

9(2)(a)

**From:** 9(2)(a)  
**Sent:** Monday, 3 October 2022 3:45 pm  
**To:** 9(2)(a)  
**Cc:** Mere-Heni Simcock-Reweti; 9(2)(a)  
**Subject:** HPRM: Signed Quote attached: Confirmation : 8.00am - 11.30 am Mon 17 Oct :  
FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022  
**Attachments:** Signed Quote MCH Mihi Whakatau 17-10-22 PUBLIC TRUST HALL VENUE HIRE  
quotation \$1530 + GST = \$1759.00.pdf

Kia ora 9(2)(a)

Please find signed quote attached.

Many thanks.

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a) @mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

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**From:** 9(2)(a) @publictrusthall.co.nz>  
**Sent:** Monday, 3 October 2022 8:50 am  
**To:** 9(2)(a) @mch.govt.nz>  
**Subject:** RE: No attachment: FW: Confirmation : 8.00am - 11.30 am Mon 17 Oct : FW: Availability and Quote Please :  
Public Trust Hall Mon 17 Oct 2022

Kia ora 9(2)(a)

Apologies – here it is.

Aku mihi

9(2)(a) | Public Trust Hall Venue Manager

[Public Trust Hall](#)

Address: Public Trust - 131-135 Lambton Quay, Wellington  
PO Box 13143, Johnsonville, Wellington

Mobile: 9(2)(a)

Email: 9(2)(a) @publictrusthall.co.nz Website: [www.publictrusthall.co.nz](http://www.publictrusthall.co.nz) LinkedIn: [in](#)



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Here at Public Trust Hall we care for your privacy. That is why we have taken appropriate measures to ensure that the data you have provided to us is always secure. If you have any questions related to data protection, please contact 9(2)(a)

---

**From:** 9(2)(a) @mch.govt.nz>  
**Sent:** Monday, 3 October 2022 8:24 am  
**To:** 9(2)(a) @publictrusthall.co.nz>

**Subject:** No attachment: FW: Confirmation : 8.00am - 11.30 am Mon 17 Oct : FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Sorry 9(2)(a), but there wasn't an attachment for me to complete with this email.

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

---

**From:** 9(2)(a)@publictrusthall.co.nz>  
**Sent:** Saturday, 1 October 2022 2:46 pm  
**To:** 9(2)(a)@mch.govt.nz>  
**Cc:** 9(2)(a)@publictrusthall.co.nz>; 9(2)(a)@publictrusthall.co.nz>; Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>  
**Subject:** RE: Confirmation : 8.00am - 11.30 am Mon 17 Oct : FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

Kia ora 9(2)(a)

The revised quote is attached.  
Please sign and return.  
We will then send through your confirmation paperwork.

Content for the screen should be delivered as a Powerpoint file. This can be on a USB or emailed to 9(2)(a)  
If this is ready on the Friday prior to your event it can be checked and amended if necessary.

Please don't hesitate to be in touch if you have any questions.

Aku mihi nui  
9(2)(a)

9(2)(a) | Public Trust Hall Venue Manager

[Public Trust Hall](#)

Address: Public Trust - 131-135 Lambton Quay, Wellington  
PO Box 13143, Johnsonville, Wellington

Mobile: 9(2)(a)

Email: 9(2)(a)@publictrusthall.co.nz Website: [www.publictrusthall.co.nz](http://www.publictrusthall.co.nz) LinkedIn: [in](#)



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---

**From:** 9(2)(a) [redacted] <[redacted]@mch.govt.nz>  
**Sent:** Friday, 30 September 2022 6:50 pm  
**To:** 9(2)(a) [redacted] <[redacted]@publictrusthall.co.nz>  
**Cc:** 9(2)(a) [redacted] <[redacted]@publictrusthall.co.nz>; 9(2)(a) [redacted] <[redacted]@publictrusthall.co.nz>; Mere-Heni Simcock-Reweti <9(2)(a) [redacted]@mch.govt.nz>; 9(2)(a) [redacted] <9(2)(a) [redacted]@mch.govt.nz>  
**Subject:** RE: Confirmation : 8.00am - 11.30 am Mon 17 Oct : FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Kia ora 9(2)(a) [redacted]

Thank you for your time and wise advice today. It was appreciated.  
Your kindness in offering us the use of the screen at no charge was a most unexpected but very gratefully received gift.

Thank you for your follow-up email below.  
I have copied in Mere-Heni and 9(2)(a) [redacted] in case they have any comment.  
For me, it accurately covers what we agreed apart from catering.  
As advised to 9(2)(a) [redacted] in the email dialogue below, catering is no longer required.

If you would please send me a new quote for the venue hire and any agreed associated costs, I will sign and send straight back.

Hope the weekend ahead is good to you.

Ngā mihi

9(2)(a) [redacted]

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) [redacted] | Email 9(2)(a) [redacted]@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
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---

**From:** 9(2)(a) [redacted] <[redacted]@publictrusthall.co.nz>  
**Sent:** Friday, 30 September 2022 5:21 pm  
**To:** 9(2)(a) [redacted] <[redacted]@mch.govt.nz>  
**Cc:** 9(2)(a) [redacted] <[redacted]@publictrusthall.co.nz>; 9(2)(a) [redacted] <[redacted]@publictrusthall.co.nz>  
**Subject:** RE: Confirmation : 8.00am - 11.30 am Mon 17 Oct : FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

Kia ora 9(2)(a) [redacted]

To confirm what we discussed at our meeting:

- MCH will sort out the protocols for the day
- Mere-Hēni and 9(2)(a) [redacted] will develop a layout for the Hall
- Public Trust Hall will set the room up as per the layout



- Public Trust Hall will provide use of the screen gratis as a gesture of neighbourliness
  - MCH will supply a PowerPoint of images for the screen
- We will work with your caterer from our preferred list to ensure that protocol is followed re the kapu tī that follows the mihi whakatau
  - Catering tables will be set up in the Gallery prior to the mihi whakatau commencing
  - They will be set with cups and plates, water jugs and glasses
  - The food will be held downstairs until the formal part of the proceedings is completed
- Our team will assist your team to ensure the manuhiri are well cared for
- We will meet again later next week to go over the plans for the mihi whakatau
- On the morning of Monday, October 17, there may be some woven art draped on the pillars, using command hooks
- There will be a rehearsal/walk through in the week preceding October 17
  - Timing of the rehearsal will be determined by events in the Hall

Please let me know if there is anything I have missed.

Aku mihi nui

9(2)(a)

9(2)(a) | Public Trust Hall Venue Manager

[Public Trust Hall](#)

Address: Public Trust - 131-135 Lambton Quay, Wellington

PO Box 13143, Johnsonville, Wellington

Mobile: 9(2)(a)

Email: 9(2)(a) [@publictrushall.co.nz](mailto:9(2)(a)@publictrushall.co.nz) Website: [www.publictrushall.co.nz](http://www.publictrushall.co.nz) LinkedIn: [in](#)



Here at Public Trust Hall we care for your privacy. That is why we have taken appropriate measures to ensure that the data you have provided to us is always secure. If you have any questions related to data protection, please contact 9(2)(a)

**From:** 9(2)(a) [@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)>

**Sent:** Friday, 30 September 2022 12:45 pm

**To:** 9(2)(a) [@publictrushall.co.nz](mailto:9(2)(a)@publictrushall.co.nz)>

**Subject:** RE: Confirmation : 8.00am - 11.30 am Mon 17 Oct : FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Brilliant. Thank you, 9(2)(a)

Do we just come down to the main glass doors on LG pse ?

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage

Ph 9(2)(a) | Email 9(2)(a) [@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well



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**From:** 9(2)(a) @publictrusthall.co.nz>  
**Sent:** Friday, 30 September 2022 12:43 pm  
**To:** 9(2)(a) @mch.govt.nz>  
**Subject:** RE: Confirmation : 8.00am - 11.30 am Mon 17 Oct : FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

Kia ora 9(2)(a)

I can show you through the Hall at 4.15pm today.

Aku mihi  
9(2)(a)

9(2)(a) | Public Trust Hall Venue Manager

**Public Trust Hall**

Address: Public Trust - 131-135 Lambton Quay, Wellington  
PO Box 13143, Johnsonville, Wellington

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**From:** 9(2)(a) @publictrusthall.co.nz>  
**Sent:** Friday, 30 September 2022 12:25 pm  
**To:** 9(2)(a) @mch.govt.nz>  
**Cc:** 9(2)(a) @publictrusthall.co.nz>  
**Subject:** Re: Confirmation : 8.00am - 11.30 am Mon 17 Oct : FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

Kia Ora 9(2)(a)

Great.

I am currently having a day off.

We are currently very busy working on events.

If you need to see the Hall today, 9(2)(a) my manager cc'd in above might have time to show you through.

Or I will next have availability to do this next Thursday at 2pm, or next Friday.

Many Thanks,  
9(2)(a)

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**From:** 9(2)(a) @mch.govt.nz>  
**Sent:** Friday, September 30, 2022 9:37:39 AM  
**To:** 9(2)(a) @publictrusthall.co.nz>  
**Subject:** Confirmation : 8.00am - 11.30 am Mon 17 Oct : FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Kia ora 9(2)

I confirm that we would like to hire the Public Trust Hall for the above time.

We will not require catering or live-streaming.

Mere-Hēni Simcock-Rēwiti, our Pou Mataaho o Te Pae Huarewa, and I would appreciate meeting you at the Hall to discuss requirements and I can then sign the attached form.

We would be grateful if that was at all possible today.

Many thanks for your help with this.

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

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Culture is thriving, The people are well

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**From:** 9(2)(a)@publictrusthall.co.nz>

**Sent:** Tuesday, 27 September 2022 1:24 pm

**To:** 9(2)(a)@mch.govt.nz>

**Cc:** 9(2)(a)@publictrusthall.co.nz>; 9(2)(a)@publictrusthall.co.nz>

**Subject:** RE: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

Kia Ora 9(2)

Please find the quote attached.

The streaming price is still TBC, we will know if this price is to be confirmed in the next few days.

This quote is for anytime between 8am – Midday, please confirm your times once you know more.

Our approved caterers would be happy to quote your event.

These are-

-SSC Hospitality

-Nosh

-Food Envy

Please let us know if you need more information from us.

Many Thanks,

9(2)(a) | Public Trust Hall Venue Coordinator

**Public Trust Hall**

Address: Public Trust - 131-135 Lambton Quay, Wellington  
PO Box 13143, Johnsonville, Wellington

Mobile: 9(2)(a)

Email: 9(2)(a)@publictrusthall.co.nz Website: [www.publictrusthall.co.nz](http://www.publictrusthall.co.nz) LinkedIn: [in](#)



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**From:** 9(2)(a)@mch.govt.nz>

**Sent:** Tuesday, 27 September 2022 12:23 pm

**To:** 9(2)(a)@publictrusthall.co.nz>

**Subject:** RE: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Thank you so much, 9(2)(a) I really appreciate it.

Please include the costs for the AV Package – and then a decision can be made as to what is required.

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
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**From:** 9(2)(a)@publictrusthall.co.nz>

**Sent:** Tuesday, 27 September 2022 11:43 am

**To:** 9(2)(a)@mch.govt.nz>

**Cc:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>

**Subject:** RE: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

Kia Ora 9(2)(a)

Sorry, I have been very busy working on events.

Have pencilled in your date so it is still reserved for you.

I will do your quote now.

Would you require our AV package?

This includes-

-Our SMD LED Screen



- FOH Soundsystem
- Microphone
- Stage

I have already sent an email to our external provider for a live stream quote for you.

Many Thanks,

9(2)(a) | Public Trust Hall Venue Coordinator

[Public Trust Hall](#)

Address: Public Trust - 131-135 Lambton Quay, Wellington  
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Email: 9(2)(a)@publictrusthall.co.nz Website: [www.publictrusthall.co.nz](http://www.publictrusthall.co.nz) LinkedIn: [in](#)



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---

**From:** 9(2)(a)@mch.govt.nz  
**Sent:** Tuesday, 27 September 2022 10:31 am  
**To:** 9(2)(a)@publictrusthall.co.nz  
**Cc:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>  
**Subject:** FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022  
**Importance:** High

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Kia ora 9(2)(a)

Any progress with our quote please ?

Many thanks

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

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**From:** 9(2)(a)@mch.govt.nz  
**Sent:** Friday, 23 September 2022 11:47 am  
**To:** 9(2)(a)@publictrusthall.co.nz  
**Cc:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>  
**Subject:** FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

Kia ora 9(2)(a)

Do you have a quote for us please ?

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
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**From:** 9(2)(a)

**Sent:** Wednesday, 21 September 2022 8:25 pm

**To:** 9(2)(a)@publictrusthall.co.nz>

**Subject:** RE: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

Dear 9(2)(a)

Thank you for your email.

It would be really appreciated it if you would please fill in the blanks in the table I forwarded to you below.

If they are just approximate at this stagen that is quite ok,

We can then compare your figures with those supplied by competing venues which we are required to do.

I'm hoping you will forward my request to your caterers and ask for the information so you can input into the table below.

Many thanks

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
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---

**From:** 9(2)(a)@publictrusthall.co.nz>

**Sent:** Wednesday, 21 September 2022 3:59 pm

**To:** 9(2)(a)@mch.govt.nz>

**Subject:** RE: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

Hey,

It would be upto 220pax for Mihi Whakaatu. I can do a general quote, but it might take a few more days to get a quote for the live stream.

We do not quote for catering, you will need to get a quote from our approved caterers.

These are-

- Nosh
- SSC Hospitality
- Food Envy

MCH usually gets a quote from Nosh.

Many Thanks,

9(2)(a) | Public Trust Hall Venue Coordinator

[Public Trust Hall](#)

Address: Public Trust - 131-135 Lambton Quay, Wellington

PO Box 13143, Johnsonville, Wellington

Mobile: 9(2)(a)

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**From:** 9(2)(a)@mch.govt.nz>

**Sent:** Wednesday, 21 September 2022 3:09 pm

**To:** 9(2)(a)@publictrusthall.co.nz>

**Subject:** FW: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Further to below, 9(2)(a) can you also please advise asap what is the maximum number of people that you can accommodate for such an event please.

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive

Manatū Taonga | Ministry for Culture & Heritage

Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
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**From:** 9(2)(a)

**Sent:** Wednesday, 21 September 2022 2:14 pm

**To:** 9(2)(a)@publictrusthall.co.nz>

**Subject:** RE: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

It's a Mihi Whaakatu, 9(2)(a)



Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
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**From:** 9(2)(a)@publictrusthall.co.nz>  
**Sent:** Wednesday, 21 September 2022 1:58 pm  
**To:** 9(2)(a)@mch.govt.nz>  
**Subject:** RE: Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

Kia Ora 9(2)(a)

We do have Monday 17<sup>th</sup> Oct available.

I can create you a quote for this, is this a general welcome or a Mihi Whaakatu?

Many Thanks,

9(2)(a) | Public Trust Hall Venue Coordinator  
[Public Trust Hall](#)

Address: Public Trust - 131-135 Lambton Quay, Wellington  
PO Box 13143, Johnsonville, Wellington  
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**From:** 9(2)(a)@mch.govt.nz>  
**Sent:** Wednesday, 21 September 2022 1:41 pm  
**To:** 9(2)(a)@publictrusthall.co.nz>  
**Subject:** Availability and Quote Please : Public Trust Hall Mon 17 Oct 2022

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognise the sender and know the content is safe.

Kia ora 9(2)(a)

It would be appreciated if you would please advise whether the hall is available on the morning of Mon 17 Oct 2022.

I do not have a definite start time yet but it would be for a few hours to welcome our incoming Chief Executive.

There would be a minimum of 170 guests.

We would like a quote which itemises the following

|   |  |
|---|--|
|   |  |
| Venue Hire Fee                          |  |
| Morning tea x 170 people                |  |
| Tea / Coffee / Juice x 170 people       |  |
| AV system (which allows live streaming) |  |
| Pse list any other associated fees      |  |
| <b>Total</b>                            |  |

Many thanks for your help with this.

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

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9(2)(a)

**From:** Heather Baggott  
**Sent:** Tuesday, 20 September 2022 10:54 am  
**Subject:** Embargoed until 11.00am today: New Chief Executive for Manatu Taonga Ministry for Culture and Heritage  
**Attachments:** MEDIA STATEMENT - Appointment Lulu Mac Leauanae MCH CE - FINAL.pdf

Kia ora Chairs and Chief Executives,

I am very pleased to advise you that Lulu Mac Leauanae has been confirmed as the new Chief Executive Manatū Taonga Ministry for Culture and Heritage. Please see attached an **embargoed** media statement from the Public Service Commission that will be **released at 11.00am today**. Please hold this information in confidence until the public announcement.

Mac is a respected Public Service Chief Executive and brings a wealth of knowledge and experience to the sector and to this organisation. I am delighted to welcome him into this role, and I am sure you will all join me in his welcome. He officially starts on Monday 17 October and I will be supporting him with his transition to the role.

More to come soon on mihi whakatau and our official welcoming arrangements.

Nga manaakitanga

**Heather Baggott** (she/her)  
Te Tumu Whakarae mō ngā Taonga | Secretary for Culture & Heritage  
Manatū Taonga | Ministry for Culture & Heritage  
Mb: 9(2)(a)

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9(2)(a)

---

**From:** 9(2)(a)  
**Sent:** Tuesday, 20 June 2023 9:30 am  
**To:** 9(2)(a)  
**Subject:** Email 20 Sept 2022 BC to TPK : FW: Further booking request: Nau Mai Room TPK  
Mon 17 Oct : Welcome to new CE, Manatu Taonga :

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Leauanae Laulu Mac Leauanae | Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a) [@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

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**From:** 9(2)(a) [@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)>  
**Sent:** Tuesday, 20 September 2022 12:24 pm  
**To:** Meeting Room - Admin <9(2)(a)@tpk.govt.nz>  
**Subject:** Further booking request: Mon 17 Oct : Welcome to new CE, Manatu Taonga :

Kia ora 9(2)(a)

Thanks for taking my call just now.

We already have the Nau Mai room booked for Wed 12 Oct for an all staff hui.

We would also like to book it for Mon 17 Oct if at all possible please for a Welcome to our new CE. We would probably need it from 8.30 am through to 1.00 pm but will be flexible. I believe our Acting CE, Heather Baggott, was going to discuss making it available with your CE but I don't know whether or not that has happened just yet.

As always, many thanks for your help.

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a) [@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

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**From:** Meeting Room - Admin <9(2)(a)@tpk.govt.nz>  
**Sent:** Friday, 16 September 2022 10:12 am

To: 9(2)(a)@mch.govt.nz>

Subject: Nau Mai room 11 Oct

The Nau Mai room is only available in the morning on the 11Oct. there is another hui in there from 12pm  
The 12,13 & 14 are all available at the moment

---

9(2)(a)

System Administrator | Kaihāpai Pūnaha

Technology & Systems Directorate

Te Tari Matua



**Te Puni Kōkiri**  
MINISTRY OF MĀORI DEVELOPMENT

Tauwaea DDI : 9(2)(a) | Waea Pūkoro M : 9(2)(a)

Waea Whakaahua F : 9(2)(a)

Te Puni Kōkiri, Te Puni Kōkiri House, 143 Lambton Quay, Wellington 6011, New Zealand  
PO Box 3943, Wellington 6140, New Zealand



Te Puni Kōkiri Website



Kōkiri Magazine



Facebook

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9(2)(a)

**From:** 9(2)(a)  
**Sent:** Tuesday, 20 September 2022 12:31 pm  
**To:** Mere-Heni Simcock-Reweti  
**Cc:** 9(2)(a)  
**Subject:** Mon 17 Oct Mihi whakatau for CE: FYI some past jottings from my notebook about venues / costs

<<Public Trust Hall Email CE Approval RE Mihi Whakatau Monday 18 July 2022 - Venue Hire.MSG>>

Monday, 29 August 2022

3:19 pm

|   | Wharewaka    | Pipitea Marae      | TPK Nau Mai Room Wed 12 Oct | Public Trust Hall |
|---|--------------|--------------------|-----------------------------|-------------------|
| Minimum Hire 5 Hours                    | 1000.00      | 1,150.00           | Free                        | 1,782.50          |
| Minimum AV Package                      | 1399.00      | 1,608.85           | Free                        | ?                 |
| Food 2 items x 130 people<br>Tea/Coffee | 9.20<br>5.00 | 2,122.90           | 965.00 +GST                 | 3,105.00          |
| Cleaning Fee                            | TBA          | TBA                | Free                        |                   |
| Total                                   |              | <b>\$ 4,811.75</b> | <b>\$ 1,109.75</b>          | <b>4,887.50</b>   |

Example of recent quote : 5 July 2022 9(2)(a) (now EA to Glenis) email re quote from Public Trust Hall

**Venue hire - \$1550 + GST from 11 – 2pm = \$1782**

Catering – aprox \$2000 + GST (this is a light lunch for 70 people) = 2,300

Previously we have used the Public Trust Hall as a venue to welcome 9(2)(a) and 9(2)(a) to Te Hua as there were no other options available.

Costs for this were venue hire \$1550 + GST

**Catering - \$1552.50 for 60 people (morning tea) = x 2 for 130 people \$3,105**

Compare with

Nau Mai Room available Wed 12 Oct for All Staff Hui

| Item                   | Price   | Number | Total    |
|------------------------|---------|--------|----------|
| Sausage Roll           | \$ 2.00 | 90     | \$180.00 |
| Vegetarian Quiche      | \$ 1.00 | 45     | \$ 45.00 |
| Mince & Cheese Savoury | \$ 1.00 | 90     | \$ 90.00 |



|                          |         |    |          |
|--------------------------|---------|----|----------|
| Tea & Coffee             | \$ 3.50 | 90 | \$315.00 |
| Sweet Temptation Platter | \$40.00 | 4  | \$160.00 |
| Fruit Platter            | \$35.00 | 5  | \$175.00 |
|                          |         |    | \$965.00 |

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
 Manatū Taonga | Ministry for Culture & Heritage  
 Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

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9(2)(a)

**From:** 9(2)(a)@parliament.govt.nz>  
**Sent:** Wednesday, 21 September 2022 3:48 pm  
**To:** 9(2)(a)  
**Cc:** 9(2)(a) Mere-Heni Simcock-Reweti  
**Subject:** RE: Minister Sepuloni - mihi whakatau and visit to MCH

Kia ora 9(2)(a)

That's a great idea and one the office are happy with – let's schedule the visit for the after the mihi whakatau. We've put a hold in the Minister's calendar.

Thanks,  
9(2)(a)

9(2)(a) | Private Secretary – Arts, Culture and Heritage

DDI 9(2)(a) | Mobile 9(2)(a) | Email 9(2)(a)@parliament.govt.nz

Office of Hon Carmel Sepuloni MP, Minister for Social Development & Employment, Minister for ACC and Minister for Arts, Culture and Heritage

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**From:** 9(2)(a) [mailto:9(2)(a)@mch.govt.nz]

**Sent:** Tuesday, 20 September 2022 11:10 AM

**To:** 9(2)(a)@parliament.govt.nz>

**Cc:** 9(2)(a)@parliament.govt.nz>; Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>

**Subject:** RE: Minister Sepuloni - mihi whakatau and visit to MCH

Kia ora 9(2)(a)

Thanks for reaching out – and yes, a little birdie had mentioned the Minister would like to attend which is fantastic.

What I do know is Lulu Mac Leuanae's first day on the job will be Monday 17 October and current planning has a formal welcome/ mihi whakatau pencilled in for that same day – probably the morning (venue and timing tbc).

Mere-Heni Simcock-Reweti, Pou Mataaho o Te Pae Huarewa | Deputy Chief Executive Māori Crown Capability and Engagement will be leading a team to pull this event together. As you'll appreciate it is still very early days but some initial thinking has begun. I'll let Mere-Heni and her team liaise direct with you as planning comes together. Please keep me and the OCE in the loop. I also understand Hon Aupito William Sio has indicated he wishes to attend – will your Office share information and event details as they firm up?

Regarding Minister Sepuloni visiting the Ministry, subject to us securing the Public Trust Hall for the mihi whakatau, I've got an idea....would Minister Sepuloni consider the visit alongside the welcome to the new CE? Heather would still be at the Ministry as part of a transition so could host the Minister post the formalities.

Many thanks and happy to discuss.

9(2)(a)

| Pou Tohu Matua / Senior Advisor

Te Toi / Office of the Chief Executive

Manatū Taonga - Ministry for Culture and Heritage

Phone 9(2)(a) | 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

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**From:** 9(2)(a) [redacted]@parliament.govt.nz>  
**Sent:** Tuesday, 20 September 2022 10:24 am  
**To:** 9(2)(a) [redacted]@mch.govt.nz>  
**Cc:** 9(2)(a) [redacted]@parliament.govt.nz>  
**Subject:** Minister Sepuloni - mihi whakatau and visit to MCH

Kia ora 9(2)(a) [redacted]

I'm sure you are already aware, but Minister Sepuloni would like to attend the mihi whakatau for the new CE. As soon as you have a date/time confirmed could you please let me know so that we can put a placeholder in her diary?

Similarly, she'd like to have another go at the visit to MCH to meet the staff. I can liaise with the office regarding timing, but I wondered if it would be better for MCH to suggest some potential dates to get the ball rolling?

Many thanks,

9(2)(a) [redacted]

9(2)(a) [redacted] | Private Secretary – Arts, Culture and Heritage

DDI 9(2)(a) [redacted] | Mobile 9(2)(a) [redacted] | Email 9(2)(a) [redacted]@parliament.govt.nz

Office of Hon Carmel Sepuloni MP, Minister for Social Development & Employment, Minister for ACC and Minister for Arts, Culture and Heritage

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## Pablo Monteverde-Young

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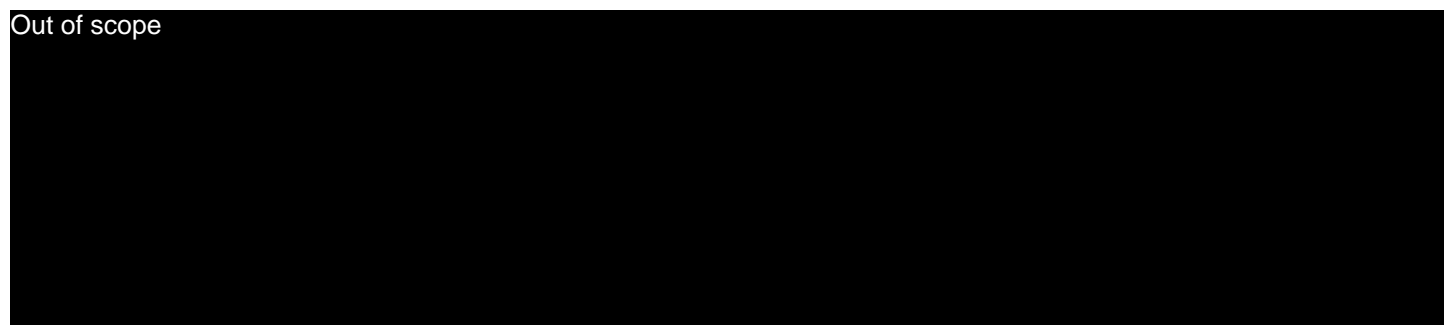
**From:** Mere-Heni Simcock-Reweti  
**Sent:** Friday, 23 September 2022 11:49 am  
**To:** 9(2)(a) Matthew Oliver; 9(2)(a)  
**Subject:** Staff panui - can you please review (edit/amend) and perhaps 9(2) send out? Let me know. Mihi nei MH

Out of scope



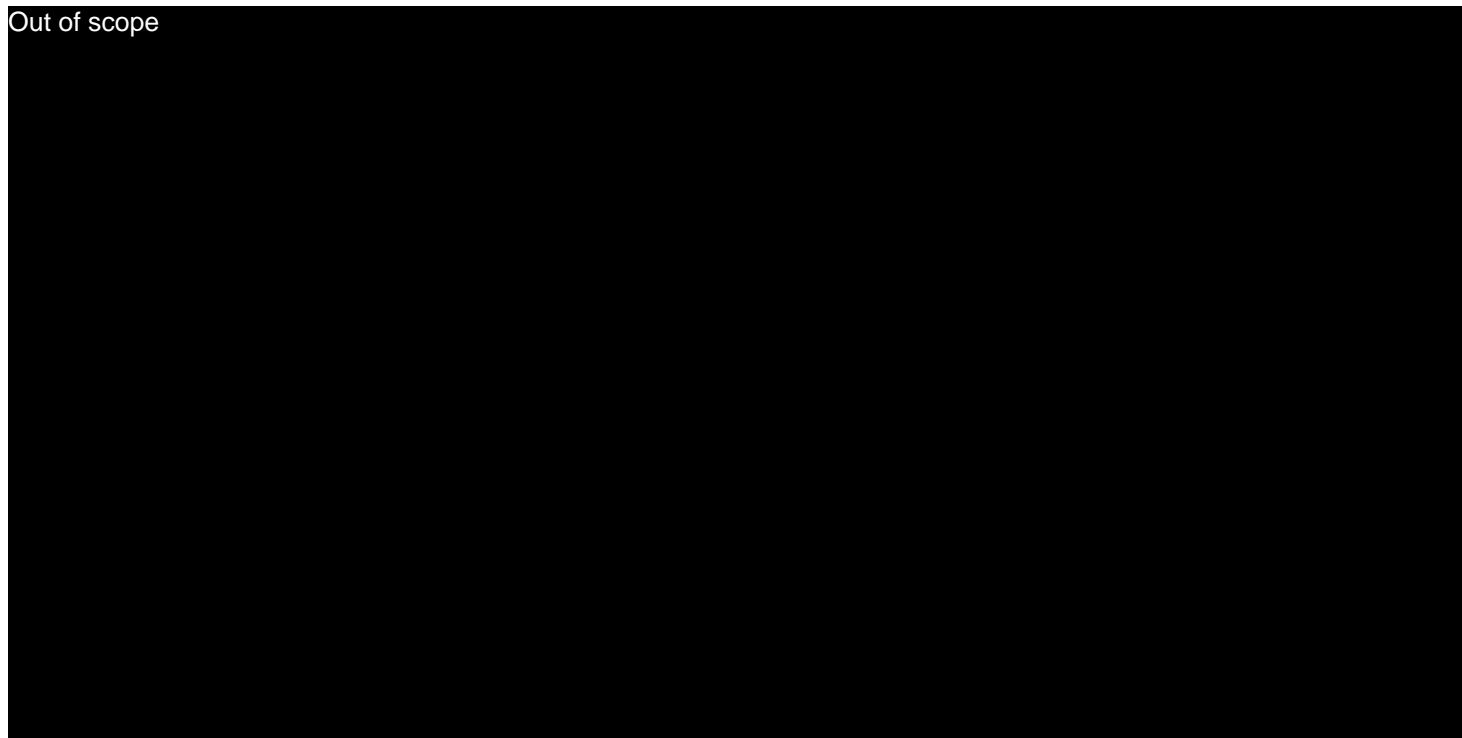
*Nau mai, Afio mai Whakatau mai* - following Heather's brilliant announcement about our new incoming Tumu Whakarae, Laulu Mac Leauanae, I can also advise that a small team of us are working closely with both Te Ati Awa mana whenua, and the Ministry of Pacific Peoples on the organising of his pōwhiri and welcome. It's going to be a wonderful occasion bringing Laulu in to Manatū Taonga – noting this will include all staff getting to meet him over the course of his first few weeks. More details about this will follow closer to Laulu starting.

Out of scope





Out of scope



9(2)(a)

**From:** 9(2)(a)  
**Sent:** Thursday, 29 September 2022 11:27 am  
**To:** 9(2)(a)  
**Subject:** Powhiri : Cost Comparisons

Kia ora 9(2)(a)

Good to meet you earlier.

Have just heard from Wharewaka re live streaming “ball park” figure – so have added that into my notebook below.

I’ve also changed the costings to morning tea x 200 people. We can worry about the capacity level at the nearby venues when we get up to that bit, but I thought we should note them.

Will leave with you as to how you wish to enter this info in the spread sheet – and many thanks – I will keep updating you if/when I hear anything further.

| <b>Number of People Quoted For : 200</b>          | <b>Nau Mai TPK Max Capacity 130</b> | <b>Wharewaka Max Capacity 200 allowing for performance area</b> | <b>Public Trust Hall Max Capacity 200 allowing for performance area</b> | <b>Ngati Poneke Not Available</b> |
|---|-------------------------------------|---|---|-----------------------------------|
| Venue Hire Fee (For up to five hours)             | Free                                | 1,725.00  | 1,380.00  |                                   |
| Morning tea x 200 people<br>Tea / Coffee included | 1,706<br>(\$8.53pp)                 | 3,382 (\$16.91pp)   | 5,174.00<br>(\$25.87pp)   |                                   |
| AV system (half day)                              | Free                                | 1,309.85 (basic)  | 1,759.50  |                                   |
| AV Technician (half day)                          |                                     |   | 460.00  |                                   |
| Live Streaming (day)                              | TBA                                 | 6,325.00  | 2,472.50  |                                   |
| Cleaning Fee                                      | -                                   | -   | 402.50  |                                   |
| Pse list any other associated fees                |                                     |   |   |                                   |
| In house Internet Network Access                  |                                     | 80.50   |   |                                   |
| <b>Total</b>                                      | 1,706                               | 12,822.35   | 11,648.50   |                                   |

Ngā mihi

9(2)(a)

Pou Hāpai Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a) [@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

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9(2)(a)

**From:** Mere-Heni Simcock-Reweti  
**Sent:** Thursday, 29 September 2022 8:03 pm  
**To:** Heather Baggott; 9(2)(a)  
**Subject:** Re: Powhiri for Mac

Brilliant - thanks for briefing him on where/what we've landed this far Heather. Pleased to hear he's pleased :)

My assurances we're taking care to ensure all the customary protocols are managed with guidance from mana whenua and pasifika elders - with additional cultural competency learning along the way! Yes - 9(2)(a) will come with 9(2)(a)

With this high-level "green light," we'll start dropping everything into a pack comprised of:

- Runsheet
- Guest list (both sides)
- Invite
- Final budget
- Seating plan
- Speaking notes for Min Sepuloni and other speakers (lite)

Our deadline for sending invites to lock in diaries is Wednesday, and we'll cascade from there other necessary comms so everyone who needs to be in the know, knows.

Heoi anō me aku mihi  
Mere-Hēni

Get [Outlook for iOS](#)

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**From:** Heather Baggott <9(2)(a)@mch.govt.nz>  
**Sent:** Thursday, September 29, 2022 7:40:40 PM  
**To:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz  
**Subject:** Powhiri for Mac

Kia ora!

Thank you for all your mahi on planning for this. Mac was very pleased (and impressed) with the planning and arrangements. He said he is very humbled by the thought and care thats going into it.

He confirmed he's comfortable with weaving in the Pacifica element as proposed - that his folk will advise on the detail of this for "cultural safety" - and that he's comfortable that it's not a formal AVA ceremony as he thinks that would be too much. (That's what he was reticent about). He was delighted to hear 9(2)(a)'s support and wants to know if 9(2)(a) will be involved too - he'd like her to if possible. And very happy with the split venue - more kai at affordable prices is better than less to fit a budget.

He doesn't want extra sector people invited (just CEs and Chairs), but may invite some for his side. He'll think about PSLT CEs and let me know next week - but if so, they will likely be on his invite list. He'll share his list with us next week (he's still finalising). He's agreed that we invite Bernadette and PSC (Peter and Helene) on our side. I'll check again re 9(2)(a) and whether she should be our side or his. Need to include ACs (9(2)(a) and 9(2)(a) too, plus 9(2)(a) I'd also like to include 9(2)(a) on our side.

His speakers will likely be Minister Sio and 9(2)(a) [REDACTED]

Heather Baggott (she/her)

Te Tumu Whakarae mo mga Taonga

9(2)(a) [REDACTED]

Sent from my iPhone



**PUBLIC TRUST HALL VENUE HIRE QUOTE**

Thank you for choosing Public Trust Hall for your event.  
We want you to enjoy our beautiful premises.

**Quote and Event Details**

| Function Date | Quote Date | Function Name      | Number Attending | Venue | Event Time | Venue Fee   |
|---------------|------------|--------------------|------------------|-------|------------|-------------|
| 17-10-22      | 27-9-22    | MCH Mihi Whakataua | 200 pax          | Hall  |            | \$1,200+gst |

| Tables          | Chairs       | Furniture Set out                        |
|-----------------|--------------|--|
| Yes             | Yes          | As per layout plan to be provided by MCH |
| In Gallery only | Paepae style |  |

| Audio Visual Requirements  | Quantity | Cost   |
|--|----------|--------|
| AV package includes:   |          |        |
| SMD LED Screen   |          | gratis |
| FOH sound system   |          |        |
| Staging  |          |        |
| One microphone – either handheld with stand, lapel microphone or lectern with microphone |          |        |
| Stage Spotlights   |          |        |
| AV technician  |          |        |
| 1 Camera Stream ½ Day  |          |        |
| <b>Audio Visual Fee</b>  |          |        |

**Additional AV is available.** Please discuss your requirements with our technical staff.

| Staffing | Location                   | Number | Fee   |
|----------|----------------------------|--------|-------|
| Cleaner  | Hall – post function clean | 1      | \$350 |
|          |                            |        |       |



|                                |                               |
|--------------------------------|-------------------------------|
| <b>Pack-in and set up time</b> | From 8am on October 17, 2022  |
| <b>Pack-out time</b>           | Post event; completed by 12pm |

|                       |  |
|-----------------------|--|
| <b>Other Requests</b> | Catering must be provided by one of our four catering partners. SSC Hospitality, Nosh, The Catering Studio, Food Envy  |
| <b>Comments</b>       | Some woven art works may be draped around the pillars and secured with command hooks. Installation and de-installation to be supervised by Public Trust Hall staff |

|               |                                   |
|---------------|-----------------------------------|
| <b>Hirer</b>  | Ministry for Culture and Heritage |
| <b>Name</b>   | 9(2)(a)                           |
| <b>Email</b>  | 9(2)(a)@mch.govt.nz               |
| <b>Phone</b>  |                                   |
| <b>Mobile</b> | 9(2)(a)                           |

**Total Fees Quoted: \$1,530 + gst**

Public Trust Hall fees and charges are GST exclusive.

Acceptance of this quote confirms your date(s) in our calendar.  
Completion of the Venue Hire Agreement and payment secures the booking.

**I agree to pay the fees quoted.**

**Name:**

9(2)(a)  
(a)

9(2)(a)

**Company:**  
Manatu  
Taonga

**Date:** 3  
Oct 2022



# TAX INVOICE



P.T. Building Function Centre Limited

T/A Public Trust Hall

131 - 135 Lambton Quay,

Wellington, 6011

GST Number 129-603-240

9(2)(a)  
Ministry for Culture and Heritage  
131 Lambton Quay  
Wellington  
Wellington Wellington 6011  
9(2)(a)@mch.govt.nz

Tax Invoice No: 9(2)(a) 576-448  
Invoice Date: 03 Oct 2022  
Due Date: 20 Oct 2022  
Event ID: 576  
Event Date : 17 Oct 2022

|                    |                    |
|--------------------|--------------------|
| <b>Amount Due:</b> | <b>\$ 1,782.50</b> |
|--------------------|--------------------|

| Item                     | Amount      | Tax       | Total       |
|--------------------------|-------------|-----------|-------------|
| <b>Event Costs</b>       |             |           |             |
| Venue Hire @ \$ 1,200.00 | \$ 1,200.00 | \$ 180.00 | \$ 1,380.00 |
| Cleaning @ \$ 350.00     | \$ 350.00   | \$ 52.50  | \$ 402.50   |

|                      |             |
|----------------------|-------------|
| GST                  | \$ 232.50   |
| LOCAL TAXES Included | \$ 232.50   |
| Total:               | \$ 1,782.50 |

|                     |                    |
|---------------------|--------------------|
| <b>Amount Due :</b> | <b>\$ 1,782.50</b> |
|---------------------|--------------------|

## Payment Terms

Please pay by the due date on the invoice

**P. T. BUILDING FUNCTION CENTRE LIMITED**  
131 -135 Lambton Quay Wellington North Island 6011 New Zealand  
Tel : 042320809  
Email : 9(2)(a)@publictrushall.co.nz Web : www.publictrushall.co.nz

Please make payment directly into our bank account-

Bank - ANZ

Account Name - 9(2)(a)

Account Number - 9(2)(a)

9(2)(a)

**To:** 9(2)(a)  
**Subject:** RE: Powhiri new CE of MCH - 17 October 2022

Still all being finalised but likely to be

Ngā mihi

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

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**From:** 9(2)(a)@tepapa.govt.nz>  
**Sent:** Monday, 3 October 2022 4:55 pm  
**To:** 9(2)(a)@mch.govt.nz>  
**Subject:** Pōwhiri new CE of MCH - 17 October 2022

Kia ora 9(2)(a)

I have just realised you are the EA to the Acting CE.  
9(2)(a) said that Mere Hine mentioned yesterday the Pōwhiri for the new CE is likely to be on the morning of 17<sup>th</sup> of October and that they would like 9(2)(a) and 9(2)(a) to attend (especially 9(2)(a)).

I am just checking in on timing so I can make sure this time will work in their calendars (do you not what time it will likely commence and duration etc.)?

Ngā mihi,

9(2)(a)

9(2)(a) | Kaiāwhina Whakahaere | Executive Assistant to the Co-Leaders of Te Papa (Chief Executive and Kaihautū)  
Museum of New Zealand Te Papa Tongarewa,  
55 Cable Street, PO Box 467, Wellington, New Zealand  
M 9(2)(a) | E 9(2)(a)@tepapa.govt.nz | W www.tepapa.govt.nz  
My pronouns are 9(2)(a)

In the Office = ✓ Working from home = WFH Not at work = X

| MON | TUE | WED | THU | FRI |
|-----|-----|-----|-----|-----|
| ✓   | ✓   | ✓   | ✓   | ✓   |

Āta whakaarohia a Papatūānuku i mua i tō tānga i tēnei ī-mēra  
Please consider the environment before printing this email.

9(2)(a)

**From:** 9(2)(a)  
**Sent:** Tuesday, 4 October 2022 8:16 pm  
**To:** 9(2)(a)  
**Cc:** Matthew Oliver; Mere-Heni Simcock-Reweti  
**Subject:** Powhiri Laulu Mac Leauanae - Monday 17 October, 10am @ Public Trust Building, Lambton Quay

Kia ora koutou,

I wanted to quickly share with you the basics of the pōwhiri arrangements for the incoming Chief Executive Laulu Mac Leauanae. Formal invitations will be issued shortly (hopefully tomorrow via [9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)) however it may be helpful to have the following information to hand sooner rather than later for when your respective Ministers consider their attendance.

Laulu Mac's first day will be on **Monday 17 October** and this is when he'll be formally welcomed into the role and building. A pōwhiri will commence at **10am** in the **Public Trust Building** however guests are being asked to arrive by **9.45am**. Formalities will conclude approximately **12.30pm**.

The pōwhiri will end around **11.15am** however there will be further speeches and kai being served across the road at **Te Puni Kōkiri** (note this will not be an open forum as we will need to manage time). Should Ministers need to depart earlier than 12.30pm then this will be the opportunity to do so.

With regards to tikanga, the Ministry is being guided by tangata whenua (9(2)(a)) in conjunction with Te Pae Huarewa and Ngā Uri a Kiwa (our Māori Pasifika staff network). If Ministers or the Office have any questions re protocol or elements of the programme then these should be directed to Mere-Hēni Simcock-Rēweti ([9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)).

9(2)(a) could I please ask that you share these details with your colleagues in the Office of Hon Aupito William Sio. 9(2)(a) can you also please share this with the Prime Minister's Office. Although we will be stretched for numbers please be advised that all Private Secretaries will be invited irrespective of their Ministers attendance.

Hopefully this gives you a little more detail to assist you in your planning - if you have any questions please don't hesitate to ask.

Kia ora rawa atu

9(2)(a) | Pou Tohu Matua / Senior Advisor  
Te Toi / Office of the Chief Executive  
**Manatū Taonga - Ministry for Culture and Heritage**  
Phone [9\(2\)\(a\)](tel:9(2)(a)) | [9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

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PŌWHIRI/WELCOME FOR INCOMING CHIEF EXECUTIVE – LAULU MAC LEAUANAE

Monday, 17 October 2022

10am – 12.30pm

**Public Trust Hall – 131  
Lambton Quay**

**Timing**

**Order of proceedings**

0945am

Greet Minister Sepuloni and escort inside  
Greet Guests/Laulu

Briefing to Guests

1000am

**(1) PŌWHIRI COMMENCES**

- Karanga
- Guests enter
- Hongi/harirū (front row of tangata whenua only)
- All seated
- Mana whenua/MCH Speaker 1 (9(2)(a) ██████████)
- ACH Sector Speaker 2 (9(2)(a) ██████████)
- **HANDOVER TO MANUHIRI**
- Manuhiri Speaker 1
- Manuhiri Speaker 2
- **BACK TO MANA WHENUA**
- Whakakapi

**(2) MINISTER'S ACKNOWLEDGEMENT**

- Minister Sepuloni speaks
- Laulu Mac Leauanae speaks

**(3) SAMOAN CEREMONY**

- Samoan Orator conducts acknowledgement/presentation
- Song/hymn
- Blessing

**MANA WHENUA & PASIFIKA JOIN IN closing traditional ceremonies with handing over Laulu and blessing**

**CONCLUDES with blessing and guests invited to kai**

**Te Puni Kōkiri**

Guests ushered/escorted to Te Puni Kōkiri for kai

Approx 1130am

**Kai served:**

Seating for elders/senior guests/mana whenua/tumu whakarae

- Waiata
- Singing



PŌWHIRI/WELCOME FOR INCOMING CHIEF EXECUTIVE – LAULU MAC LEAUANAE  
Monday, 17 October 2022  
10am – 12.30pm

Approx 1230pm

**Guests depart**

DRAFT

Tēnā koe, Talofa lava, Greetings

On behalf of Manatū Taonga – Ministry for Culture and Heritage, I invite you to attend the pōwhiri and formal welcome for our incoming Tumu Whakarae / Secretary for Culture and Heritage - Laulu Mac Leauanae.

We will welcome Laulu on Monday 17 October, 10am to 12pm, Ground Floor - Public Trust Building 131 Lambton Quay, Wellington. Refreshments to conclude our welcome will shift to the Nau Mai Room, Te Puni Kōkiri Building (adjacent to the Public Trust Building) from approx 11.15am.

We look forward to sharing the welcome of Laulu Mac into his new role as leader of Manatū Taonga. Please confirm your availability to attend by Wednesday 12 October 2022, *email address*.

Kāti ake, tēnā tātou te haere mai nei ki te whakanui te rangatira nei a Laulu ki tōna tūranga hou, tōna tūranga whakahirahira.

Nāku noa

Nā Heather Baggott

Acting Tumu Whakarae / Secretary for Culture and Heritage

9(2)(a)

**From:** Mere-Heni Simcock-Reweti  
**Sent:** Tuesday, 4 October 2022 5:38 pm  
**To:** Heather Baggott; 9(2)(a)  
**Subject:** RE: Powhiri for Mac  
**Attachments:** 2022 10 04 MCH Invite List\_DRAFT.xlsx; 2022 09 29 Powhiri RUNSHEET.docx; 2022 31 09 Draft Invite Manatu Taonga.docx

Kia ora Heather,

As discussed earlier today (and incl with 9(2) and 9(2)), please see attached:  
- draft invitation for your approval (noting this will go out tomorrow after lunch, RSVP to events email)  
- draft invite/attendee list from MCH side  
- draft programme

On the latter, note that we are significantly over in attendees. I anticipate up to 5 people as being unavailable (on leave) that day, but it will certainly need further culling. I will also speak to 9(2) regarding our Pasifika support which can't be sustained at current numbers.

Please let me know your thoughts.  
Mihi nei  
Mere-Hēni

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

From: Heather Baggott <9(2)(a)@mch.govt.nz>  
Sent: Thursday, 29 September 2022 7:41 pm  
To: Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz  
Subject: Powhiri for Mac

Kia ora!

Thank you for all your mahi on planning for this. Mac was very pleased (and impressed) with the planning and arrangements. He said he is very humbled by the thought and care that's going into it.

He confirmed he's comfortable with weaving in the Pacifica element as proposed - that his folk will advise on the detail of this for "cultural safety" - and that he's comfortable that it's not a formal AVA ceremony as he thinks that would be too much. (That's what he was reticent about). He was delighted to hear 9(2)'s support and wants to know if 9(2)(a) will be involved too - he'd like her to if possible. And very happy with the split venue - more kai at affordable prices is better than less to fit a budget.

He doesn't want extra sector people invited (just CEs and Chairs), but may invite some for his side. He'll think about PSLT CEs and let me know next week - but if so, they will likely be on his invite list. He'll share his list with us next week (he's still finalising). He's agreed that we invite Bernadette and PSC (Peter and Helene) on our side. I'll check again re 9(2)(a) and whether she should be our side or his. Need to include ACs (9(2) and 9(2)) too, plus 9(2)(a) I'd also like to include 9(2) on our side.

His speakers will likely be Minister Sio and 9(2)(a)

Heather Baggott (she/her)  
Te Tumu Whakarae mo mga Taonga  
9(2)(a)

9(2)(a)

**From:** Heather Baggott  
**Sent:** Tuesday, 4 October 2022 9:18 pm  
**To:** Mere-Heni Simcock-Reweti  
**Cc:** 9(2)(a)  
**Subject:** Re: Powhiri for Mac

Thank you.

I will also see 9(2) tomorrow and would like to invite him to come (as the Commissioner's and PSLT representative - noting it's unlikely that Peter will be able to make it). Not in a speaking role though, but he can be a backup on our side (if 9(2)(a) can't be there).

Heather Baggott (she/her)  
Te Tumu Whakarae mo mga Taonga  
9(2)(a)

Sent from my iPhone

On 4/10/2022, at 9:07 PM, Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz> wrote:

Kia ora Heather - appreciate your eyes and whakaaro over our planning.

1. Yes - we're now working with 9(2)(a) to jazz both the invite and programme up (the invite being the priority so it can go out);
2. Guest lists - yes, appreciate the need to be proportional across all who are invited. I'll speak with our team and bring this down;
3. Ordering - including timing for handover - will speak with 9(2) and confirm as soon as I can;

Will see you tomorrow with the finalised invite and lists so we can aim to get these away.

Pō rarau,  
MH

Get [Outlook for iOS](#)

---

**From:** Heather Baggott <9(2)(a)@mch.govt.nz>  
**Sent:** Tuesday, October 4, 2022 7:49:33 PM  
**To:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz  
**Subject:** RE: Powhiri for Mac

Thank you Mere-Heni!

Looking great. Couple of things:

1. Have made tweaks to invite (see attached)- will this be jazzed up somehow?
2. Invite list - have made some additions and minor changes (see attached). To discuss at TKM tomorrow:

\* include all Principals? (noting stretch on numbers)

\* add TVNZ/9(2)(a)

\* Nga Uri o Kiwa request re "MCH Pacifika Leads and others" (we won't be able to accommodate all of these, nor do I think its proportionally appropriate - I'm thinking a couple, max 5) - and are they actually designated as MCH Pacifika leads?

3. The official order of events - will we have a jazzed up version available on the day, that includes waiata lyrics?

On the run-sheet, I would like to know 9(2)'s view about doing the handover AFTER the Minister and Mac speaks. In my experience, but I'm no tikanga expert, the handover happens BEFORE those speeches occur. That's because the Minister is speaking after his receipt and that will be his first speech as the CE (ie. After he is handed over). I like having the Pasifika element (if we are leading that) as a tautoko to Mac. Otherwise, if the Pasifika element is led by MPP, then I feel like it should be before the handover. Can you please clarify this?

Nga mihi

Heather Baggott (she/her)

Te Tumu Whakarae mō ngā Taonga | Secretary for Culture & Heritage

Mb: 9(2)(a)

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

From: Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>

Sent: Tuesday, 4 October 2022 5:38 pm

To: Heather Baggott <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz

Subject: RE: Powhiri for Mac

Kia ora Heather,

As discussed earlier today (and incl with 9(2) and 9(2)), please see attached:

- draft invitation for your approval (noting this will go out tomorrow after lunch, RSVP to events email)
- draft invite/attendee list from MCH side
- draft programme

On the latter, note that we are significantly over in attendees. I anticipate up to 5 people as being unavailable (on leave) that day, but it will certainly need further culling. I will also speak to 9(2) regarding our Pasifika support which can't be sustained at current numbers.

Please let me know your thoughts.

Mihi nei

Mere-Hēni

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

From: Heather Baggott <9(2)(a)@mch.govt.nz>

Sent: Thursday, 29 September 2022 7:41 pm

To: Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz

Subject: Powhiri for Mac

Kia ora!

Thank you for all your mahi on planning for this. Mac was very pleased (and impressed) with the planning and arrangements. He said he is very humbled by the thought and care thats going into it.



He confirmed he's comfortable with weaving in the Pacifica element as proposed - that his folk will advise on the detail of this for "cultural safety" - and that he's comfortable that it's not a formal AVA ceremony as he thinks that would be too much. (That's what he was reticent about). He was delighted to hear [9(2)]'s support and wants to know if [9(2)(a)] will be involved too - he'd like her to if possible. And very happy with the split venue - more kai at affordable prices is better than less to fit a budget.

He doesn't want extra sector people invited (just CEs and Chairs), but may invite some for his side. He'll think about PSLT CEs and let me know next week - but if so, they will likely be on his invite list. He'll share his list with us next week (he's still finalising). He's agreed that we invite Bernadette and PSC (Peter and Helene) on our side. I'll check again re [9(2)(a)] and whether she should be our side or his. Need to include ACs ([9(2)] and [9(2)] too, plus [9(2)(a)] I'd also like to include [9(2)] on our side.

His speakers will likely be Minister Sio and [9(2)(a)]

Heather Baggott (she/her)  
Te Tumu Whakarae mo mga Taonga  
[9(2)(a)]

Sent from my iPhone

9(2)(a)

**From:** Mere-Heni Simcock-Reweti  
**Sent:** Thursday, 6 October 2022 2:39 pm  
**To:** 9(2)(a)  
**Subject:** FW: Like this?

Tēnā koe, Talofa lava, Greetings

On behalf of Manatū Taonga Ministry for Culture and Heritage, I invite you to attend the pōwhiri and formal welcome for our incoming Tumu Whakarae Secretary for Culture and Heritage, Laulu Mac Leauanae.

We will welcome Laulu Mac Leauanae on  
**Monday 17 October, 10am to 12pm**  
Ground Floor—Public Trust Building  
131 Lambton Quay, Wellington

A kai to conclude our welcome will be held at the Nau Mai Room, Te Puni Kōkiri Building (adjacent to the Public Trust Building) from approx 11.15am.

**Please confirm your availability to attend by**  
Wednesday 12 October 2022, 9(2)(a) @mch.govt.nz

Kāti ake, tēnā tātou te haere mai nei ki te whakanui te rangatira a Laulu Mac Leauanae ki tōna tūranga hou, tōna tūranga whakahirahira. Tatou 'auai fa'atasi i lena aso taupoina.

Nāku noa, soifua



Nā Heather Baggott  
Acting Tumu Whakarae  
Secretary for Culture and Heritage

**Manatū Taonga** | Ministry for Culture & Heritage

9(2)(a)

**From:** Mere-Heni Simcock-Reweti  
**Sent:** Thursday, 6 October 2022 6:25 pm  
**To:** Heather Baggott; 9(2)(a)  
**Cc:** Glenis Philip-Barbara; Joe Fowler; Emily Fabling; Matthew Oliver  
**Subject:** RE: Laulu Mac's first week

Kia ora Heather

Thank you for this update.

Yes, we'll action these.

Other points, noted.

Mihi nei  
Mere-Hēni

---

**From:** Heather Baggott <Heather.Baggott@mch.govt.nz>  
**Sent:** Thursday, 6 October 2022 6:20 pm  
**To:** 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz  
**Cc:** Glenis Philip-Barbara <9(2)(a)@mch.govt.nz>; Joe Fowler <9(2)(a)@mch.govt.nz>; Emily Fabling <9(2)(a)@mch.govt.nz>; Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; Matthew Oliver <9(2)(a)@mch.govt.nz>  
**Subject:** Laulu Mac's first week

Kia ora korua (TKM – FYI)

Spoke with Mac tonight re his diary for week one. He has agreed:

1. Powhiri – CE invites – we will split amongst us: 9(2)(a) to join our side. The others - population agency CEs - to join his side (we'll let their ES/Office know as we'll send these invites out separately). He has confirmed his speakers will be 9(2)(a). 9(2)(a) is back up for 3<sup>rd</sup>. On our side, to confirm if Minister Jackson (who is attending) will be 3<sup>rd</sup> speaker or will replace the Sector speaker. Have spoken to 9(2)(a) – we are standby. Mere-Heni/9(2)(a) – can you action please?

Out of scope

Out of scope

**Heather Baggott** (she/her)

Te Tumu Whakarae mō ngā Taonga | Secretary for Culture & Heritage

Manatū Taonga | Ministry for Culture & Heritage

Mb: 9(2)(a)

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, the people are well

9(2)(a)

**From:** Mere-Heni Simcock-Reweti  
**Sent:** Thursday, 6 October 2022 2:03 pm  
**To:** 9(2)(a)  
**Subject:** RE: Laulu's powhiri list as of today

Tēnā rawa atu koe 9(2)(a)! Tō pai hoki te whakaraupapahia tēnei rīpanga.

Thank you for this 9(2)(a) – very thankful to have all these contacts and to advise, we'll be sending the invites out in the next hour.

None of the Tumu Whakarae listed below are on our list – but 9(2)(a) and I will speak to Heather about this.

Me te mihi nui  
Mere-Hēni, 9(2)(a)

---

**From:** 9(2)(a)@mpp.govt.nz>  
**Sent:** Thursday, 6 October 2022 1:55 pm  
**To:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>  
**Subject:** Laulu's pōwhiri list as of today  
**Importance:** High

Ni sa bula vinaka Mere-Heni, 9(2)(a) !

Here is the of attendees' list for Laulu's pōwhiri. We still have a handful of emails we need to find. Please can you cross-check the following Tumu Whakarae to see if they are on the Manatū Taonga list:

9(2)(a)

- |                                   |
|-----------------------------------|
| 9(2)(a)@women.govt.nz             |
| 9(2)(a)@dia.govt.nz               |
| 9(2)(a)@ethniccommunities.govt.nz |
| 9(2)(a)@tpk.govt.nz               |
| 9(2)(a)@tearawhiti.govt.nz        |
| 9(2)(a)@swa.govt.nz               |
| 9(2)(a)@whaikaha.govt.nz          |

Aku mihi nui atu! Vinaka sara vakalevu, 9(2)(a)

9(2)(a)  
Te Manatū mō ngā Iwi o te Moana-nui-ā-Kiwa | The Ministry for Pacific Peoples  
Kaitohutohu Mātāmua, Kaiarahi Mahi Tikanga | Principal Advisor, Cultural Practice Lead  
M 9(2)(a) | [www.pacificatearoa.org.nz](http://www.pacificatearoa.org.nz)



9(2)(a)

**From:** Matthew Oliver  
**Sent:** Friday, 7 October 2022 2:52 pm  
**To:** Mere-Heni Simcock-Reweti  
**Subject:** FW: re powhiri for Mac

Kia ora Mere-Hēni – sounds like there might be a little bit of pressure bubbling up around the pōhiri for Laulu. Is it worth having a chat on Monday, maybe with 9(2)(a) and us?

**Matthew Oliver** (he/him)  
Pou Mataaho o Te Iho / DCE Organisational Performance  
Manatū Taonga Ministry for Culture and Heritage  
Phone 9(2)(a)  
*Ki te puāwai te ahurea, ka ora te iwi*

---

**From:** 9(2)(a)@mch.govt.nz>  
**Sent:** Friday, 7 October 2022 2:28 pm  
**To:** 9(2)(a)@mch.govt.nz>  
**Cc:** 9(2)(a)@mch.govt.nz>; Matthew Oliver <9(2)(a)@mch.govt.nz>  
**Subject:** re pōwhiri for Mac

Kia ora 9(2) hope you're having a good Friday.

I just wanted to drop you a line about the planning for the pōwhiri for Laulu Mac coming up on the 17th. Some of the comms kaimahi are helping out on the day in terms of taking photos, and offering advice for live streaming etc to the team.

Something that's come up today is that some of the key people helping organise it are under a lot of pressure, and need extra help. I just wanted you to be aware in terms of staff wellbeing. I'm sure they are happy to be doing it, but there have been some strong feelings in the office today.

It may be useful for you or other people and culture kaimahi to organise a hui with the key organisers early next week to help identify all the tasks that need doing and ensure roles are defined etc – although apologies if you already have this in train.

Just to be clear, comms are ready and willing to help support making this an excellent event for our new CE, visitors and kaimahi.

9(2)(a)



9(2)(a)

**From:** Mere-Heni Simcock-Reweti  
**Sent:** Thursday, 13 October 2022 5:22 pm  
**To:** 9(2)(a)  
**Subject:** FW: Manuwhiri Guests - Information for Powhiri Welcome Incoming Tumu Whakarae Secretary for Culture and Heritage Monday 17 October 2022

Forgot to say that we're just waiting on the programme sheet (from 9(2), and then this can go to 9(2)(a) for her to pass on to their guest lists?  
What do you think?

---

**From:** Mere-Heni Simcock-Reweti  
**Sent:** Thursday, 13 October 2022 5:20 pm  
**To:** 9(2)(a)@mch.govt.nz  
**Subject:** Manuwhiri Guests - Information for Pōwhiri Welcome Incoming Tumu Whakarae Secretary for Culture and Heritage Monday 17 October 2022

Tēnā koe, talofa lava, greetings

Thank you for confirming your attendance at the Pōwhiri Welcome for Incoming Tumu Whakarae Secretary for Culture and Heritage, Laulu Mac Leauanae on **Monday 17 October 2022**.

Please see attached a programme setting out the timing and protocols of the Pōwhiri Welcome. A hard copy will be placed on all seats on the day, including waiata/song sheets.

**Important Information:**

- Please gather outside the Te Puni Kōkiri Building (side entrance) 143 Lambton Quay by **9.30am, Monday 17 October**. Manatū Taonga staff will be stationed outside to greet guests
- As guests of Laulu Mac Leauanae, you will be welcomed on with him as manuwhiri (guests)
- Manatū Taonga Deputy Chief Executive Mere-Hēni Simcock-Rēweti will provide an oral briefing prior to guests moving across the road (outside the Public Trust Hall) to await the karanga (call). This will take place around **9.45am**
- Manatū Taonga is being supported by Te Ati Awa 9(2)(a) with our Pōwhiri Welcome being carried out under Te Ati Awa mana whenua protocols.
  - Wahine/women are in front, and enter the building first behind the kaikaranga (caller)
  - Tane/males are seated in the first two rows
  - Paepae (speakers – including Laulu Mac Leauanae and other elders) will hongī the front row of tangata whenua (hosts) only – then move to their seats
- **Health and Safety:** People will be seated in close proximity and there will be a number of elderly attendees, so if you are experiencing any flu like symptoms or unwellness, please consider not attending <https://covid19.govt.nz/prepare-and-stay-safe/keep-up-healthy-habits/>
- If you have any further questions, please contact Manatū Taonga [info@mch.govt.nz](mailto:info@mch.govt.nz)

Kāti ake, nau mai haere mai te Rangatira hou. Tatou 'auai fa'atasi i lena aso taupoina.

9(2)(a)

**From:** 9(2)(a)  
**Sent:** Tuesday, 11 October 2022 10:49 am  
**To:** Finance  
**Subject:** FW: Invoice for catering 2022MCH  
**Attachments:** Invoice for catering 2022MCH.pdf

Invoice attached 😊

---

**From:** 9(2)(a) <9(2)(a)@mch.govt.nz>  
**Sent:** Tuesday, 11 October 2022 10:23 am  
**To:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>  
**Cc:** 9(2)(a) <9(2)(a)@mch.govt.nz>  
**Subject:** FW: Invoice for catering 2022MCH

Kia ora Mere-Hēni,

Please see the invoice for the catering.

Mālō 'aupito,

9(2)(a)

Pou Tohu Kaupapa Here | Policy Advisor, Arts Policy Team  
Manatū Taonga Ministry for Culture & Heritage



*He ngākau titikaha, he hononga tangata*

*Promoting a confident and connected culture*

Public Trust Building, 131 Lambton Quay, Wellington  
PO Box 5364, Wellington 6140

9(2)(a)

9(2)(a) <9(2)(a)@mch.govt.nz> | [www.mch.govt.nz](http://www.mch.govt.nz)

9(2)(a)

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**From:** Mere-Heni Simcock-Reweti  
**Sent:** Monday, 10 October 2022 3:01 pm  
**To:** 9(2)(a)  
**Cc:** 9(2)(a)  
**Subject:** Ordering online

Kia ora 9(2)

As part of the pōwhiri-welcome for our CE, it is customary to have traditional Ula presented.

Our vaka pasifika staff have volunteered to support the making of these, however need to purchase flowers online. I haven't yet set up my own company credit card, so wondered if you could advise how to utilise the organisation's one.

Apologies for my ignorance 9(2)(a)

Mihi nei

Mere-Hēni

**Mere-Hēni Simcock-Rēweti**

Pou Mataaho o Te Pae Huarewa | Deputy Chief Executive Māori Crown Capability and Engagement  
Manatū Taonga | Ministry for Culture & Heritage

*Ki te puāwai te ahurea, Ka ora te Iwi*

***Culture is thriving, The people are well***

Public Trust Building 131 -135 Lambton Quay,

P O Box 5364, Wellington, 6140 Aotearoa - New Zealand.

T: 9(2)(a) E: 9(2)(a)@mch.govt.nz

9(2)(a)

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**From:** Mere-Heni Simcock-Reweti  
**Sent:** Monday, 10 October 2022 6:03 pm  
**To:** 9(2)(a)  
**Cc:** 9(2)(a)  
**Subject:** RE: RSVPS: Acceptances and Declines as at 6.00pm Mon 10 Oct

Fantastic 9(2)(a)

A reminder that at this stage, we won't be reissuing more invitations until we know what our numbers are looking by COP Wednesday (just in terms of ensuring we keep within our venue numbers for health and safety and look after our guests first).

Me te mihi  
Mere-Hēni

---

**From:** 9(2)(a)@mch.govt.nz>  
**Sent:** Monday, 10 October 2022 6:00 pm  
**To:** 9(2)(a)@mpp.govt.nz>  
**Cc:** 9(2)(a)@mpp.govt.nz>; Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; 9(2)(a)@mpp.govt.nz>  
**Subject:** RE: RSVPS: Acceptances and Declines as at 6.00pm Mon 10 Oct

Kia ora to you all

Please find attached the latest list of RSVPs:

70 Acceptances  
17 Declines

Ngā mihi

9(2)

9(2)(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

---

**From:** 9(2)(a)  
**Sent:** Monday, 10 October 2022 9:08 am  
**To:** 9(2)(a)@mpp.govt.nz>  
**Cc:** 9(2)(a)@mpp.govt.nz>; Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; 9(2)(a)@mpp.govt.nz>  
**Subject:** RSVPS: Acceptances and Declines as at 9.00 am Mon 10 Oct

Mōrena e te whanau

Hope you all had a good weekend.

Please find attached the current RSVP list.

Ngā mihi

9(2)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a) @mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

---

**From:** 9(2)(a) @mpp.govt.nz>  
**Sent:** Sunday, 9 October 2022 5:08 pm  
**To:** 9(2)(a) @mch.govt.nz>  
**Cc:** 9(2)(a) @mpp.govt.nz>; Mere-Heni Simcock-Reweti <9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>  
**Subject:** RE: RSVP update as at 6.15 pm Fri 7 Oct

Mālō le soifua 9(2)

Thanks for the update on numbers, could I please ask for a list of names for the acceptances and declines.

Regarding the travel request from 9(2)(a) we will be in touch directly to make travel arrangements.

Fa'afetai

9(2)(a)

Executive Assistant to  
**Tuaopepe Abba Fidow** - Secretary for Pacific Peoples (acting)  
**Fonoti Seti Talamavaio** - Deputy Secretary, Office of the Secretary (acting)

M 9(2)(a)  
P 9(2)(a)  
Level 1, 101 - 103 The Terrace  
PO Box 833, Wellington 6140, New Zealand



---

**From:** 9(2)(a) [redacted] <[redacted]@mch.govt.nz>

**Sent:** Friday, 7 October 2022 6:14 pm

**To:** Mere-Heni Simcock-Reweti <9(2)(a) [redacted]@mch.govt.nz>; 9(2)(a) [redacted]@mpp.govt.nz;

9(2)(a) [redacted]@mpp.govt.nz; 9(2)(a) [redacted]@mch.govt.nz

**Cc:** 9(2)(a) [redacted]@mpp.govt.nz

**Subject:** RSVP update as at 6.15 pm Fri 7 Oct

Kia ora koutou

Just a quick update:

We have 48 Acceptances and 13 Declines.

Wishing you all a happy and safe weekend.

Ngā mihi

9(2) [redacted]

[redacted]  
Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage

Ph 9(2)(a) [redacted] | Email 9(2)(a) [redacted]@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

---

**From:** 9(2)(a) [redacted]

**Sent:** Friday, 7 October 2022 9:55 am

**To:** Mere-Heni Simcock-Reweti <9(2)(a) [redacted]@mch.govt.nz>; 9(2)(a) [redacted]@mpp.govt.nz;

9(2)(a) [redacted]@mpp.govt.nz; 9(2)(a) [redacted]@mch.govt.nz

**Cc:** 9(2)(a) [redacted]@mpp.govt.nz

**Subject:** (1) RSVP update (2) Query re travel : RE: Laulu's pōwhiri list as of today

Mōrena e te whanau

Just confirming I have sent invitations to those named in 9(2)(a) [redacted] email below.

1. We currently have 13 Acceptances and 3 Declines.
2. One of Laulu's guests, 9(2)(a) [redacted] has asked whether you will be providing travel Auckland/Wellington/Auckland (email attached).  
Will await your advice.

Many thanks

Ngā mihi

9(2) [redacted]

[redacted]  
Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage

Ph 9(2)(a) [redacted] | Email 9(2)(a) [redacted]@mch.govt.nz



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**From:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>  
**Sent:** Friday, 7 October 2022 8:56 am  
**To:** 9(2)(a)@mpp.govt.nz; 9(2)(a)@mpp.govt.nz; 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz  
**Cc:** 9(2)(a)@mpp.govt.nz  
**Subject:** Re: Laulu's pōwhiri list as of today

Mōrena e te tuakana, 9(2)(a) 9(2)(a) :

We will do a reconciliation of where we at are... very pleased to see invites are being received.

9(2)(a) we are going to be tight on numbers, so don't fear with those who can't attend that we will have gaps in the room... it's gonna to be a very fulsome and incredibly special occasion.

We will stay in touch with regular updates... in the meantime you have a great day and a restful weekend.

Me ngā manaakitanga o te Atua ki runga ki a koe, ki a tātou katoa.  
Mere-Hēni

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---

**From:** 9(2)(a)@mpp.govt.nz  
**Sent:** Friday, October 7, 2022 8:50:34 AM  
**To:** 9(2)(a)@mpp.govt.nz; Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz  
**Cc:** 9(2)(a)@mpp.govt.nz  
**Subject:** RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka matavuvale/ whānau !  
Io 9(2)(a) – it is a very beautiful day indeed! Ata mārie koutou.

Dear Manatū Taonga whanau 9(2)(a) rātou ko koe Meri-Heni - Thank you for sending out the invitations via email. I hope that people are responding. Kia ora rawa atu!

Re: MPP people in attendance. 9(2)(a) is replacing 9(2)(a) who is on leave and 9(2)(a) is also on leave. They are family members who are both overseas on the day. Please if you can give us an update when it's convenient, about who has accepted and who has declined the invitation, so I know who to co-ordinate re: seating and music/ waiata singing on our end.

Vinaka sara vakalevu, 9(2)(a)

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**From:** M 9(2)(a)@mpp.govt.nz  
**Sent:** Friday, October 7, 2022 8:26 AM  
**To:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz  
**Cc:** 9(2)(a)@mpp.govt.nz; 9(2)(a)@mpp.govt.nz  
**Subject:** RE: Laulu's pōwhiri list as of today

Ni sa bula vinaka kece sara on this glorious morning

Please can the following be added to the invite list alongside 9(2)(a) and 9(2)(a) that Heather informed Mac last night were to be included in today's 'edition'.

|         |  |
|---------|--|
| 9(2)(a) | 9(2)(a) <a href="http://women.govt.nz">women.govt.nz</a>                         |
|         | 9(2)(a) <a href="http://ethniccommunities.govt.nz">ethniccommunities.govt.nz</a> |
|         | 9(2)(a) <a href="http://tearawhiti.govt.nz">tearawhiti.govt.nz</a>               |
|         | 9(2)(a) <a href="mailto:@whaikaha.govt.nz">@whaikaha.govt.nz</a>                 |
|         | 9(2)(a) <a href="mailto:@puchs.org.nz">@puchs.org.nz</a>                         |
|         | 9(2)(a)  |
|         | 9(2)(a) <a href="mailto:@mpp.govt.nz">@mpp.govt.nz</a>                           |

Vinaka vakalevu

9(2)(a)

Executive Assistant to  
**Laulu Mac Leauanae** - Secretary for Pacific Peoples  
9(2)(a) - Deputy Secretary, Office of the Secretary (acting)

M 9(2)(a)  
P 9(2)(a)  
Level 1, 101 - 103 The Terrace  
PO Box 833, Wellington 6140, New Zealand



---

**From:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>  
**Sent:** Thursday, 6 October 2022 2:03 pm  
**To:** 9(2)(a)@mpp.govt.nz; 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz; 9(2)(a)@mpp.govt.nz; 9(2)(a)@mpp.govt.nz  
**Subject:** RE: Laulu's pōwhiri list as of today

Tēnā rawa atu koe 9(2)(a) Tō pai hoki te whakaraupapahia tēnei rīpanga.

Thank you for this 9(2)(a) – very thankful to have all these contacts and to advise, we'll be sending the invites out in the next hour.  
None of the Tumu Whakarae listed below are on our list – but 9(2)(a) and I will speak to Heather about this.

Me te mihi nui  
Mere-Hēni, 9(2)(a)



Cc: 9(2)(a) [redacted] <[9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)>; Mere-Heni Simcock-Reweti <[9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)>; 9(2)(a) [redacted] <[9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)>

**Subject:** RE: COMMISSION: Draft speech and run sheet for Laulu's welcome 17 October

Kia ora kōrua

Is the office able to provide further details regarding the speech? I.e. how long and what is culturally appropriate. We are trying to figure out exactly what is required and who is best placed to author – given the speech appears to be part of the wider welcoming ceremony?

Ngā mihi

9(2) [redacted]

---

**From:** 9(2)(a) [redacted] <[9\(2\)\(a\)@parliament.govt.nz](mailto:9(2)(a)@parliament.govt.nz)>

**Sent:** Friday, 7 October 2022 12:41 pm

**To:** Ministerial and OIA Enquiries <[9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)>

**Cc:** 9(2)(a) [redacted] <[9\(2\)\(a\)@parliament.govt.nz](mailto:9(2)(a)@parliament.govt.nz)>; 9(2)(a) [redacted] <[9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)>; Mere-Heni Simcock-Reweti <[9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)>

**Subject:** COMMISSION: Draft speech and run sheet for Laulu's welcome 17 October

Bula vinaka team,

May we please have an AM, draft speech and run sheet/programme prepared ahead of the Minister's attendance at Laulu's welcome on 17 October?

Please ensure that the AM includes an overview of the welcome proceedings and pics/bios of key stakeholders that will be leading the ceremonial parts of the welcome 😊

Also a heads up that MO are working through a time for the Minister to meet with the elders next Friday (tentatively) so that there's time to brief her on the proceedings for the welcome (including the *O Le Oso* ceremony)

Due back into the office by Weds 13 October at 3pm.

Please come back to me directly if there are any questions 😊

Vinaka vakalevu,

9(2) [redacted]

[redacted] | Pou Hēkeretari Matua | Private Secretary – Arts, Culture and Heritage

DDI 9(2)(a) [redacted] | Mobile 9(2)(a) [redacted] | Email 9(2)(a) [redacted] <[9\(2\)\(a\)@parliament.govt.nz](mailto:9(2)(a)@parliament.govt.nz)>

Office of Hon Carmel Sepuloni MP, Minister for Social Development & Employment, Minister for ACC and Minister for Arts, Culture and Heritage

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# AGENDA

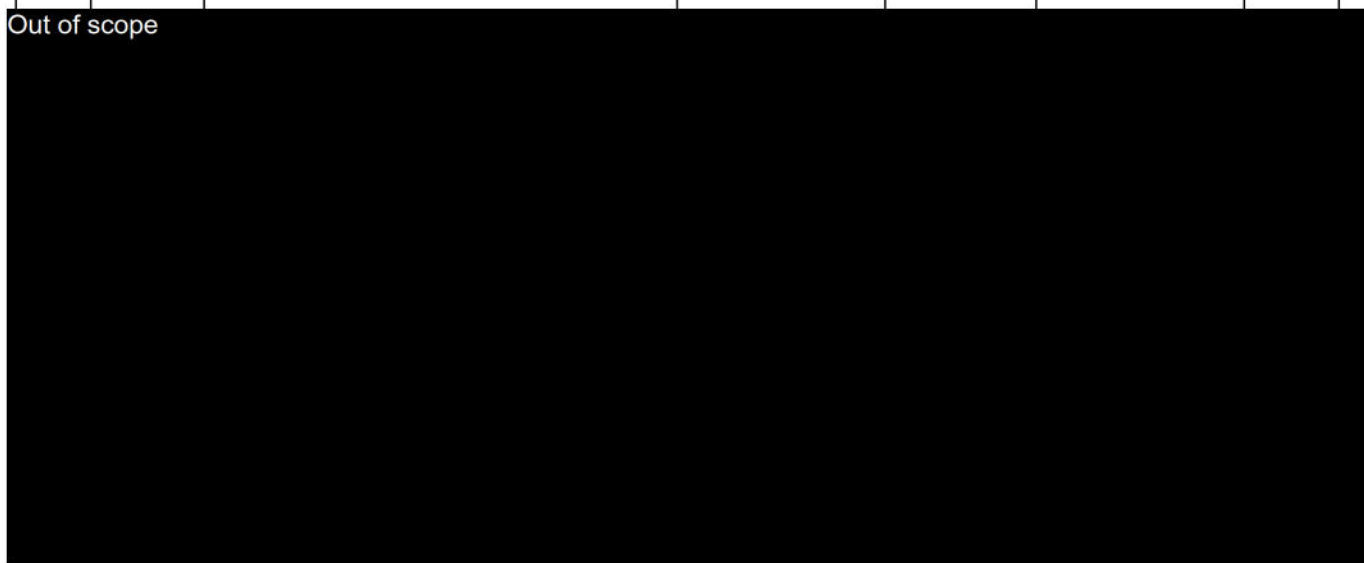
## Te Kāhui Mataaho Weekly Hui

|                       |  |
|-----------------------|--|
| <b>Date / Time:</b>   | Wed 12 Oct 2022: 2.00pm – 4.00pm   |
| <b>Location:</b>      | Mita Room / MS Teams   |
| <b>Attendees:</b>     | Heather Baggott (Chair), Glenis Philip-Barbara, JoeFowler ,Emily Fabling, Mere-Hēni Simcock-Rēweti, Matthew Oliver |
| <b>In attendance:</b> | Item 4: 9(2)(a) [REDACTED]<br>Item 7: 9(2)(a) [REDACTED]   |
| <b>Secretariat:</b>   | 9(2)(a) [REDACTED]   |
| <b>Apologies:</b>     |  |

### AGENDA ITEMS

| #            | Time | Title/Description   | Led by  | Paper | Action sought | Mins |
|--------------|------|---|---------|-------|---------------|------|
| Out of scope |      |   |         |       |               |      |
| 4            | 2.30 | Comms Update <ul style="list-style-type: none"> <li>Pōwhiri Incoming CE<br/>17 Oct 2022</li> <li>Out of scope [REDACTED]</li> </ul> | Matthew | Oral  | Discussion    | 20   |

Out of scope



Out of scope

9(2)(a)

**From:** 9(2)(a)  
**Sent:** Friday, 14 October 2022 12:08 am  
**To:** 9(2)(a)  
**Cc:** 9(2)(a) Mere-Heni Simcock-Reweti  
**Subject:** RE: Comms support for Laulu Mac Leauanae Powhiri/Welcome

Kia ora 9(2)

We don't have the budget for outsourcing and we don't have the time to organise something last minute so we won't go with the outsourcing idea, thank you though.

Can we stick with our original plan of setting up a few phones around the hall on tripods so we can at least stream the event to our Ministry. The Public Trust hall will be set up at 3pm which is when we will go down to check the seating arrangement. That could be a good time to set up the tripods? 😊

If anyone is available to take photos on the day that would be great, but we need to have a sit down conversation around what the protocols will be moving forward and in particular how the photos will be used post-event.

In the meantime if you could have a chat with your team on how comms could help with setting up the tripods it shouldn't take too much work.

Tomorrow should be more free so we can chat then.

Mālō 'aupito,

9(2)(a)

Pou Tohu Kaupapa Here | Policy Advisor, Arts Policy Team  
Manatū Taonga | Ministry for Culture & Heritage



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PO Box 5364, Wellington 6140

9(2)(a)

@mch.govt.nz | [www.mch.govt.nz](http://www.mch.govt.nz)

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**From:** 9(2)(a) @mch.govt.nz>  
**Sent:** Thursday, 13 October 2022 3:29 pm  
**To:** 9(2)(a) @mch.govt.nz>  
**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>  
**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

That's all good, I appreciate you're flat out at the moment.

Let me know how your conversation with Mere-Hēni goes. Happy to have a chat about it too.

Ngā mihi

9(2)



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**From:** 9(2)(a) @mch.govt.nz>  
**Sent:** Thursday, 13 October 2022 3:17 pm  
**To:** 9(2)(a) @mch.govt.nz>  
**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>  
**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

Thank you for the follow up. Apologies it has been quite busy on my side so haven't managed to reply.

Let me have a conversation with Mere-Hēni, a key question is who will absorb the cost of the outsourcing and as we are already running a tight budget this would also need to be discussed with Heather.

I'll get back to you once I have had a chat with Mere-Hēni.

Mālō 'aupito,

9(2)(a)  
Pou Tohu Kaupapa Here | Policy Advisor, Arts Policy Team



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9(2)(a)  
9(2)(a) @mch.govt.nz | [www.mch.govt.nz](http://www.mch.govt.nz)

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**From:** 9(2)(a) @mch.govt.nz>  
**Sent:** Thursday, 13 October 2022 2:48 pm  
**To:** 9(2)(a) @mch.govt.nz>  
**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>  
**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

Just following up on this as we will need to move quickly if we wish to outsource the livestreaming for this event.

I've contacted a few providers to see if there's any companies who can livestream and record it who are available for a ballpark. The two companies who could do it:

- [Vidcom](#) is getting back to me with a quote/proposal. They recently did another Govt pōwhiri (I believe Whaikaha - Ministry of Disabled People)
- [Audio Workshop](#) who has given a \$3000-\$5000 ballpark.

Let me know if you wish to proceed, or if you have any questions.

Ngā mihi

9(2)(a)

Pou Tohu Matua | Senior Adviser, Communications and Engagement  
Manatū Taonga Ministry for Culture & Heritage

Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

---

**From:** 9(2)(a)

**Sent:** Tuesday, 11 October 2022 12:58 pm

**To:** 9(2)(a)@mch.govt.nz>

**Cc:** 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>

**Subject:** Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

Thank you for your update on Laulu Mac Leauanae's Pōwhiri/Welcome, it was really helpful to understand the high cultural significance and who will be attending.

As you might be aware, 9(2) has been liaising with Mere-Hēni for comms support to date, but I wanted to touch base about the filming aspect. Perhaps we could catch up sometime today to discuss the following?

With it being such a high-profile event, we think that it could be most appropriate to outsource the 'live-stream' for staff so that we can get professional video footage of the event. The comms team is happy to help organise this, but will need clear guidance for commissioning to ensure that the filming is respectful of the event protocols.

We think that this would be preferable as then there will be backup if any issues pop up, high quality footage for later use (eg. if a Minister requests footage) and it will be showing that we are treating the event as highly significant to guests. Let me know if you or Mere-Hēni would like to discuss this approach. Otherwise, we can assist with setting up a Zoom using work phones as a backup.

Also, is there an event run-sheet with staff tasks noted that we could see just for our own reference? It would be helpful to see when people are required for set up etc.

I'm due to be at a course on Monday (TBC) but comms people will be available on the day.

Lastly, who will be photographing the event? We need to know who will have the photos after the event. It would be really great if we also have a chat about post-event comms eg intranet, social media etc.

Ngā mihi nui

9(2)(a)

Pou Tohu Matua | Senior Adviser, Communications and Engagement  
Manatū Taonga Ministry for Culture & Heritage

Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

---

From: 9(2)(a) [redacted] <[redacted]@mch.govt.nz>

Sent: Thursday, 13 October 2022 6:11 pm

To: 9(2)(a) [redacted] <[redacted]@mch.govt.nz>; Mere-Heni Simcock-Reweti <9(2)(a) [redacted]>

[redacted] <[redacted]@mch.govt.nz>

Cc: 9(2)(a) [redacted] <[redacted]@mch.govt.nz>

Subject: RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Thank you 9(2) [redacted] please hold off sending anything. Ive made a mistake please wait a moment.

Mālō 'aupito,

9(2)(a) [redacted]

Pou Tohu Kaupapa Here | Policy Advisor, Arts Policy Team

Manatū Taonga | Ministry for Culture & Heritage



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PO Box 5364, Wellington 6140

9(2)(a) [redacted]

[redacted] <[redacted]@mch.govt.nz | www.mch.govt.nz>

---

From: 9(2)(a) [redacted] <[redacted]@mch.govt.nz>

Sent: Thursday, 13 October 2022 5:56 pm

To: 9(2)(a) [redacted] <[redacted]@mch.govt.nz>; Mere-Heni Simcock-Reweti <9(2)(a) [redacted]>

[redacted] <[redacted]@mch.govt.nz>

Cc: 9(2)(a) [redacted] <[redacted]@mch.govt.nz>

Subject: RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

No worries, tukuna mai, send them on through

---

From: 9(2)(a) [redacted] <[redacted]@mch.govt.nz>

Sent: Thursday, 13 October 2022 5:55 pm

To: 9(2)(a) [redacted] <[redacted]@mch.govt.nz>; Mere-Heni Simcock-Reweti <9(2)(a) [redacted]>

[redacted] <[redacted]@mch.govt.nz>

Cc: 9(2)(a) [redacted] <[redacted]@mch.govt.nz>

Subject: RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Apologies I was in a meeting with the elders. I have a few amendments also do you have time to fix these please?

So sorry just got to my desk

Mālō 'aupito,

9(2)(a) [redacted]

Pou Tohu Kaupapa Here | Policy Advisor, Arts Policy Team



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PO Box 5364, Wellington 6140

9(2)(a)

9(2)(a) @mch.govt.nz | www.mch.govt.nz

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**From:** 9(2)(a) @mch.govt.nz

**Sent:** Thursday, 13 October 2022 5:46 pm

**To:** Mere-Heni Simcock-Reweti <9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz; 9(2)(a) @mch.govt.nz

**Subject:** RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Āe, for sure

---

**From:** Mere-Heni Simcock-Reweti <9(2)(a) @mch.govt.nz>

**Sent:** Thursday, 13 October 2022 5:42 pm

**To:** 9(2)(a) @mch.govt.nz

**Cc:** 9(2)(a) @mch.govt.nz; 9(2)(a) @mch.govt.nz

**Subject:** RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Kia ora 9(2)

This is brilliant - thank you so much for turning it around.

I've got a couple of amends – can you do these in the next ten minutes?

I'll scan them through.

Mihi nui

Mere-Hēni

---

**From:** 9(2)(a) @mch.govt.nz

**Sent:** Thursday, 13 October 2022 5:36 pm

**To:** Mere-Heni Simcock-Reweti <9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz; 9(2)(a) @mch.govt.nz

**Subject:** RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Kia ora anō, the run sheet is attached. It will print A4 size

---

**From:** 9(2)(a)

**Sent:** Thursday, 13 October 2022 4:06 pm

**To:** Mere-Heni Simcock-Reweti <9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz; 9(2)(a) @mch.govt.nz

**Subject:** RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

The invite request was the only one I received last week.

I'll make a start now on the run sheet and see how I go.

9(2)(a)

Pou Tā Matua nō Te Pae Wānanga, Te Mata | Senior Designer, Research and Publishing  
Manatū Taonga Ministry for Culture & Heritage

Ph 9(2)(a) | Email 9(2)(a) @mch.govt.nz

---

**From:** Mere-Heni Simcock-Reweti <9(2)(a) @mch.govt.nz>

**Sent:** Thursday, 13 October 2022 3:04 pm

**To:** 9(2)(a) @mch.govt.nz

Cc: 9(2)(a) [redacted]@mch.govt.nz; 9(2)(a) [redacted]@mch.govt.nz>

**Subject:** RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Kia ora 9(2)

Thank you for getting back to us.

I am hoping you can do an e-sheet (runsheets) version of the programme for sending out this afternoon? We can save the fuller version of programme (including the songs sheet) tomorrow. It will also need to be printed for Monday morning.

Sorry – I had thought I'd sent a placeholder copy last week to get started on? I know you're really busy, but please let me know how you might get on with the above?

Mihi nei  
Mere-Hēni

---

**From:** 9(2)(a) [redacted]@mch.govt.nz>

**Sent:** Thursday, 13 October 2022 2:45 pm

**To:** Mere-Heni Simcock-Reweti <9(2)(a) [redacted]@mch.govt.nz>

**Cc:** 9(2)(a) [redacted]@mch.govt.nz; 9(2)(a) [redacted]@mch.govt.nz>

**Subject:** RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Kia ora Mere-Hēni,

I'll get this done tomorrow morning. Will it be digital/email, for print, or both?

Ngā mihi, nā

9(2)(a) [redacted]

Pou Tā Matua nō Te Pae Wānanga, Te Mata | Senior Designer, Research and Publishing

---

**From:** Mere-Heni Simcock-Reweti <9(2)(a) [redacted]@mch.govt.nz>

**Sent:** Thursday, 13 October 2022 1:20 pm

**To:** 9(2)(a) [redacted]@mch.govt.nz>

**Cc:** 9(2)(a) [redacted]@mch.govt.nz; 9(2)(a) [redacted]@mch.govt.nz>

**Subject:** RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Kia ora 9(2)

We have a finalised Programme now. Are you able to do your magic with this please?

Let me know.

Mihi nei  
Mere-Hēni

---

**From:** Mere-Heni Simcock-Reweti

**Sent:** Thursday, 6 October 2022 4:26 pm

**To:** 9(2)(a) [redacted]@mch.govt.nz>

**Cc:** 9(2)(a) [redacted]@mch.govt.nz>

**Subject:** RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Brilliant – me aku mihi anō ki a koe Katie.

Hūrō!  
Mere-Hēni

From: [redacted] <[redacted]@mch.govt.nz>

Sent: Thursday, 6 October 2022 4:24 pm

To: Mere-Heni Simcock-Reweti <[redacted]@mch.govt.nz>

Cc: [redacted] <[redacted]@mch.govt.nz>

Subject: RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Tēnā koe, Talofa lava, Greetings

On behalf of Manatū Taonga Ministry for Culture and Heritage, I invite you to attend the pōwhiri and formal welcome for our incoming Tumu Whakarae Secretary for Culture and Heritage, Lau Lu Mac Leuanae.

We will welcome Lau Lu Mac Leuanae on  
**Monday 17 October, 10am to 12pm**  
Ground Floor—Public Trust Building  
131 Lambton Quay, Wellington

A kai to conclude our welcome will be held at the Nau Mai Room, Te Puni Kōkiri Building (adjacent to the Public Trust Building) from approx 11.15am.

Kāti ake, tēnā tātou te haere mai nei ki te whakanui te rangatira a Lau Lu Mac Leuanae ki tōna tūranga hou, tōna tūranga whakahirahira. Tatou 'auai fa'atasi i lena aso taupoina.

Nāku noa, soifua



Nā Heather Baggott  
Acting Tumu Whakarae  
Secretary for Culture and Heritage

**Manatū Taonga** | Ministry for Culture & Heritage

Please confirm your availability to attend by  
Wednesday 12 October 2022, [redacted]@mch.govt.nz

Image Description

Tēnā koe, Talofa lava, Greetings

On behalf of Manatū Taonga Ministry for Culture and Heritage, I invite you to attend the pōwhiri and formal welcome for our incoming Tumu Whakarae Secretary for Culture and Heritage, Laulu Mac Leauanae.

We will welcome Laulu Mac Leauanae on  
Monday 17 October, 10am to 12pm  
Ground Floor—Public Trust Building  
131 Lambton Quay, Wellington

**Please confirm your availability to attend by**

Wednesday 12 October 2022, [9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

A kai to conclude our welcome will be held at the Nau Mai Room, Te Puni Kōkiri Building (adjacent to the Public Trust Building) from approx 11.15am.

Kāti ake, tēnā tātou te haere mai nei ki te whakanui te rangatira a Laulu Mac Leauanae ki tōna tūranga hou, tōna tūranga whakahirahira. Tatou 'auai fa'atasi i lena aso taupoina.

Nāku noa, soifua  
Nā Heather Baggott  
Acting Tumu Whakarae  
Secretary for Culture and Heritage

9(2)(a)

Pou Tā Matua nō Te Pae Wānanga, Te Mata | Senior Designer, Research and Publishing  
Manatū Taonga Ministry for Culture & Heritage  
Ph [9\(2\)\(a\)](tel:9(2)(a)) | Email [9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

---

**From:** Mere-Heni Simcock-Reweti <[9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)>

**Sent:** Thursday, 6 October 2022 4:12 pm

**To:** [9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

**Cc:** [9\(2\)\(a\)@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

**Subject:** RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Gosh – this is getting a bit complicated now.

The below looks tidy and as an image, preserves our information and Heather's e-signature. The word version doesn't.

I'm not sure what you mean **by the below**, but we're needing to get this out in the next 10 minutes. We can go with the option below today, and then do a further take tomorrow to be accessibility compliant?

Thanking you for all your help.

Mihi nei  
Mere-Hēni



From: 9(2)(a) <[REDACTED]@mch.govt.nz>

Sent: Thursday, 6 October 2022 4:08 pm

To: Mere-Heni Simcock-Reweti <9(2)(a) [REDACTED]@mch.govt.nz>

Cc: 9(2)(a) [REDACTED]@mch.govt.nz

Subject: RE: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

If you send the invite as an image it will need alternative text and a long description of the information conveyed in the image to meet the government accessibility standards.

From: Mere-Heni Simcock-Reweti <9(2)(a) [REDACTED]@mch.govt.nz>

Sent: Thursday, 6 October 2022 4:05 pm

To: 9(2)(a) [REDACTED]@mch.govt.nz

Cc: 9(2)(a) [REDACTED]@mch.govt.nz

Subject: I think we'll go with this option (below). Can you remove the RSVP para from the invitation? Thank you

Importance: High

Tēnā koe, Talofa lava, Greetings

On behalf of Manatū Taonga Ministry for Culture and Heritage, I invite you to attend the pōwhiri and formal welcome for our incoming Tumu Whakarae Secretary for Culture and Heritage, Laulu Mac Leauanae.

We will welcome Laulu Mac Leauanae on  
**Monday 17 October, 10am to 12pm**  
Ground Floor—Public Trust Building  
131 Lambton Quay, Wellington

A kai to conclude our welcome will be held at the Nau Mai Room, Te Puni Kōkiri Building (adjacent to the Public Trust Building) from approx 11.15am.

**Please confirm your availability to attend by**  
Wednesday 12 October 2022, 9(2)(a) [REDACTED]@mch.govt.nz

Kāti ake, tēnā tātou te haere mai nei ki te whakanui te rangatira a Laulu Mac Leauanae ki tōna tūranga hou, tōna tūranga whakahirahira. Tatou 'auai fa'atasi i lena aso taupoina.

Nāku noa, soifua



Nā Heather Baggott  
Acting Tumu Whakarae  
Secretary for Culture and Heritage

9(2)(a)

---

**From:** 9(2)(a)  
**Sent:** Friday, 14 October 2022 9:03 am  
**To:** 9(2)(a)  
**Subject:** RSVP List as at 8.30am Fri 14 Oct 2022  
**Attachments:** RSVPs Powhiri for Incoming Tumu Whakarae Mon 17 Oct 2022 as at 14 Oct 2022.XLSX

Kia ora dear 9(2)(a)

Here's the current list of acceptances and declines.

As you can see there's quite a few people who have not yet rsvp'd.

We intend to issue a calendar invitation this morning with information for guests. It was originally planned to only send this to actual attendees. However, given the number of people who have not rsvp'd either way, instead we are going to send it to those who have accepted **as well as** those who have not yet responded.

That said, its also critical that we keep to the original numbers so that we meet our health and safety obligations.

If you're free at some stage today and want to discuss with Mere-Heni and me we are very happy to do so, otherwise really looking forward to seeing you on Monday. Its going to be a big day !

Ngā mihi

9(2)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
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---

**From:** 9(2)(a) <9(2)(a)@mch.govt.nz>  
**Sent:** Friday, 14 October 2022 8:15 am  
**To:** 9(2)(a)@mch.govt.nz  
**Subject:** RE: Query from Heather Baggott please: FW: MCH Briefing Material #3 -Briefing pack for incoming Tumu Whakarae October 2022 (In Confidence)

Thanks 9(2) – homeward stretch now!!!

Can you also send through the most recent RSVP list.

Fa'afetai

9(2)(a)



---

**From:** 9(2)(a) [redacted] @mch.govt.nz>  
**Sent:** Friday, 14 October 2022 7:53 am  
**To:** 9(2)(a) [redacted] @mpp.govt.nz>; 9(2)(a) [redacted] @mch.govt.nz>  
**Subject:** RE: Query from Heather Baggott please: FW: MCH Briefing Material #3 -Briefing pack for incoming Tumu Whakarae October 2022 (In Confidence)

Aok, 9(2)(a) [redacted]  
Looking forward to Monday as well.  
Hope day ahead is good and all is going to plan at your end.

Ngā mihi

9(2) [redacted]

[redacted]  
Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) [redacted] | Email 9(2)(a) [redacted] @mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

---

**From:** 9(2)(a) [redacted] @mpp.govt.nz>  
**Sent:** Friday, 14 October 2022 7:46 am  
**To:** 9(2)(a) [redacted] @mch.govt.nz>; 9(2)(a) [redacted] @mch.govt.nz>  
**Subject:** RE: Query from Heather Baggott please: FW: MCH Briefing Material #3 -Briefing pack for incoming Tumu Whakarae October 2022 (In Confidence)

Apologies for the quick replies...looking forward to seeing/meeting you both on Monday!

Fa'afetai

9(2)(a) [redacted]



---

**From:** 9(2)(a) [redacted] @mch.govt.nz>  
**Sent:** Friday, 14 October 2022 7:44 am  
**To:** 9(2)(a) [redacted] @mpp.govt.nz>; 9(2)(a) [redacted] @mch.govt.nz>  
**Subject:** RE: Query from Heather Baggott please: FW: MCH Briefing Material #3 -Briefing pack for incoming Tumu Whakarae October 2022 (In Confidence)

Great, thanks!

Ngā mihi

9(2)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
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---

**From:** 9(2)(a)@mpp.govt.nz>  
**Sent:** Friday, 14 October 2022 7:05 am  
**To:** 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>  
**Subject:** Re: Query from Heather Baggott please: FW: MCH Briefing Material #3 -Briefing pack for incoming Tumu Whakarae October 2022 (In Confidence)

Electronic version is fine

Get [Outlook for iOS](#)

---

**From:** 9(2)(a)@mch.govt.nz>  
**Sent:** Thursday, October 13, 2022 5:24:25 PM  
**To:** 9(2)(a)@mpp.govt.nz>; 9(2)(a)@mch.govt.nz>  
**Subject:** RE: Query from Heather Baggott please: FW: MCH Briefing Material #3 -Briefing pack for incoming Tumu Whakarae October 2022 (In Confidence)

Sorry 9(2)(a) do you mean you are going to print off a hard copy for him please – or that he is happy with the electronic version please ?

Ngā mihi

9(2)

(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
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---

**From:** 9(2)(a)@mpp.govt.nz>  
**Sent:** Thursday, 13 October 2022 5:22 pm  
**To:** 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>  
**Subject:** Re: Query from Heather Baggott please: FW: MCH Briefing Material #3 -Briefing pack for incoming Tumu Whakarae October 2022 (In Confidence)

Yes mac will get these papers

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**From:** 9(2)(a)@mch.govt.nz>  
**Sent:** Thursday, October 13, 2022 4:36:25 PM  
**To:** 9(2)(a)@mpp.govt.nz>; 9(2)(a)@mch.govt.nz>  
**Subject:** Query from Heather Baggott please: FW: MCH Briefing Material #3 -Briefing pack for incoming Tumu Whakarae October 2022 (In Confidence)

Kia ora 9(2)(a)

Sorry to interrupt proceedings (!) please see query below.  
Look forward to your advice in due course.

Ngā mihi

9(2)  
(a)

Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
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---

**From:** Heather Baggott <9(2)(a)@mch.govt.nz>  
**Sent:** Thursday, 13 October 2022 4:34 pm  
**To:** 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz  
**Subject:** RE: MCH Briefing Material #3 -Briefing pack for incoming Tumu Whakarae October 2022 (In Confidence)

Thank you for all your work on this 9 – can you 9(2)(a) check with his EA whether he'll pick this up and/or whether we (or his MPP EA) need to run off a hard copy for him to deliver to his home.

**Heather Baggott** (she/her)  
Te Tumu Whakarae mō ngā Taonga | Secretary for Culture & Heritage  
Mb: 9(2)(a)

---

**From:** 9(2)(a)@mch.govt.nz  
**Sent:** Thursday, 13 October 2022 4:09 pm  
**To:** 9(2)(a)@mpp.govt.nz  
**Cc:** Mac Leauanae <9(2)(a)@mch.govt.nz>; Heather Baggott <9(2)(a)@mch.govt.nz>  
**Subject:** MCH Briefing Material #3 -Briefing pack for incoming Tumu Whakarae October 2022 (In Confidence)

Talofa lava Laulu,

Please see attached for your consideration a brief overview of Ministry projects and priorities - [FINAL \(13 10 2022\) Briefing pack for incoming Tumu Whakarae](#).

No doubt there'll be further information you're keen to receive and I can source that for you. Please don't hesitate to contact me should you have any questions.

We very much look forward to formally welcoming you on Monday.

Ngā mihi

9(2)

9(2)(a) | Pou Tohu Matua / Senior Advisor  
Te Toi / Office of the Chief Executive  
Manatū Taonga - Ministry for Culture and Heritage  
9(2)(a) | 9(2)(a)@mch.govt.nz

9(2)(a)

**From:** Mere-Heni Simcock-Reweti  
**Sent:** Friday, 14 October 2022 1:14 pm  
**To:** 9(2)(a)  
**Cc:** 9(2)(a)  
**Subject:** RE: Comms support for Laulu Mac Leauanae Powhiri/Welcome

Kia ora 9(2)

Supporting 9(2) in appreciate of your support to date.

This morning we had a premeet with Minister Sepuloni, and she agreed to have photos with the students and elders who are coming to support us on Monday. It was the 'least' she could do (I think were her words). These opportunities are priceless and so it would be important for us to have our own MCH photographer (or designated photographer) – noting also how important the photos across our pōwhiri welcome will be for our website, reports etc.

I'll leave with you to confirm with 9(2) who this might be...

Mihi nui  
Mere-Hēni

---

**From:** 9(2)(a)@mch.govt.nz>  
**Sent:** Friday, 14 October 2022 1:09 pm  
**To:** 9(2)(a)@mch.govt.nz>  
**Cc:** 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; Mere-Heni Simcock-Reweti 9(2)(a)@mch.govt.nz>  
**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

I'm free at 1.30 do you have time at 1.30 to have a quick korero?

I have a friend who can do the photography, however seeing as it is a Ministry event it would be great to have comms do the photos. I was aware the team were already stretched and thought this may alleviate the load but if you are still available to do the photography that would be awesome and much appreciated.

I'll be downstairs at 3pm along with 9(2) and some of the rest of the crew so if we head down around 3 we should be able to make sure everyone is on board with placement of the camera's / laptops.

Mālō 'aupito,

9(2)(a)

Pou Tohu Kaupapa Here | Policy Advisor, Arts Policy Team  
Manatū Taonga | Ministry for Culture & Heritage



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Public Trust Building, 131 Lambton Quay, Wellington

PO Box 5364, Wellington 6140

Ph 9(2)(a)

9(2)(a) @mch.govt.nz | www.mch.govt.nz

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**From:** 9(2)(a) @mch.govt.nz>

**Sent:** Friday, 14 October 2022 10:21 am

**To:** 9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>

**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

That's OK, I appreciate the decision.

Will you be heading down at 3pm? 9 and I will come down at 3pm 😊 Also, I've checked who's available in the comms team so we will likely have a couple of people available to help set up some phones/laptop on the day.

Do you have a seating plan that you could share? It might be helpful for thinking about setup.

As for photography, you mentioned the other day that I was not needed. Who do you have doing this instead? And when would you be available to meet up pre-pōwhiri to discuss protocols?

Ngā mihi

9(2)(a)

Pou Tohu Matua | Senior Adviser, Communications and Engagement

Manatū Taonga Ministry for Culture & Heritage

Ph 9(2)(a) | Email 9(2)(a) @mch.govt.nz

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---

**From:** 9(2)(a) @mch.govt.nz>

**Sent:** Friday, 14 October 2022 12:08 am

**To:** 9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; Mere-Heni Simcock-Reweti 9(2)(a) @mch.govt.nz>

**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

We don't have the budget for outsourcing and we don't have the time to organise something last minute so we won't go with the outsourcing idea, thank you though.

Can we stick with our original plan of setting up a few phones around the hall on tripods so we can at least stream the event to our Ministry. The Public Trust hall will be set up at 3pm which is when we will go down to check the seating arrangement. That could be a good time to set up the tripods? 😊

If anyone is available to take photos on the day that would be great, but we need to have a sit down conversation around what the protocols will be moving forward and in particular how the photos will be used post-event.

In the meantime if you could have a chat with your team on how comms could help with setting up the tripods it shouldn't take too much work.

Tomorrow should be more free so we can chat then.



Mālō ‘aupito,

9(2)(a)

Pou Tohu Kaupapa Here | Policy Advisor, Arts Policy Team



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Public Trust Building, 131 Lambton Quay, Wellington

PO Box 5364, Wellington 6140

Ph 9(2)(a)

9(2)(a) @mch.govt.nz | [www.mch.govt.nz](http://www.mch.govt.nz)

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**From:** 9(2)(a) @mch.govt.nz>

**Sent:** Thursday, 13 October 2022 3:29 pm

**To:** 9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>

**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

That's all good, I appreciate you're flat out at the moment.

Let me know how your conversation with Mere-Hēni goes. Happy to have a chat about it too.

Ngā mihi

9(2)

---

**From:** 9(2)(a) @mch.govt.nz>

**Sent:** Thursday, 13 October 2022 3:17 pm

**To:** 9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>

**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

Thank you for the follow up. Apologies it has been quite busy on my side so haven't managed to reply.

Let me have a conversation with Mere-Hēni, a key question is who will absorb the cost of the outsourcing and as we are already running a tight budget this would also need to be discussed with Heather.

I'll get back to you once I have had a chat with Mere-Hēni.

Mālō ‘aupito,

9(2)(a)

Pou Tohu Kaupapa Here | Policy Advisor, Arts Policy Team

Manatū Taonga | Ministry for Culture & Heritage



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9(2)(a) [REDACTED] @mch.govt.nz | www.mch.govt.nz

---

**From:** 9(2)(a) [REDACTED] @mch.govt.nz>  
**Sent:** Thursday, 13 October 2022 2:48 pm  
**To:** 9(2)(a) [REDACTED] @mch.govt.nz>  
**Cc:** 9(2)(a) [REDACTED] @mch.govt.nz>; 9(2)(a) [REDACTED] @mch.govt.nz>; 9(2)(a) [REDACTED] @mch.govt.nz>  
**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2) [REDACTED]

Just following up on this as we will need to move quickly if we wish to outsource the livestreaming for this event.

I've contacted a few providers to see if there's any companies who can livestream and record it who are available for a ballpark. The two companies who could do it:

- [Vidcom](#) is getting back to me with a quote/proposal. They recently did another Govt pōwhiri (I believe Whaikaha - Ministry of Disabled People)
- [Audio Workshop](#) who has given a \$3000-\$5000 ballpark.

Let me know if you wish to proceed, or if you have any questions.

Ngā mihi

9(2)(a) [REDACTED]  
Pou Tohu Matua | Senior Adviser, Communications and Engagement  
Manatū Taonga Ministry for Culture & Heritage  
Ph 9(2)(a) [REDACTED] | Email 9(2)(a) [REDACTED] @mch.govt.nz

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---

**From:** 9(2)(a) [REDACTED]  
**Sent:** Tuesday, 11 October 2022 12:58 pm  
**To:** 9(2)(a) [REDACTED] @mch.govt.nz>  
**Cc:** 9(2)(a) [REDACTED] @mch.govt.nz>; 9(2)(a) [REDACTED] @mch.govt.nz>; 9(2)(a) [REDACTED] @mch.govt.nz>  
**Subject:** Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2) [REDACTED]

Thank you for your update on Laulu Mac Leauanae's Pōwhiri/Welcome, it was really helpful to understand the high cultural significance and who will be attending.

As you might be aware, 9(2) [REDACTED] has been liaising with Mere-Hēni for comms support to date, but I wanted to touch base about the filming aspect. Perhaps we could catch up sometime today to discuss the following?

With it being such a high-profile event, we think that it could be most appropriate to outsource the 'live-stream' for staff so that we can get professional video footage of the event. The comms team is happy to help organise this, but will need clear guidance for commissioning to ensure that the filming is respectful of the event protocols.

We think that this would be preferable as then there will be backup if any issues pop up, high quality footage for later use (eg. if a Minister requests footage) and it will be showing that we are treating the event as highly significant to guests. Let me know if you or Mere-Hēni would like to discuss this approach. Otherwise, we can assist with setting up a Zoom using work phones as a backup.

Also, is there an event run-sheet with staff tasks noted that we could see just for our own reference? It would be helpful to see when people are required for set up etc.

I'm due to be at a course on Monday (TBC) but comms people will be available on the day.

Lastly, who will be photographing the event? We need to know who will have the photos after the event. It would be really great if we also have a chat about post-event comms eg intranet, social media etc.

Ngā mihi nui

9(2)(a)

Pou Tohu Matua | Senior Adviser, Communications and Engagement  
Manatū Taonga Ministry for Culture & Heritage

Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

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**Hon Carmel Sepuloni**

**Minister for Arts, Culture and Heritage**

**AIDE MEMOIRE: Pōwhiri to welcome Laulu Mac Leauanae**

|                                 |  |                   |            |
|---------------------------------|--|-------------------|------------|
| <b>Date:</b>                    | 13 October 2022  | <b>Priority:</b>  | Medium     |
| <b>Security classification:</b> | In Confidence  | <b>Reference:</b> | AM2022/557 |
| <b>Contact</b>                  | Mere-Hēni Simcock-Reweti, Deputy Chief Executive, Māori capability and Engagement, 9(2)(a) |                   |            |

**Purpose**

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- 1 This Aide memoire supports your attendance on Monday 17 October, 10.00am – 11.30am (approx.) for the Pōwhiri Welcome of incoming Tumu Whakarae Secretary for Culture and Heritage - Laulu Mac Leauanae.
- 2 The Pōwhiri will be held at the Public Trust Building on the Ground Floor, 131 Lambton Quay, with kai to conclude across the road at Te Puni Kōkiri House (in the Nau Mai Room). We have been advised by your Office that you will depart following the formal proceedings at around 11.30am.
- 3 As part of the Pōwhiri proceedings, Te Ati Awa mana whenua 9(2)(a) 9(2)(a) – has supported the inclusion of the Samoan ritual ‘O le Oso’ in recognition of, and respect for, Laulu Mac’s genealogy, heritage, and traditions. The placement of the O le Oso has been prepared by Pasifika elders who recently met with 9(2)(a) to ensure tikanga Māori and Samoan ritual protocols are maintained.
- 4 At the conclusion of the formal whaikōrero, O le Oso, there will be an opportunity for you to speak as the Senior Minister for Culture and Heritage once Laulu Mac has taken his place on the side of Manatū Taonga. Note we are expecting attendance of up to 200 people (100 each side).
- 5 The following information is attached to this Aide Memoire:
  - Pōwhiri Welcome Programme (Appendix 1)
  - Annotated Programme Runsheet (Appendix 2)
  - Draft Talking Points to support your speech (Appendix 3)
  - Biography of: Mana Whenua – Te Ati Awa; and Samoan community leaders supporting Manatū Taonga (Appendix 4)

**Event Information**

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- 6 You are expected to arrive at 9.40am to the Public Trust Hall. Acting Tumu Whakarae Secretary for Culture and Heritage Heather Bagott will meet you at the entrance of the Public Trust Hall.



- 7 At approx. 9.50am mana whenua 9(2)(a) will brief Manatū Taonga representatives:
- responsible Ministers (yourself, Ministers' Allan and Jackson)
  - Manatū Taonga leadership (senior leaders and managers)
  - Pasifika elders
  - Public Service Commissioner and deputies
  - ACH sector leaders (Board Chairs, Chief Executives)
  - Manatū Taonga Māori and Pasifika Staff network (Ngā Uri o Kiwa)
- 8 All Manatū Taonga representatives will be seated by 9.55am, with a paepae (front row) reserved for speakers. You will be placed slightly adjacent to the paepae (note seats will be named to avoid confusion).
- 9 At 10am the Pōwhiri to welcome Laulu Mac Leauanae will commence with a 'traditional' format that will be undertaken in te reo Māori, and leo pasifika only. The invitation and walking over of Laulu Mac will signify the end of the 'traditional' formalities with 9(2)(a) closing this off and then inviting you as Senior Minister for Culture and Heritage to speak.

### **Pōwhiri Welcome – including Samoan Ritual**

- 10 Te Ati Awa Rangatira and mana whenua representative, 9(2)(a) is supporting Manatū Taonga to welcome Laulu Mac Leauanae and guests. Manatū Taonga has a relationship with Te Ati Awa through several of our workstreams – Taonga Tūturu protocols for example, and it has been important to involve his leadership on this occasion.
- 11 From the outset 9(2)(a) has been supportive of including pasifika customs where appropriate, in recognition of the significance of relationships and whanaungatanga of Te Moana Nui a Kiwa. 9(2)(a) has met with Pasifika elders to plan the traditional format of the Pōwhiri, with both confirming respective customs and rituals as outlined in the programme, are maintained.
- 12 Mindful of what is planned for the Pōwhiri Welcome, 9(2)(a) has requested the number of speakers be confirmed as:

|  |   |
|--|---|
| <b>Manatū Taonga</b>                               | <ul style="list-style-type: none"> <li>• Mana Whenua – 9(2)(a)</li> <li>• Samoan Elder (TBC) or ACH representative</li> </ul> |
| <b>Manuwhiri (on behalf of Laulu Mac Leauanae)</b> | 9(2)(a)   |

### **Information about Samoan ritual**

- 13 The local Samoan Community affiliated with Manatū Taonga staff members have generously offered their leadership and guidance in welcoming Laulu Mac Leauanae

to Manatū Taonga. This has been welcomed in terms of both supporting the Pōwhiri Welcome, but ongoing relationships across the workstreams within Manatū Taonga.

- 14 In discussions with Manatū Taonga and Mana Whenua 9(2)(a), the Samoan elders have worked hard to ensure the inclusion of a Samoan ritual is respectful and upholds the mana of Te Ati Awa and Manatū Taonga; and is an appropriate acknowledgement of Laulu Mac Leauanae as a Matai.
- 15 Leadership and support from the Samoan community who will lead the ritual of the O le Oso includes:
  - a. Fa'asinomaga Tupuaga (FATU) – Group of Samoan elders
  - b. The Family Centre – 9(2)(a)

### **O le Oso – Samoan ritual**

- 16 The Samoan ritual O le Oso represents the gifting of ava (staff) acknowledging relationships, connections and Laulu Mac Leauanae genealogies and status as a Matai.
- 17 The ritual involves a Samoan orator standing from the back of the room and calling for ava to be presented to designated people (Mana Whenua, Ministers, Laulu Mac Leauanae). The Orator then recounts a special chant (speaking to the status and genealogy of the receiver) while each ava is presented.
- 18 The ava will be presented by a young Samoan student, who will place it on the ground in front of you, and then to the side of you. An appropriate response to this gifting is: **Fa'afetai or Fa'afetai tele**
- 19 The O le Oso is concluded with a tualuga ritual, during which you and Laulu Mac Leauanae will be invited to 'dance'. Concluding this Laulu Mac Leauanae will be escorted over to Manatū Taonga where he will take his seat as the new Tumu Whakarae Secretary for Culture and Heritage.
- 20 9(2)(a) will conclude both traditional parts of the Pōwhiri Welcome. Following this 9(2)(a) will invite you to speak (Talking Points attached as Appendix 4) – with Manatū Taonga supporting you with a waiata thereafter.

### **Pre-brief about O le Oso Samoa Ritual – 14 October**

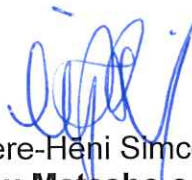
- 21 You are scheduled to meet virtually with 9(2)(a) and 9(2)(a) 9(2)(a) from the Family Centre, Friday 14 October, 10.45 – 11.15 am, to ensure you are supported in preparation for the O le Oso Samoan ritual.
- 22 Manatū Taonga officials will attend to support you in this online meeting.

## Recommendations

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23 Manatū Taonga recommends that you:

1. **Note** you are confirmed as attending the Pōwhiri Welcome for incoming Tumu Whakarae Secretary for Culture and Heritage, Lau Lu Mac Leauanae on Monday, 17 October 2022, 10.00 – 11.30am at the Public Trust Building, 131 Lambton Quay. **NOTED**
2. **Note** as senior Minister for Arts, Culture and Heritage you will be invited to speak after the traditional paepae kōrero and O le Oso, to welcome Lau Lu Mac Leauanae in his role. **NOTED**
3. **Note** you are meeting with Pasifika elders on Friday 14 October, 10.45 -11.15am who will provide you with an overview of the O le Oso ritual. **NOTED**
4. **Note** that the Programme for the Pōwhiri Welcome and Talking Points to support your speech, are attached as an Appendices to this Aide Memoire. **NOTED**
5. **Forward** a copy of the Programme and Runsheet (Appendices 1 & 2) to Ministers' Allan and Jackson for their information. **YES/NO**

  
Mere-Hēni Simcock-Rēweti  
**Pou Mataaho o Te Pae Huarewa –  
Deputy Chief Executive, Māori  
Capability and engagement**

Hon Carmel Sepuloni  
**Minister for Arts, Culture and Heritage**

\_\_\_\_\_ / \_\_\_\_\_ / 2022



## Appendix 1: PROGRAMME

Pōwhiri Welcome for Lau Lu Mac Leauanae, Incoming Tumu Whakarae Secretary for Culture and Heritage

Monday 17 October, 10.00-11.30am

|         |   |
|---------|---|
| 9.40am  | <b>Receive Ministers outside Public Trust Building</b>  |
| 9.50am  | Ministers and Manatū Taonga are seated in the Public Trust Hall.<br>Te Ati Awa Leader – 9(2)(a) will provide a final brief before the karanga begins.   |
| 10.00am | <b>Pōwhiri commences – Public Trust Building</b>  |
|         | <ol style="list-style-type: none"> <li>1. Karanga</li> <li>2. Guests enter through the front doors of the Public Trust Building</li> <li>3. Hongi/harirū (front row and Ministers only)</li> <li>4. All seated</li> </ol>   |
| 10.15am | <b>Paepae Kōrero – hosts speak first</b>  |
|         | <ol style="list-style-type: none"> <li>5. Speaker 1: 9(2)(a)<br/><b>Waiata</b></li> <li>6. Speaker 2: Samoan elder speaker – TBC<br/><b>Waiata</b></li> </ol>   |
| 10.25am | <b>Paepae Kōrero – 9(2)(a) invites Manuhiri to speak</b>  |
|         | <ol style="list-style-type: none"> <li>7. Speaker 1: 9(2)(a)<br/><b>Waiata</b></li> <li>8. Speaker 2: 9(2)(a)<br/><b>Waiata</b></li> </ol>  |
| 10.35am | <b>9(2)(a) will speak and acknowledge the Samoan elders, signalling the start of the O le Oso Samoan ritual</b>   |
| 10.36am | <b>Fa’aula – Placing of Ula on Ministers and senior staff</b>   |
| 10.40am | <b>O le Oso – Samoan ritual commences</b>   |
|         | <ol style="list-style-type: none"> <li>1. Orator calls and Tugase (ava) presented to Lau Lu Mac Leauanae<br/><b>Chant</b></li> <li>2. Orator calls and Tugase (ava) presented to 9(2)(a)<br/><b>Chant</b></li> <li>3. Orator calls and Tugase (ava) presented to Minister Jackson<br/><b>Chant</b></li> <li>4. Orator calls and Tugase (ava) is presented to Minister Allan<br/><b>Chant</b></li> </ol> |

|         |   |
|---------|---|
|         | 5. Orator calls and Tugase (ava) is presented to Minister Sepuloni  |
| 11.00am | <b>Tausaluga – Concluding of O le Oso and Handing over of Laulu Mac Leauanae</b>  |
|         | Laulu and Minister Sepuloni will be invited to dance.<br>At the end of the Tausaluga, Laulu will be invited to sit with Manatū Taonga to symbolise the handing over from Ministry of Pacific Peoples to Manatū Taonga Ministry for Culture and Heritage – a short karanga/call will acknowledge this. |
| 11.02am | <b>9(2)(a) concludes traditional protocols of Pōwhiri welcome</b><br><b>Invites Minister Sepuloni to speak</b>  |
| 11.05am | <b>Minister Sepuloni speaks</b>   |
| 11.10am | <b>Laulu Mac Leauanae is the final speaker</b>  |
| 11.15am | Mana whenua concludes formalities with karakia  |
| 11.20am | Progress across to TPK for kai – Te Puni Kokiri Nau Mai room  |

## Appendix 2: Runsheet

| Time    | Activity   |
|---------|--|
| 9.40am  | Arrive at Public Trust Building<br>You will be met by Acting Secretary for Culture and Heritage – Heather Baggott  |
| 9.45am  | You will be seated in the Public Trust Hall.<br>Minister Sepuloni and Minister Allan seated slightly behind the Manatū Taonga Paepae   |
| 9.50am  | Te Ati Awa Rangatira - 9(2)(a) (mana whenua) will provide a final brief and overview of how the ceremony will run  |
| 10.00am | Pōwhiri commences  |
| 10.35am | 9(2)(a) will signal the handing over for the Samoan ritual   |
| 10.37am | <b>Receiving Ula's:</b><br>Minister Sepuloni<br>Minister Jackson<br>Minister Allan<br>Laulu Mac Leauanae<br>Ministry for Pacific Peoples Senior leadership team<br>Manatū Taonga senior leadership team  |
| 10.40am | <b>O le Oso Samoan ritual commences</b><br>Order of receivers of Tuagase (ava):<br>Laulu Mac Leauanae<br>9(2)(a)<br>Minister Jackson<br>Minister Allan<br>Minister Sepuloni  |
| 11.00am | Taualuga and handing over of Laulu Mac Leauanae.<br>Minister Sepuloni will be invited to dance. It is expected that Samoan community will stand up to dance and support Minister Sepuloni and Laulu Mac as they dance.<br>As Laulu Mac Leauanae moves to his seat on Manatū Taonga side, a short karanga (call) will acknowledge him<br>Te Ati Awa 9(2)(a) will conclude traditional formalities and invite Minister Sepuloni to speak |
| 11.05am | Min. Sepuloni to give a speech   |

|         |   |
|---------|---|
|         | Manatū Taonga to provide support waiata   |
| 11.10am | Laulu Mac Leauanae will give the closing speech<br>Manatū Taonga to provide support waiata  |
| 11.15am | Te Ati Awa 9(2)(a) concludes formalities with karakia   |
| 11.20am | Ministers' Sepuloni, Allan and Jackson depart<br>Guests and Manatū Taonga proceed over to TPK for kai – Te Puni Kokiri Nau Mai room |



## Appendix 4: Talking Points for Speech Welcoming Lauulu

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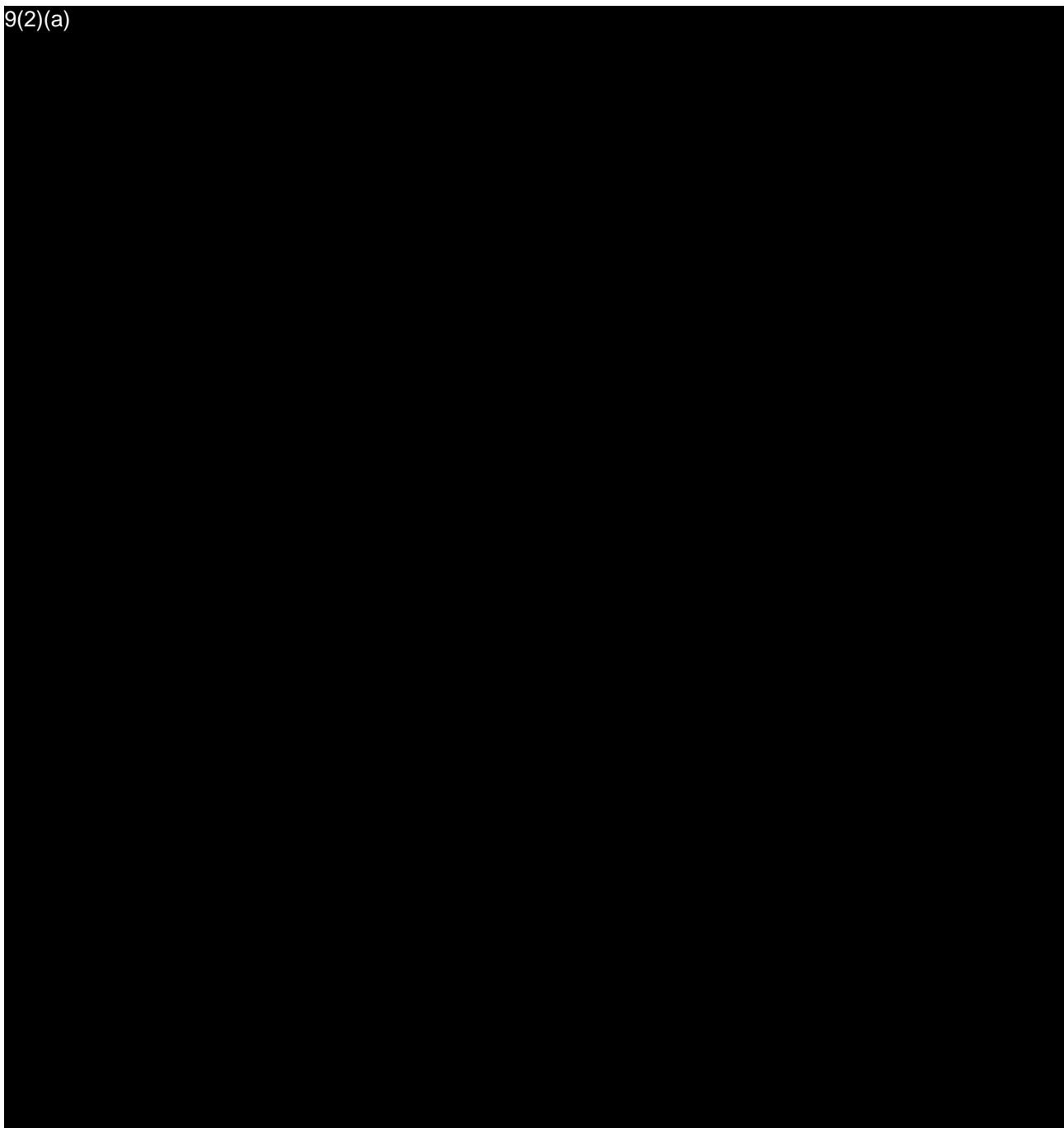
- E te mana whenua, e te Rangatira, e te hoa – 9(2)(a) tēnā koe (*I acknowledge the iwi of this region, 9(2)(a) as a tribal leader, as a friend*)
- Tēnā koutou ngā manuhiri tūārangi, nau mai haere mai (*I welcome all distinguished guests*)
- Tātou katoa kua hui mai – tēnā tātou katoa (*I acknowledge us all gathered here for this wonderful occasion – welcome*)
- E fa'atalofa atu e le paia ma le mamalu ua fa'atasi mai, fa'atalofa atu foi i Lau Afioga le minister Willie Jackson, i lau Afioga Kiri Allan, I lau Afioga Lauulu. E fa'atalofa atu foi i le paia o le tagata o le lau eleele.
- Talofa lava and warm greetings to you all.
- I am so very proud to stand on this occasion, being in the presence of our beautiful languages and customs of Te Moana Nui a Kiwa. The language and customs of te iwi Māori – tangata whenua of these beautiful lands; and the language and customs of my own people – celebrating who we are as proud people of Samoa, of the Pacific; and the language, well wishes and support of the many – us an New Zealanders – what more could we have asked for in celebrating not just this appointment, but the cultures that reach into the heart of us all. Culture is thriving, People are well.
- I want to acknowledge the support of my fellow Ministerial colleagues, Kiritapu Allan, Willie Jackson - Grant Robertson and Aupito Sio (who cannot be here today) who all share in this occasion.
- I also want to acknowledge the Public Service Commissioner Peter Hughes who is here today, and his team – Helene Quilter and Heather Baggott who have all had a hand in supporting and shaping Lauulu's development in the Public Sector.
- We have recently had the good fortune of having Heather return to Manatū Taonga as the acting Tumu Whakarae Secretary for Culture and Heritage over the past three months. Her previous experience and expertise as a senior leader, and passion for the important kaupapa of the organisation has benefited not just the organisation and broader sector, but us as Ministers – so thank you Heather.
- I acknowledge the wider Arts, Culture and Heritage sector leaders here today who have shown your solidarity and support in being here today. I especially welcome the wealth of knowledge and experience you all have in our broader kaupapa.
- I would like to acknowledge Tagata whenua and their generosity and spirit. You have welcomed Lauulu with a pōwhiri and included representatives of Pacific

peoples on your paepae. I thank and acknowledge our senior leadership and staff who have led and supported the organisation of today.

- I acknowledge and thank 9(2)(a) and their partnerships with the Family Centre for their cultural leadership of Le Oso ritual and support of Manatū Taonga Ministry for Culture and Heritage.
- I acknowledge Naenae college and its Senior Samoan college students who enacted the Le Oso ritual, they are the symbols of the future of Aotearoa and its vibrant cultural landscape.
- I acknowledge the Ministry for Pacific Peoples and Laulu's aiga that have travelled to support Laulu on his day of welcome. We thank you for being with us at this time, and please know that we will look after Laulu and understand the responsibility he bears not just as a Chief Executive but also a Matai to his wider Samoan aiga.
- As Minister for Culture and Heritage, I wish you well as you settle into this new leadership role. As with all leadership roles, I know there will be challenges, but I also know it will be a rewarding and meaningful experience. I very much look forward to working with you and seeing how you grow the Ministry's strengths with the benefit of your extensive and unique experience.
- And to you Laulu, it is my honour and pleasure to welcome you to Manatū Taonga Ministry for Culture and Heritage.
- We have seen the work you have put in at the Ministry for Pacific Peoples, the growth you have led and changes you have navigated with great care and skill. I am sure I speak on behalf of our Ministry that we look forward to your leadership.
- Manuia tele lou tofi.
- Fa'amalo fa'afetai tele.

## Appendix 4: Biographies

9(2)(a)



|                          |  |
|--------------------------|--|
| <b>The Family Centre</b> | <p>The Family Centre is a leading cultural and social policy research agency based in Lower Hutt, Wellington, New Zealand. It is made up of a three tikanga (cultural) organisational structure of Māori, Pacific Island and Pākehā (European) sections who work independently but share resources inter-dependently.</p> <p>The key area of their work is social policy research. The Family Centre is a community-based NGO (Non-Government Organisation) located in the community where we also carry out family therapy services and community development work. The Family Centre is also an international organisation</p> |
|--------------------------|--|

|                                    |  |
|------------------------------------|--|
|                                    | involved in substantial research collaborations and education and teaching.  |
| <b>Fa'asinomaga Tupuaga (FATU)</b> | Fa'asinomaga Tupuaga is made up of a group of Samoan elders who work with the Family centre to consult and advise on various matters concerning the Samoan community both in Aotearoa and Samoa. |



9(2)(a)

**From:** Mere-Heni Simcock-Reweti  
**Sent:** Friday, 14 October 2022 2:05 pm  
**To:** 9(2)(a)  
**Cc:**  
**Subject:** RE: Comms support for Laulu Mac Leauanae Powhiri/Welcome

Woohoo 9 – thank you very muchly

---

**From:** 9(2)(a)@mch.govt.nz>  
**Sent:** Friday, 14 October 2022 1:49 pm  
**To:** 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>;  
9(2)(a)@mch.govt.nz>  
**Cc:** 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; Mere-Heni Simcock-Reweti 9(2)(a)@mch.govt.nz>  
**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora e hoa mā

9(2)(a) can help with the photography. Thank you!!

9(2)(a) and 9(2) shall we leave the two of you to liaise on details?

Ngā mihi

9(2)

---

**From:** 9(2)(a)@mch.govt.nz>  
**Sent:** Friday, 14 October 2022 1:09 pm  
**To:** 9(2)(a)@mch.govt.nz>  
**Cc:** 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz>;  
9(2)(a)@mch.govt.nz>; Mere-Heni Simcock-Reweti 9(2)(a)@mch.govt.nz>  
**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

I'm free at 1.30 do you have time at 1.30 to have a quick korero?

I have a friend who can do the photography, however seeing as it is a Ministry event it would be great to have comms do the photos. I was aware the team were already stretched and thought this may alleviate the load but if you are still available to do the photography that would be awesome and much appreciated.

I'll be downstairs at 3pm along with 9(2) and some of the rest of the crew so if we head down around 3 we should be able to make sure everyone is on board with placement of the camera's / laptops.

Mālō 'aupito,

9(2)(a)  
Pou Tohu Kaupapa Here | Policy Advisor, Arts Policy Team  
Manatū Taonga | Ministry for Culture & Heritage



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*Promoting a confident and connected culture*

Public Trust Building, 131 Lambton Quay, Wellington

PO Box 5364, Wellington 6140

Ph 9(2)(a)

9(2)(a) @mch.govt.nz | [www.mch.govt.nz](http://www.mch.govt.nz)

---

**From:** 9(2)(a) @mch.govt.nz>

**Sent:** Friday, 14 October 2022 10:21 am

**To:** 9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>

**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

That's OK, I appreciate the decision.

Will you be heading down at 3pm? 9 and I will come down at 3pm 😊 Also, I've checked who's available in the comms team so we will likely have a couple of people available to help set up some phones/laptop on the day.

Do you have a seating plan that you could share? It might be helpful for thinking about setup.

As for photography, you mentioned the other day that I was not needed. Who do you have doing this instead? And when would you be available to meet up pre-pōwhiri to discuss protocols?

Ngā mihi

9(2)(a)

Pou Tohu Matua | Senior Adviser, Communications and Engagement

Manatū Taonga Ministry for Culture & Heritage

Ph 9(2)(a) | Email 9(2)(a) @mch.govt.nz

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*Culture is thriving, The people are well*

---

**From:** 9(2)(a) @mch.govt.nz>

**Sent:** Friday, 14 October 2022 12:08 am

**To:** 9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; Mere-Heni Simcock-Reweti 9(2)(a) @mch.govt.nz>

**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

We don't have the budget for outsourcing and we don't have the time to organise something last minute so we won't go with the outsourcing idea, thank you though.

Can we stick with our original plan of setting up a few phones around the hall on tripods so we can at least stream the event to our Ministry. The Public Trust hall will be set up at 3pm which is when we will go down to check the seating arrangement. That could be a good time to set up the tripods? 😊

If anyone is available to take photos on the day that would be great, but we need to have a sit down conversation around what the protocols will be moving forward and in particular how the photos will be used post-event.

In the meantime if you could have a chat with your team on how comms could help with setting up the up the tripods it shouldn't take too much work.

Tomorrow should be more free so we can chat then.

Mālō 'aupito,

9(2)(a)

Pou Tohu Kaupapa Here | Policy Advisor, Arts Policy Team



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Public Trust Building, 131 Lambton Quay, Wellington

PO Box 5364, Wellington 6140

Ph 9(2)(a)

9(2)(a) @mch.govt.nz | [www.mch.govt.nz](http://www.mch.govt.nz)

---

**From:** 9(2)(a) @mch.govt.nz>

**Sent:** Thursday, 13 October 2022 3:29 pm

**To:** 9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>

**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

That's all good, I appreciate you're flat out at the moment.

Let me know how your conversation with Mere-Hēni goes. Happy to have a chat about it too.

Ngā mihi

9(2)

---

**From:** 9(2)(a) @mch.govt.nz>

**Sent:** Thursday, 13 October 2022 3:17 pm

**To:** 9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>

**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

Thank you for the follow up. Apologies it has been quite busy on my side so haven't managed to reply.

Let me have a conversation with Mere-Hēni, a key question is who will absorb the cost of the outsourcing and as we are already running a tight budget this would also need to be discussed with Heather.

I'll get back to you once I have had a chat with Mere-Hēni.

Mālō 'aupito,

9(2)(a)



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*Promoting a confident and connected culture*

Public Trust Building, 131 Lambton Quay, Wellington

PO Box 5364, Wellington 6140

Ph 9(2)(a)

9(2)(a) @mch.govt.nz | www.mch.govt.nz

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**From:** 9(2)(a) @mch.govt.nz>

**Sent:** Thursday, 13 October 2022 2:48 pm

**To:** 9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a)

@mch.govt.nz>

**Subject:** RE: Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)(a)

Just following up on this as we will need to move quickly if we wish to outsource the livestreaming for this event.

I've contacted a few providers to see if there's any companies who can livestream and record it who are available for a ballpark. The two companies who could do it:

- [Vidcom](#) is getting back to me with a quote/proposal. They recently did another Govt pōwhiri (I believe Whaikaha - Ministry of Disabled People)
- [Audio Workshop](#) who has given a \$3000-\$5000 ballpark.

Let me know if you wish to proceed, or if you have any questions.

Ngā mihi

9(2)(a)

Pou Tohu Matua | Senior Adviser, Communications and Engagement

Manatū Taonga Ministry for Culture & Heritage

Ph 9(2)(a) | Email 9(2)(a) @mch.govt.nz

*Ki te puāwai te ahurea, Ka ora te iwi*

*Culture is thriving, The people are well*

---

**From:** 9(2)(a)

**Sent:** Tuesday, 11 October 2022 12:58 pm

**To:** 9(2)(a) @mch.govt.nz>

**Cc:** 9(2)(a) @mch.govt.nz>; 9(2)(a) @mch.govt.nz>; 9(2)(a)

@mch.govt.nz>

**Subject:** Comms support for Laulu Mac Leauanae Pōwhiri/Welcome

Kia ora 9(2)

Thank you for your update on Laulu Mac Leauanae's Pōwhiri/Welcome, it was really helpful to understand the high cultural significance and who will be attending.

As you might be aware, 9(2) has been liaising with Mere-Hēni for comms support to date, but I wanted to touch base about the filming aspect. Perhaps we could catch up sometime today to discuss the following?

With it being such a high-profile event, we think that it could be most appropriate to outsource the 'live-stream' for staff so that we can get professional video footage of the event. The comms team is happy to help organise this, but will need clear guidance for commissioning to ensure that the filming is respectful of the event protocols.

We think that this would be preferable as then there will be backup if any issues pop up, high quality footage for later use (eg. if a Minister requests footage) and it will be showing that we are treating the event as highly significant to guests. Let me know if you or Mere-Hēni would like to discuss this approach. Otherwise, we can assist with setting up a Zoom using work phones as a backup.

Also, is there an event run-sheet with staff tasks noted that we could see just for our own reference? It would be helpful to see when people are required for set up etc.

I'm due to be at a course on Monday (TBC) but comms people will be available on the day.

Lastly, who will be photographing the event? We need to know who will have the photos after the event. It would be really great if we also have a chat about post-event comms eg intranet, social media etc.

Ngā mihi nui

9(2)(a)

Pou Tohu Matua | Senior Adviser, Communications and Engagement

Manatū Taonga Ministry for Culture & Heritage

Ph 9(2)(a) | Email 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi

Culture is thriving, The people are well

# MINUTES

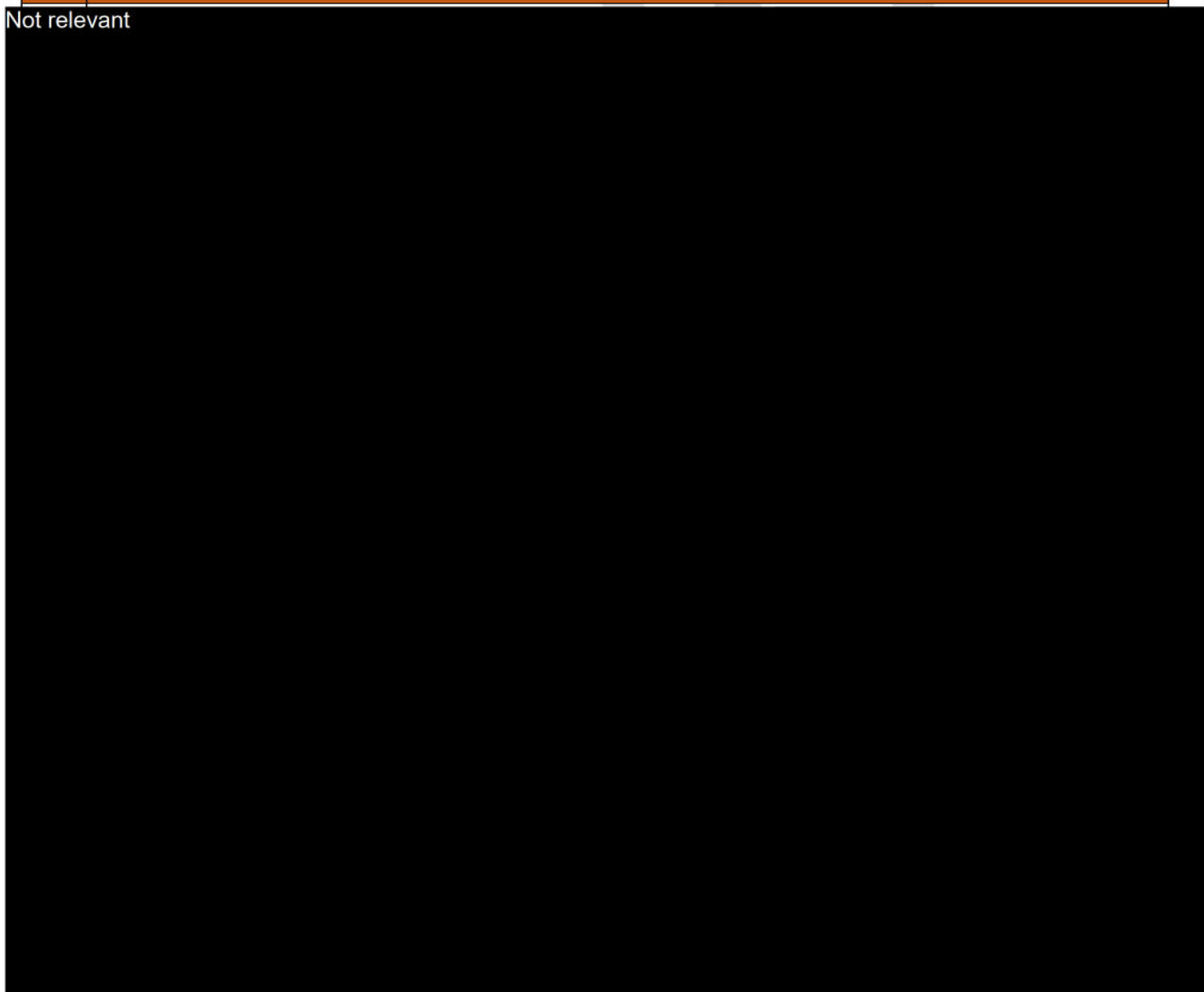
## Te Kāhui Mataaho Weekly Hui

|                       |   |
|-----------------------|---|
| <b>Date / Time:</b>   | Fri 16 Sept 2022: 2.00pm – 3.30pm   |
| <b>Location:</b>      | Campbell Room / MS Teams  |
| <b>Attendees:</b>     | Heather Baggott (Chair), Glenis Philip-Barbara, Emily Fabling, Mere-Hēni Simcock-Rēweti, Joe Fowler, Matthew Oliver |
| <b>In attendance:</b> | 9(2)(a) [REDACTED]  |
| <b>Secretariat:</b>   | 9(2)(a) [REDACTED]  |
| <b>Apologies:</b>     | 9(2)(a) [REDACTED]  |

### AGENDA ITEMS [Budget Sensitive]

| # | Title/Description |
|---|-------------------|
|---|-------------------|

Not relevant



Not relevant



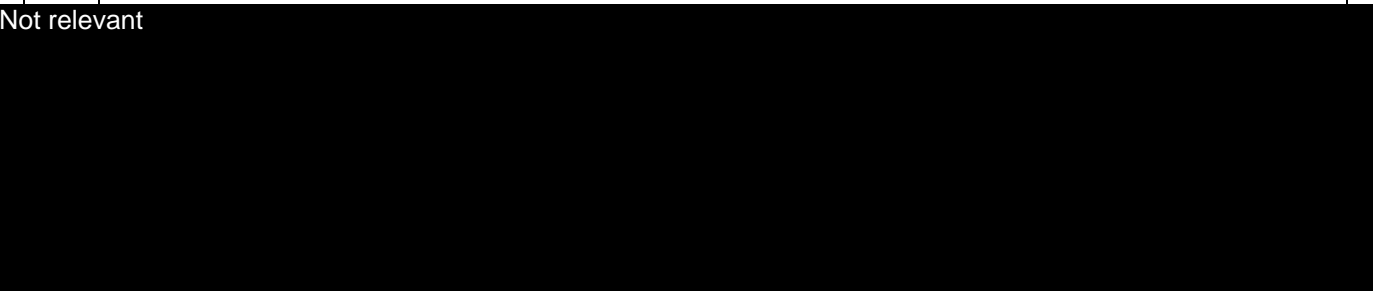
6

All other Business covered

Planning for the appointment of a new Chief Executive, Secretary for Culture & Heritage

**Action:** Arrangements to be made for a mihi whakatau [Mere-Hēni Simcock-Rēweti]

Not relevant



# MINUTES

## Te Kāhui Mataaho Weekly Hui

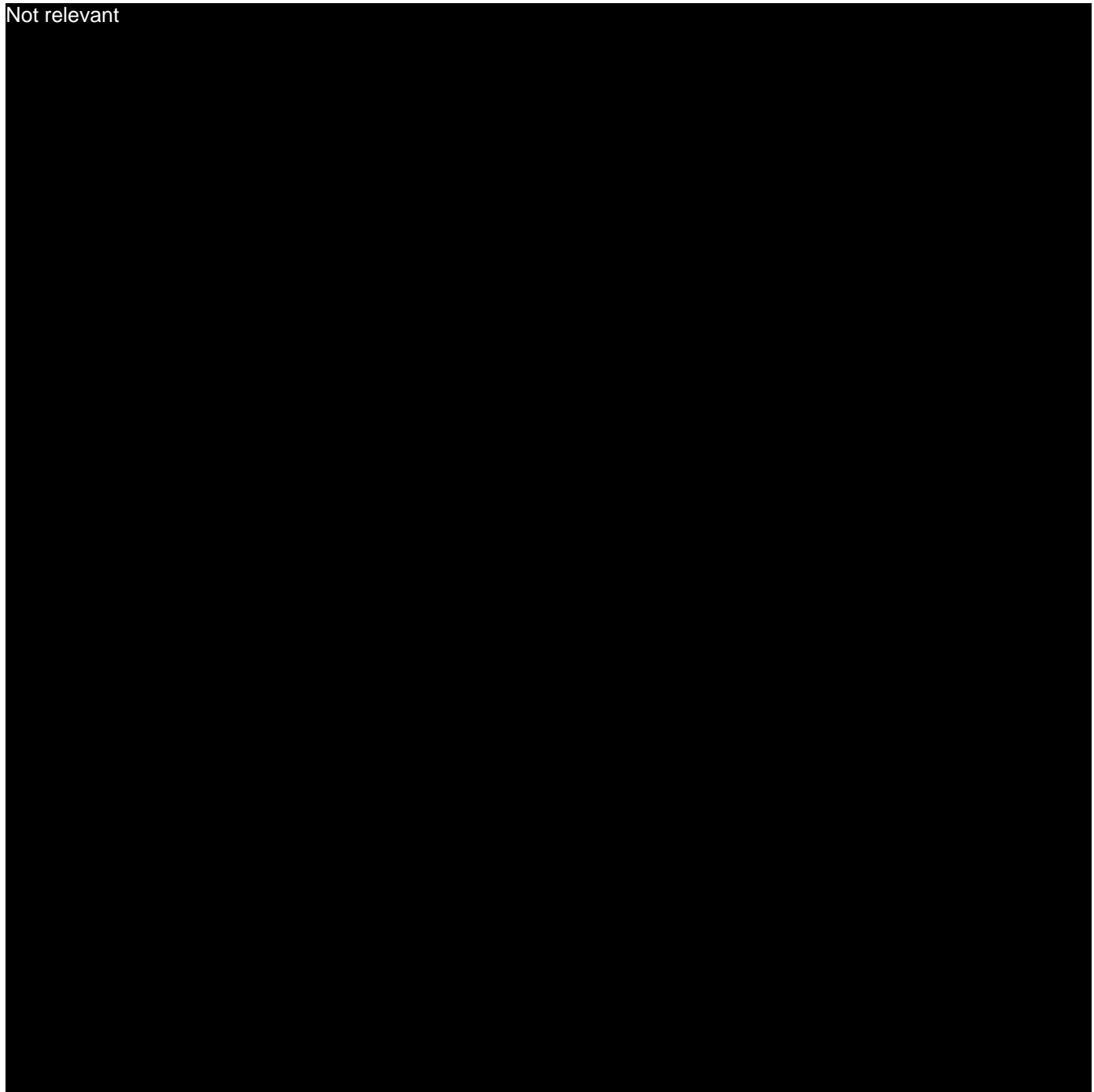
|                       |   |
|-----------------------|---|
| <b>Date / Time:</b>   | Wed 5 Oct 2022: 3.00pm – 5.40pm   |
| <b>Location:</b>      | Mita Room / MS Teams  |
| <b>Attendees:</b>     | Joe Fowler (Chair from 3.00 pm), Heather Baggott (Chair from 3.30 pm), Glenis Philip-Barbara, Emily Fabling, Mere-Hēni Simcock-Rēweti, Matthew Oliver |
| <b>In attendance:</b> | Item 4: 9(2)(a) [REDACTED]<br>Item 6: 9(2)(a) [REDACTED]<br>Item 8: 9(2)(a) [REDACTED]  |
| <b>Secretariat:</b>   | 9(2)(a) [REDACTED]  |
| <b>Apologies:</b>     |   |

## AGENDA ITEMS

| # | Title/Description  |
|---|--|
|   | Not Relevant<br>[REDACTED]   |
| 3 | Comms Update covered <ul style="list-style-type: none"> <li>• Arrangements for the Pōwhiri for the Incoming CE 17 Oct 2022</li> <li>• Not Relevant [REDACTED]</li> </ul> Not Relevant [REDACTED]<br>[REDACTED] |
|   | Not Relevant<br>[REDACTED]   |



Not relevant



# MINUTES [BUDGET SENSITIVE]

## Te Kāhui Mataaho Weekly Hui

|                       |   |
|-----------------------|---|
| <b>Date / Time:</b>   | Wed 21 Sept 2022: 2.00pm – 5.15pm   |
| <b>Location:</b>      | Campbell Room / MS Teams  |
| <b>Attendees:</b>     | Heather Baggott (Chair), Glenis Philip-Barbara, Emily Fabling, Mere-Hēni Simcock-Rēweti, Joe Fowler, Matthew Oliver |
| <b>In attendance:</b> | Item 4: 9(2)(a) [REDACTED]<br>Item 6: 9(2)(a) [REDACTED]<br>Items 8 and 9 : 9(2)(a) [REDACTED]                      |
| <b>Secretariat:</b>   | 9(2)(a) [REDACTED]  |
| <b>Apologies:</b>     |   |

### AGENDA ITEMS

| # | Title/Description |
|---|-------------------|
|---|-------------------|

Not Relevant



4

Incoming Chief Executive Preparation

**Action:** Report back to next TKM on Mihi Whaakatu planning (DCE TPH)

Not Relevant

Not Relevant

## Draft Minutes

### Te Kāhui Mataaho Weekly Hui

|                       |   |
|-----------------------|---|
| <b>Date / Time:</b>   | Wed 28 Sept 2022: 2.00pm – 5.15pm   |
| <b>Location:</b>      | Mita Room / MS Teams  |
| <b>Attendees:</b>     | Heather Baggott (Chair), Emily Fabling, Mere-Hēni Simcock-Rēweti, Joe Fowler, Matthew Oliver, 9(2)(a) (for Glenis Philip-Barbara) |
| <b>In attendance:</b> | 9(2)(a)   |
| <b>Secretariat:</b>   | 9(2)(a)   |
| <b>Apologies:</b>     | Glenis Philip-Barbara, 9(2)(a)  |

### AGENDA ITEMS

| # | Title/Description  |
|---|--|
|   | Not Relevant   |
| 5 | <p>The Comms Update covered the timing, agenda and invitation for the All Staff Hui 12 Oct 2022.</p> <p>Not Relevant</p> <p><b>Action:</b> TPK Tues 11 Oct 2022 to be prep for welcoming incoming CE</p> |

Not Relevant



Not Relevant

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**From:** 9(2)(a) [redacted]@mch.govt.nz>  
**Sent:** Tuesday, 20 September 2022 12:24 pm  
**To:** Meeting Room - Admin <9(2)(a) [redacted]@tpk.govt.nz>  
**Subject:** Further booking request: Mon 17 Oct : Welcome to new CE, Manatu Taonga :

Kia ora 9(2)(a) [redacted]

Thanks for taking my call just now.

We already have the Nau Mai room booked for Wed 12 Oct for an all staff hui.

We would also like to book it for Mon 17 Oct if at all possible please for a Welcome to our new CE. We would probably need it from 8.30 am through to 1.00 pm but will be flexible. I believe our Acting CE, Heather Baggott, was going to discuss making it available with your CE but I don't know whether or not that has happened just yet.

As always, many thanks for your help.

Ngā mihi

9(2) [redacted]

[redacted]  
Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) [redacted] | Email 9(2)(a) [redacted]@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

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**From:** Meeting Room - Admin <9(2)(a) [redacted]@tpk.govt.nz>  
**Sent:** Friday, 16 September 2022 10:12 am

To: 9(2)(a)@mch.govt.nz>

Subject: Nau Mai room 11 Oct

The Nau Mai room is only available in the morning on the 11Oct. there is another hui in there from 12pm  
The 12,13 & 14 are all available at the moment

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Vaughn Ngatai

System Administrator | Kaihāpai Pūnaha

Technology & Systems Directorate

Te Tari Matua



**Te Puni Kōkiri**  
MINISTRY OF MĀORI DEVELOPMENT

Tauwaea DDI : 9(2)(a) | Waea Pūkoro M : 9(2)(a)

Waea Whakaahua F : 9(2)(a)

Te Puni Kōkiri, Te Puni Kōkiri House, 143 Lambton Quay, Wellington 6011, New Zealand  
PO Box 3943, Wellington 6140, New Zealand



Te Puni Kōkiri Website



Kōkiri Magazine



Facebook

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Not Relevant

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**From:** 9(2)(a) [redacted]@mch.govt.nz>

**Sent:** Tuesday, 20 September 2022 2:18 pm

**To:** Mere-Heni Simcock-Reweti <9(2)(a) [redacted]@mch.govt.nz>

**Cc:** 9(2)(a) [redacted]@mch.govt.nz>

**Subject:** Booking made Nau Mai Room TPK : Mon 17 Oct Mihi whakatau for CE: FYI some past jottings from my notebook about venues / costs

Kia ora Mere-Heni

Just fyi I have booked the Nau Mai Room at TPK from 8.30am – 5.00 pm Mon 17 Oct 2022. Heather still wants to give Mac the opportunity to view other options (if any are available).

We can always cancel TPK if the decision is made to go elsewhere, although I wouldn't want them to think we are taking their generosity to us for granted.

Ngā mihi

9(2) [redacted]

[redacted]  
Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) [redacted] | Email 9(2)(a) [redacted]@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

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**From:** 9(2)(a) [redacted]

**Sent:** Tuesday, 20 September 2022 12:31 pm

**To:** Mere-Heni Simcock-Reweti <9(2)(a) [redacted]@mch.govt.nz>

**Cc:** 9(2)(a) [redacted]@mch.govt.nz>

**Subject:** Mon 17 Oct Mihi whakatau for CE: FYI some past jottings from my notebook about venues / costs

<<Public Trust Hall Email CE Approval RE Mihi Whakatau Monday 18 July 2022 - Venue Hire.MSG>>

Monday, 29 August 2022

3:19 pm

|   | Wharewaka    | Pipitea Marae      | TPK Nau Mai Room Wed 12 Oct | Public Trust Hall |
|---|--------------|--------------------|-----------------------------|-------------------|
| Minimum Hire 5 Hours                    | 1000.00      | 1,150.00           | Free                        | 1,782.50          |
| Minimum AV Package                      | 1399.00      | 1,608.85           | Free                        | ?                 |
| Food 2 items x 130 people<br>Tea/Coffee | 9.20<br>5.00 | 2,122.90           | 965.00 +GST                 | 3,105.00          |
| Cleaning Fee                            | TBA          | TBA                | Free                        |                   |
| Total                                   |              | <b>\$ 4,811.75</b> | <b>\$ 1,109.75</b>          | <b>4,887.50</b>   |

Example of recent quote : 5 July 2022 9(2)(a) (now EA to Glenis) email re quote from Public Trust Hall

**Venue hire - \$1550 + GST from 11 – 2pm = \$1782**

Catering – aprox \$2000 + GST (this is a light lunch for 70 people) = 2,300

Previously we have used the Public Trust Hall as a venue to welcome Mahinaarangi Manuel and Sinead Overbye to Te Hua as there were no other options available.

Costs for this were venue hire \$1550 + GST

**Catering - \$1552.50 for 60 people (morning tea) = x 2 for 130 people \$3,105**

**Compare with**

**Nau Mai Room available Wed 12 Oct for All Staff Hui**

| Item                     | Price   | Number | Total    |
|--------------------------|---------|--------|----------|
| Sausage Roll             | \$ 2.00 | 90     | \$180.00 |
| Vegetarian Quiche        | \$ 1.00 | 45     | \$ 45.00 |
| Mince & Cheese Savoury   | \$ 1.00 | 90     | \$ 90.00 |
| Tea & Coffee             | \$ 3.50 | 90     | \$315.00 |
| Sweet Temptation Platter | \$40.00 | 4      | \$160.00 |
| Fruit Platter            | \$35.00 | 5      | \$175.00 |
|                          |         |        | \$965.00 |

Ngā mihi

9(2)

[REDACTED]  
Pou Hāpai | Executive Assistant to Heather Baggott | Acting Chief Executive  
Manatū Taonga | Ministry for Culture & Heritage  
Ph 9(2)(a) [REDACTED] | Email 9(2)(a) [REDACTED]@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

9(2)(a)

**From:** 9(2)(a) publicservice.govt.nz>  
**Sent:** Tuesday, 20 June 2023 3:39 pm  
**To:** 9(2)(a)  
**Cc:** 9(2)(a)  
**Subject:** [IN-CONFIDENCE] Review information requested

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[IN-CONFIDENCE]

Kia ora 9(2)

As discussed Te Kawa Mataaho are undertaking a review of the sensitive expenditure concerning the welcoming event (Powhiri) for your current CE Leauanae Laulu Mac Leauanae on 17 October 2023.

To assist us to understand decisions and expenditure relating to the event we request an electronic copy of the following information. All:

- documents and communications concerning the event including communication between any parties involved in the event, meeting minutes, planning documents, invites, emails, text messages, teams notes etc
- A breakdown of all costs for the event including the procurer of the services, provider, service provided, actual cost, communications between parties
- A copy of all relevant policy including sensitive expenditure, gifts and benefits, hospitality, travel, financial delegations
- Screen shots from your financial system covering authorisation of costs associated to the event, please ensure this includes the procurer of the services and who approved them for payment.
- Any guidance for staff for cultural events such as powhiri

I understand 9(2)(a) from Te Kawa Mataaho has contacted you in relation to setting up a secure folder for you to load this information into.

Please load information to this folder as it becomes available.

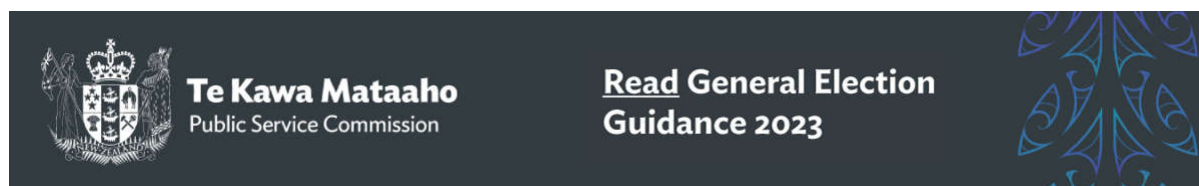
If you have any questions, I can be contacted via email or on 9(2)(a)

Ngā mihi nui

9(2)

**Pou Whakahaere | Manager**

Te pono, te matatika me to tautikanga | Integrity, Ethics and Standards  
waea pūkoro: 9(2)(a) | Īmēra: 9(2)(a)@publicservice.govt.nz



Te Kawa Mataaho Public Service Commission  
[www.publicservice.govt.nz](http://www.publicservice.govt.nz) | [www.govt.nz](http://www.govt.nz)



9(2)(a)

**From:** 9(2)(a)  
**Sent:** Wednesday, 21 June 2023 10:33 am  
**To:** 9(2)(a)  
**Cc:** Matthew Oliver  
**Subject:** RE: [IN-CONFIDENCE] Review information requested  
**Attachments:** Schedules to the Financial Delegations Policy - July 2022.DOCX - signed.PDF; Financial Delegations Policy - August 2020.PDF; Manaakitanga Policy - 2021.pdf; Catering Guidelines.DOCX; Travel Expenditure Policy - 2021.pdf; Expense Claim; FW: Completed forms for Ministry Culture & Heritage; FW: Invoice for catering 2022MCH; RE: Completed forms for Ministry Culture & Heritage; FW: Invoice INV-0205 from People Centred Solutions Limited for Manatu Taonga Ministry of Cultural & Heritage; Ordering online; TKM update from Glenis - Pou Mataaho o Te Hua ; LIVE LINK for Manatu Taonga staff ONLY - Powhiri Welcome for Laulu Mac Leauanae - Monday 17 October 10am ; RSVP: Powhiri for Laulu Mac Leauanae; CE Powhiri costs.xlsx; Central Flower Wholesalers Ltd Invoice 70114 15.10.22.pdf; Invoice INV-0205.pdf; KIDMAND2023062007474516690\_\$F1LDGDOC\_MCH 17-10-22 Invoice (1).pdf; KIDMAND2023062007474516690\_\$F1LDGDOC\_MCH 17-10-22 Invoice.pdf; KIDMAND2023062008081916846\_\$F1LDGDOC\_HZNWHdd24kaish4zJHn58w.pdf; KIDMAND2023062010400516869\_\$F1LDGDOC\_wN5MKjDiKEugX06NXcT9Qg.doc

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi 9(2)(a)

### Costs of the Powhiri

Attached is a spreadsheet with the details of the costs + screen shots from Finance system on who approved the costs. Note that in my deeper search here I noted some flowers so added these. They didn't ask for invoices themselves, but I have also copied these to this email if they are needed.

There is a side issue here as it appears we haven't yet paid 9(2)(a) for his work. The email chain never got to the finance inbox for processing, which was my fault. I'll arrange for payment asap.

### Emails

I've done a sweep of my emails around the time.

Does the request for emails also cover the ones from March 2023 when we did the reactive lines? I can add these in if need be.

Notes regarding the emails attached. Outlook won't let me number them, so I have screen dumped numbering below so you can match to my comment.

- 1 My expense claim for the koha – this includes attachments that explain the situation, including email approval chain from Matthew and Mere-Heni.
- 2-4 Related to the catering, some from the same chain (but with attachments of the supplier details). 3 doesn't add much, just a copy of the invoice and covered by the spreadsheet above.
- 5 Invoice from 9(2)(a) includes some discussion in the email chain.
- 6 Some context to the flowers
- 7 All staff email about the upcoming event – notes some context and staff volunteers

8 Link for streaming event, as the venue was too small for the potential attendance, so all staff could not attend.

9 My initial RSVP (note that I did end up at work that day, and attended the event)

- 
- 1 Email **9(2)(a)** expense claim for koha
  - 2 FW\_ Completed forms for Ministry Culture & Heritage
  - 3 FW Invoice for catering 2022MCH
  - 4 RE Completed forms for Ministry Culture Heritage
  - 5 FW Invoice INV-0205 from People Centred Solutions Limited for Manatu Taonga Ministry of Cultural Heritage
  - 6 Ordering online
  - 7 TKM update from Glenis - Pou Mataaho o Te Hua
  - 8 LIVE LINK for Manatū Taonga staff ONLY - Pōwhiri Welcome for Laulu Mac Leauanae - Monday 17 October 10am
  - 9 RSVP\_ Pōwhiri for Laulu Mac Leauanae

### **Policies**

I attach the Delegations, Manaakitanga and Travel policies

Also attached are informal catering guidelines overseen by Ta Kāhui Hāpai. They cover routine meetings etc, not events of this nature so may not be relevant.

### **Other**

I came across AM2022/557 in my search. You can get this in TRIM.

Regards,

9(2)(a)

**From:** 9(2)(a)  
**Sent:** Wednesday, 21 June 2023 8:43 am  
**To:** 9(2)(a)  
**Cc:** 9(2)(a)  
**Subject:** RE: review

Will do.

Kind regards

9(2)(a)

Pou Tohu Matua / Senior Advisor

Te Toi / Office of the Chief Executive

Manatū Taonga - Ministry for Culture and Heritage

Phone 9(2)(a) @mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

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**From:** 9(2)(a)@publicservice.govt.nz>  
**Sent:** Wednesday, June 21, 2023 8:21 AM  
**To:** 9(2)(a)@mch.govt.nz>  
**Cc:** 9(2)(a)@publicservice.govt.nz>  
**Subject:** review

Morning 9(2)(a)

I forgot to mention yesterday. If you can please let 9(2)(a) and I know when docs are placed into the shared folder, it would be greatly appreciated.

Thanks

9(2)(a)

Pou Whakahaere | Manager

Te pono, te matatika me to tautikanga | Integrity, Ethics and Standards

waea pūkoro: 9(2)(a) | Īmēra: 9(2)(a)@publicservice.govt.nz



**Te Kawa Mataaho**  
Public Service Commission

**Read General Election  
Guidance 2023**

Te Kawa Mataaho Public Service Commission  
[www.publicservice.govt.nz](http://www.publicservice.govt.nz) | [www.govt.nz](http://www.govt.nz)





9(2)(a)

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**From:** 9(2)(a)  
**Sent:** Thursday, 22 June 2023 12:39 pm  
**To:** 9(2)(a)  
**Cc:** Matthew Oliver  
**Subject:** Review information - additional information regarding item 4  
**Attachments:** CE Powhiri costs.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi 9(2)(a)

Yesterday we discussed the invoice from 9(2)(a) for the Powhiri.

I attach an updated spreadsheet containing the screenshot from the Financial system showing Matthew authorising payment #4 in the Finance system. This goes alongside email #5 from my email yesterday. That email evidences consideration and agreement at the time from Matthew and Mere-Heni.

Ngā mihi,

9(2)(a) | Pou Arataki o Te Pae Ōhanga  
Chief Financial Officer | he/him  
Manatū Taonga | Ministry for Culture and Heritage  
*He ngākau titikaha, he hononga tangata*  
*Promoting a confident and connected culture*  
Former Public Trust Building, 131 Lambton Quay, Wellington  
PO Box 5364, Wellington, New Zealand  
Ph 9(2)(a)  
9(2)(a) @mch.govt.nz | [www.mch.govt.nz](http://www.mch.govt.nz)

| Item | Service Provided  | Supplier                                   | Cost exc GST | Other comment  |
|------|---|--|--------------|--|
| 1    | Venue hire and cleaning - Public Trust Hall                 | P. T. Building Function Centre Limited     | 1,550.00     | Also used Te Pūni Kōkiri room for kai, at no charge. |
| 2    | Catering (approximately 150 people)                         | The Family Centre Anglican Social Services | 2,000.00     |  |
| 3    | Organising and providing cultural expertise for the pōwhiri | Samoa Community Elders                     | 2,000.00     |  |
| 4    | Cultural advisor  | 9(2)(a)                                    | 1,550.00     |  |
| 5    | Flowers - decoration  | The Family Centre Anglican Social Services | 350.00       |  |
| 6    | Flowers - MCH staff used these to prepare Samoan Ula        | Central flower Wholesalers Limited         | 108.70       |  |

# TAX INVOICE



P.T. Building Function Centre Limited

T/A Public Trust Hall

131 - 135 Lambton Quay,

Wellington, 6011

GST Number 129-603-240

9(2)(a)  
Ministry for Culture and Heritage  
131 Lambton Quay  
Wellington  
Wellington Wellington 6011  
9(2)(a)@mch.govt.nz

Tax Invoice No: 9(2)(a) 576-448  
Invoice Date: 03 Oct 2022  
Due Date: 20 Oct 2022  
Event ID: 576  
Event Date : 17 Oct 2022

|                    |                    |
|--------------------|--------------------|
| <b>Amount Due:</b> | <b>\$ 1,782.50</b> |
|--------------------|--------------------|

| Item                     | Amount      | Tax       | Total       |
|--------------------------|-------------|-----------|-------------|
| <b>Event Costs</b>       |             |           |             |
| Venue Hire @ \$ 1,200.00 | \$ 1,200.00 | \$ 180.00 | \$ 1,380.00 |
| Cleaning @ \$ 350.00     | \$ 350.00   | \$ 52.50  | \$ 402.50   |

|                      |                    |
|----------------------|--------------------|
| GST                  | \$ 232.50          |
| LOCAL TAXES Included | \$ 232.50          |
| Total:               | \$ 1,782.50        |
| <b>Amount Due :</b>  | <b>\$ 1,782.50</b> |

## Payment Terms

Please pay by the due date on the invoice

**P. T. BUILDING FUNCTION CENTRE LIMITED**  
131 -135 Lambton Quay Wellington North Island 6011 New Zealand  
Tel : 042320809  
Email : 9(2)(a)@publictrushall.co.nz Web : www.publictrushall.co.nz

Please make payment directly into our bank account-

Bank - ANZ

Account Name - 9(2)(a)

Account Number - 9(2)(a)



# THE FAMILY CENTRE

ANGLICAN SOCIAL SERVICES

## TAX INVOICE:

**DR TO:**                   **The Manager,  
Ministry for Culture and  
Heritage,  
PO Box 5364.  
Wellington, 6140.**

Attn: 9(2)(a)

|   |   |
|---|---|
| <b>Invoice No:</b> 202200014                      | <b>Date:</b> 11 October 2022                  |
| <b>GST No:</b> 31-688-930                         |   |
| <b>Purchase Order Number:</b> N/A                 |   |
| <b>Description:</b>                               |   |
| Payment due for catering services provided.       | <b>Amount</b> <b>\$2,000.00</b><br>(Excl GST) |
| Payment Due : Payment due: \$2,000.00 (Excl GST). |   |
| <b>GST 15.0%</b>                                  | <b>\$300.00</b>                               |
| <b>Total</b>                                      | <b>\$2,300.00</b>                             |

|   |   |
|---|---|
| <b>Remittance Advice:</b><br>Please make cheques payable to:<br>The Family Centre, PO Box 31-050, Lower Hutt. Or<br>Deposit to Family Centre bank a/c at BNZ Lower Hutt,<br>Account No. 9(2)(a)<br>For any queries, please contact 9(2)(a) Tel: 9(2)(a) | <b>Invoice No.</b> 202200014<br><b>Amount Due:</b> \$2,300.00 |
|---|---|

*Social Policy Research, Family Therapy, Community Development, Education & Training*

9(2)(a)

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**From:** Matthew Oliver  
**Sent:** Wednesday, 21 December 2022 9:40 am  
**To:** Mere-Heni Simcock-Reweti  
**Cc:** 9(2)(a)  
**Subject:** FW: 2022 12 20 Request re\_Pacific Leaders  
**Attachments:** 2022 12 20 Request re\_Pacific Leaders.pdf

Mōrena Mere-Hēni

Happy to support and approve this and for the costs to be charged to the DCE Te Iho cost centre. Please work with the CFO / Finance team on the appropriate process to action the payment.

Thank you for your lead role in organising this significant and amazing event.

Ngā manaakitanga  
Matthew

**Matthew Oliver** (he/him)  
Pou Mataaho o Te Iho / DCE Organisational Performance  
Manatū Taonga Ministry for Culture and Heritage  
9(2)(a)  
*Ki te puāwai te ahurea, ka ora te iwi*

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**From:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>  
**Sent:** Tuesday, 20 December 2022 5:36 pm  
**To:** Matthew Oliver <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz  
**Subject:** 2022 12 20 Request re\_Pacific Leaders

Kia ora kōrua,

Per our previous discussion, please see approval memo as attached.

Me te mihi  
Mere-Hēni

## Memo

|           |   |
|-----------|---|
| Subject   | Pacific Community Elders and Support Group                        |
| Date      | 20 December 2022  |
| To        | Matthew Oliver, Deputy Chief Executive – Te Iho                   |
| Copies to | 9(2)(a)   |
| From      | Mere-Hēni Simcock-Rēweti, Deputy Chief Executive – Te Pae Huarewa |

### Approval Sought

1. This memo seeks your approval of a koha payment to the Pacific Community Elders and Support Group who provided cultural support and leadership to Manatū Taonga as part of our pōwhiri welcome for the incoming Tumu Whakarae in October 2022.

### Background

2. The appointment of Laulu Mac Leauanae to the Secretary for Culture and Heritage, and Tumu Whakarae Chief Executive for Manatū Taonga Ministry for Arts, Culture and Heritage represented another significant moment for both the Public Sector and Pacific community in terms of growing the number of executive and senior Māori and Pacific leaders.
3. In terms of our organisation's role as the key advisor to the Crown on matters regarding arts, culture and heritage; and in recognition of Laulu Mac's status as a Samoan mātai (chief), it was important that Manatū Taonga was supported with appropriate expertise and education relating to Samoan and Pacific culture, heritage and traditions.

### Cultural support and education

4. In our preparation for the pōwhiri welcome, Te Pae Huarewa (Māori Crown Relations team), worked closely with tangata whenua iwi – Te Ati Awa (9(2) [redacted]), and leaders from the Family Centre (9(2)(a) [redacted]) and (9(2)(a) [redacted]) to develop a multicultural programme that would demonstrate respect and value for cultural traditions both unique to (iwi Māori) and celebrated proudly (Pacific nations) here in Aotearoa New Zealand. This involved several meetings (a number held outside of working hours) and resources provided in kind by both Te Ati Awa and the Family Centre.

5. The pōwhiri welcome also provided an opportunity for Manatū Taonga to reestablish relationships and partnerships that will continue forward into our broader work programme. It was agreed by the previous acting Chief Executive, that a koha payment to both Te Ati Awa, and the Pacific Community Leaders and Elders would be appropriate as recognition for their significant support and expertise.

### **Koha Payment**

6. An indicative sum commensurate with the time, expertise, attendance, and resource provided by the Pacific leaders and elders would be \$2,000.00. This figure would align with payment made to People Central Services for cultural services.
7. Noting this sum would be distributed discretionally by elders across a range of key people involved in supporting the educational and cultural services, it is recommended that this payment be provided in cash for the Deputy Chief Executive – Te Pae Huarewa, to hand over to the Family Centre Elder - 9(2)(a) before this calendar year concludes.
8. It is recommended that the cost centre for the koha payment be made from Organisational Services – Te Iho.

Naku nei  
Mere-Hēni

# TAX INVOICE

Manatu Taonga Ministry of Cultural & Heritage  
PO Box 5364  
Wellington 6011  
NEW ZEALAND

Invoice Date  
9 Nov 2022

Invoice Number  
INV-0205

GST Number  
131-591-373

People Centred Solutions  
Limited

Attention: 9(2)(a)

9(2)(a)

Wellington  
NEW ZEALAND

| Description   | Quantity | Unit Price       | Amount NZD      |
|---|----------|------------------|-----------------|
| Meeting - Pacific community on 14 October 2022 in preparation for the powhiri for Manatū Taonga Tumu Whakarae incoming - Laulu Mac Leauanae. Discussion and exploring the cultural uniqueness | 1.00     | 550.00           | 550.00          |
| Cultural Services - Leading, and providing the relevant tikanga guidance supporting the expression of the uniqueness  | 1.00     | 1,000.00         | 1,000.00        |
|   |          | Subtotal         | 1,550.00        |
|   |          | TOTAL GST 15%    | 232.50          |
|   |          | <b>TOTAL NZD</b> | <b>1,782.50</b> |

**Due Date: 23 Nov 2022**

Bank Account Details:

Account Name: 9(2)(a)

Account Number: 9(2)(a)

## PAYMENT ADVICE

To: People Centred Solutions Limited

Attention: 9(2)(a)

9(2)(a)

Wellington  
NEW ZEALAND

Customer Manatu Taonga Ministry of  
Cultural & Heritage

Invoice Number INV-0205

Amount Due **1,782.50**

Due Date 23 Nov 2022

Amount Enclosed

Enter the amount you are paying above





# THE FAMILY CENTRE

ANGLICAN SOCIAL SERVICES

## TAX INVOICE:

**DR TO:** The Manager,  
Ministry for Culture and  
Heritage,  
PO Box 5364.  
Wellington, 6140.

Attn: 9(2)(a)

|   |   |
|---|---|
| <b>Invoice No:</b> 202200015<br><b>GST No:</b> 31-688-930   | <b>Date:</b> 11 October 2022                        |
| <b>Purchase Order Number:</b> N/A   |   |
| <b>Description:</b><br><br>Payment due for provision of flowers for welcome for Laulu.<br><br>Payment Due : Payment due: \$350.00 (Excl GST). | <b>Amount</b> <b>\$ 350.00</b><br><b>(Excl GST)</b> |
|   |   |
| <b>GST 15.0%</b>  | <b>\$52.50</b>                                      |
| <b>Total</b>  | <b>\$402.50</b>                                     |

|   |   |
|---|---|
| <b>Remittance Advice:</b><br>Please make cheques payable to:<br>The Family Centre, PO Box 31-050, Lower Hutt. Or<br>Deposit to Family Centre bank a/c at BNZ Lower Hutt,<br>Account No. 9(2)(a)<br>For any queries, please contact 9(2)(a) Tel: 9(2)(a) | <b>Invoice No.</b> 202200015<br><b>Amount Due:</b> \$402.50 |
|---|---|

*Social Policy Research, Family Therapy, Community Development, Education & Training*

Postal: PO Box 51344  
 Tawa  
 Wellington 5249  
 Phone: 04-232 2361  
 Fax: 04-232 2371  
 Email: 9(2)(a) @actrix.co.nz



Depot: 29a Dragon Street  
 Grenada North  
 Wellington

**TAX INVOICE**

G.S.T. No: 63-642-703

"For Pure Convenience"

9(2)(a) [REDACTED]  
 Culture and Heritage

Date: 15/10/22  
 70114

| DESCRIPTION             | QUANTITY          | PRICE | AMOUNT          |
|-------------------------|-------------------|-------|-----------------|
| 1                       |                   |       |                 |
| 2                       | Cymbidium Orchids | 10    | 12.50inc 125.00 |
| 3                       |                   |       |                 |
| 4                       |                   |       |                 |
| 5                       |                   |       |                 |
| 6                       |                   |       |                 |
| 7                       |                   |       |                 |
| 8                       |                   |       |                 |
| 9                       |                   |       |                 |
| 10                      |                   |       |                 |
| 11                      |                   |       |                 |
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| 24                      |                   |       |                 |
| 25                      |                   |       |                 |
| 26                      |                   |       |                 |
| Freight/Delivery Charge |                   |       |                 |

Net Amount \_\_\_\_\_  
 G.S.T. \_\_\_\_\_  
 TOTAL 125.00

**TERMS OF TRADE:**  
 Payment due 7 (seven) days of invoice.  
 Any account not paid within 7 days of invoice will incur debt collection costs which are payable in full by the debtor and will be added to the amount due.



9(2)(a)


**From:** 9(2)(a)  
**Sent:** Wednesday, 5 July 2023 10:04 am  
**To:** 9(2)(a)  
**Cc:** Matthew Oliver  
**Subject:** CM: RE: RE: Travel costs

Kia ora 9(2)(a)

As requested, please see the following travel costs for the two staff who live outside Wellington who attended the pōwhiri (MCH Response to Question 2 Attendee List). Our CFO took a longer look at this and identified a clearer information source. The Orbit Online system that Team Administrators use to book flights retains a history – see below.

Please note the following:

- Three staff travelled to Wellington in the relevant period: 9(2)(a) (HR manager), 9(2)(a) (Production manager) and 9(2)(a) (Solicitor).
- 9(2)(a) did not attend the pōwhiri as she was in Wellington for a training day (Workshop Three – Influencing, Mentoring and Coaching at 152 the Terrace), so her travel relates to that. This aligns with the decline list as per email “RSVP List as at 8.30am Fri 14 Oct 2022”.
- 9(2)(a) in agreement with their manager, periodically commute to Wellington as part of their ordinary business. As highlighted in our previous answers, in this instance there was agreement to prioritise this day to be in the Wellington Office – this only covered travel and not accommodation costs.
- The Ministry does not consider that these costs should be attributed to the pōwhiri as they would have been incurred in any event but on different days had there not been a pōwhiri. We have not included these costs in our overall pōwhiri reported to PSC.
- 9(2)(a) came down late on the Sunday so that he could assist and help with the setting up of the pōwhiri on Monday morning – this aligns with the email “RE: Volunteer Information for Monday 17”.
- 9(2)(a) is one of a limited number of senior Māori managers at the Ministry (at the time, 1 of 3) and it was appropriate that she attend the pōwhiri.
- 9(2)(a) are members of Ngā Uri o Kiwa (internal network for staff at Manatū Taonga who identify as Māori and/or Pacific peoples).

|        |                                |         |             |   |
|--------|--------------------------------|---------|-------------|---|
| 5ZENCG | Oct 17, 2022 -<br>Oct 17, 2022 | 9(2)(a) | HLZ-WLG-HLZ |  |
| 6B9LYG | Oct 17, 2022 -<br>Oct 18, 2022 | 9(2)(a) | HLZ-WLG-HLZ |  |
| 654GCA | Oct 16, 2022 -<br>Oct 17, 2022 | 9(2)(a) | AKL-WLG-AKL |  |

Kind regards

9(2)(a)

Pou Tohu Matua / Senior Advisor

Te Toi / Office of the Chief Executive

Manatū Taonga - Ministry for Culture and Heritage

Phone 9(2)(a) [@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

9(2)(a)



9(2)(a)



9(2)(a)

**From:** 9(2)(a)@publicservice.govt.nz>  
**Sent:** Thursday, 6 July 2023 4:02 pm  
**To:** 9(2)(a)  
**Cc:** Matthew Oliver  
**Subject:** RE: In Confidence: File note - Perceived conflict of interest with the Family Centre

Thank you very much 9(2)(a)

Nga mihi

9(2)(a)

Kaitohutohu Mātāmua | Principal Advisor, Integrity, Ethics and Standards Te pono, te mataṭika me to tautīkanga | Integrity, Ethics and Standards waea pūkoro: 9(2)(a) | īmēra: 9(2)(a)@publicservice.govt.nz

Te Kawa Mataaho Public Service Commission [www.publicservice.govt.nz](http://www.publicservice.govt.nz) | [www.govt.nz](http://www.govt.nz)

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

**From:** 9(2)(a)@mch.govt.nz>  
**Sent:** Thursday, July 6, 2023 3:59 PM  
**To:** 9(2)(a)@publicservice.govt.nz>; 9(2)(a)@publicservice.govt.nz>  
**Cc:** Matthew Oliver <9(2)(a)@mch.govt.nz>  
**Subject:** In Confidence: File note - Perceived conflict of interest with the Family Centre

This email was sent from someone outside of Te Kawa Mataaho. Please take extra care.

In Confidence

Kia ora kōrua,

As requested at our meeting last week, please see the attached file note re the perceived conflict of interest which Matthew raised with you both.

Please note I will also add this to the shared file.

Kind regards

9(2)(a)

| Pou Tohu Matua / Senior Advisor Te Toi / Office of the Chief Executive Manatū Taonga - Ministry for Culture and Heritage Phone 9(2)(a)@mch.govt.nz

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

9(2)(a)

**From:** 9(2)(a)  
**Sent:** Tuesday, 25 July 2023 12:40 pm  
**To:** 9(2)(a)  
**Cc:** Matthew Oliver  
**Subject:** FW: [IN-CONFIDENCE] Review draft report

Kia ora kōrua,

Having shared the draft report with the key decision makers, the only feedback I have received is below. Happy to discuss this on Friday when we next meet.

Ngā mihi

9(2)(a)

| Pou Tohu Matua / Senior Advisor  
Te Toi / Office of the Chief Executive  
**Manatū Taonga - Ministry for Culture and Heritage**  
Phone 9(2)(a) [@mch.govt.nz](mailto:9(2)(a)@mch.govt.nz)

Ki te puāwai te ahurea, Ka ora te iwi  
Culture is thriving, The people are well

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**From:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>  
**Sent:** Monday, July 24, 2023 2:02 PM  
**To:** 9(2)(a)@mch.govt.nz; 9(2)(a)@mch.govt.nz  
**Cc:** Matthew Oliver <9(2)(a)@mch.govt.nz>  
**Subject:** RE: [IN-CONFIDENCE] Review draft report

Kia ora 9(2)(a)

Thank you for providing this for my review.

My only comment relates to the 'column on page 10 – transparency' which says *there is no evidence that a budget was set for the pōwhiri*. My own advice to PSC (when I met with them) was that a budget was set by the acting CE of around \$5k, and that that had been discussed at a meeting attended by those with a role in organising the pōwhiri (i.e. myself, Heather, 9(2)(a)). I had also advised the acting CE as costs grew (hence PSC's comment that there is evidence of 'monitoring' the costs).

Me te mihi  
MH

---

**From:** 9(2)(a)@mch.govt.nz  
**Sent:** Friday, July 21, 2023 10:54 AM  
**To:** Mere-Heni Simcock-Reweti <9(2)(a)@mch.govt.nz>; 9(2)(a)@mch.govt.nz  
**Cc:** Matthew Oliver <9(2)(a)@mch.govt.nz>  
**Subject:** [IN-CONFIDENCE] Review draft report  
**Importance:** High

**In Confidence**

## Catering Guidelines

In February 2021, the Ministry introduced the Manaakitanga Policy (previously the Entertainment, Hospitality and Gift Policy), which outlines a values-based approach to ordering catering.

Though the document does not specify a dollar limit for spending, in the interest of consistency and best-use of taxpayer money, Te Kāhui Hāpai (TKH) suggests the following spending (excluding GST and cost of delivery):

- \$6-10 pp for morning/afternoon teas
- \$15 pp for lunches

### Purchasing Kai

From a cost-effective point of view, morning/afternoon teas to welcome/farewell kaimahi are best catered by:

- New World Metro (Ministry has a charge card for the Willis St Store) contact is [NWMetroWillisOrders@nw.co.nz](mailto:NWMetroWillisOrders@nw.co.nz)
- Countdown Lambton Quay (using a corporate credit card)

*Note: for catering orders from New World Metro, all staff must include cost centre coding to their orders to avoid any confusion when the monthly invoices come through to Finance.*

Alternative options include:

- Dusted & Delicious – [www.dustedanddelicious.co.nz](http://www.dustedanddelicious.co.nz)
- Food Envy – [www.foodenvy.co.nz](http://www.foodenvy.co.nz)
- The Catering Studio – [www.thecateringstudio.co.nz](http://www.thecateringstudio.co.nz)
- Canape Company – [www.canapecompany.co.nz](http://www.canapecompany.co.nz)
- Blue Carrot – [www.bluecarrotcatering.co.nz/](http://www.bluecarrotcatering.co.nz/)
- Eat My Lunch – [www.eatmylunch.nz/](http://www.eatmylunch.nz/)
- Sir Breadwins – [www.sirbreadwins.co.nz](http://www.sirbreadwins.co.nz)

### What to order?

- Morning teas – items such as fruit platters, cheese and cracker platters, cakes, slices, or biscuits.
- More formal events – unless stated otherwise, go with one sweet item and one savoury item per person.
- Lunches – pre-packed lunch bags are always a safe bet, especially in the COVID-19 era. Alternatively, you can order a range of platters to mix and match.



Please see below instructions for delivery to the Ministry's offices at Level 19 Plimmer Tower.

Delivery Address:

Level 19 Plimmer Tower

2-6 Gilmer Terrace

Wellington Central 6011

Delivery Instructions:

There is vehicle access on Level 8 Plimmer Tower off of Gilmer Terrace.

Take the lift from Level 8 to Level 19 and ring the doorbell to gain the attention of staff.

If you have any trouble with access or finding the delivery location please call (whoever contact person is).

*Note: Remember to consider peoples' dietary needs before ordering. Please talk to a member of TKH or your manager if you require additional information or support. The Manaakitanga Policy (found on the intranet) is also there to help guide you.*

## Questions for MCH regarding the pōwhiri

### Catering

#### 1. Can you provide further details on catering including:

##### a. Final number catered for

*We did not undertake a final count of guests on the day and can only estimate based on acceptances and people attending as part of the cultural support groups.*

*Please see excel spreadsheet attached for invited RSVP list "RSVPS: Acceptances and Declines as at 6.00pm Fri 14 Oct 2022"*

##### b. Food provided (lunch or morning tea)

###### *Lunch*

#### 2. Was any additional food purchased? For example the documentation provided mentions sandwiches as well as Pacific lunch box kai. If yes did this result in additional cost? [FW Set up information for catering for the 17 October.msg](#)

*From the finance records we have no catering was purchased beyond the Pacific lunch boxes. Tea/coffee beverages were provided by TPK as part of the use of their facilities.*

#### 3. How was the caterer chosen as this was not mentioned in list in catering guidelines and was subsequently set up as a supplier for the pōwhiri?

*Costs were originally sourced from a number of suppliers that the Ministry has existing accounts with. TPK was also considered and was the preferred option but was unable to provide a full lunch menu. The DCE Te Pae Huarewa approved per budget allocation a catering option with food packs provided by a Pacific caterer, the Family Centre. The Ministry had been working with the Family Centre for cultural advice, support and liaison with community elders and was able to extend this community connection to provide appropriate catering. This was to ensure we accommodated our guests' dietary needs and avoid 'whakamā' or embarrassment in not having suitable or sufficient food. It is important to note that this is a critical element/custom relating to pōwhiri.*

#### 4. What was the catering cost per head?

*Based on numbers noted in question 1a we estimate the cost per head to be approximately \$20/head.*

Cultural advice – Tangata Whenua iwi- Te Ati Awa **9(2)(a)** and leaders from the Family Centre **9(2)(a)**

Documentation provided indicates that MCH worked closely with the above to develop a multicultural programme that would demonstrate respect and value for cultural traditions both unique to (iwi Māori) and celebrated proudly (Pacific nations). This involved several meetings and resources provided in kind by both Te Ati Awa and the Family Centre.

Can you please provide further details of the service and advice purchased. For example number of meetings and people involved. Time frames. How advice was delivered.

*Attendees included Ministry for Culture and Heritage staff, Pacific community elders and 9(2) and other members of mana whenua. Advice was delivered over several in person and Zoom meetings totalling over 40 hours.*

#### Koha

[Expense Claim.msg](#) This memo in this email indicates that “*It was agreed by the previous acting Chief Executive, that a koha payment to both Te Ati Awa, and the Pacific Community Leaders and Elders would be appropriate as recognition for their significant support and expertise*”.

#### 1. Who was the previous acting chief executive referred to here?

*This statement refers to the Acting Chief Executive, Heather Baggott. The ambiguous wording was a grammatical error and should have referred to ‘previous’ or ‘acting’ but not both.*

#### 2. We notice an invoice payment to People Centred Solutions Limited 9(2)(a). Was this payment in lieu of the koha mentioned in the memo?

*Yes, this contract refers to 9(2)(a) who provided contract services for cultural support as it was determined his services went beyond speaking at the pōwhiri. Services included meeting with Pacific elders, educating Manatū Taonga staff on Te Ati Awa tikanga and advising on how to appropriately hold the unique event that was one of the first incorporations of Pacific culture into a public service pōwhiri.*

#### Responsibilities and Budget

#### 1. Was there any agreement between the two agencies in terms of pōwhiri responsibilities including which costs agencies would pay for? If yes, what was the agreement?.

*No – they were invited and given details per what to expect. The only exchange between organisations related to invitee numbers (on their side which was agreed to be capped at 50). All costs known to Manatū Taonga for the pōwhiri were paid by Manatū Taonga. We are not aware nor were we made aware of any costs incurred by other agencies for the event.*

#### 2. Was there a budget for the pōwhiri? If yes, when was this set?

*Yes – the budget was set (commensurate with other pōwhiri events within the public service) at between \$5-7k.*

#### Who set and approved the budgets?

*This was set-out by the DCE – Te Pae Huarewa, and approved at various stages (i.e. individual costs) by the acting CE and DCE Te Pae Huarewa/Te Iho.*

**Was a budget set before any spending decisions were made?**

*Yes (per first part of the question)*

**Who was monitoring expenditure?**

*DCE Te Pae Huarewa would discuss budget costs with each of CE, CFO and DCE Te Iho.*

**3. Can you confirm all costs associated with the pōwhiri have been provided?**

*Finance have performed a thorough check of all transactions in that period and did not identify anything in addition to what was disclosed earlier.*

**Attendee List**

- 1. What were the arrangements between MCH and MPP regarding the developing, managing and monitoring the attendee list? This email chain for example appears to indicate that each agency would pay for travel for their own guests. [Re Travel assistance request 9\(2\)\(a\) Auckland FW RSVP Pōwhiri for Laila Mac Leauanae.msg](#)**

*Manatū Taonga was not involved in arrangements regarding MPP's list of invitees. We had one query regarding the cost of travel for one attendee, however this was redirected back to MPP.*

- 2. Did MCH pay for any travel and accommodation for people attending the Powhiri, including MCH staff?**

*Two staff who normally live outside Wellington attended the pōwhiri and their travel costs were covered. However, they travel to and from Wellington as part of their ordinary business as agreed with their managers. In this instance there was agreement to prioritise this day to be in the Wellington Office. This only covered travel and not accommodation costs.*

- 3. What discussions did you have with MPP regarding the RSVPs?**

*The only discussions had with MPP regarding RSVPs related to names on their previously provided list and the status of their attendance at the pōwhiri.*

- 4. Who made the final decisions re attendees and attendee numbers?**

*Manatū Taonga made the final decision on numbers based on maximum capacity for the hosting venue (Public Trust Hall). Decisions relating to guests on the incoming CE's side were at MPP's discretion.*

5. **Who was responsible for determining what family and guests the Incoming Tumu Whakarae Secretary for Culture and Heritage wanted? This email indicates his list – 7 guests** ([RE Laulu s powhiri list as of today.MSG](#))

*See answer above.*

6. **What discussions and decisions were made as a result of wanting to make attendee list proportionally appropriate? See email chain** [Re Powhiri for Mac\(2\).MSG](#)

*Manatū Taonga reviewed our drafted invitees and cut numbers down accordingly.*

7. **What was the outcome of email dialogue on 14 October regarding RSVPs** [FW a separate message from 9\(2\)\(a\) MPP requesting RSVP information etc FW quick chat about RSVPs.msg](#)

*Part of this email related to the guest list and whether MPP senior leaders could attend the event. The email listed 9(2)(a)*

*9(2)(a)*

*were included in the attendee lists sent to MPP at 9.00am and approximately 6.00pm on Friday 10 October but whether they were added as a result of this email is unclear. We did not record on the day if any of them attended although the DCE Te Iho recalls greeting 9(2) in the harirū.*

*A further part of this email related to being assured about the cultural protocols for speakers (hence needing to know who was actually coming) – where they would sit, the relationship they had to the CE in terms of genealogy (so this could be relayed to the mana whenua speakers). Relevant information was provided to MPP.*

8. **The email indicates 91 acceptances 8 declines as at 14/10/22** [RSVPS Acceptances and Declines as at 6 00pm Fri 14 Oct 2022.msg](#). **What were the final numbers of attendees and their breakdown (including MCH staff, MPP staff, externals and volunteers)?**

*As noted in Q1 we did not undertake a final count of guests on the day and can only estimate based on acceptances and people attending as part of the cultural support groups.*

## Financial Delegations Policy

### Kaupapa

The purpose of this policy is to set out all the conditions of delegations for financial expenditure that apply to the holder of a particular position in Manatū Taonga, Ministry for Culture and Heritage (the Ministry).

The Tumu Whakarae, Chief Executive (CE) delegates using the 'Instrument of Financial Delegation' to the staff positions as set out in Schedules B and C.

A staff member holds authority to exercise delegations relating to their position for as long as they hold that position.

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## 1. Ngā mātāpono | Principles

- 1.1. New Zealand statutes usually confer functions and powers on the CE of a Ministry, rather than on the Ministry itself. A CE obviously cannot carry these out personally, so a delegation is the mechanism used to confer the legal authority to carry out a function or power from the CE to an employee of the Ministry.
- 1.2. Within this policy, '**delegation**' means conferring authority to exercise a responsibility, power or duty from the CE (the delegator) to the occupant of the position nominated (the delegate).
- 1.3. The delegator retains full control over the delegated authority and may recall that authority by notice in writing as the situation demands. The delegator may also exercise the function or power themselves despite having delegated it.
- 1.4. The delegator remains responsible (and accountable) for the exercise of the function or power by the delegate. Correspondingly, the delegate remains accountable to the delegator for the satisfactory performance or exercise of the delegated function or power.

## 2. Nā wai te kaupapa | Authority for the policy

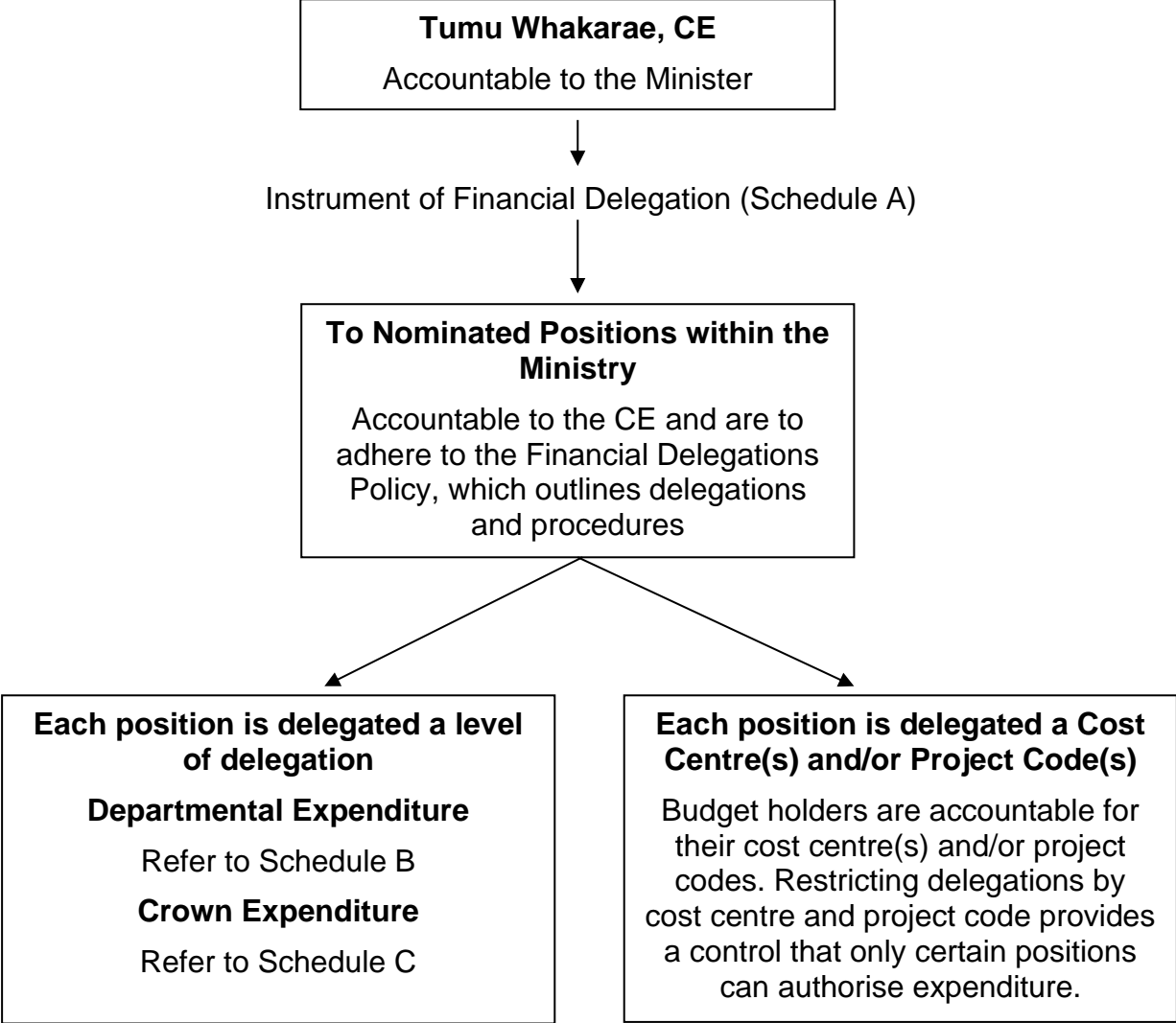
- 2.1. The Pou Arataki o Te Pae Ōhanga, Chief Financial Officer (CFO) is responsible for the maintenance and implementation of this policy.

## 3. Te aronga | Scope

- 3.1. This policy sets out the framework and instructions for all holders of financial delegations within the Ministry. It establishes the financial authority that different positions have to act on behalf of the Ministry. A financial delegation is an authority issued to a staff position enabling the person in that position to incur expenditure up to authorised limits.
- 3.2. This policy covers both operating and capital expenditure for:
  - Ministry (Departmental) Expenditure
  - Crown (Non-Departmental) Expenditure
- 3.3. This policy does not cover financial delegations pertaining to the operation of trust accounts. The financial delegation for operating trust accounts is covered by the current signatories held by Westpac (refer to the Cheque Signatories Register file). These signatories can approve up to the total trust account balance.
- 3.4. It is the responsibility of delegation holders to be familiar with and fully comply with this policy in the operation of their financial delegation.
- 3.5. Although this policy involves financial matters, regard must also be given to any Human Resources delegations or policies, for example policies on matters like the appointment, control, and termination of staff.

**4. Ngā taipitopito o te kaupapa | Policy statements**

4.1. The Ministry will use the following framework for financial delegations:





## **5. Business Rules**

### Responsibility for Financial Delegations

- 5.1. The Pou Arataki o Te Pae Ōhanga is responsible for maintaining a record of the financial delegations. On an as required basis, a review of the listing of positions who may authorise expenditure will be conducted.
- 5.2. When a new appointee takes up a position with an attached financial delegation, they are to complete the Acceptance Memo (Appendix 1) and forward it to the Pou Arataki o Te Pae Ōhanga.
- 5.3. Te Pae Pūmanawa Tangata, the People and Culture team is to advise the Pou Arataki o Te Pae Ōhanga of any changes in position titles; new positions established requiring financial delegation; and existing positions disestablished.

### General Principles

- 5.4. All Delegations provided shall be exercised in accordance with the delegation. Delegations are made to positions at the most appropriate level in the Ministry in terms of decision-making.
- 5.5. Sub-delegation of delegated authorities is not permitted. However, a person who holds a delegated authority may give a written Temporary Delegation (see Appendix 2) to an employee of the Ministry who is to act in a position for a stipulated period of time. The employee is acting in the position described in the Temporary Delegation and exercising the powers of that position.
- 5.6. It is the responsibility of Pou Mataaho, Deputy Chief Executives (DCEs) to ensure that staff are adhering to the financial delegations in their area.
- 5.7. The expectations and guidelines that apply to the CE through the Public Service Commission Model Standards (<http://www.ssc.govt.nz/ce-expenses-disclosure>) apply equally to the delegated.

## **6. Specific Rules**

- 6.1. The person exercising a delegated function or power shall exercise it in accordance with:
  - the Public Finance Act 1989;
  - the Public Service Act 2020;
  - any other relevant legislation or legal authority;
  - any Office of the Auditor-General requirements;
  - any governmental policies and priorities;
  - the terms of any Collective or Individual Employment Agreement that applies to employees of the Ministry;
  - any personnel delegations held;
  - any Ministry strategies, policies or procedures;
  - any obligations contained in the Ministry's Capital Expenditure Programme;
  - any policy issued by the CE or the DCE, or the person's performance agreement relevant to its exercise;

- legal advice obtained, where appropriate;
  - any other relevant instructions.
- 6.2. People with delegated authority shall not authorise expenditure in respect of themselves.
- 6.3. Delegated authority will be specific to a position and promulgated in writing. A staff member's delegations will be automatically revoked when that person no longer holds the position appointed.
- 6.4. Actions taken without appropriate delegated authority may lead to disciplinary action and could result in personal liability of the person purporting to exercise the authority for expenditure unlawfully incurred.

## **7. General Rules for Departmental Delegations**

- 7.1. Employees may only exercise their delegation for areas they are responsible for (usually restricted to cost centres and/or project codes).
- 7.2. All financial delegations must be specified in writing and authorised by the CE. An Acceptance Memo must be returned to the Pou Arataki o Te Pae Ōhanga so the delegation-holders signature can be scanned into the delegations database. A copy of the form is at Appendix 1.
- 7.3. Holders of financial delegation are expected to authorise the expenditure of taxpayers' money on goods and services. Accordingly, the purchase of goods and services should be conducted in a professional and impartial fashion, and the behaviour of delegated authority holders in purchasing should be beyond reproach.
- 7.4. Before exercising any delegated authority (i.e. making the decision to spend) the delegate must be satisfied that:
- the expenditure is incurred to achieve Ministry objectives;
  - the expenditure is necessary, having proper regard to its priority and reasonable economy and efficiency;
  - the Ministry could confidently justify this expenditure to a taxpayer, or other interested parties;
  - the amount will not exceed any limit per transaction as specified in Schedule B and C; and
  - the proposed expenditure has been correctly classified.
- 7.5. In the event of the development of an additional cost centre, the relevant DCE should advise the Pou Arataki o Te Pae Ōhanga who will arrange for the cost centre and/or project code to be set up accordingly.
- 7.6. Any additions must be immediately updated in the Departmental Delegation Schedule (Schedule B) and an updated Instrument of Financial Delegation (Schedule A) provided to the CE for signing, prior to the position holder exercising their authority under this code.

## Operating Expenditure

- 7.7. The limits for each position are set out in Schedule B. All amounts are exclusive of GST and are on a per transaction basis. Any expenditure in excess of these limits must be signed by the CE.
- 7.8. All expenditure approvals are to be documented. The minimum requirement is for one of the signatory's on the payment invoice/electronic record to be by a person holding delegated financial authority for the type and level of expenditure involved.
- 7.9. For non-routine expenditure items, which are above the budget holder's delegation limit, appropriate financial authorisation must be sought and given before the commitment to spend is made. These should also be documented and saved. The approval documentation should be attached to the invoice when it is submitted for payment processing.

## Capital Expenditure and Disposals

- 7.10. The persons delegated to authorise capital expenditure are specified in Schedule B. A capital plan outlining intended capital spend will be prepared at least annually and agreed with the CE. Variations from the intended capital plan up to \$50,000 can be re-prioritised by any of the following people:
- the Pou Arataki o Te Pae Hangarau, Chief Information Officer;
  - the Pou Mataaho o Te Iho, DCE Organisational Performance or
  - the Pou Arataki o Te Pae Whakahaumarū, Team Leader, Facilities and Emergency Management.
- Any significant variations will result in a new capital plan being agreed with the CE.
- 7.11. The CE may authorise the purchase or development of departmental fixed assets with whole of life costs of up to \$15 million. The same limits will also apply to operating leases for the use of fixed assets if the assets are to be leased for more than a year. Approval of subsequent variations to individual financial authorities are to be made in accordance with the terms contained in Cabinet Office Circular CO(18)2.
- 7.12. The purchase or development of assets with a whole of life costs exceeding \$15 million should be approved by Cabinet and/or the relevant Ministers in accordance with Cabinet Office Circular CO(19)6 *Investment Management and Asset Performance in the State Services*
- 7.13. The Pou Mataaho o Te Iho may authorise the purchase of individual departmental fixed assets of up to \$50,000 per asset and the Pou Arataki o Te Pae Hangarau ICT-related fixed assets of up to \$50,000 per asset. Both the Pou Arataki o Te Pae Ōhanga and Pou Arataki o Te Pae Whakahaumarū may authorise non-ICT-related fixed assets up to \$50,000 per asset.
- 7.14. The Pou Arataki o Te Pae Hangarau may authorise the disposal of ICT-related assets, of up to an historical cost of \$50,000 per asset, provided that it does not result in a "loss on sale" The Pou Mataaho o Te Iho may authorise the disposal of individual fixed assets of up to an historical cost of \$50,000 per asset.

- 7.15. All other assets disposals are to be authorised by the CE, in addition:
- Cabinet approval must be obtained to dispose of assets held on the Crown account;
  - Cabinet approval must be obtained for all proposals to dispose of assets with a carrying value of \$25m or more; and
  - Ministerial approval must be obtained for disposals between a carrying value of \$15m and \$25m.

## **8. General Rules for Crown Delegation**

- 8.1. Pursuant to Cabinet Office Circular CO(18)2, Vote Ministers have sub-delegated to the Ministry's CE the authority to expend cash or incur expenses or liabilities against non-departmental appropriations. These delegations do not include the ability to write off Crown assets but do include the authority to collect revenue pursuant to section 16 of the Broadcasting Act 1989.

### Non-Departmental Appropriations for Funded Agencies

- 8.2. These appropriations are generally accompanied by an agreement between the agency and the Minister which sets out the payment schedule for the financial year. In these cases the delegation holder in Schedule C is authorised to sign off on individual payments to the entities up to the level stated in the agreement. This includes special grants which are subject to a contractual arrangement.

### Non-Departmental Appropriations

- 8.3. Certain Crown appropriations are managed by the Ministry and as such costs can vary throughout the financial year. It is the responsibility of the Budget Manager to closely monitor all Crown expenditure for their delegation to ensure that it is within the amount, period and scope of an appropriation.
- 8.4. In the event of a new Crown Appropriation, Te Kāhui Mataaho, the Ministry Leadership Team (TKM) will decide on where management of this appropriation will be allocated, and the relevant DCE advise the Pou Arataki o Te Pae Ōhanga accordingly.
- 8.5. Any such additions must be immediately updated in the Crown Delegation Schedule (Schedule C) and an updated Instrument of Financial Delegation (Schedule A) provided to the CE for signing, prior to the position holder exercising their authority under this delegation.

## **9. Delegation Limits and Exclusions**

### Approval of Expenditure

- 9.1. Delegation holders are empowered to authorise Ministry expenditure and approve invoices for payment in a single payment up to the limits shown for the particular expenditure as per Schedules B and C, subject to the caveats in section 5.2.

### Personal Expenditure

- 9.2. No Delegation holder (including the CE or DCEs) can approve their own personal expenditure. This includes any spending with elements of personal benefit such as travel, course fees, daily allowances, entertainment, professional fees, study fees, cell phone accounts etc.
- 9.3. Personal expenditure of the CE will require the authorisation of one of the DCEs. A DCE's expenditure requires the approval of the CE, or another DCE in the CE's absence.
- 9.4. Delegation holders, other than the DCEs, will require their manager, as long as they hold the appropriate delegation, to authorise such expenditure.

### Travel

- 9.5. Procedures for the approval of domestic and international travel are contained within the Ministry's Travel Policy.

### Koha

- 9.6. Koha must be authorised by the relevant DCE. Refer to the Manaakitanga policy for more details.

### Finance Leases

- 9.7. The Public Finance Act 1989 prohibits government departments, including this Ministry, from entering into finance leases. If in doubt as to what constitutes a finance lease, employees should contact the Pou Arataki o Te Pae Ōhanga.

### Conflicts of Interest and financial interests

- 9.8. No employee can authorise expenditure if a potential conflict of interest exists.
- 9.9. All budget managers are required to inform the CE, via the Pou Arataki o Te Pae Pūmanawa Tangata, Manager People and Culture, of any actual or potential conflicts of interest and financial interests in accordance with the Ministry's conflict of interest policy.
- 9.10. Delegation holders must ensure that no individual or organisation with whom they are involved is given, or may be perceived to be given, preferential treatment.

### Publicity Expenses

- 9.11. Cabinet Office Circular CO(18)2 limits the CE's authority for publicity expenditure to \$150,000 (GST exclusive) for a specific campaign or project. Advertising expenses must comply with the provisions set out in Appendix 2 of the Cabinet Office Manual.

### Compensation

- 9.12. Cabinet Office Circular CO(18)2 limits the CE's authority for compensation or damages in settlement of claims to \$150,000 (GST exclusive). Expenses for

compensation or damages should be endorsed either by the Crown Law Office or a court judgment. The Pou Arataki o Te Pae Ture, Chief Legal Adviser must be consulted when compensation arrangements are being considered.

9.13. The CE must approve all compensation claims.

#### Ex Gratia Payments

9.14. Cabinet Office Circular CO(18)2 limits the CE's authority for ex gratia payments to \$30,000 (GST inclusive) each. The Chief Legal Adviser must be consulted when an ex gratia payment is being considered. The CE must approve all ex gratia payments.

#### Capital assets, accommodation leases or "as a service" investments

9.15. Cabinet Office Circular CO(19)6 limits the CE's authority for new investments to \$15 million.

9.16. The circular also specifies that all "high risk" procurement, public private partnership or "significant innovative or non-traditional approaches to procurement or alternative financing arrangements must by be approved by Cabinet.

9.17. The investment risk profile is determined by the Treasury based on its risk profile assessment methodology (RPA):  
<http://www.treasury.govt.nz/statesector/investmentmanagement/think/riskprofile>

9.18. The CE must sign all accommodation leases, thereby confirming their agreement to their terms and conditions.

#### Disposal of assets

9.19. Cabinet Office Circular CO(19)6 limits the CE's authority for the disposal of assets (carrying value) up to \$15 million.

### **10. Changes to Delegations**

10.1. Changes to the delegations will not be effective unless under the signature of the CE.

10.2. Delegations must be revoked when the delegation holder:

- Resigns
- Moves from the position
- No longer performs those delegated financial roles, either as a permanent or temporary employee.

10.3. It is the responsibility of the delegation holder's manager to advise the appropriate DCE. The DCE must then formally advise the CFO.

## **11. Temporary Delegations**

- 11.1. When a delegation holder is absent from work, a person acting in that position may exercise that person's financial delegations on a temporary basis.
- 11.2. The CFO must be advised when a person acting in a position has been given authority to exercise the financial delegation limits for that position.
- 11.3. The Temporary Financial Delegation form (attached as Appendix 2) should be completed and sent to the Pou Arataki o Te Pae Ōhanga. The temporary delegation is to be authorised by the manager of the person who is going to be absent and have their position filled on an acting basis.
- 11.4. It is the responsibility of the person giving a Temporary Delegation for a position to ensure the employee directed to act is suitably qualified and able to exercise the delegated level of authority applying to that position.

## **12. Secondary Delegations**

- 12.1. Secondary delegation exists to ensure that financial approvals can be processed in an efficient manner in the event of unforeseen absences or where transactions may be outside of an individual budget holders primary delegation. The holder of the primary delegation is generally the budget holder accountable for the overall budget, so it is recommended that when the secondary delegation is exercised, the budget holder is informed.
- 12.2. Secondary delegations are provided in the Crown Delegation Schedule (Schedule C).
- 12.3. Secondary delegations are not shown in the Departmental Delegation Schedule (Schedule B) as it is expected that the person with primary delegation would provide a Temporary Delegation as described in section 8 above. Also, DCEs can provide authorisation for cost centres within their span of control, effectively providing secondary delegation as required.

## **13. Other Exceptions**

- 13.1. The Pou Arataki o Te Pae Ōhanga is authorised to approve payments for bulk invoices where no one individual holds the delegated authority. These invoices are then recharged to individual managers' cost centres. This authority is restricted to any consolidated or centralised invoicing arrangements that are put in place.
- 13.2. The Pou Mataaho o Te Ihoha's authority, under exceptional circumstances, to approve expenditure for operational and service expenditure against any budgets approved by the CE or any DCE for business plan activities. This is a last resort approval when those who hold direct approval are absent and others with the authority cannot be located or accessed in a timely manner.

#### 14. Mā wai e āwhina | Where to get help

14.1. Any queries relating to the operating of this policy should be directed to the finance team. Contact the Pou Arataki o Te Pae Ōhanga, Chief Financial Officer, or Pou Tātari Tahua, Financial Accountant.

#### 15. Te tātari me te whakahou | Review of the policy

15.1. Review of this policy is due August 2022.

#### 16. Te hītori o tēnei tuhinga | Document history

| Version number | Date Created | Author/ Contributor | Changes Made   | Approved by | Date       |
|----------------|--------------|---------------------|--|-------------|------------|
| 1              | 1/7/2011     | 9(2)(a)             |  | 9(2)(a)     |            |
| 2              | 25/1/2012    |                     | Update change to CFO position title and included a new appropriation (MYA)                         |             |            |
| 3              | 01/07/2012   |                     | Updated for new cost centres/project codes   |             | 01/07/2014 |
| 4              | 03/09/2014   |                     | Updated for new cost centres/project codes   |             | 05/09/2014 |
| 5              | 04/05/2015   |                     | Updated for new Chief Executive and changes to positions   |             | 04/05/2015 |
| 6              | 03/08/2015   |                     | Updated for new Chief Executive and changes to positions   |             | 03/08/2015 |
| 7              | 01/11/2015   |                     | Updated for new cost centres/project codes   |             | 01/11/2015 |
| 8              | 03/08/2016   |                     | Updated for new cost centres and changes to positions  |             | 11/08/2016 |
| 9              | 14/10/2016   |                     | Content changes  |             |            |
| 10             | 29/05/2017   |                     | Updated for name change of Corporate Services to Organisational Performance                        |             |            |
| 11             | 20/09/2017   |                     | Update to schedules for changes in reporting lines/new cost centres                                |             | 20/09/17   |
| 12             | 28/11/2017   |                     | Update to schedules for changes in reporting lines/new cost centres                                |             | 28/11/17   |
| 13             | 29/06/2018   |                     | Update to schedules for changes in reporting lines/new cost centres                                |             | 29/06/18   |
| 14             | 24/09/2018   |                     | Update to schedules for changes in reporting lines   |             | 24/09/2018 |
| 15             | 16/11/2018   |                     | Update to schedules for changes in job titles and new roles, update to Section 1.2. and update for |             | 28/11/2018 |



|    |             |         |  |         |                |
|----|-------------|---------|--|---------|----------------|
|    |             | 9(2)(a) | new Acting Chief Executive.  | 9(2)(a) |                |
| 16 | 31/05/2019  |         | Update to new Chief Executive, update to Schedules for changes in roles and cost centre.                   |         | 31/05/2019     |
| 17 | 9/08/2019   |         | Tuia Delegations added to Manager Ministerial Advice & Governance Tuia 250 and Programme Director Tuia 250 |         | 9/08/2019      |
| 18 | 2/09/2019   |         | Chief Operating Officer position created with delegation over 222/HS45 – Tuia Response Costs               |         | 2/09/2019      |
| 19 | 17/09/2019  |         | Chief Operating Officer departmental limit on operating expenditure increased.                             |         | 17/09/2019     |
| 20 | August 2020 |         | Overhaul   |         | 19 August 2020 |
| 21 |             |         |  |         |                |

## Manaakitanga Policy

### Kaupapa

Integrity, openness, respect, community and service are just some of the themes that emerged from our values discussion in October 2020. In developing our new strategic framework and working through the values that we hold dear, manaaki and mana tangata will continue to underpin the way we conduct ourselves. We serve with pride and take pride in how we respect and treat each other, build relationships with communities and stakeholders, and uphold the mana of everyone we work with. Our Manaakitanga Policy is designed to help you navigate those relationships safely.

### Ngā wāhanga | Contents

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### 1. Ngā mātāpono | Principles

1.1. Manatū Taonga recognises the importance of manaakitanga, the process of mutual enhancement of mana through showing respect, generosity and care for others and whakawhanaungatanga, the process of establishing and maintaining relationships. It also recognises the following principles:

- Any spending with elements of personal benefit should be approved on a one-up basis.
- Spending decisions should demonstrate the prudent use of taxpayers' money both in what is being purchased, as well as how it might be perceived by the public.
- Expenditure decisions should be transparent, backed up by supporting documentation and decision-makers should be able to explain them.
- Decisions should not be based on bias, preference or improper reason.
- Spending that goes against the principle of this policy should occur only in exceptional circumstances. If this is proposed, the approval of The Pou Mataaho o Te Iho, Deputy Chief Executive (DCE), Organisational Performance should be obtained.

### 2. Nā wai te kaupapa | Authority for the policy

2.1. The DCE Te Iho is responsible for the maintenance and implementation of this policy.

### **3. Te aronga | Scope**

- 3.1. This policy covers expenditure related to entertainment, hospitality and gifts which fall into the broad category of manaakitanga.

### **4. Manaakitanga and Kaimahi**

#### Catering for internal meetings and events

- 4.1. Gathering to share food and drink is a traditional way of marking significant events, celebrating achievement, acknowledging hard work, and promoting engagement within and between the various parts of an organisation.
- 4.2. Situations in which managers may consider using Ministry funds for internal catering include:
- If meetings are required to be scheduled over lunchtimes and full diaries make it impractical for staff to take a break from work for lunch (approval by budget manager);
  - If a team is celebrating a significant success or acknowledging circumstances that may have been challenging (approval by DCE);
  - To welcome a new staff member to a team (approval by DCE). See section 4.6.
  - To farewell a departing staff member (approval by DCE). See 4.9.
- 4.3. Managers should seek one-up approval before organising any internal catered events. Considerations include the scale of event proposed, frequency, nature of the special occasion or achievement.
- 4.4. The cost of events should be modest and the expected attendance numbers should be considered to avoid over-catering. In the situation that an event is over-catered, any leftover food or drink should be shared with the wider Ministry.
- 4.5. Expenditure on alcohol will not be approved for internal events. It can only be approved for events where there are external stakeholders in attendance.

#### Whakatau or Pōwhiri

- 4.6. The relevant DCE can approve whakatau or pōwhiri to welcome individuals or groups of staff along with the catering costs of these whakatau or pōwhiri.

#### Bereavements, illness and injuries

- 4.7. Caring for staff who have lost family members or partners is an important aspect of showing Manaakitanga. In Te Ao Māori, providing kai during times of mourning is of particular importance as a way of lifting tapu. In these situations, a DCE can approve spending as appropriate.
- 4.8. Other ways to show support for staff include flowers, karakia and collections for staff contributions to a card or gift. The relevant DCE may also consider a gift for a staff member who is experiencing significant illness or injury. Given the variety

and sensitivity of potential situations, the appropriate actions and expenditure will likely differ depending on the needs, wishes and culture of the staff member.

#### Staff farewells

- 4.9. As part of the Ministry's commitment to manaakitanga, it is often appropriate to hold a farewell-event for departing staff.
- 4.10. When deciding whether an event is appropriate and if so, what size it should be, the following considerations apply:
- How long the staff member has been working at the Ministry;
  - The seniority of the staff member;
  - The impact on the wider Ministry of any work programmes to which the staff member contributed;
  - The extent to which the staff member worked with colleagues from across different teams;
  - The preferences of the staff member.
- 4.11. In practice, for a staff member who has been with the Ministry for more than one year, the Ministry would contribute towards a shared morning or afternoon tea. For a staff member above three years, a contribution to a Ministry-wide event may be considered. For long-serving staff (above 10 years), a funded event could include external stakeholders.
- 4.12. These thresholds may vary depending on other considerations outlined in 4.10. For example, if a staff member led or delivered a initiative that had a significant impact on the Ministry or sector, a larger event may be appropriate.
- 4.13. The level of contribution towards any farewell event will be consistent with the guidance on internal meetings outlined in 4.4.
- 4.14. Te Pae Ōhanga, Finance should be consulted in advance of any planning.
- 4.15. The catering costs of these farewells should be approved by the relevant DCE.
- 4.16. In the event of a staff member leaving the Ministry, a collection can be organised for staff contributions to a card and gift.

#### Social Club events

- 4.17. The Ministry will make a one-off annual contribution to the Social Club at a rate per staff member to be determined annually by Te Kāhui Mataaho (TKM), the Ministry Leadership Team and notified to the Social Club committee at the start of each financial year. The purpose of this grant is to help finance the club's activities.
- 4.18. From this 'all-purpose grant', the social club meets the costs of an annual staff Christmas function and a range of other smaller events throughout the year.
- 4.19. This grant must not be used for the purchase of alcohol.

- 4.20. Any event held at the Ministry offices must conclude no later than 7pm (regardless of whether there is alcohol involved) and the organisers are responsible for any clearing up required. Any function must also be notified (via Kayako) to Te Pae Whakahaumarū, the Facilities team so they can advise the security company and cleaners.

## **5. Manaakitanga and Manuhiri**

### Catering for external stakeholders and iwi

- 5.1. Showing manaakitanga for external parties, including stakeholders and iwi is integral to our work and important to building and maintaining relationships. This can occur both onsite and offsite. Reasons for expenditure that are demonstrably reasonable and appropriate include:
- Building relationships and whanaungatanga
  - Representation of the organisation
  - Reciprocity of hospitality
  - Recognition of significant business achievement
  - Promotional
- 5.2. The relevant manager should consider the same principles of appropriateness and perception for external hospitality as they would for internal hospitality. Approval for all expenditure by the budget manager must be obtained before placing the order.
- 5.3. As with internal catering, any spending should be approved on a one-up basis.

### Purchase and consumption of alcohol

- 5.4. Expenditure of public funds on alcohol is particularly delicate. While the Ministry does not prohibit such expenditure, limitations apply in order to ensure that any expenditure falls within the principles as outlined in the purpose statement of this policy.

#### *Approvals*

- 5.4.1. Expenditure on alcohol can only be approved for events where there are external stakeholders in attendance. Prior to purchasing, expenditure on alcohol should be approved by the relevant DCE. If the approving DCE also benefits from the expenditure, approval must be countersigned by the DCE Te Iho or the Tumu Whakarae, Chief Executive.

#### *Hosting*

- 5.4.2. Alcohol will only be provided at functions which occur at the end of the working day.
- 5.4.3. The Ministry does not hold a liquor license so alcohol cannot be sold at functions.
- 5.4.4. The DCE of the group hosting the event (or their delegated representative – who must be tier 3 or above) is required to remain at the event until it concludes and monitor responsible consumption by attendees.



### *Purchasing alcohol*

- 5.4.5. When purchasing alcohol for functions, managers should operate on the basis of a maximum allowance of two standard drinks per person; and should ensure that food is also available.
- 5.4.6. When a surplus does occur, any alcohol left over is to be treated as Ministry inventory, and either held centrally to be used in future functions; or provided to the social club. It is not to be held by individual managers or consumed by individual teams. Managers should remember to check with the DCE, Te Iho prior to ordering alcohol, in order to establish whether the Ministry already holds stock which might be used instead.

### Giving gifts to manuhiri

- 5.5. Other than koha (refer to section 5.9), gifts may be given in the following circumstances:
- On culturally appropriate occasions, such as when the Ministry is hosting, organising or attending international conferences and an exchange of gifts is deemed appropriate, would add formality at a country-to-country level or between the Ministry and another significant organisation; or where there is a culturally-based expectation that gifts will be exchanged.
  - Where an external person provides services for no fee, such as a guest speaker or a member of an advisory committee.
- 5.6. On such occasions, the relevant DCE may approve a gift of a value appropriate for the circumstances. Consideration should be given in the first instance to providing one of the Ministry's products e.g. a history or reference book.
- 5.7. If a Ministry staff member wishes to acknowledge the collaborative effort of a colleague from another agency, then a small personal gesture, such as a coffee or a card, would be appropriate most of the time, approved by the appropriate DCE. Alternatively, with approval from the appropriate DCE, staff from other government agencies may be given one of the Ministry's products.

### Receiving gifts

- 5.8. When considering offers of gifts and hospitality, staff must consider the following principles:
- Gifts or hospitality must not be accepted unless there is a clear business benefit and is necessary for the Ministry's work.
  - Gifts or hospitality that could reasonably be perceived as undermining the integrity of the individual staff member, must be refused. Examples include, a gift offered at a time when a supplier's tender is under consideration, or gifts of cash.
  - The gift or hospitality cannot be perceived as extravagant.

### *What to do when offered a gift or hospitality*

- 5.8.1. A staff member offered a gift or gratuity must advise their manager, who must evaluate its significance and decide as to:
- Whether it will be accepted (see 5.8); and
  - Whether it is to be recorded in the register (see 5.8.10).
- 5.8.2. Gifts and hospitality are often associated with cultural and official occasions and can be an integral part of advancing the Ministry's relationship with stakeholders. It is important to consider the relationship between the Ministry and the offeror, the potential for causing offence and the benefit to the Ministry versus any private benefit.
- 5.8.3. There is a greater perception risk when partners are invited to events or other hospitality. Offers to partners should be declined, with the partner paying privately to attend.
- 5.8.4. Physical items accepted must be retained and used by the wider Ministry as appropriate rather than remaining with the recipient. The exception to this is infrequent and inexpensive gifts (as defined in 5.8.8) which can be retained by the recipient.
- 5.8.5. Where a Manager accepts an event that they cannot attend, they can send a delegated staff member in their place if this still achieves the business purpose.
- 5.8.6. Gifts of alcohol are to be used for events or gifted to the social club. See section 5.4.6 in this policy for further detail.

#### *Defining gifts and hospitality*

- 5.8.7. Gifts can include such items as gratuities, discounts, vouchers, and alcohol, but may also be hospitality e.g. invitations to a fully catered event (i.e. including a meal), a performance, or free accommodation that would otherwise have to be paid for.
- 5.8.8. Infrequent and inexpensive gifts include those openly distributed by suppliers and clients (for example promotional material such as pens, badges, and calendars).
- "Infrequent" means 6 monthly or greater,
  - "Inexpensive" means under \$25.

#### *Recording in the gift register*

- 5.8.9. A register for recording gift and gratuities that are offered to Ministry staff is to be maintained and updated. The register is accessible from the Ministry's intranet (<http://intranet/node/gifts>), but is able to be updated only by managers and their nominated administrative support staff members.
- 5.8.10. All offers of gifts or hospitality (accepted or declined) with a value of \$50 or more must be reported and recorded in the register, noting:
- All offers of alcohol, regardless of value, should be recorded
  - Where the value is unclear an approximate value should be determined, for example when offered complimentary tickets to a concert estimate the value based on the mid-range ticket price for the concert.

### *Review and reporting of the gift register*

- 5.8.11. *Gifts to Staff:* At the end of each quarter, the DCE, Te Iho is to provide an extract of the register detailing all gifts to staff to the Tumu Whakarae. The Tumu Whakarae will review the register and form a view on whether gifts have been managed appropriately.
- 5.8.12. *Gifts to the Tumu Whakarae:* The Ministry will comply with the requirements of the Public Services Commission for the public disclosure of gifts to the Tumu Whakarae on the Ministry's website. Prior to publication the disclosures will be:
- formally approved by the Tumu Whakarae in writing
  - reviewed by the DCE, Te Iho and the Pou Arataki o Te Pae Ōhanga, Chief Financial Officer, with evidence of this review retained.

### Koha

*‘Mā tou rourou mā taku rourou, e ora ai te iwi’  
‘With your food basket and my food basket we will provide for the people’*

- 5.9. Koha is a custom that underlies a number of cultural practices concerned with meeting the needs of people. It is a custom where the more gracious qualities of honour, regard and respect are displayed. The need for appropriate koha should be factored into the planning for an activity or project to preserve our recognition of tikanga Māori.
- 5.9.1. In former times when manuhiri attended a hui they would present the tangata whenua with foods and delicacies placed in a rourou. These offers were ‘koha’. The offerings were presented with whaikōrero and embellished with karakia, waiata and haka, all fit and proper rituals for enhancing koha. Traditional values like aroha, manaaki, tautoko and whanaungatanga were enhanced to reinforce whakapapa links or group cohesion and alliance. These are reflected in culturally expressive behaviour during and after the presentation of koha. The mana of those giving was considerably enhanced if delicacies and taonga were involved. Mana and honour would accrue to the receivers by presentation of prized and abundant koha as it indicated the esteem in which they were held.

### *Koha today*

- 5.9.2. The form of koha today has primarily changed from material goods to money. This has produced a tendency in some situations to equate the practice of koha with the financial costs of holding hui.
- 5.9.3. It is true that cost is now an important factor of any hui. However, in tradition (past and present), cost is not the basis on which koha is given.
- 5.9.4. For example, mourners at tangihanga contribute koha without knowing the real and actual costs incurred. However, all the koha collected will contribute to the costs. Often koha will be presented at hui with terms such as whakaaro, tohu aroha, awhina, moni roimata and taonga. Thus becoming an active recognition by a visiting group of the occasion and of the tangata whenua.



5.9.5. With that said, koha is the practice of conferring an unconditional gift. This is where the recipient has neither specified that it be given nor has any anticipation of receiving it. It is an integral part of Māori culture and significant protocol is attached to it. Traditionally, koha has taken many forms but in more recent times it has tended to be in the form of money. Koha gifts are subject to the same internal control and accountability processes as any other financial transactions.

#### *When to offer Koha*

5.9.6. Koha offered should be reflective of the occasion and reflect the mana of the Ministry in its relationship with Māori. Where the Ministry has undertaken to meet the costs for hui, this payment should not be confused with any koha the Ministry may additionally give.

5.9.7. Care needs to be taken to maintain the spirit of a koha. Koha is not to be given where a service has been undertaken for the Ministry. For example, the following activities would not be acknowledged through a koha but through the normal payment process:

- Providing cultural advice to any part of the Ministry
- Providing cultural support and advice on protocol at a hui, pōwhiri, etc
- Providing support and translation services at a hui, pōwhiri
- Undertaking cultural services such as blessings, pōwhiri for the Ministry.

#### *Approval of Koha*

5.9.8. For individual koha payments, the Manager of the team requesting approval to present koha is to seek written approval from the appropriate DCE e.g. with an email confirmation. Information provided should include the name of the recipient, details of the occasion, probable attendees from the Ministry and the likely representatives of the hosting organisation.

5.9.9. Once koha has been approved, the DCE should forward all relevant information to Finance.

#### *Considering the level of Koha*

5.9.10. When considering the level of koha, consideration should be given to:

- The size of the hui or occasion
- The venue
- The kaupapa or reason for the meeting
- The sponsor of the occasion

5.9.11. If you have any questions about considering the level of koha, please discuss with Te Pae Huarewa.

5.9.12. Where the occasion is one requiring whaikōrero, the koha should be laid down by the speaker for the Ministry or the final speaker for the manuhiri depending on the kawa (marae protocol). For this reason, please envelope the koha. At less formal occasions, koha may be handed to the organiser by the responsible manager, or the leader of the Ministry's group.

5.9.13. Koha may take the form of cash or a gift (e.g. trees and plants). Wherever possible a cash koha on behalf of the Ministry should be pre-arranged. Staff participating in the occasion may wish to also give a personal koha. This may be combined with the Ministry's koha and/or gifts and presented together. Where an individual staff member elects to give a personal koha, this cannot be reimbursed through an expense claim.

5.9.14. Where the Ministry is participating with other agencies in an event, it is acceptable for the Ministry's koha to be discussed and combined with that from other agencies and presented collectively. Similarly, where the Ministry presents a koha on behalf of a number of agencies, the other agencies' share may be recovered by invoicing.

### *Receiving Koha*

5.9.15. There are some occasions where the Ministry will receive monetary koha (e.g. pōwhiri or whakatau). Koha that is received in this way by the Ministry should be submitted to the Finance team.

### Prizes and reward schemes

5.10. Staff should not enter prize draws or use loyalty cards when purchasing on behalf of the Ministry. Personal frequent flyer points are not able to be collected on work-related travel, although status points may be accrued to offset airline lounge membership costs, refer to the Travel Policy for more details.

5.11. If a raffle ticket or entry into a game of chance is received by a staff member from a business contact, it is subject to the declaration of gifts procedure in section 5.8.10 as are any prizes won. Any prize won by a staff member at any external event, which is attended on Ministry business as a result of their role in the Ministry, is also subject to the gifts register procedure.

## **6. Te mātai me te whai tikanga | Monitoring compliance**

6.1. Te Pae Ōhanga will provide a report on selected items of spending with elements of personal benefit to TKM each quarter.

6.2. If you have any concerns about sensitive expenditure, please talk to the Pou Arataki o Te Pae Ōhanga, Chief Financial Officer.

## **7. Mā wai e āwhina | Where to get help**

7.1. Any queries relating to the operating of this policy should be directed to Te Pae Ōhanga, the Finance team.

## **8. Te tātari me te whakahou | Review of the policy**

8.1. Review of this policy is due every two years or as and when required.

## 9. Te hītori o tēnei tuinga | Document history

| Version number   | Date Created  | Author/Contributor  | Approved by        | Date    |
|--|---------------|---|--------------------|---------|
| Note: Before 2020, this policy was referred to as the Entertainment, Hospitality and Gift Policy |               |   |                    |         |
| 1  | January 2011  | 9(2)(a) [redacted]<br>Organisational Performance Group Manager                              |                    |         |
| 1.1  | 16 May 2011   | 9(2)(a) [redacted] (Policy Framework template applied)                                      |                    |         |
| 1.2  | October 2016  | 9(2)(a) [redacted] (content updated)  | MLT                |         |
| 1.3  | 29 May 2017   | 9(2)(a) [redacted] (content updated for change of name to Organisational Performance Group) | 9(2)(a) [redacted] |         |
| 1.4  | May 2019      | 9(2)(a) [redacted] (Chief Financial Officer), 9(2)(a) [redacted]                            | MLT                | 24/5/19 |
| Document now called 'Manaakitanga Policy'  |               |   |                    |         |
| 1.5  | February 2021 | 9(2)(a) [redacted]  |                    |         |

# He Kaupapa Here mō Te Whakawhiwhi me Ōna Hua Whānui

## Policy: Procurement and Broader Outcomes 2020

|                |   |
|----------------|---|
| Policy Owners  | Pou Arataki Ture, Chief Legal Advisor<br>Pou Arataki o Te Pae Ōhanga, Chief Financial Officer |
| Author/Contact | Pou Whakawhiwhi Matua, Senior Procurement Advisor   |
| Approved By    |   |
| Approval Date  |   |
| Review Date 1  |   |
| Copies to      |   |
| Attachments    |   |

# Introduction

## *Procurement is about setting up and managing contracts for goods and services*

- 1 This Procurement policy (the Policy) sets out the Ministry for Culture and Heritage (the Ministry)'s rules and guidelines for procurement, including departmental purchasing and procurement on behalf of the Crown, both in New Zealand and offshore.
- 2 The term 'procurement' covers all aspects of selecting, acquiring and delivering goods, services, and works (refurbishment and new construction). The procurement lifecycle starts with identifying the need and finishes with the end of the contract for the goods and services.
- 3 Procurement ranges from relatively routine purchases to complex purchase processes for significant projects. It may involve significant stakeholder relationships with key suppliers, the sector and community groups.
- 4 For procurements that are medium/high risk or medium/high value, a strategic approach will usually result in better outcomes. A strategic approach involves understanding the importance of the procurement to the Ministry in achieving its outcomes, undertaking adequate planning, engaging suppliers and managing relationships.
- 5 The Ministry must comply with ***The Whole of Government Direction Regarding Procurement*** that the Ministers of Finance and State Services issued on 22 April 2014. This includes a requirement to comply with the ***Government Procurement Rules*** (the Rules)<sup>1</sup>.
- 6 The Rules were updated on 1 October 2019 (4th edition).
- 7 This Ministry policy, which focuses mainly on sourcing, is fully aligned with the Rules.

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<sup>1</sup> See Government Procurement Rules: Rules for Sustainable and Inclusive Procurement, [www.procurement.govt.nz](http://www.procurement.govt.nz). There are 71 procurement rules. Reference to specific rules in this policy include the number.

## **Purpose: Spending public money wisely to achieve business outcomes**

8. The purpose of this policy is to make sure that:
- people in the Ministry have the range of goods and services they need to achieve the business outcomes effectively, while complying fully with the Government Procurement Rules.
  - we procure only equipment and services that support the required outcomes, while complying fully with the Government Procurement Rules.
  - staff are aware of their obligations when initiating, planning, sourcing and managing procurement activity, and there is a consistent practice across the Ministry.
  - we are fully accountable for how we spend public money.
  - appropriate agreements are entered into and managed to reduce legal, financial, health & safety, security and reputational risk to the Ministry.

## **Definitions**

9. Definitions are at Appendix 4.

# Scope

## *All expenditure on goods, services and works*

10. This policy applies to all expenditure on goods, services and works, whether funded as:
  - i. departmental operational expenditure (including cost recoveries from other agencies or entities)
  - ii. departmental capital expenditure
  - iii. Non-departmental (Crown) expenditure.
11. This policy covers activity for acquiring equipment and services both in New Zealand and offshore.
12. This policy covers all decisions and actions about procurement, including:
  - i. identifying the need to acquire goods, services, and works (works includes both new construction and refurbishment)
  - ii. planning the acquisition
  - iii. acquiring goods, services, and works
  - iv. finalising and managing contracts for providing goods, services, or works, including the disposal of assets.

## *Activities excluded from this policy's scope*

13. This policy does not apply to:
  - employment of staff, *except* contractors and consultants or when engaging a supplier to provide recruitment services
  - disposal and sale by tender
  - investments, loans and guarantees
  - gifts, donations and any form of unconditional grant/funding
  - statutory appointments
  - Ministerial appointments
  - core Crown legal services



- annual registration fees (e.g. lawyer or accountant practicing certificates which must be paid by invoice and approved by the budget manager).

### **Positions with responsibilities under this policy**

14. The positions (Level of Authority (LOA)) with responsibility under this policy are set out in Schedule B to the ***Instrument of Financial Delegation***
15. The Pou Arataki Ture, Chief Legal Advisor and the Pou Arataki o Te Pae Ōhanga (Chief Financial Officer) are joint policy owners and are responsible for the implementation of the policy and maintenance of this document.

### **Consequences of a breach of this policy**

16. The Ministry's policies must be followed. Exercising powers and authorities without, or not in line with, the appropriate delegation and policy, may invalidate the actions taken. Invalid exercise of powers or authority may:
  - i. Put the Ministry in contravention of relevant legislation
  - ii. Give rise to litigation and possible claims against the Ministry
  - iii. Result in the person purporting to exercise the authority being found liable for any expenditure unlawfully incurred.

## **Related Policies**

17. To comply with this policy, you must also comply with the following related Ministry policies:
  - i. Authority to Commit the Ministry (Delegations)
  - ii. Protected Disclosures Procedure
  - iii. SSC Guidance on Speaking Up
  - iv. Interests and Conflict of Interest
  - v. Credit Cards
  - vi. Travel
  - vii. Privacy
  - viii. Probity

- ix. Confidential Information.

## Relevant Legislation

18. The Tumu Whakarae, Chief Executive (CE) is given authority to manage and run the Ministry primarily under the [Public Service Act 2020](#), [Protected Objects Act 1975](#), [Archives, Culture and Heritage Reform Act 2000](#) and [Public Finance Act 1989](#).
19. Other relevant legislation can be found on the [intranet](#).
20. The CE may delegate any of his or her functions or powers [under Schedule 6, clause 2, Public Service Act 2020](#). The CE makes delegations to those persons authorised under Sch 6, cl 2 (another public service chief executive, employees, secondees, contractors, and the holder for the time being of any specified office in the Public Service) to enable the Ministry, as an organisation, to operate efficiently day-to-day.
21. [Schedule 8, clause 2 of the Public Service Act 2020](#) enables the CE to direct any employee to exercise powers and duties of a position in the case of absence from duty of any employee or where there is a vacancy in any position.
22. The [Public Finance Act 1989](#) governs the Ministry's use of public financial resources, both Crown and departmental.

## Principles of Government Procurement

23. The Ministry will carefully use public money. Our decisions about how we manage that money must be justifiable and sustainable under public scrutiny. The Ministry will be guided by the Principles of Government Procurement to demonstrate that we are open, transparent, and accountable, and to build confidence in the Ministry's procurement practice.
24. The five Principles of Government Procurement and the Government Procurement Charter apply to all procurements, even when the Rules do not apply.
25. The Principles of Government Procurement are summarised as follows:
  - plan and manage for great results
  - be fair to all suppliers
  - get the right supplier
  - get the best deal for everyone
  - play by the rules.

Further detail on each of the principles is available on MBIE's New Zealand Government Procurement website: [www.procurement.govt.nz](http://www.procurement.govt.nz).

26. The [Government Procurement Charter](#) sets out the Ministry's obligation to conduct procurement in a manner that achieves Public Value.
27. Delivering Public Value through procurement can include securing positive cultural, environmental, social and economic outcomes. Together, these are called 'broader outcomes'. Agencies are required to "consider, and incorporate where appropriate, broader outcomes when purchasing goods, services or works". This means:
  - a. Seeking opportunities to include New Zealand businesses;
  - b. Undertaking initiatives to contribute to a low emissions economy and promote greater environmental responsibility;
  - c. Looking for new and innovative solutions;
  - d. Engaging with businesses with good employment practices;
  - e. Promoting inclusive economic development within New Zealand;
  - f. Managing risk appropriately; *and*
  - g. Encouraging collaboration for collective impact.

# Policy

## Public Value

28. For Departmental procurements, Ministry staff must consider the public value delivered by their procurement.
29. Public Value means getting the best possible result from your procurement, economically and without waste, and considering: the total costs and benefits of a procurement (total cost of ownership); and its contribution to the results you are trying to achieve.

## Estimating Monetary Value (Value Thresholds)

30. The Ministry must estimate the total monetary value (excluding GST) of each procurement to determine whether it meets or exceeds the relevant value threshold. Ministry employees involved in procurements must act in good faith and use good judgement in estimating the monetary value of a procurement.
31. The estimated monetary value determines the procurement processes that must be followed depending on value thresholds *Maximum Total Estimated Value*. All Ministry staff must include the estimated monetary value when seeking an approval to procure.
32. The Ministry must consider the total value over the whole-of-life of the contract when estimating the procurement's maximum total estimated value, including any costs associated with the disposal of goods. The estimate must include the value of all of the contracts that may result from the procurement. This includes the value of:
  - a. options to purchase additional goods, services or works
  - b. options to extend the term of the contract
  - c. paying any premiums, fees or commissions to the supplier or a broker
  - d. any related revenue streams a supplier receives
  - e. any other form of remuneration or payment due to the supplier or to a third party or any interest payable.

## Non-avoidance

33. The Ministry must not intentionally avoid applying the Rules when planning for, valuing (the value thresholds given in Appendix 1) or undertaking a procurement.
34. When calculating a procurement's maximum total estimated value, the Ministry must not intentionally avoid applying the Rules by either:

- designing, structuring or dividing a procurement into separate parts or shorter time frames; or
  - using a non-standard or alternative valuation method to lower the estimated value.
38. If an agency cannot estimate the maximum total estimated value of a procurement it must apply the Rules.

## Procurement Procedures

### *Conflict of Interests*

- 39 All Ministry staff must declare any actual, potential, or possible perceived interests and conflicts regarding any decision at any stage of a procurement process and ensure appropriate mitigations are agreed with their manager if required.
- 40 The Conflict of Interest requirement also applies to contractors. When employing a contractor, the Ministry must ensure any Conflicts of Interest are declared and any potential conflicts are mitigated.

### *Always use existing contracts and agreements, where relevant*

- 41 For any amount, prior to approaching the market for goods and/or services check if they are being supplied under an existing:
- Ministry for Culture and Heritage contract which has been openly advertised;
  - Common Capability contract;
  - All of Government (AOG) contract; or
  - Syndicated contract.
- 42 If so, you must either use these existing contract(s) or seek an exemption from a person with the appropriate LOA for the expected total value of the procurement, stating justification for the exemption.

### *No existing contracts and agreements*

- 43 The Ministry must use open competitive procurement processes to give all suppliers the opportunity to compete. The Ministry must openly advertise on the Government Electronic Tenders Service (GETS):

- a. if the maximum total estimated value of the procurement meets or exceeds the relevant value threshold detailed in Appendix 1.
  - i. In summary;
    - 1. if spending over \$100,000 on Goods, Services or Refurbishment works, open advertising on GETS is required, or
    - 2. If spending over \$9million on new construction works, open advertising is required as required by the Rules;
- b. when there is no exemption or opt-out from open advertising; and
- c. if you are amending the agreements formed through procurement processes given in Appendix 1, seek signoff at the appropriate LOA for the maximum total estimated value of the procurement after it has been amended.

## Exemptions or Opt-outs

- 44 For Crown-funded procurement, the use of an exemption or opt-out must be endorsed by the Pou Arataki Ture (Chief Legal Advisor), and Tumu Whakarae (Chief Executive).
- 45 For departmentally funded procurement, the use of an exemption or opt-out must be endorsed by senior management, preferably Deputy Chief level.
- 46 The Ministry must not intentionally avoid applying the Rules by wrongly applying exemptions or opt-outs.
- 47 When applying an exemption or an opt-out, the Ministry should still conduct its procurement according to the Principles in paragraph 25 above. Even when the Rules do not apply, the Principles and the Charter apply to all procurements.

### Exemptions

- 48 There are situations in which the procurement may be exempted from the requirement to openly advertise a procurement even when it exceeds the value thresholds detailed in Appendix 1.
- 49 Details of the process, approvals and instances where an exemption may be exercised are included in Appendix 2.

### Opt-outs

- 50 In certain circumstances ([see Rule 12.3](#)), when a procurement is covered by the value thresholds in Appendix 1 the Ministry may opt-out of applying all

Rules, except those listed in 12.4 and 12.5 of the Government Procurement Rules. See [www.procurement.govt.nz](http://www.procurement.govt.nz)

- 51 The process for Opt-out and instances where the Opt-out options may be exercised are included in Appendix 3.

### **Using contractors and consultants**

- 52 The Ministry must carefully manage the use of consultants and contractors, because the cost is potentially high, and the public has considerable interest in this particular use of taxpayer funds.
- 53 The Ministry's policy on the use of consultants and contractors is that these services may be considered where:
- a. there are insufficient staff resources available to complete a task within a defined period without detriment to other work
  - b. staff do not have the skills needed or the existing skill base needs to be augmented or
  - c. an external or independent view is needed.
- 54 Before compiling a proposal for engaging a contractor or consultant, consider carefully whether any current permanent employee or employees, or a fixed-term employee, could or should do the work.

### **Central Procurement**

- 55 Only the Pou Arataki o Te Pae Ōhanga (Chief Financial Officer) can put in place contracts and arrangements, subject to the Ministry's delegation limits, for:
- the supply of premises (rental of office accommodation) needed by Ministry staff to operate the business
  - Insurance
  - Other whole of Ministry services (e.g. Centralised Travel Management Services, Provider of Credit Cards).
- 56 For offshore contracts, the Pou Arataki o Te Pae Ōhanga (Chief Financial Officer) and Pou Arataki Ture (Chief Legal Advisor) should be consulted and endorse any proposed local arrangements.



### ***Prohibition on Using Ministry Procurement Process for Private Benefit/Use***

- 57 You must not procure or commit expense for any goods and services for private use against the Ministry.
- 58 All staff must make every effort to separate personal and Ministry procurement processes before cost is incurred. Where this does happen, you must advise the Pou Arataki o Te Pae Ōhanga (Chief Financial Officer) as soon as possible. You must pay the Ministry as soon as you know the personal component of the cost, and by the last working day of the month.
- 59 Ministry staff should not seek to use the purchasing power of the Ministry for personal benefit.
- 60 All Ministry employees must seek one-up pre-approval or approval for any procurement process or decision from which they might, or might be perceived to, obtain any personal benefit (refer Policy on Sensitive Expenditure, ([Sensitive Expenditure Policy](#)) and Policy on Authority to commit the Ministry ([Financial Delegations Policy](#))).

### ***Broader Outcomes and Requirement to Practice Sustainable Government Procurement***

- 61 Government Procurement Rules ([Rule 67](#)) require the Ministry to apply the *New Zealand Timber and Wood Products Procurement Policy* when procuring timber and wood products. Key features of the policy are the requirement to:
- i. seek legally sourced timber and wood that can be verified by recognised third-party certification;
  - ii. purchase timber and wood products from sustainably managed sources that be verified by recognised third-party certification; and
  - iii. document for audit purposes, the verification of the legality of timber and wood purchased.
- 62 The Ministry ([Rule 20](#)) should support the procurement of low-emissions and low-waste goods, services, and works, and encourage innovation to significantly reduce emissions and waste impacts from goods and services, including single use plastic.
- 63 Other Broader Outcomes that influence this policy are defined in Appendix 5.

## Organisational Planning and Reporting Requirements

- 64 Under the Government Procurement Rules, the Ministry is required to submit to MBIE (to the Government's Procurement Centre of Excellence) and New Zealand Government Procurement and Property (NZGPP) within MBIE:
- i. a completed Procurement Capability Index self-assessment by 1 October each year)
  - ii. Significant Service Contracts Framework on a six-monthly basis (by 1 March and 1 October)
  - iii. Manual reporting on Broader Outcomes in March and August.
  - iv. Prior notice of planned procurement opportunities on GETS.
- 65 The Tumu Whakarae (Chief Executive), Pou Arataki o Te Pae Ōhanga (Chief Financial Officer) and Pou Arataki Ture (Chief Legal Advisor) are responsible for ensuring the Ministry meets these requirements. All Leadership Team members must provide information during the annual budgeting process to enable this to happen.

## Templates

- 66 Relevant templates are contained on the Ministry's [intranet site](#).

# Appendix 1 : Procurement Processes

This summary needs to be read in conjunction with the [Financial Delegations Policy](#). All thresholds are based on [Whole of Life Costs](#).

| Value Of Procurement or Maximum Total Estimated Value | Process Requirement   | Document & Reporting Requirements   |
|---|---|---|
| <b>Goods or Services or Refurbishment Works</b>       |   |   |
| NZD 0 to NZD 4,999                                    | Direct Purchase or seek quotes. Gain pre-approval of the delegated authority (LOA).   | Procurement Plan X-Lite<br>Approval from line manager<br>Report if there is a conflict  |
| NZD 5,000 to NZD 49,999                               | <ul style="list-style-type: none"> <li>a. Pre-approval of the procurement process from a person with the given LOA.</li> <li>b. Use either an existing AOG contract arrangement or a recommendation based on at least two written quotes</li> </ul>   | <ul style="list-style-type: none"> <li>a. Pre-approval of the procurement process from a person with the given LOA using Procurement Plan Lite.</li> <li>b. Written Quotes (written or email)</li> <li>c. Conflict of interest declarations</li> <li>d. AOG contract if applicable or supplier agreement (subject to a review of the terms and conditions)</li> </ul>   |
| NZD 50,000 to NZD 99,999                              | <ul style="list-style-type: none"> <li>a. Pre-approval of the procurement process from a person with the given LOA.</li> <li>b. No mandatory public advertising requirement. Market approach may be required if risk is high. <a href="#">Size, Risk and Complexity Questionnaire</a></li> <li>c. Use either: <ul style="list-style-type: none"> <li>i. an existing AOG contract arrangement; or</li> <li>ii. a recommendation based on at least three written quotes; or</li> <li>iii. Use a formal written closed tender process (RFP/RFQ)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>a. Requirements document</li> <li>b. Conflict of interest declarations</li> <li>c. Procurement Plan detailing <ul style="list-style-type: none"> <li>i. Market approach; or</li> <li>ii. Exemption memorandum*; or</li> <li>iii. Opt-Out memorandum**.</li> </ul> </li> <li>d. AOG contract if applicable or supplier agreement (subject to a review of the terms and conditions)</li> <li>e. Contract Award Notice on GETS</li> </ul>   |
| \$100,000 and over (Departmental funded)              | <p>Mandatory secondary procurement if there is an existing AOG panel unless there is an opt out approved under the Procurement Policy or</p> <p>Mandatory publicly advertised competitive process required, unless an exemption approved under the Procurement Policy</p>   | <ul style="list-style-type: none"> <li>a. Requirements document</li> <li>b. Conflict of interest declarations</li> <li>c. Approved Procurement Plan detailing <ul style="list-style-type: none"> <li>i. Formal market approach; or</li> <li>ii. Exemption memorandum*; or</li> <li>iii. Opt-Out memorandum**.</li> </ul> </li> <li>d. Recommendation to Select approved by appropriate LOA.</li> <li>e. AOG contract if applicable or supplier agreement (subject to a review of the terms and conditions)</li> <li>f. Contract Award Notice on GETS</li> </ul> |
| \$100,000 to NZD 15 Million (Crown funded)            | <p>Mandatory secondary procurement if there is an existing AOG panel unless there is an opt out approved under the Procurement Policy or</p> <p>Mandatory publicly advertised competitive process required, unless an exemption approved under the Procurement Policy</p>   | <ul style="list-style-type: none"> <li>a. Requirements document</li> <li>b. Conflict of interest declarations</li> <li>c. Approved Procurement Plan detailing <ul style="list-style-type: none"> <li>i. Formal market approach; or</li> <li>ii. Exemption memorandum*; or</li> <li>iii. Opt-Out memorandum**.</li> </ul> </li> <li>d. Recommendation to Select approved by appropriate LOA.</li> </ul>  |

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| Value Of Procurement or Maximum Total Estimated Value | Process Requirement   | Document & Reporting Requirements   |
|---|---|---|
|   |   | e. Contract Award Notice on GETS  |
| 15 Million and above (Crown funded)                   | Publicly advertised competitive process required, unless an exemption or opt out is approved under the Procurement Policy | a. Requirements document<br>b. Conflict of interest declarations<br>c. Approved Strategic Procurement Plan detailing <ul style="list-style-type: none"> <li>i. Market approach; or</li> <li>ii. Exemption memorandum*; or</li> <li>iii. Exemption memorandum**.</li> </ul> d. Contract Award Notice on GETS                   |
| New Construction                                      |   |   |
| \$9 Million and above (Crown funded)                  | Mandatory publicly advertised competitive process required, unless an exemption is approved under the Procurement Policy  | a. Requirements document<br>b. Conflict of interest declarations<br>c. Approved Procurement Plan detailing: <ul style="list-style-type: none"> <li>iv. Formal market approach; or</li> <li>v. Exemption memorandum*; or</li> <li>vi. Opt-Out memorandum**.</li> </ul> d. Recommendation to Select approved by appropriate LOA |

\*Details of Exemptions are detailed in Appendix 2 below.

\*\* Details of Opt-outs are detailed in Appendix 3 below.

NB: Payments will only be made if there is a contract number on the tax invoice.

## Appendix 2 : Open Advertising Exemptions for contracts greater than \$100,000 when there is no AOG panel

| Valid Exemptions |  | Document & Reporting Requirements  |
|------------------|--|--|
| 1                | <p><b>Emergency</b><br/>A genuine emergency as defined by MBIE's Quick Guide to Emergency Procurement. Urgent situations that are created by an agency, such as lack of advance planning, do not constitute an emergency</p>   | <p><b>Endorsement</b><br/>Tumu Whakarae (Chief Executive), the Pou Arataki o Te Pae Ōhanga (Chief Financial Officer) (Department funded only) or the Deputy Chief (Crowd funded only).</p> <p><b>Documentation Memorandum</b><br/>Document the rationale for the decision. This rationale may form part of the business case or procurement plan or may be a stand-alone document. The rationale document must include:</p> <ol style="list-style-type: none"> <li>the name of the agency</li> <li>a description of the goods, services or works</li> <li>the maximum total estimated value of the goods, services or works</li> <li>the specific exemption/s that applies</li> <li>details of the facts and circumstances that justify the exemption.</li> </ol> <p><b>If contract value is greater than \$100,000:</b> Contract Award Notice on GETS</p> |
| 2                | <p><b>Following an open competitive process</b><br/>Where the Ministry has openly advertised the contract opportunity in the last 12 months, and it has not substantially changed the core procurement requirements, and the first time the opportunity was advertised it:</p> <ul style="list-style-type: none"> <li>did not receive any responses,</li> <li>did not receive any responses that complied with the pre-conditions or confirmed with or met the requirements (including quantity), or</li> <li>received responses from suppliers who it has reasonable grounds to believe have colluded, and this can be verified, and no other responses complied with the pre-conditions or confirmed with or met the requirements.</li> </ul>                                    |  |
| 3                | <p><b>Only One Supplier</b><br/>If the goods, services or works can be supplied by only one supplier and there is no reasonable alternative or substitute because:</p> <ul style="list-style-type: none"> <li>For technical reasons there is no real competition, or</li> <li>The procurement relates to the acquisition of intellectual property or rights to intellectual property (including patents or copyrights), or other exclusive rights, or</li> <li>The procurement is for a work of art</li> </ul>   |  |
| 4                | <p><b>Additional Goods, Services or Works</b><br/>Goods, services or works additional to the original requirements that are necessary for complete delivery. This applies where all three of the following conditions are met:</p> <ul style="list-style-type: none"> <li>The original contract was openly advertised;</li> <li>A change of supplier cannot be made for economic or technical reasons; and</li> <li>A change of supplier would cause significant inconvenience or substantial duplication of costs for the Ministry</li> </ul>   |  |
| 5                | <p><b>Prototype</b><br/>Purchasing a prototype for research, experiment, study or original development. Original development may include a limited production or supply if this is necessary to:</p> <ul style="list-style-type: none"> <li>Carry out field tests and incorporate the findings, or</li> <li>Proves that the good or service or works can be produced or supplied in large numbers to an agreed quality standard.</li> </ul> <p>This exemption <i>does not</i> apply to quantity production or supply to establish commercial viability or to recover research and development costs.</p> <p><i>Once the contract for the prototype has been fulfilled, the Ministry must openly advertise any subsequent procurement of the same goods, services or works.</i></p> |  |
| 6                | <p><b>Commodity market</b><br/>Goods purchased on a commodity market</p>   |  |
| 7                | <p><b>Exceptionally advantageous conditions</b></p>  |  |

| Valid Exemptions  | Document & Reporting Requirements |
|---|-----------------------------------|
| <p>For purchases made in exceptionally advantageous conditions that only arise in the very short term. This exemption does not cover routine purchases from regular suppliers.</p>  |                                   |
| <p><b>8 Design Contest</b><br/>Where a contract is awarded to the winner of a design contest. To meet this exemption:</p> <ul style="list-style-type: none"> <li>- The design contest must have been organised in a manner that is consistent with the GPR; and</li> <li>- The contest must be judged by a panel whose members understand that the winner will be awarded a contract; and</li> <li>- Members of the panel do not have any conflict of interest in carrying out the judging of the contest.</li> </ul> |                                   |
| <p><b>9 Secondary procurement</b><br/>Where the Ministry has established a panel of suppliers or is purchasing under an All-of-Government contract, Syndicated Contract or Common Capability Contract, it does not need to openly advertise individual contract opportunities that are to be awarded through that arrangement.</p>  |                                   |
| <p><b>10 Unsolicited unique proposal</b><br/>Where the Ministry receives an unsolicited proposal, as described in MBIE's Guide to unsolicited unique proposals, and all of the following apply:</p> <ul style="list-style-type: none"> <li>- The proposal is unique;</li> <li>- The proposal aligns with government objectives;</li> <li>- The goods/services/works are not otherwise readily available in the marketplace; and</li> <li>- The proposal represents public value.</li> </ul>                           |                                   |



## Appendix 3 : Government Rules Opt-Outs<sup>2</sup> from AOG panel

| Circumstances in which the Ministry may Opt-out of the Rules  | Document & Reporting Requirements that still apply to Opt-outs   |
|---|--|
| <p><b>a) Procurements between Government Agencies</b><br/>Any of the following agencies can purchase goods, services or works from each other:</p> <ol style="list-style-type: none"> <li>i. Public Service departments</li> <li>ii. New Zealand Police</li> <li>iii. New Zealand Defence Force</li> <li>iv. agencies covered by the Whole of Government Direction</li> <li>v. Crown Research Institutes.</li> </ol> <p>However, if the purchasing agency chooses to use an open competitive process it must apply the Rules.</p> | <p><b>Endorsement</b><br/>Tumu Whakarae (Chief Executive), the Pou Arataki o Te Pae Ōhanga (Chief Financial Officer) (Department funded only) or the Deputy Chief (Crown funded only).</p> <p><b>Documentation Memorandum</b></p> <ol style="list-style-type: none"> <li>a. Document the rationale for the decision. This rationale may form part of the business case or procurement plan or may be a stand-alone document. The rationale document must include:               <ol style="list-style-type: none"> <li>i. the name of the agency</li> <li>ii. a description of the goods, services or works</li> <li>iii. the maximum total estimated value of the goods, services or works</li> <li>iv. the specific opt-out circumstance that applies</li> <li>v. details of the facts and reasons to justify the opt-out decision.</li> </ol> </li> </ol> <p><b>Rules</b></p> <ol style="list-style-type: none"> <li>1) The following Rules apply to <b>all</b> Opt-outs:               <ol style="list-style-type: none"> <li>a) Protection of suppliers' information</li> <li>b) Broader Outcomes</li> <li>c) Supplier complaints</li> <li>d) Prompt payment</li> <li>e) Maintaining records</li> <li>f) Audit</li> </ol> </li> <li>2) The following Rules apply to opt-out procurements only when relevant:               <ol style="list-style-type: none"> <li>a) Significant Procurement Plans</li> <li>b) Debriefing suppliers (if the agency has used a competitive process)</li> <li>c) All-of-Government Contracts</li> <li>d) Syndicated Contracts</li> <li>e) Common Capability Contracts</li> <li>f) Intellectual Property</li> <li>g) Infrastructure</li> <li>h) Business Cases and Investment</li> <li>i) Decisions</li> <li>j) Investment Reviews</li> <li>k) Timber and wood products</li> </ol> </li> </ol> |
| <p><b>b) Procurements for goods, services for use Overseas:</b><br/>Goods, services or works purchased outside of New Zealand for use outside of New Zealand.</p>   |  |
| <p><b>c) Offices overseas:</b><br/>Any procurement relating to constructing, refurbishing or furnishing New Zealand government offices overseas.</p>  |  |
| <p><b>d) Non-contractual arrangement:</b><br/>Any non-contractual arrangement (e.g. a Memorandum of Understanding between two government departments) or any form of assistance including cooperative agreements (e.g. diplomatic assistance to another government).</p>  |  |
| <p><b>e) Land and buildings:</b><br/>Purchasing or renting land or existing buildings or other immovable property.<br/>This does not include refurbishment works or new construction works.</p>   |  |
| <p><b>f) Conditional grant:</b><br/>Any form of conditional grant. However, an agency must not design or structure a procurement as a form of conditional grant to avoid applying the Rules</p>   |  |
| <p><b>g) International development assistance:</b><br/>Providing international development assistance through multilateral or bilateral assistance, including aid in the form of conditional grants, budget support or any form of contribution or diplomatic assistance.</p>   |  |
| <p><b>h) International funding:</b><br/>Any procurement funded by an international grant, loan or other assistance or that must comply with an international organisation's procedure where that procedure is inconsistent with the Rules.</p>  |  |
| <p><b>i) International organisation:</b><br/>Any procurement conducted under a procedure required by an international organisation or funded by</p>   |  |

<sup>2</sup> See Rule 12 Government Procurement Rules



|   |  |
|---|--|
| <p>an international grant, loan or other assistance that is inconsistent with the Rules.</p>  |  |
| <p><b>j) International agreements between countries:</b><br/>Agreements between countries for the joint implementation of a project.</p>  |  |
| <p><b>k) Public services:</b><br/>Agreements for the provision of certain types of health services, education services and welfare services.</p>  |  |
| <p><b>l) Government's central financial control functions:</b><br/>Central banking control functions on behalf of government such as those carried out by the Reserve Bank, and Crown debt management functions such as those carried out by Treasury.</p>  |  |
| <p><b>m) Military and essential security interests:</b><br/>Measures necessary for the protection of essential security interests, procurement indispensable for national security or for national defence, the maintenance or restoration of international peace or security, or to protect human health, including:</p> <ul style="list-style-type: none"> <li>i. procurement of arms, ammunition or war materials</li> <li>ii. stationing military or implementing a joint military project under an international agreement (e.g. a peace-keeping deployment)</li> <li>iii. a measure to protect: public morals, order or safety; human, animal or plant life or health; intellectual property; or relating to goods, services or works of persons with disabilities, philanthropic or not-for-profit institutions, and prison labour.</li> </ul> |  |

## Appendix 4 Definitions

Further definitions are available in the Government Procurement Rules

| Word or Phrase                    | Definition   |
|-----------------------------------|--|
| All-of-Government Contracts (AoG) | A type of collaborative contract that has been approved by the Procurement Functional Leader (the Chief Executive of MBIE).<br>AoGs are usually Panel Contracts established by MBIE or other agencies that are approved Centres of Expertise for common goods or services (e.g. vehicles, laptops, and recruitment services).  |
| Closed tender process             | A tender process where an agency asks a limited number of known suppliers to tender for a contract opportunity. The contract opportunity is not openly advertised.   |
| Common Capability Contracts (CCs) | A type of collaborative contract that has been approved by the Procurement Functional Leader.<br>CCs establish various supply agreements (e.g. for ICT goods or services purchased across government with approved suppliers).<br>CCs differ from All-of-Government and Syndicated Contracts because, in a CC:<br>- in some instances, a private sector supplier may be authorised to purchase from a CC when it is acting on behalf of an agency (authorised agent)<br>- in some CCs, the lead agency may charge a participating agency an admin fee or levy.   |
| Conflict of interest              | A conflict of interest is where someone's personal interests or obligations conflict, or have the potential to conflict, with the responsibilities of their job or position or with their commercial interests. It means that their independence, objectivity or impartiality can be called into question.<br>For more information see <a href="https://www.procurement.govt.nz/assets/procurement-property/documents/guide-conflicts-of-interest.pdf">https://www.procurement.govt.nz/assets/procurement-property/documents/guide-conflicts-of-interest.pdf</a> |
| Direct source                     | A tender process where the agency asks a single supplier to tender for a contract opportunity, and the contract opportunity is not openly advertised.  |
| GETS                              | An acronym for Government Electronic Tenders Service. GETS is a website managed by New Zealand Government Procurement. It is a free service that advertises New Zealand Government contract opportunities and is open to both domestic and international suppliers. All tender information and documents are made freely available through GETS.   |
| GETS listing                      | The summary of a contract opportunity that is published on GETS. It includes key information such as the:<br>- name of the buying agency<br>- approach to market process that will be used (e.g. Request for Proposals)<br>- deadline for responses<br>- address for any enquiries.  |
| Insurance                         | Insurance includes cover for:<br>a) assets<br>b) travel<br>c) premises<br>d) health insurance for employees<br>e) life insurance for employees<br>f) business continuity<br>g) professional indemnity insurance for employees.   |
| LOA                               | Letter of Authority under Financial Delegations Policy   |
| Maximum total estimated value     | A genuine estimate of the total cost that an agency will pay over the whole-of-life of the contract. It covers the full contract cost of goods or services, and any other expenses such as maintenance and repairs, and the cost of disposing of the goods at the end of the contract.   |
| Notice of Procurement             | The document published on GETS that advertises a new contract opportunity (e.g. a Registration of Interest or a Request for Tender).   |
| Office Equipment                  | Office equipment and services includes:<br>a) printers, copiers, and ancillary equipment, such as binders<br>b) filing systems and archive services<br>c) mobile communications devices – mobile phones and tablet computers<br>d) external printing and copying contracts   |

| Word or Phrase             | Definition  |
|----------------------------|---|
|                            | e) office consumables.  |
| Open advertising           | Publishing a contract opportunity on GETS and inviting all interested domestic and international suppliers to participate in the procurement.   |
| Panel Contract             | A type of framework agreement that governs the relationship between the agency and each Panel Supplier. It sets out the terms and conditions that the parties agree to contract on if the Panel Supplier is allocated a contract to provide specific goods, services or works.  |
| Panel of Suppliers         | A list of suppliers an agency has pre-approved to supply particular goods or services and who have agreed to the agency's terms and conditions for supply.  |
| Procurement plan           | A plan to analyse the need for specific goods, services or works and the outcome the agency wants to achieve. It identifies an appropriate strategy to approach the market, based on market research and analysis, and summarises the proposed procurement process.<br>It usually includes the indicative costs (budget), specification of requirements, indicative timeline, evaluation criteria and weightings and an explanation of the Broader Outcomes an agency will seek to achieve through the procurement.   |
| Public value               | Public value means the best available result for New Zealand for the money spent. It includes using resources effectively, economically, and responsibly, and considers: <ul style="list-style-type: none"> <li>- the procurement's contribution to the results you are trying to achieve, including any Broader Outcomes you are trying to achieve, and</li> <li>- the total costs and benefits of a procurement (total cost of ownership).</li> </ul> <p>The principle of public value when procuring goods, services or works does not mean selecting the lowest price but rather the best possible outcome for the total cost of ownership (over the whole-of-life of the goods, services or works).</p> <p>Selecting the most appropriate procurement process that is proportionate to the value, risk and complexity of the procurement will help achieve public value.</p> |
| Request for Proposal (RFP) | A formal request from an agency asking suppliers to propose how their goods or services or works can achieve a specific outcome, and their prices. An agency may be open to innovative ways of achieving the outcome.   |
| Request for Tender (RFT)   | A formal request from an agency asking for offers from potential suppliers to supply clearly defined goods or services or works. Often there are highly technical requirements and a prescriptive solution.   |
| Secondary procurement      | Where an agency purchases goods, services or works from a Panel of Suppliers, an All-of-Government Contract, Common Capabilities Contract or Syndicated Contract.   |
| Syndicated Contracts       | A type of collaborative contract that typically involves a group of agencies aggregating their needs and collectively going to market for common goods, services or works.<br>If the contract includes a <i>common use provision</i> (CUP), to allow other agencies to contract with the supplier on the same terms later,<br>If it is an <i>Open Syndicated Contract</i> and needs to be approved by the Procurement Functional Leader.<br>If the contract is limited to a group of named agencies, it is a Closed Syndicated Contract.  |
| Travel Services            | Travel services, in New Zealand and internationally, include: <ul style="list-style-type: none"> <li>a) air travel</li> <li>b) accommodation</li> <li>c) rental cars</li> <li>d) taxis.</li> </ul>  |
| Value threshold            | The minimum New Zealand Dollar value at which the Rules apply to a particular procurement type. It excludes GST.  |
| Works                      | Works is a generic term that covers new construction works for a new build or refurbishment works to an existing building.  |

## Appendix 5: Broader Outcomes

### Te Rautaki Hua Whānui

#### Introduction

1. On 6 May 2019, Cabinet agreed to a number of amendments to the Government Procurement Rules (formerly the Rules of Sourcing). The fourth edition of the Rules came into force on 1 October 2019.<sup>3</sup> The key change is a broadening of the focus of government procurement from delivering ‘Value for Money’ to ‘Public Value’.
2. Public Value is defined as getting the best result for New Zealand from a procurement, using an agency’s resources effectively, economically and without waste, and considering:
  - 2.1. the total costs and benefits of a procurement (Value for Money); and
  - 2.2. its contribution to the results the agency is trying to achieve (Broader Outcomes).
3. Delivering Public Value through procurement can include securing positive cultural, environmental, social and economic outcomes. Together, these are called ‘Broader Outcomes’. Rule 16 of the Government Procurement Rules requires agencies to “consider, and incorporate where appropriate, Broader Outcomes when purchasing goods, services or works”.

#### Definitions

##### **Public Value**

4. See paragraph 2 above.

##### **Broader outcomes**

5. Broader outcomes are the secondary benefits that are generated by the way a good, service or work is produced or delivered, including through-life. These outcomes can be

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<sup>3</sup> *Government Procurement Rules: Rules for Sustainable and Inclusive Procurement*, see [www.procurement.govt.nz/principles-charter-and-rules/government-procurement-rules](http://www.procurement.govt.nz/principles-charter-and-rules/government-procurement-rules).

social, environmental, cultural or economic benefits, and will deliver long-term Public Value for New Zealanders.

## Purpose

6. Delivering broader outcomes through procurement requires agencies to consider not only the capital and whole-of-life costs of a procurement (Value for Money), but also the costs and benefits to society, the environment and the economy.
7. The purpose of this policy is to support the inclusion of broader outcomes in the Ministry's procurement activities.

## Getting Started

8. The new Rules distinguish between designated and non-designated contracts. While the expectation is that agencies should leverage procurement to achieve broader outcomes, for designated contracts this is a requirement. Designated contracts are determined by Cabinet and/or the Ministers of Finance and the State Services Commission to achieve a specific priority outcome.
9. The priority areas for broader outcomes and designated contracts/areas are listed below (see Rules 16 – 20).

| Broader Outcomes: priority areas   | Designated contracts/areas   | Minimum requirements  |
|--|--|---|
| 1. Increase New Zealand businesses' access to government procurement: increasing the number of New Zealand businesses contracting directly to government, and within the supply chain ( <a href="#">Rule 17</a> ). | <ul style="list-style-type: none"> <li>• ICT services/computer software contracts</li> <li>• Targeted initiatives for Māori enterprises, Pacific firms &amp; firms in surge regions to better take part in government procurement processes</li> </ul> | When purchasing ICT services or software, agencies must consider how they can create opportunities for New Zealand Businesses.  |
| 2. Increase the size and skill level of the domestic construction sector workforce ( <a href="#">Rule 18</a> ).  | <ul style="list-style-type: none"> <li>• Construction contracts in excess of \$9 million</li> </ul>  | When procuring construction works over \$9 million, agencies must include questions in their request for tender/proposal documentation about the skills development and training practices of the supplier and their sub-contractors. Reasonable consideration must be given to those questions, and they must be included as weighted criteria when a weighted evaluation model is used. |



| Broader Outcomes: priority areas  | Designated contracts/areas  | Minimum requirements  |
|---|---|---|
| <p>3. Improving conditions of New Zealand workers:</p> <ul style="list-style-type: none"> <li>• Employment standards</li> <li>• Health &amp; safety; and</li> <li>• future-proofing the ability of New Zealand businesses to trade.</li> </ul> <p>These protect workers from unfair and unsafe behaviour and incentivises well performing firms while ensuring they are not undercut by firms who have reduced costs through poor labour practices (<a href="#">Rule 19</a>).</p> | <ul style="list-style-type: none"> <li>• Cleaning and security services contracts, forestry contracts for employment standards</li> </ul>   | <p>When procuring cleaning services, security services or forestry services (with a focus on low wage employment), agencies need to ensure that suppliers demonstrate compliance with employment standards within their business and through the domestic supply chain delivering that service. The supply chain is defined as all employees of firms sub-contracted by the tier one supplier, who are employed as cleaners, security staff or forestry workers. There is also a legal requirement to ensure legally sourced timber.</p>  |
|   | <ul style="list-style-type: none"> <li>• All contracts (as required by law) but focused support to lift performance in high risk areas, starting with forestry &amp; construction (the latter as part of the construction training priority above) for health and safety</li> </ul> | <p>All agencies must comply with their responsibilities under the Health and Safety at Work Act 2015 (and all associated regulations).</p>  |
| <p>4. Support the transition to a net zero emissions economy and assist the government to meet its goal of a significant reduction in waste by 2020 and beyond (<a href="#">Rule 20</a>).</p>   | <ul style="list-style-type: none"> <li>• Government fleet emissions</li> <li>• Stationary heat emissions in government buildings</li> <li>• Office consumables waste</li> </ul>   | <ul style="list-style-type: none"> <li>• When purchasing vehicles from the All of Government Motor vehicles contract, agencies need to purchase vehicles that are 20% below their current emissions profile.</li> <li>• When purchasing heating systems for a government building, agencies need to ensure that they are buying a low emission heating option. Agencies must not purchase coal boilers.</li> <li>• When purchasing office supplies from the All of Government office supplies contract, agencies need to purchase items that produce low amounts of waste and/or are recyclable.</li> </ul> |

10. Priority outcomes and designated contracts/areas may change over time, as may the threshold for construction contracts that are captured by priority outcome 2 above.

## Specific priorities of relevance to MCH

11. Each Project Team that is undertaking a procurement must carry out an “opportunity analysis” to identify if their procurement falls under one or more of the priority outcomes. This should be done early and at a high level as part of the Project’s Procurement Strategy. This should then be refined as the market is engaged and relevant artefacts are updated and developed.
12. Even if the procurement does not fall under one or more of the priority outcomes, the Project Team should consider whether there are any other broader outcomes that should be incorporated into the procurement documentation. Schedules to the Ministry’s template Request for Tender, Proposal etc (RFX) will require tenderers to prepare and submit as part of their responses a Broader Outcomes activity report, and also to provide a statement regarding how its proposed solution and method of delivery:
  - 12.1. generates Public Value for the Crown; and
  - 12.2. specifically, delivers Broader Outcomes for the Crown.
13. Importantly, while agencies are expected to use their procurements to achieve broader outcomes where that is appropriate, this may not be possible in every activity. In such cases, however, the reason or reasons for why this is not possible should be set out as part of the Project’s Procurement Strategy.
14. Of the four priority areas for broader outcomes, the following are more likely to be part of delivering Public Value in Ministry procurements:
  - 14.1. Increase New Zealand businesses access to government procurement;
  - 14.2. Grow the size and skill of New Zealand’s construction workforce;
  - 14.3. Improving conditions of New Zealand workers, and
  - 14.4. Support transition to net zero emissions economy.

### ***Increase New Zealand businesses access to government procurement***

15. The Government Procurement Rules define a “New Zealand business” as:

*A business that has originated in New Zealand (not being a New Zealand subsidiary of an offshore business), is majority owned or controlled by New Zealanders, and has its principal place of business in New Zealand.*

16. In the context of the Ministry’s procurement activity, the outcome of Public Value is likely to be enhanced by increasing both New Zealand business and company (e.g., New Zealand industry) access to government procurement, including through contribution to the New Zealand economy via employment opportunities for New Zealanders and the contributions those employees make as part of their daily lives in New Zealand.



### Implementation

17. For designated contracts, agencies must consider how they can create opportunities for New Zealand business, including Maori, Pasifika and regional businesses. A high proportion of Ministry contracts are “designated” in relation to priority one.
18. Importantly, creating opportunities for New Zealand businesses or companies to be involved in government procurement must not preclude or discriminate against other business from taking part. [Rule 3](#), which prohibits offsets, remains in force. As a result, agencies must “treat suppliers from another country no less favourably than New Zealand suppliers”. This means all suppliers will be assessed on their merits, including as to whether they present the best overall Public Value.
19. Project Teams must have regard to guidance published by MBIE on how to effectively involve New Zealand businesses in procurement, including structuring contracts into smaller parts where the risk in doing so is low. MBIE guidance can be found at [www.procurement.govt.nz/broader-outcomes/increasing-access-for-new-zealand-businesses](http://www.procurement.govt.nz/broader-outcomes/increasing-access-for-new-zealand-businesses)).

### Growing the Size and Skills of New Zealand’s Construction Workforce

20. As the Ministry takes a lead role in the maintenance and conservation of heritage monuments and other sites, the priority outcome to “increase the size and skill level of the domestic construction sector workforce” will shape each Project’s approach to the market (see [Rule 18](#)). Guidance on how this might be achieved is at [www.procurement.govt.nz/broader-outcomes/construction-skills-and-training](http://www.procurement.govt.nz/broader-outcomes/construction-skills-and-training). Rule 18 expressly requires that questions about skills development and training practices of the tenderer and its subcontractors be included as weighted evaluation criteria where the RFT uses a weighted attribute evaluation model.
21. In addition, [Rule 69](#) on Planning for New Construction Works requires agencies to apply the good practices set out in the Construction Procurement guides when acquiring construction works. These can be found at [www.procurement.govt.nz/procurement/specialised-procurement/construction-procurement](http://www.procurement.govt.nz/procurement/specialised-procurement/construction-procurement). Where a decision is taken not to follow the stated good practices, Project Teams are required to document the rationale for doing so.
22. The threshold for treatment as a designated contract for construction works is \$9 million. Where the contract is worth more than \$50 million which is designated a ‘significant construction contract’, agencies are also required to engage with the Infrastructure Commission and follow relevant published Infrastructure Commission guidance (see [Rule 64](#) for more information).

### Implementation

23. For significant construction contracts, Project Teams are also required to create a specific project Skills and Training Development Plan. When developing a Skills and Training Development Plan, consideration should be given:
  - to the local context;
  - the opportunities for increasing skills and training, or employment opportunities in that context;
  - whether it is appropriate to include targets in the contract; and
  - how progress against any targets might be measured and monitored.

24. Where the Ministry contracts another party (such as a consultant) to support it with the procurement of construction works, the Project Team is required to ensure that the contracted party applies the guidelines on its behalf.

### ***Improving Conditions of New Zealand Workforce***

25. The Ministry is likely to procure contracts which are designated – cleaning and security services – as well as non-designated contracts which involve, for example, health and safety considerations (see [Rule 19](#)).
26. For designated contracts, the Ministry must require their suppliers to ensure and demonstrate that they, and their domestic supply chain, comply with all relevant employment standards and health and safety requirements.

### ***Implementation***

27. Guidance and resources to ensure good government procurement practices that focus on achieving good health and safety and employment outcomes for workers in higher risk areas can be found [here](#).
28. When designated and, in some cases, non-designated projects are being planned, this condition should be considered, and any compliance statement added to the contract.

### ***Support the Transition to a Net Zero Emissions Economy and Significantly Reduce Waste***

29. The Ministry is likely to procure contracts which are designated – office supplies and stationary heating systems. See [Rule 20](#).
30. When purchasing office supplies from the All-of-Government office supplies contract, agencies need to purchase items that produce low amounts of waste and/or are recyclable.
31. When purchasing heating systems for a government building, agencies need to ensure that they are buying a low emission heating option. Agencies must not purchase coal boilers.

### ***Implementation***

32. Guidance and resources to ensure good government procurement practices that focus on achieving environmentally sustainable outcomes can be found [here](#).
33. When designated and, in some cases, non-designated projects are being planned, this condition should be considered, and any compliance statement added to the contract.

# SUPPLIER CODE OF CONDUCT

34. The Ministry is responsible for implementing this code within its procurement and contract management activities.
35. New contracts, contract renewals and RFX documents must be revised to include the Supplier Code of Conduct (The Code).
36. The Code is available [here](#) and sets out the expectations of the suppliers that the Ministry engages.
37. The Ministry expects its suppliers to meet or exceed the minimum standards set out in this Code and to comply with all applicable laws and regulations when doing business with us.
38. The Ministry is committed to sustainable, transparent and inclusive government procurement and we expect the same high standards of our suppliers. This Code states the behaviours and standards that are expected of suppliers to government. Suppliers are often an extension of an agency's business, with their employees interacting with the public on their behalf.
39. The Ministry will implement the Code in the way that is most appropriate to the procurement activity. The Ministry will require suppliers to commit to this Code within their contracts.
40. Suppliers will be responsible for communicating the Code to their subcontractors.
41. If a supplier has international supply chains, the Ministry expects suppliers to monitor them and take steps to resolve any known instances of noncompliance.
42. The Ministry may request that suppliers provide evidence of their compliance with this Code.
43. If a supplier does not meet the expectations set out in this Code, enforcement will depend on what the supplier has done (or not done) and what the contract says about this sort of conduct, which may include grounds for termination.
44. The Ministry may also choose to exclude a supplier from participating in a contract opportunity if there is evidence that the supplier has offended against this Code (see Rule 44 - Reasons to exclude a supplier).
45. In the event of any inconsistency, contracts and the Government Procurement Rules should take precedence over the Code.

# Travel Expenditure Policy

## Kaupapa

The Travel Policy provides guidance when making decisions concerning travel-related expenditure for all forms of domestic and international travel undertaken on behalf of the Ministry.

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### 1. Ngā mātāpono | Principles

- 1.1. Official travel is taxpayer funded. The Ministry has an obligation to ensure that maximum value is obtained from such expenditure and that the public perception of Ministry funded travel reflects this.

### 2. Nā wai te kaupapa | Authority for the policy

- 2.1. The Pou Arataki o Te Pae Ōhanga, Chief Financial Officer (CFO) is the policy owner and is responsible for the implementation and maintenance of the policy.

### 3. Te aronga | Scope

- 3.1. This policy applies to all Ministry employees and contractors or consultants who are engaged from time to time, travelling on behalf of the Ministry.
- 3.2. It applies to travel within New Zealand or internationally. International travel for the purposes of this policy also includes Australia and the Pacific.
- 3.3. Specific policies relating to the use of credit cards and vehicles are included in separate Ministry policies.

### 4. Ngā taipitopito o te kaupapa | Policy statements

- 4.1. Prior to any person travelling on Ministry business, the Ministry will ensure that:

- The travel is necessary and justifiable in every case;
  - Alternatives (such as video conferencing) have been considered;
  - Health, safety and accessibility have been considered;
  - The maximum value for the taxpayer is obtained; and
  - Steps are taken to reduce the carbon footprint of the Ministry's travel where this is practicable.
- 4.2. Staff should utilise the most cost-effective travel options that meet business needs. Staff should not be out of pocket as a result of travelling on behalf of the Ministry.
- 4.3. Travel costs should be prepaid by or directly charged to the Ministry, where possible. Individuals who travel frequently will be issued with a credit card. This is to pay for the purchase of goods and/or services incurred while travelling. Other individuals will be reimbursed upon their return on an 'actual and reasonable' basis. More information on expenses, reimbursement and payments is contained in this policy.

## **5. Domestic Travel**

### Authorisation

- 5.1. All travel must be authorised by the appropriate budget holder before any reservations are made. The authorising Manager will need to ensure that there are sufficient funds remaining in the appropriate budget to cover the total cost of the travel. No employee may authorise their own travel. Any travel undertaken by the Tumu Whakarae, Chief Executive is to be authorised by a Pou Mataaho, Deputy Chief Executive (DCE).

### Reservations and Bookings

- 5.2. All airline travel undertaken on Ministry business will be arranged by the travel co-ordinators, through the Ministry's travel service provider. The system includes an electronic approval process. The Ministry has discretion to book accommodation and rental cars directly through individual providers if this is deemed more appropriate and/or cost effective.
- 5.3. Travel arrangements should be made as soon as possible and well in advance. Affordability should be considered alongside flexibility, as applicable (see 5.13). If a group (comprising 10 or more people) is travelling to and from the same destination, enquiries should be made about group discounts.
- 5.4. All documentation associated with authorisation and booking of travel is to be saved and filed under each Group's travel area on the document management system.

### Frequent Flyers

- 5.5. The general principle contained within the Te Kawa Mataaho, Public Service Commission's Standards of Integrity and Conduct must be adhered to. This

states that no personal benefit is to be gained by the employee as a result of Ministry expenditure.

- 5.6. Employees should not claim for personal use or personally accept frequent flyer air points whilst travelling on business paid for by the Ministry. Frequent flyer points are not able to be accrued on flights booked through the Ministry's travel service provider, however, status points can be obtained to offset the cost of airline lounge membership.
- 5.7. Employees who are required to travel frequently may, with the prior approval of the DCE, belong to an airline club at the expense of the Ministry. An indication of 'frequent' could mean in excess of 20 return airfares per year.

#### Personal Travel in Conjunction with Business Travel

- 5.8. Personal travel in conjunction with business travel is to be approved by the employee's DCE. The cost of travel to the Ministry must not exceed the cost that would have been incurred had there been no personal travel.
- 5.9. Travel proposals must disclose the element of personal travel to be undertaken. The primary reason for the travel must always be for business purposes. If the personal element is significant, that is it comprises more than 20% of the time allocated for business purposes, the reasons must be well-documented.
- 5.10. Individuals must meet all costs incurred while travelling privately or while on leave during or in conjunction with business travel. Bills or invoices for the Ministry and personal expenses should not be combined.

#### Mode and Class of Travel

- 5.11. Economy class air travel should generally be used. Premium Economy or Business class will be considered on a case-by-case basis. In approving the appropriate class for overseas air travel, the DCE should consider:
  - The amount of flying time;
  - The need for flexibility (see 5.13);
  - Whether the traveller will be required to carry out business during travel (e.g. preparation, writing etc);
  - Whether the duration of the flight will impact on the employee's ability to carry out their business on arrival (e.g. whether a recuperation period is available);
  - The cost and/or affordability of the premium economy or business class fare; and
  - Any stopovers and their length.
- 5.12. The circumstances that would probably warrant travel other than economy class are that a flight's duration is overnight and the staff member is required to be fit for work within a short time after arrival. If accompanying a Minister, then the employee may travel in the same class if required by the Minister.

### Flight Changes and Fare Types

- 5.13. There are some circumstances in which considerations of flexibility will outweigh the need for the cheapest available fares. These circumstances include:
- if the employee is attending a court hearing or other event with an unknown completion time;
  - if a trip is likely to include a number of uncertain factors e.g. events that are weather dependent, rural trips where traffic times are difficult to predict;
  - if travel restrictions are in place (e.g. due to pandemic precautions); or
  - if the workload is uncertain and the schedule subject to change.
- 5.14. When approving a travel request that includes a flexi fare, the manager should both consider the justification provided and judge the likelihood of a change being required. Where a flexi fare has not been booked and extra costs are incurred for a last-minute change, the authorising manager should ascertain that the change arose out of legitimate business reasons, or circumstances that could not have reasonably been foreseen. Costs relating to voluntary changes of flights must otherwise be met by the individual.
- 5.15. Any missed flights and/or connections should be discussed with the travel service provider and if extra costs are incurred, the employee's manager should be advised as soon as possible. The rebooking of a staff member's travel is at the discretion of the employee's manager, which is why prior consultation should occur. When scheduling travel, due consideration should be given to allowing sufficient time for transit to the airport, especially at peak travel times in the larger centres.

### Domestic Travel Insurance

- 5.16. Ministry-owned equipment is covered by its general insurance policy. Note that personal items are not covered during periods of domestic travel unless this is part of an official international travel arrangement.

### Travel by Spouses and Non-Ministry Persons

- 5.17. Subject to the hiring manager's discretion, the Ministry will meet the costs of travel by interviewees travelling from out of town.
- 5.18. The Ministry will not meet the costs of travel by spouses or other accompanying persons except as part of transfer or secondment arrangements or in the circumstance that involvement of a spouse directly contributes to a clear business purpose. The travelling staff member should discuss with their manager if they intend any family member to accompany them on work-related travel regardless of whether the organisation contributes to costs.
- 5.19. In these cases, the expense may be liable for a Fringe Benefit Tax as a "free, subsidised or discounted good or service". For more information about Fringe



Benefit Tax, see <https://www.classic.ird.govt.nz/resources/f/a/fab9c941-c8b0-47c7-b7ee-40f4c25035b5/ir409-sept-19.pdf>.

## **6. Vehicles**

- 6.1. Staff using vehicles should also refer to the policies and guidance within the Ministry's Driving Policy, available on the intranet.

### Motor Vehicle Hire (and insurance)

- 6.2. An appropriate motor vehicle may be hired through the travel service provider at the Ministry's expense to meet official business needs. The Ministry encourages the use of electric or hybrid vehicles whenever practicable.
- 6.3. The Ministry's insurance policy does not cover rental vehicles. Insurance must be added to all rental hire agreements. Care is necessary as some agreements do not include insurance by default.
- 6.4. If a rental vehicle is involved in an accident or is stolen or damaged, the driver must complete a claim form provided by the rental vehicle provider (as appropriate). Completed forms should be forwarded to the CFO as quickly as possible.

### Use of Private Vehicles

- 6.5. If an employee is to use a private vehicle for business travel, approval from the employee's budget manager must be obtained prior to the travel taking place. Approval for use of personal car or motorcycle for official travel may be given where:
- The individual has a mobility need; and/or
  - It would be more cost effective and/or timely than travelling by any other alternative.
- Employees who use private vehicles on official business do so at their own risk.
- 6.6. A cost comparison with alternative forms of transportation should always be made prior to agreement being given for an employee's use of a private motor vehicle for work purposes. The risks associated with using private motor vehicles need also to be acknowledged and judgment applied accordingly. A rental car is likely to be a preferable alternative where the distance to be travelled exceeds 100 kilometres. The same principles should be applied in assessing the alternatives of air travel versus private motor vehicle usage over longer distances.
- 6.7. The Ministry will reimburse the employee for the cost of using a private vehicle if it is agreed that an employee uses a private vehicle and this more expensive than the usual mode of transport then reimbursement should be limited to the cost of the usual mode of transport (e.g. equivalent airfare).
- 6.8. Reimbursement will be in accordance with the Inland Revenue Department's "short distance" mileage rates. Above 5,000km per annum the actual running

costs must be assessed. The current mileage rate can be found on the Inland Revenue Department's website by searching mileage rate.

### Use of Public Transport

- 6.9. Wherever practicable, Ministry staff are encouraged to use public transport rather than taxis for travel within Wellington City. Frequent users such as Te Pae Whakahaumarū, Facilities have been issued preloaded electronic ticketing cards (Snapper) for business related travel purposes.

### Use of Taxis and Shuttles

- 6.10. Taxis are to be used only for official travel and should be used where they are the most cost-effective mode of transport. There may be circumstances where an alternative means for travel is more appropriate (e.g. a shuttle, rental vehicle, ride-sharing app). It is up to the discretion of the budget manager to determine the best approach for individual circumstances.
- 6.11. Frequent users of taxis (5-8 times a month) should be issued with an eTaxi card to cover these costs. Infrequent users of taxis may use an eTaxi card. Employees are not to use eTaxi cards to pay for personal taxi use.
- 6.12. If staff use a personal credit card for a ride-sharing app, they will be reimbursed. A work credit card may also be used in a ride sharing app for work related trips only.
- 6.13. Within Wellington, taxi usage must be within the following parameters:
- Where one or more staff members have mobility needs that would make other options impractical.
  - When a staff member is required to work longer hours than usual and other methods of transport are unavailable, impractical or unsafe.
  - Taxi use for travel on Ministry business where the destination is more than 2 kilometres in distance. Taxi use may be appropriate for shorter distances when the weather is poor, there is insufficient time between engagements, or Ministry property is required to be transported.
  - Staff travelling outside Wellington may use a taxi to travel from home to Wellington airport and return although parking at the airport may be cheaper in some cases, particularly when staff live further away.
  - In case of emergency, staff may be approved taxi travel to home for compassionate reasons – for example, a staff member becomes sufficiently unwell during the course of the day that the use of public transport is deemed inappropriate.
- 6.14. Each Pou Whirinaki holds an eTaxi voucher card. Use of the card involves entering the recipient, cost centre, reference and date in the eTaxi system. This ensures accurate reporting and appropriate accountability.

### Parking and Traffic Infringements

- 6.15. Parking and traffic fines such as speeding tickets incurred while on official business are the responsibility of the person who incurred the fine. Fees such

as airport and other car parking will be reimbursed on the basis of actual and reasonable expenditure (see 'Expense Claims' in 9.3).

## 7. Accommodation

### Type and Quality of Accommodation

- 7.1. Generally accommodation should be of a good (3\* - 4\*) but not superior (5\*) standard. However, consideration should be given to price, distance from the work site, security and the standard of accommodation, when determining the most appropriate accommodation.
- 7.2. Staff are not expected to share rooms.
- 7.3. When an employee is required to travel with a Minister then the employee may stay in the same accommodation as the Minister if required.
- 7.4. For all expenditure incurred, adequate receipt/documentation must be obtained. All personal expenses must be paid by the individual at the hotel/motel.
- 7.5. Individuals staying a week or longer in a hotel/motel undertaking official Ministry business should enquire about long term discounts. Wherever possible, alternatives should be considered (e.g. serviced apartments). The expectation is that long-term stays will be infrequent and will, therefore, be the exception rather than the norm.
- 7.6. The following guidelines are to be used when booking accommodation. It is emphasised that these are upper thresholds, above which explanation of the deviation from the guidelines needs to be justified, and all efforts should be made to incur lower amounts where possible.
- 7.7. There should also be clear documentation for the reasons for any transactions outside of the amounts below.
- 7.8. To manage this, the 'request for travel form' (available on the intranet) is encouraged for all trips, and this is where any reasons for going outside of these levels should be documented. This paperwork should be attached when submitting the invoice/expense claim to Te Pae Ōhanga.

|                                   |                       |
|-----------------------------------|-----------------------|
| Hotels in Main Urban Centres      | up to \$220 per night |
| Hotels in the rest of New Zealand | up to \$180 per night |

### Home sharing accommodation providers

- 7.9. House sharing services are not preferred providers due to variability in security, safety and privacy measures, less standardised procedures, a lack of flexibility and uncertain levels of support should an issue occur.

- 7.10. However, they may occasionally be appropriate if there are no other practical options, if staff require accommodation for a longer period of time or if they require access to specific facilities.
- 7.11. In the case that it is deemed the most appropriate option, a home sharing provider may be used provided that:
- The booking is made via the Ministry's travel provider. This ensures the booking is included in Ministry standard approval/reporting processes and 24-hour support is available;
  - A standalone building is available where staff are the only occupants;
  - There are no concerns over the safety or privacy of staff; and
  - All staff are comfortable with the arrangement.

### Staying Privately

- 7.12. Where a staff member elects to stay privately, no allowance will be paid for accommodation. Two options for claiming costs are available and these should be discussed with the appropriate manager first.
- Actual and reasonable costs of either taking the host to a meal or purchasing groceries/food to contribute to (a) meal(s) at the host residence can be claimed. All receipts must be retained.
  - A gift or koha to the host may be given. Certification that this expenditure was actually incurred will be required (Refer to the Koha section of the Manaakitanga Policy).

## **8. Expenses**

### Meals

- 8.1. Actual and reasonable meal costs will be covered by the Ministry when an individual is away from home or usual place of residence. This does not extend to additional sundry snack food and coffees outside of a meal.
- 8.2. Where meals are provided as part of a conference fee, it is appropriate that the Ministry pay for these as part of the overall cost of the conference. Where the conference includes separately priced 'optional extras' such as a conference dinner, the approving manager should determine whether the cost is reasonable in terms of the broader context and whether it provides fair value for money in regard to other alternatives.
- 8.3. The following general principles can be applied:
- For any meals where an individual is travelling away from the city they are based in, the Ministry will cover the cost, subject to the limits below.
  - Bottled water will be covered by the Ministry if water is not otherwise easily accessible in the destination.
  - The cost of alcohol will not be met by the Ministry, unless it relates to entertainment of external stakeholders, and is limited to 2 standard drinks per person.

- 8.4. All expenditure should demonstrate the prudent use of taxpayers' money both in what is being purchased, as well as how it might be perceived by the public. It is preferable to err on the side of caution when incurring expenditure on behalf of the Ministry, particularly if an element of personal benefit is or could be perceived to be involved.
- 8.5. Individual meal costs may vary but total costs should be under \$75 per day.

### Other Expenses

- 8.6. The following costs may be claimed by an employee travelling on Ministry business in undertaking official travel:
- Reasonable charges to claim for laundry/dry cleaning of clothes if away from home for more than 3 nights.
  - Reasonable telephone usage for balancing of home and work commitments. The Ministry encourages the use of free minutes or video calling apps that can utilise available Wi-Fi. If calls are made that create extra charges then the Ministry will reimburse, provided that these are not excessive.
  - The Ministry will cover reasonable telephone, mobile and data charges incurred for official business purposes. A receipt or other appropriate form of evidence should be provided with all costs incurred.
  - Public funds are not to be used for tipping while travelling for the Ministry within New Zealand or Australia.
- 8.7. In-room entertainment such as on demand movies, food and alcohol from the mini-bar are considered personal charges.

## **9. Claims/Documentation**

### Travel Advances

- 9.1. The Ministry's general policy is, wherever possible, to pay for or to reimburse the cost of goods and services after the event. However, it is recognised that there may be times when an advance may be necessary.
- 9.2. Cash travel advances are arranged through Te Pae Ōhanga but require 10 working days' notice to ensure delivery prior to departure. All such advances are to be fully documented and recorded in the financial system. All advances must be cleared, either by being repaid or by the provision of expenditure evidence, within 10 working days of the staff member's return to the Ministry.

### Expense Claims

- 9.3. Following approval from managers, staff may have expenses paid for with personal funds reimbursed via an expense claim.
- 9.4. If the individual has been issued with a credit card or travel card, then wherever practical all travel expenses should be charged to this. In situations where this

is not possible or the costs cannot be directly charged back to the Ministry, staff can use personal funds and seek reimbursement via an expense claim.

- 9.5. All claims are to be made using an Employee Reimbursement of Expenses Claim Form (available on the intranet). Expense claims should be fully completed and submitted to Te Pae Ōhanga electronically no later than two weeks after returning from travel. A receipt or other appropriate form of evidence should be provided with any claim for reimbursement (for NZ purchases a tax invoice is required for amounts over \$50).
- 9.6. The following will assist with the processing of the claim:
- The business purpose of the expenditure is clearly stated.
  - If cash travel advances have been returned to Te Pae Ōhanga please state this on the claim form.
  - When travelling with another staff member, if one member pays for the other's meals or other expenses please note this on both claims so they do not get paid twice. This claim should be made by the most senior person and list the other individuals to whom the expenditure relates.
- 9.7. Where expenses, such as meals, are covered by a host organisation or included in the fee or registration fees, individuals cannot claim for reimbursement.

#### No Receipts

- 9.8. A receipt or other appropriate form of evidence should be provided with any claim for reimbursement. If no receipt is provided, an individual will need to submit an explanation with the claim that can be considered by their manager prior to approval.

### **10. International Travel**

#### Authorisation

- 10.1. All international travel, whether the costs are being met by the Ministry or by other parties, must be authorised in writing by:
- The appropriate DCE for travel to Australia or the South Pacific;
  - The Tumu Whakarae for any travel beyond Australia or the South Pacific.
- 10.2. Proposals for international travel should be prepared well in advance of travel in the form of a memorandum addressed to the appropriate Tumu Whakarae or DCE. A signed copy should be given to Te Pae Ōhanga, Finance and copied to and copied to Te Pae Hangarau, Information Technology and Te Pae Pūmanawa Tangata, People and Culture.
- 10.3. The proposal must include:
- The purpose of the travel
  - The itinerary and business to be conducted at each point in the itinerary
  - The business benefits or obligations being discharged
  - The class of travel

- The time the person will be away, and any associated leave arrangements
- The full cost of the proposal with airfares shown separately from other expenses
- The code(s) to which the travel is to be charged.

10.4. The International Travel Approval Memo must be completed. A template for the memo can be found on the Ministry's Intranet.

10.5. All Ministry employees who intend travelling overseas on official business are to advise the Pou Mataaho o Te Iho, DCE, Organisational Performance, who is the Ministry's Departmental Security Officer (DSO). The DSO will provide the employee with a briefing prior to departure. Those intending to travel should also consult MFAT's travel advice website ([www.safetravel.govt.nz](http://www.safetravel.govt.nz)) for the latest advice regarding their destinations.

### Reservations and Bookings

10.6. The process for reserving and booking international travel is the same as domestic travel but a signed copy of all international proposals with itinerary attached should be given to Te Pae Ōhanga for record keeping purposes.

### Insurance

10.7. Individuals undertaking official travel outside New Zealand are covered by the Ministry's travel insurance policy and will be issued with insurance details. Please obtain this information from the Pou Arataki o Te Pae Whakahaumarū, Team Leader, Facilities and Emergency Management. The policy includes limited cover for such things as medical expenses and lost baggage.

### Use of Ministry IT equipment overseas

10.8. In the interests of keeping Ministry information and network secure, employees are generally encouraged not to take Ministry issued laptops overseas. However, if they are required to do so, they should contact the Pou Arataki o Te Pae Hangarau, Chief Information Officer prior to travel.

### Tipping

10.9. Tipping should occur where it is customary and necessary. In countries where tipping is customary, a tip should be left up to the customary amount.

### Travel Card

10.10. For overseas travel, the Ministry holds a travel card. This can be preloaded with foreign currency and used by an employee in lieu of a cash advance. This can be used to pay for meals, travel and other actual and reasonable costs incurred while travelling. The same principles apply (as explained elsewhere in this policy) for use of this card. A register is held in Te Pae Ōhanga and the terms and conditions of use must be read and agreed before the card is signed out. The card, all travel receipts and any remaining cash must be returned to Te Pae Ōhanga as soon as possible upon the individual's return.



## 11. Ngā mana whakahaere | Responsibilities and accountabilities

### Pou Mataaho, Deputy Chief Executive

- Any travel undertaken by the Tumu Whakarae is to be authorised by a DCE.
- The appropriate DCE is to authorise in writing all international travel to Australia or the South Pacific.

### Budget Manager

- All Ministry related travel must be authorised by the appropriate budget holder before it is undertaken.
- Ensure a signed copy of all approved international travel (in the form of a memo) is given to Te Pae Ōhanga and copied to Te Pae Hangarau and Te Pae Pūmanawa Tangata.
- Ensure that there are sufficient funds in the appropriate budget to cover the total cost of international travel.
- Must approve any personal travel in conjunction with business travel undertaken by their employee.
- Ensure a cost comparison with alternative forms of transportation is made prior to agreement being given for an employee's use of a private motor vehicle for work purposes.
- Ensure all receipts or other appropriate forms of evidence are provided with any claim for reimbursement. If no receipt is provided, an adequate explanation must be documented and considered prior to approval.

### Employee

- Ensure the contents of this policy are clearly understood before undertaking travel.
- No employee may authorise their own travel.
- When making an expense claim, must use the expense claim form and be submitted to Te Pae Ōhanga no later than two weeks after returning from travel.
- Bills or invoices for the Ministry and personal expenses should not be combined. All personal expenses must be paid by the individual at the hotel/motel. Individuals must meet all costs incurred while travelling privately or while on leave during or in conjunction with business travel.
- If a cash advance is required, ensure 10 working days' notice is given to Te Pae Ōhanga to arrange this.

If issued with a travel card:

- The card, all receipts and any remaining cash must be returned to Te Pae Ōhanga as soon as possible upon the employee's return.
- Must read and agree to the terms and condition of the travel card.

### Tumu Whakarae

- Must authorise in writing all international travel beyond Australia or the South Pacific.
- Must authorise all DCE travel expenditure.

- Must seek authorisation from DCE for own business travel.

## 12. Mā wai e āwhina | Where to Get Help

For help with this policy contact the Pou Arataki o Te Pae Ōhanga, Chief Financial Officer.

## 13. Te tātari me te whakahou | Review of the Policy

Review of this policy is due every two years or as and when required.

## 14. Te hītori o tēnei tuhinga | Document History

| Version number | Date Created      | Author/Contributor   | Approved by                        | Date |
|----------------|-------------------|--|------------------------------------|------|
| 1              | 25 November 2010  | 9(2)(a)  |                                    |      |
| 1.1            | 9 May 2011        | 9(2)(a) (Policy Framework template applied)                      |                                    |      |
| 1.2            | 17 May 2011       | 9(2)(a) (content updated)  |                                    |      |
| 1.3            | 24 September 2013 | 9(2)(a) (content updated for new travel provider)                |                                    |      |
| 1.4            | 14 October 2016   | 9(2)(a) (content revised and updated)                            | MLT - see Memo on proposed updates |      |
| 1.5            | 29 May 2017       | Content updated for change of name to Organisational Performance | 9(2)(a)                            |      |
| 1.6            | February 2021     | 9(2)(a)  |                                    |      |