 2020
2.	Completion Date (clause 2.1)	30 May 2021
3.	Fee (clause 4.1.1(a))	\$60,000 including GST (if GST registered)
4.	Fee Instalment(s) and Fee Payment Date(s) (clause 4.1.1(b))	The sum on or after each of the following dates: See the payment guide in schedule 4.
5.		Payments will be made 7 days after receipt of: <ul style="list-style-type: none"> a. Invoices; and b. a progress report; and c. a final product by 30 May 2021. The report is to be of a professional standard as determined by the Supervisor.
6.	Retention Money (clause 4.1.1(b))	Not Applicable
7.	Liquidated Damages (clause 5.16)	Not Applicable
8.	Disbursements (clause 4.3)	Nil
9.	Site (clause 3.6.1)	Not Applicable
10.	Equipment, Facilities and Personnel (to be provided by the Director-General) (clause 4.4.2)	Not Applicable

11.	Access arrangements over private land to be organised by the Contractor (clause 4.4.2)	None
12.	Approvals, consents, authorities, licences and permits to be obtained by the Contractor (clause 4.4.2)	None
13.	Supervisor (clauses 1.1 and 4.6)	Huia Lloyd, Kaihautu – Te Putahitanga, Te Papa Atawhai.
14.	Essential personnel	Nil
15.	Additional Documents (clause 1.2(c))	Terms of Reference (See Schedule 4 in this agreement).

16.	Insurance (to be obtained by the Contractor) (clause 5.4.8)	<p>A. Types and amounts:</p> <p>(i) Public Liability Insurance for:</p> <p>(a) general indemnity for an amount no less than is not required; and</p> <p>(b) Forest and Rural Fires Act extension is not required and</p> <p>(ii) Professional Indemnity insurance is not required</p> <p>(iii) Statutory Liability insurance is not required</p> <p>(iv) Aviation Liability insurance is not required</p> <p>B. Other Policies and amounts: Not required</p> <p>C. Details of all policies:</p> <p>(i) Insurance Company: Not applicable</p> <p>(ii) Policy number(s): Not applicable</p> <p>(iii) Date insurance effected: Not applicable</p> <p>(iv) Date insurance expires: Not applicable</p> <p>Certificate of Insurance Received: Not applicable.</p>
-----	---	---

17.	Health and Safety (clause 4.5)	<p>(i) Safety Plan: Not Required Not to be audited</p> <p>(ii) Known hazards on the Site: Nil</p> <p>(iii) Details of any staff of the Director-General or other people in the vicinity of the Site where there is potential for some contact between the Contractor and such people: Nil</p> <p>(iv) Details of any other services being carried out by such people, which might affect the Contractor or the Services: Nil</p>
18.	Fires on the Site (clause 5.5.4)	Not applicable
19.	Sustainability (clause 5.6)	Sustainable Business Plan: Not Required

20.	Intellectual Property	<p>(i) Any trade mark, goodwill, patent, design or copyright work, procedure, process, formula, method of production, invention or other discovery created by the Contractor specifically for the Director General and the Department of Conservation during the Contractor's employment relating to the business of the Director General and the Department of Conservation or capable of being used or adapted for use by the Director General and the Department of Conservation ("the Intellectual Property"), must immediately be disclosed to the Contractor and shall be the absolute property of the Contractor.</p> <p>Pipiri Ki A Papatūānuku</p> <p>(ii) The Contractor will own existing Intellectual Property of PKP (Pipiri Ki A Papatūānuku) and all components relating to PKP as written, designed and created by the Contractor.</p> <p>(iii) All services and contracts related to PKP will be delivered and/or managed by the Contractor. This includes funding, grants, contracts and sub-contracts. The Contractor will hold all rights to all contractual agreements relating to PKP.</p>
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21.	Addresses for service	<p>The Director-General's address for service is:</p> <p>Huia Lloyd c/- DOC Rotorua 99 Sala Street Whakarewarewa ROTORUA 3010</p> <p>The Contractor's address for service is:</p> <p>3 Regent Street Ngāruawāhia</p>
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Note: The clause references are to the Department of Conservation's Standard Terms and Conditions of Independent Contracts Version 1.5.

SCHEDULE 2

Description of Services for the provision of developing proposal of Maramataka

1.0 THE SERVICES

- 1.1 The Contractor must work within the parameters of the Terms of Reference and provide the Services to a professional standard.
- 1.2 The Services are to provide a proposal for Rangatahi Engagement for Te Papa Atawhai, Department of Conservation.

2.0 SUPPLIES AND EQUIPMENT

- 2.1 The Contractor is responsible for the organisation and cost of all equipment, machinery, materials, supplies and tools necessary for completing the Services.
- 2.2 The Contractor must use their best endeavors to:
 - 2.2.1 use energy efficiently; and
 - 2.2.2 use 'recyclable' products or certified eco-friendly products or other products that have a minimal impact on the environment; and
 - 2.2.3 seek ways of reducing fuel/energy consumption; and
 - 2.2.4 minimise packaging, or if packaging is used it is biodegradable and recyclable.

3.0 CODE OF CONDUCT

- 3.1 The Contractor must, before the commencement of a project with the Director-General, read the Code of Conduct issued by the State Services Commission.
- 3.2 The Contractor agrees to be bound by the Code of Conduct, attached in Schedule 3, when performing any task for the Director-General. In

particular, the Contractor will be fair, impartial, responsible and trustworthy.

Initial  s 9(2)(a)

SCHEDULE 3

Standards of Integrity and Conduct

A code of conduct issued by the State Services Commissioner under section 57 of the State Sector Act 1988.

- We must be fair, impartial, responsible, and trustworthy.
- The State Services is made up of many organisations with powers to carry out the work of New Zealand's democratically elected governments.
- Whether we work in a department or in a Crown entity, we must act with a spirit of service to the community and meet the same high standards of integrity and conduct in everything we do.
- We must comply with the standards of integrity and conduct set out in this code. As part of complying with this code, our organisations must maintain policies and procedures that are consistent with it.

Fair

We must:

- treat everyone fairly and with respect
- be professional and responsive
- work to make government services accessible and effective
- Strive to make a difference to the well-being of New Zealand and all its people.

Impartial

We must:

- maintain the political neutrality required to enable us to work with current and future governments
- carry out the functions of our organisation, unaffected by our personal beliefs

- support our organisation to provide robust and unbiased advice
- Respect the authority of the government of the day.

Responsible

We must:

- act lawfully and objectively
- use our organisation's resources carefully and only for intended purposes
- treat information with care and use it only for proper purposes
- work to improve the performance and efficiency of our organisation.

Trustworthy

We must:

- be honest
- work to the best of our abilities
- ensure our actions are not affected by our personal interests or relationships
- never misuse our position for personal gain
- decline gifts or benefits that place us under any obligation or perceived influence
- avoid any activities, work or non-work, that may harm the reputation of our organisation or of the State Services.

SCHEDULE 4

TERMS OF REFERENCE

PROPOSAL FOR SCOPING A RANGATAHI ENGAGEMENT AND ADVISORY FRAMEWORK FOR DEPARTMENT OF CONSERVATION

Introduction

Te Papa Atawhai is committed to giving effect to the principles of the Treaty of Waitangi. Our work is outlined in the Conservation Act 1987 including the other Acts listed in Schedule 1.

Within the legislation there is clear guidance of the purpose and role of the New Zealand Conservation Authority and regional Conservation Boards (see 6A of the Conservation Act 1987).

The New Zealand Conservation Authority (NZCA) is an independent statutory body appointed by the Minister of Conservation to advise the Minister and the Department on conservation priorities, policies and practices at the National level.¹ The NZCA focuses on policy and strategic direction, not day-to-day operational detail. It represents the long-term public interest in conservation generally and national parks in particular.

The NZCA has thirteen members. Two are appointed after consultation with the Minister of Maori Affairs, two after consultation with the Minister of Tourism and

¹ Advice on statements of generally policy and Conservation Management Strategies prepared under the Wildlife Act 1953, the Marine Reserves Act 1971, the Reserves Act 1977, the Wild Animal Control Act 1977, the Marine Mammals Protection Act 1978, the New Zealand Walkways Act 1990 and the Conservation Act 1987;

one after consultation with the Minister of Local Government. The Royal Society of New Zealand, the Royal Forest and Bird Protection Society and Federated Mountain Clubs each recommend one appointee. Four members are appointed following the receipt of public nominations. One member is appointed arising from the Deed of Settlement between the Crown and Te Rūnanga o Ngāi Tahu. This is because the majority of National Parks reside within the rohe of Ngāi Tahu.

Conservation Boards are independent bodies that empower local communities and Iwi to contribute to the management of conservation areas. Boards provide a voice for local concerns to gain traction in DOC's work, and on a national level where required. This is achieved through their statutory functions, determined primarily under the Conservation Act 1987 (6M), National Parks Act 1930 (s30), Reserves Act 1997 as well as through their relationship with the NZCA. The Conservation Boards are involved in the review and monitoring of these statutory plans for their regions:

- Conservation Management Strategies
- National Park Management Plans
- Conservation Management Plans

Each of these statutory plans sets out how DOC and Treaty Partners manage natural and historic heritage. The Boards work with DOC to ensure the local communities are reflected in these plans.

Board members are appointed by the Minister of Conservation. Members are appointed as individuals for their experience, expertise and links with the local community. Anyone can be nominated or nominate themselves. Having knowledge of nature conservation, natural earth and marine sciences, cultural heritage, recreation, tourism, the local community and Māori perspectives. The Board meets six times a year and it is a public forum.

What is not reflected in our legislation is the representation of Rangatahi or a Youth Board framework. There is consideration that the composition of the NZCA and Conservation Boards would include a diverse representation of age, skill, gender, Treaty Partners and Tangata Tiriti. However, there is no formal expectation for rangatahi to be on these bodies.

This exercise is to look at shaping and influencing how to embed Rangatahi representation within Te Papa Atawhai, scope opportunities to influence change including:

- Advice to Te Papa Atawhai on emerging issues
- Rangatahi advise youth and cultural alignment on how we operate
- Identify how we might 'give effect to the Treaty of Waitangi' in our work
- Demonstration projects to show how to undertake conservation with Rangatahi
- Mobilise a rangatahi network to wananga about key issues
- Sustain a network to contribute to current and emerging issues
- Identify two potential projects for a one-year period to pilot demonstration projects.

Project Objectives

The proposal will provide:

- Articulation of the dynamic contribution Rangatahi can bring to Te Papa Atawhai to support the vision of Papatūānuku thriving;
- A regional register of Rangatahi advisors and their Specialist advisory areas;
- Proposition of a model of advisory models and application in Te Papa Atawhai workplace;
- Identification and proposed models of Rangatahi projects (two projects)
- Identification of all costs associated with proposed models of Rangatahi projects above;
- A mid draft report that includes:
 - Methodology of work
- A final Report that will include:

- Recommendations of next steps;
- Is a usable document that is easily understood by Te Papa Atawhai Senior leadership team and staff;
- Can be presented directly by the Contractor and/or the Kahui Kaupapa Atawhai Team;
- Demonstrates a staff training plan to introduce Rangatahi and Māori concepts such that staff better understand the context of the proposal document;
- Graphics and/or schematic that succinctly illustrates overarching concepts within the proposal document.

In Scope

The Treaty principles adopted by Te Papa Atawhai:

- Partnership (Mutual good faith and reasonableness)
- Active Protection
- Informed decision making
- Redress and reconciliation

Out of Scope

Any activity which does not directly add value to the proposal;

Project Sponsor

Michelle Hippolite, Deputy Director General, Kahui Kaupapa Atawhai

Deliverables

MILESTONE DESCRIPTION	WHEN
Preliminary scoping to framework the working schedule	27/11/2020
Draft presentation to KKA group articulating dynamic contribution Rangatahi can bring to Te Papa Atawhai. Feedback waananga	17/12/2020
Regional Register of Rangatahi Advisors	8/01/2021
Proposition of advisory model	29/02/2021
Identification and proposed models of Rangatahi projects	12/03/2021
Draft report and meeting	12/04/2021
Submit final copy of proposal	30/05/2021

Payment Schedule

When (week of)	Amount	Remarks
27/11/2020 – Upon signing	\$11,800	Invoice required
08/01/2021 – Regional Register	\$14,100	Invoice required
29/02/2021 – Proposed advisory model.	\$6000	Invoice required
12/03/2021 – Identification and proposed models of Rangatahi projects	\$9,800	Invoice required
Final Report and recommendations	\$10,374	Invoice required

Final Outcomes

A proposal document which describes:

- Articulation of the dynamic contribution Rangatahi can bring to Te Papa Atawhai to support the vision of Papatūānuku thriving;
- A regional register of Rangatahi advisors and their Specialist advisory areas;
- Proposition of a model of advisory models and application in Te Papa Atawhai workplace;
- Identification and proposed models of Rangatahi projects (two projects)
- Identification of all costs associated with proposed models of Rangatahi projects above;
- A mid draft report that includes:
 - Methodology of work
- A final Report that will include:
 - Recommendations of next steps;
 - Is a usable document that is easily understood by Te Papa Atawhai Senior leadership team and staff;
 - Can be presented directly by the Contractor and/or the Kahui Kaupapa Atawhai Team;
 - Demonstrates a staff training plan to introduce Rangatahi and Māori concepts such that staff better understand the context of the proposal document;
 - Graphics and/or schematic that succinctly illustrates overarching concepts within the proposal document.

Key Performance Areas

- A succinct proposal which is understood by its audience

Procurement

External contractor

Page 19 of 20

for DOC

Initial _

s 9(2)(a)

CFS – Scope Rangatahi engagement

Resources

Finance

Refer to schedule one of the Contract for Services

People

DOC staff as required

Reporting and Management

Huia Lloyd, Kaihautu Te Pūtahitanga, will be accountable for the reporting, payments and management of this project.

Risk Management

- Level of information given the tight timeframe
- Availability of DOC staff
- COVID19 environment



KA AWATEA SERVICES

Kōrihi te manu, tākiri mai I te ata, ka pō, ka ao, ka awatea

Date: 27 November 2020

PROGRESS REPORT

Deliverable 01 - Preliminary scoping to framework the working schedule

Scoping Rangatahi Engagement & Advisory Framework
Te Papa Atawhai, Department of Conservation



01 Project Update

The project deliverables as outlined in **SCHEDULE 4: Terms of Reference** have been scoped accordingly. Each project deliverable and associated sub-actions have been included in the following work breakdown structure (Table 1. Project Work Breakdown - Te Papa Atawhai Rangatahi Project)

Table 1. Project Work Breakdown - Te Papa Atawhai Rangatahi Project

Item	Description
1.0	Articulation of the dynamic contribution Rangatahi can bring to Te Papa Atawhai to support the vision of Papatūānuku thriving;
1.1	Planning of wānanga - Framing the objectives and methodology to engage rangatahi in discussions - Preliminary hui with key Te Papa Atawhai stakeholders to ensure alignment with objectives - Contact appropriate rangatahi within Governance & Operations taiao spaces - Coordinate rangatahi workshop logistics, operations and facilitation
1.2	Delivery of wānanga - Preparation of wānanga (structure, format, tikanga & kawa) - Facilitation of online wānanga with key rangatahi to articulate - Capturing & summarising key discussion points - Wānanga to be delivered online to include Te Waipounamu / Ngai Tahu rangatahi
1.3	Analysis of wānanga - Explore key concepts discussed within the wānanga
1.4	Finalisation of wānanga - Prepare draft articulation of Rangatahi perspectives of contributing to Te Papa Atawhai - Conduct online discussion to further refine draft document - Produce final document to meet first deliverable (Item 1.0)
1.5	Rangatahi Expert Input - Remunerate rangatahi for input to achieve Item 1.0 - Expected engagement per Rangatahi is five (5) hours for initial discussion, wānanga input and follow-up discussion.

Item	Description
2.0	A regional register of Rangatahi advisors and specialist advisory areas;
2.1	<p>Scope Rangatahi Advisory Areas</p> <ul style="list-style-type: none"> - Identify Scope of Works and appropriate working conditions for a Rangatahi logged in the register - Identify key types of Rangatahi advisors and specialist advisory areas; this should include rangatahi at governance levels, operational levels and in the field - Incorporate the conditions of Iwi rangatahi and the link between regional Iwi rangatahi to regional Iwi - Clarify registration criteria for Rangatahi
2.2	<p>Identify Rangatahi</p> <ul style="list-style-type: none"> - Identify & contact Rangatahi that represent Te Ika ā Māui regions - Te Hiku o Te Ika, Northland, Auckland, Waikato, Bay of Plenty, Tongariro -Taupo, Taranaki/Whanganui, East Coast Hawke's Bay, Wellington - Identify & contact Rangatahi that represent Te Waipounamu regions - Nelson Marlborough, West Coast Tai Poutini, Canterbury Aoraki, Otago & Southland - List additional rangatahi who fit the selection criteria - List rangatahi who have participated in Te Papa Atawhai programmes (Sentinels etc.) - Collate list of current rangatahi groups for example NRAI (Ngā Rangatahi Ā Iwi) and He Kuaka Mārangaranga
2.3	<p>Agreed conditions of work</p> <ul style="list-style-type: none"> - Wānanga with Te Papa Atawhai to draft high-level guidance for roles of registered Rangatahi within the department - Terms of Reference to be drafted using outcomes from wānanga - Work with Te Papa Atawhai to develop draft contracts/MoU for registered Rangatahi based on Te Papa Atawhai contracting templates
2.4	<p>Induction Wānanga</p> <ul style="list-style-type: none"> - Working team to wānanga with Te Papa Atawhai on the future Regional Advisory Group - Outline actions and guidelines for launch of Regional Advisory Group

Item	Description
3.0	Proposition of a model of advisory models and if this aligns with how DoC works and application in workplace;
3.1	Understand Te Papa Atawhai work structure - Three (3) interactions with Te Papa Atawhai at strategic, planning and operational levels - Desktop study and literature review of Te Papa Atawhai's current levels of responsiveness to Māori & and representation of Rangatahi
3.2	Specialist input for Advisory Models - Engage key Māori advisors for guidance around Māori models of advisory in conservation space (include the incorporation of Te Tiriti/Treaty principles of partnership, protection and participation)
3.3	Identify best-fit model - Identify whether to (a) develop a new advisory model or (b) propose collation of best identified models - Explore and outline how the proposed model will be integrated with Item 2.0
4.0	Identification and proposed models of Rangatahi projects;
4.1	Process of scoping out fit-for-purpose Rangatahi demonstration Project (1) - Advisory/Governance level Includes identification of all costs associated with Project 1.
4.2	Process of scoping out fit-for-purpose Rangatahi demonstration Project (2) - Operational/Ranger level Includes identification of all costs associated with Project 2.
5.0	Identify all costs associated with next steps (Project 1 & Project 2 as above)

6.0	A final document/report;
6.1	<p>Draft iteration of report</p> <ul style="list-style-type: none"> - Outline of Items 1.0, 2.0 and 3.0 - Outline of proposals for both Project 1 and Project 2 - Draft costs associated with each project - Includes methodology of works - Includes summary report/reviews of interactions/workshops/wānanga/engagements - Appendix highlighting any other important materials used and/or referenced
6.2	<p>Review</p> <ul style="list-style-type: none"> - Review and circulate between Project Team and Te Papa Atawhai
6.3	<p>Iteration</p> <ul style="list-style-type: none"> - Development of final iteration
6.4	<p>Final</p> <ul style="list-style-type: none"> - Formatting for final proposal
7.0	Recommendations of next steps;
7.1	Recommendations informed by prior engagements summarised within the proposal document
8.0	A usable document that is easily understood by Te Papa Atawhai Senior Leadership Team and staff.
8.1	Te Papa Atawhai presentation to explain the concepts discussed in the proposal documents
8.2	Outline staff training plan to introduce Rangatahi & Māori concepts such that staff better understand the context of the proposal document.
8.3	Graphic design to succinctly illustrate overarching concepts within the proposal document

02 Upcoming work

Engagement with key stakeholders and rangatahi groups for planning of online / digital rangatahi wānanga as outlined in 1.1

03 Project management

Further project management updates to be provided in subsequent project reporting clearly outlining project progress, timelines, budget, and risks.

Project Lead: § 9(2)(a)

Contact: § 9(2)(a)

Ka Awatea Services
3 Regent Street
Ngaruawahia
Waikato
3720





Ka Awatea Services Ltd

3 Regent Street
 Ngaruawahia 3720
 Ph: s 9(2)(a)
 E: accounts@kaawatea.nz

Tax Invoice

Invoice To:

Department of Conservation - Rotorua
 99 Sala Street
 Whakarewarewa Rotorua 3010
 New Zealand

Invoice No: 00000078

GST Reg. s 9(2)(b)(ii)

Your Ref:

Date: 27/11/2020

QTY/UNITS	DESCRIPTION	EX PRICE	EX AMOUNT
1	Preliminary scoping to framework the working schedule	\$11,800.00	\$11,800.00

Payment - by Bank Deposit
Kiwibank Ltd

s 9(2)(b)(ii)

Please use your invoice no. as reference

Sale Amt.:	\$11,800.00
GST:	\$1,770.00
Total Amount.:	\$13,570.00
Payments Made:	\$0.00
Balance Due:	\$13,570.00

Huia Lloyd

From: s 9(2)(a) kaawatea.nz>
Sent: Monday, 7 December 2020 12:09 pm
To: Huia Lloyd
Subject: Re: Automatic reply: Signed Contract, Report & Invoice 1

Awesome!

Ka pai all good re. processing just wondering if it landed on your side, ka pai.

Re. next milestone for the 17th - feedback from Te Papa Atawhai - was this going to be in person, via document response or zoom?

Ngā mihi,

On Mon, 7 Dec 2020 at 12:00, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Kia Ora

Yes it has been received, thank you. Invoice has been placed in our Accounts Payable. Our Administrator was following up payment, I will follow up with her.

Huia

From: s 9(2)(a) kaawatea.nz>
Sent: Monday, 7 December 2020 11:48 a.m.
To: Huia Lloyd <hlloyd@doc.govt.nz>
Subject: Re: Automatic reply: Signed Contract, Report & Invoice 1

Mōrena e Huia,

Touching base to see if you received the signed contract and first invoice and also confirming if the invoices are to be sent to you or to the invoice dept?

Mauri ora,

On Fri, 27 Nov 2020 at 15:46, Huia Lloyd <hlloyd@doc.govt.nz> wrote:

Tena Koe,

I am in and out of range for today (26/11/2020).

I will respond to emails when I can or when I return.

If it is urgent, contact me on my cell on s 9(2)(a), though I will have limited coverage.

Ngā mihi

Huia

Huia Lloyd

Huia Lloyd

From: s 9(2)(a) kaawatea.nz>
Sent: Monday, 22 March 2021 3:34 pm
To: Huia Lloyd
Subject: Re: Automatic reply: Signed Contract, Report & Invoice 1

Kia ora anoo e Huia,

Sorry we've been in hui all day. What are your days looking like this week to catch up?

On Fri, 19 Mar 2021 at 12:12, Huia Lloyd <hllloyd@doc.govt.nz> wrote:
He pai ana. Monday all good.

Huia

Sent from my iPhone

On 19/03/2021, at 10:11 AM, s 9(2)(a) <[s9\(2\)\(a\)@kaawatea.nz](mailto:s9(2)(a)@kaawatea.nz)> wrote:

Moorena e Huia

s 9(2)(a) I have been meaning to catch up with you s9(2)(a)
my timelines for a lot of mahi havw gone up the whack.

Hoi anoo, I am still chugging on the mahi itself, just haven't reported on it yet. Yes please let's catch up. I can do later today after 3pm or if that's too late notice first thing Monday.

Aku mihi

On Thu, 18 Mar 2021 at 8:45 AM, Huia Lloyd <hllloyd@doc.govt.nz> wrote:

Mōrena s 9(2)(a)

E pehea ana koe? s 9(2)(a)

I hope this email finds you in good health and spirit. I'm keen to touch base with you to pick up on the work commissioned. Can you please let me know a time that you are free.

Ngā mihi

Huia

From: s 9(2)(a) <[s9\(2\)\(a\)@kaawatea.nz](mailto:s9(2)(a)@kaawatea.nz)>
Sent: Monday, 14 December 2020 12:16 p.m.
To: Huia Lloyd <hllloyd@doc.govt.nz>
Subject: Re: Automatic reply: Signed Contract, Report & Invoice 1

Kia ora e Huia,

Thank you for letting me know. I'll work to get this second part through as a draft this thursday/friday.

Yes please keep me in the loop with the movements that'd be much appreciated.

Kia pai te toenga o te rā,

On Mon, 14 Dec 2020 at 11:31, Huia Lloyd <hllloyd@doc.govt.nz> wrote:

At this stage, document response.

FYI – I am in transition to move over ^{s 9(2)(a)} [REDACTED] This means that I will be handing over the reigns to someone else for now.

I will try and make this as seamless and least painful for you as possible. Timing could not be worse, however, the main thing is that you are in our system and that you should be paid by now for this first milestone.

For now, lets keep in touch until my replacement is confirmed.

Ngā mihi

Huia

From: ^{s 9(2)(a)} [REDACTED] <[\[REDACTED\]@kaawatea.nz](mailto:[REDACTED]@kaawatea.nz)>
Sent: Monday, 7 December 2020 12:09 p.m.
To: Huia Lloyd <hllloyd@doc.govt.nz>
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If it is urgent, contact me on my cell on ^{s 9(2)(a)} [REDACTED] though I will have limited coverage.

Ngā mihi

Huia

Huia Lloyd

Caution - This message and accompanying data may contain information that is confidential or subject to legal privilege. If you are not the intended recipient you are notified that any use, dissemination, distribution or copying of this message or data is prohibited. If you received this email in error, please notify us immediately and erase all copies of the message and attachments. We apologise for the inconvenience. Thank you.

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--

Huia Lloyd

From: Tame Malcolm
Sent: Tuesday, 8 June 2021 11:21 am
To: [REDACTED]
Cc: Huia Lloyd
Subject: Re: DoC Contract Re-Scope

Tēnā koe e [REDACTED]

Sweet. I am free today and most of next week around midday. Any day at midday work for you?

Tame

[REDACTED]

From: [REDACTED]@kaawatea.nz
Sent: Thursday, June 3, 2021 10:31:16 AM
To: Tame Malcolm <tamalcolm@doc.govt.nz>
Cc: Huia Lloyd <hlloyd@doc.govt.nz>
Subject: DoC Contract Re-Scope
Moorena,

A maaua whakapaaha, sorry we didn't get in touch last week, teeraa aahuatanga teeraa me ngaa tini kaupapa mahi. Teenaa anoo koe e [@Huia Lloyd](#), thank you for your patience around this mahi and [REDACTED] earlier this year.

We've done a re-scope and revision of our current contract with DoC re. Development of the Te Papa Atawhai Rangatahi Advisory Register & Model. Be good to koorero with you about it but thought we'd jam the re-scoping ourselves to track a new timeline for the deliverables and propose the possibility of the contract being extended. We kept figures the same atm. See revised timeline below and let us know a good time to catch up and have a koorero too.

Deliverables (Dates Revised)

Milestone Description	When
Primary scoping to framework the working schedule.	Done.
Draft presentation to KKA group articulating dynamic contribution rangatahi can bring to Te Papa Atawhai. Feedback waananga.	23/06/2021
Regional register of rangatahi advisors.	23/07/2021
Proposition of advisory model.	05/08/2021
Identification and proposed models of rangatahi projects.	06/09/2021
Draft report and meeting.	20/09/2021
Submit final copy of proposal.	27/09/2021

Payment Schedule (Revised)

For DoC to finalise

Milestone	Amount	Remarks	Date
Upon signing	\$11,800.	Invoice required	Done.
Regional register.	\$14,100	Invoice required	23/07/2021
Proposed advisory models.	\$6,000	Invoice required	05/08/2021
Identification and proposed models of rangatahi projects.	\$9,800	Invoice required	06/09/2021
Final report and recommendations.	\$10,374	Invoice required	27/09/2021

Mauri ora,

--

✖

Huia Lloyd

From: s 9(2)(a) [redacted] kaawatea.nz>
Sent: Thursday, 1 July 2021 8:00 am
To: Tame Malcolm
Cc: Huia Lloyd
Subject: Draft Articulation of Rangatahi Contribution to Te Papa Atawhai
Attachments: Te Papa Atawhai - Draft Articulation of Rangatahi Contribution.pdf

Kia ora anoo e hoa,

Please see attached a report outlining a *Draft Articulation of Rangatahi Contribution to Te Papa Atawhai*. I'm not sure whether it was preferred we present this in-person or via another means, but we thought we'd send through a written report.

We've had 2 hui now with a subset roopuu from Toa Tauga Taiao to waananga the next deliverables that will outline a potential register and proposed governance models for Te Papa Atawhai to consider to uplift the voice of rangatahi in this space.

If you have any paatai let us know.

Ko ngaa hua nui o te tau hou, otiraa, o Matariki ki a koutou,

--



From: [Huia Lloyd](#)
To: [Michaela Anderson](#)
Cc: [Alethea Hokiang-Rowlands](#)
Subject: Re: Ka Awatea Services Ltd Inv#00078 - Huia Lloyd #12740
Date: Monday, 7 December 2020 12:36:52 pm
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.jpg](#)
[image007.jpg](#)

Thank you. Appreciate the update and suffix info. Will follow up and notify.

Huia

Sent from my iPhone

On 7/12/2020, at 12:29 PM, Michaela Anderson <manderson@doc.govt.nz> wrote:

Hello Alethea

I have just assigned huia's assyst to me (as Fiona had your assyst). The problem was Fiona was waiting to have the correct bank account suffix confirmed as they have supplied two different suffix numbers.

Now that we have the actual tax invoice, we will use the suffix "■" details as quoted on their invoice.

But to make sure, can you find out from the supplier the correct suffix number is "■" and not "■"

Will let you know once supplier and invoice has been processed.

Kia Mihi

Kind Regards

Michaela Anderson

Accounts Payable
Corporate Services
Department of Conservation- *Te Papa Atawhai*
Conservation House
18 Manners St | PO Box 10420, Wellington 6143

Conservation Leadership for our nature - Takina te hi, Tiakina, te ha o te Ao Turoa

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From: Alethea Hokianga-Rowlands <arowlands@doc.govt.nz>
Sent: Monday, 7 December 2020 12:08 p.m.
To: Michaela Anderson <manderson@doc.govt.nz>
Cc: Huia Lloyd <hlloyd@doc.govt.nz>
Subject: RE: Ka Awatea Services Ltd Inv#00078 - Huia Lloyd #12740

Kia ora Michaela,

Just seeing if this invoice was processed

Ngā mihi

Alethea Hokianga-Rowlands

PA to Michelle Hippolite

Deputy Director General

Kahui Kaupapa Atawhai

Email: arowlands@doc.govt.nz

Mobile: [REDACTED]

Conservation House Wellington | Whare Kaupapa Atawhai

18 - 32 Manners St | PO Box 10 420, Wellington 6143

T: +64 4 471 0726

Kia piki te oranga o te ao tūroa, i roto i te ngātahitanga, ki Aotearoa.

To work with others to increase the value of conservation for New Zealanders.

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From: Michaela Anderson <manderson@doc.govt.nz>
Sent: Tuesday, 1 December 2020 3:21 p.m.
To: Alethea Hokianga-Rowlands <arowlands@doc.govt.nz>
Subject: FW: Ka Awatea Services Ltd Inv#00078 - Huia Lloyd #12740

Ata ahei ahei Alethea

Thank your for letting me know the assyst number.

Unfortunately assyst is down and out of action.

Once assyst is up and running again, I can then go ahead and set up Ka Awatea Services Ltd.

Kia Mihi

Kind Regards

Michaela Anderson

Accounts Payable
Corporate Services
Department of Conservation- *Te Papa Atawhai*
Conservation House
18 Manners St | PO Box 10420, Wellington 6143

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Turoa***

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From: Accounts Payable <ap@doc.govt.nz>

Sent: Tuesday, 1 December 2020 2:33 p.m.

To: Michaela Anderson <manderson@doc.govt.nz>

Subject: FW: Ka Awatea Services Ltd Inv#00078 - Huia Lloyd #12740

Kind regards

[Redacted]

Accounts Payable Officer
Accounts Payable - Corporate Services

T: [Redacted]

Department of Conservation | Te Papa Atawhai

Conservation House Wellington | Whare Kaupapa Atawhai

18 - 32 Manners St | PO Box 10 420, Wellington 6143

T: +64 4 471 0726

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<image001.jpg>

<[image002.jpg](#)>

<[image003.jpg](#)>

<[image004.jpg](#)>

<[image005.jpg](#)>

[<image006.jpg>](#)

From: Alethea Hokianga-Rowlands <arowlands@doc.govt.nz>
Sent: Tuesday, 1 December 2020 2:32 p.m.
To: Accounts Payable <ap@doc.govt.nz>
Cc: Huia Lloyd <hlloyd@doc.govt.nz>
Subject: RE: Ka Awatea Services Ltd Inv#00078 - Huia Lloyd #12740

Kia ora team,

Huia has lodge this account set up all ready under assyst#[R200101](#) Can you please confirm the next stage?

Ngā mihi

Alethea Hokianga-Rowlands

PA to Michelle Hippolite
Deputy Director General
Kahui Kaupapa Atawhai
Email: arowlands@doc.govt.nz
Mobile: [REDACTED]

Conservation House Wellington | Whare Kaupapa Atawhai
18 - 32 Manners St | PO Box 10 420, Wellington 6143
T: +64 4 471 0726

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From: Accounts Payable <ap@doc.govt.nz>
Sent: Tuesday, 1 December 2020 1:11 p.m.
To: Alethea Hokianga-Rowlands <arowlands@doc.govt.nz>
Cc: Huia Lloyd <hlloyd@doc.govt.nz>
Subject: FW: Ka Awatea Services Ltd Inv#00078 - Huia Lloyd #12740

Hi

Accounts Payable has received the attached Supplier invoice and we are unable to process this for payment because the Supplier is NEW and not set up in SAP.

From 24 February 2020, for all new Suppliers to the Department or any changes to be made to an existing Supplier (including reactivation), we require the *New or Update Supplier Forms* to be completed. From 3 May these forms must be provided to Accounts Payable via Assyst. Please refer to the How to Guide **(DOCDM- 6214850)** for guidance on what forms must be completed and the information that must be provided to set-up or change a Supplier.

All documentation must be uploaded via Assyst in the following format:

- All documentation should be in PDF format
- Only one supplier per Assyst request.

The Department's budget holder requesting the set-up or change to the Trade Vendor is accountable for the completion of this documentation. Incomplete documentation cannot be processed and the budget holder will be asked to resolve any issues. This may mean a delay in the payment of any outstanding invoice(s).

If the cost is a one off and is under \$1,000, can it be paid by P-Card?

If you have any questions regarding these forms, please email (ap@doc.govt.nz) or phone () Accounts Payable.

Thank you

Kind Regards



Accounts Payable Officer
Accounts Payable - Corporate Services
Department of Conservation | Te Papa Atawhai

Conservation House Wellington | Whare Kaupapa Atawhai
18 - 32 Manners St | PO Box 10 420, Wellington 6143
T: +64 4 471 0726

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<image001.jpg>

<image002.jpg>

<image003.jpg>

<image004.jpg>

<image005.jpg>

<image006.jpg>

From: Huia Lloyd <hllloyd@doc.govt.nz>

Sent: Monday, 30 November 2020 6:51 pm

To: Accounts Payable <ap@doc.govt.nz>

Subject: FW: Ka Awatea Services Ltd Inv#00078 - Huia Lloyd #12740

Please progress with payment.
Huia

Rangatiratanga | Kāwanatanga | Ōritetanga

Huia Lloyd

**Kaihautū - Te Pūtahitanga
Kāhui Kaupapa Atawhai
Te Papa Atawhai**

Director
Kāhui Kaupapa Atawhai
Department of Conservation

99 Sala Street, PO Box 1146, ROTORUA 3010

M [REDACTED]

Tākina te hī, Tiakina, te hā o te Āo Tūroa

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From: Alethea Hokianga-Rowlands <arowlands@doc.govt.nz>

Sent: Monday, 30 November 2020 4:37 p.m.

To: Huia Lloyd <hlloyd@doc.govt.nz>

Subject: Ka Awatea Services Ltd Inv#00000078 Alethea Hokianga-Rowlands #13172

Kia ora Huia,

Please approve this invoice.

Narrator: Preliminary scoping to framework the working schedule

Amount approved: \$13,570.00 (inc GST)

GL#62014

Cost code:# 151031

I can verify this invoice.

Ngā mihi

Alethea Hokianga-Rowlands

PA to Michelle Hippolite

Deputy Director General

Kahui Kaupapa Atawhai

Email: arowlands@doc.govt.nz

Mobile: [REDACTED]

Conservation House Wellington | Whare Kaupapa Atawhai

18 - 32 Manners St | PO Box 10 420, Wellington 6143

T: +64 4 471 0726

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