



14 October 2024

OIAD-1244

9(2)(a)

Tēnā koe 9(2)(a)

Thank you for your emails of 1 and 17 September 2024 requesting the following under the Official Information Act 1982 (the Act) from the Ministry for the Environment (the Ministry):

1. *For the reported 2022/23 financial year expenditure of \$822,362 involving internal conferences and seminars, staff retreats, off-site training, or planning and team-building exercises, for events over \$20,000:*
 - a. *The name and a brief description of the event.*
 - b. *The Date: The date or time frame when the event occurred.*
 - c. *A Cost Breakdown: A detailed breakdown of the receipts and any other relevant costs.*
 - d. *The Purpose: The primary purpose or objective of the event, including the intended outcomes.*
2. *For all polling, surveys, research and strategy's from the 2022/23 financial year:*
 - a. *The name and a brief description of each including contractors company name.*
 - b. *The Date: The date or time frame when each occurred.*
 - c. *A Cost Breakdown: The contracts and invoices for each external contractor*
 - d. *The Purpose: The primary purpose or objective of each, including the outcomes and findings. Please include any internal correspondence for the reasoning behind choosing each contractor and any report or correspondence explaining the reasoning for each service been tendered*

I have provided a response to Question 1 in the appendix below:

- Table 1 provides information in response 1a, 1b, and 1d. This information was sourced from contracts and internal correspondence.
- Table 2 provides information in response to 1c. This information is based on an analysis of the transactions supporting the 2022/23 annual review response for expenditure involving internal conferences and seminars, staff retreats, off-site training, or planning and team-building exercises.

I have provided a response to Question 2 in the appendix and by providing you with a range of documents:

- Table 3 provides information in response to part of 2a (the name) and 2b.
- The attached documents provide you with contracts, invoices, procurement plans, and appointment memos in response to the remainder of 2a, 2c, and 2d excluding:
 - “outcomes and findings” for five of the contracts
 - correspondence.

Some of the information in these documents has been withheld under the following sections of the Act:

9(2)(a) to protect the privacy of natural persons

- 9(2)(b)(ii) to protect information where the making available of the information would likely unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information.
- 9(2)(g)(i) to maintain the effective conduct of public affairs through the free and frank expression of opinions by employees of any public service agency in the course of their duty
- 9(2)(k) to prevent the disclosure or use of official information for improper gain or improper advantage.

I am refusing “*outcomes and findings*” in Question 2d for Contracts 26079, 26178, 26308, 26431, and 26437 under section 18(d) of the Act as they are already publicly available at: https://www.parliament.nz/resource/en-NZ/54SCENV_EVI_7f24c5a7-80b8-48d1-767d-08dc00eb6a20_ENV9545/be4a6d24a7f4dd860292bd7b95c7c60979db4887 or <https://environment.govt.nz/publications/local-government-climate-data-needs-report/>.

I am refusing the correspondence part of Question 2d under section 18(f) of the Act as this would require a substantial amount of consultation and collation. However, I have responded to the part of this question that asks for “*any report explaining the reasoning for each service been tendered*” by providing you with contracts, procurement plans, and memos.

You will notice that Contracts 26431 and 26437 share a procurement plan, alongside two other planned contracts, due to dependencies across the work. These projects were designed to support development of a planned initiative named the Climate Action Hub, and more broadly to support the development of other Emissions Reduction Plan and National Adaptation Plan actions. The work also informed foundational work for the All-of-Government Climate Data Initiative, which was funded through Budget 2023:

- Procurement #1 resulted in Contract 26431 and is listed as Stage 1 in the contract document.
- Procurement #2 was referenced in the contract document for 26431 as Stage 2. This work did not proceed to contract. It was listed in the FY22/23 Annual Review in error, titled “Climate narrative framing and message testing”.
- Procurement #3 resulted in Contract 26437.
- Procurement #4 did not proceed to contract.

Contract 26005 was excluded from the Annual Review in error. It should have been included with the title “Climate Narrative Framing and Testing”.

You have the right to seek an investigation and review by the Office of the Ombudsman of my decision to withhold information relating to this request, in accordance with section 28(3) of the Act. The relevant details can be found on its website at: www.ombudsman.parliament.nz.

Please note that due to the public interest in our work the Ministry for the Environment publishes responses to requests for official information on our [OIA responses page](#) shortly after the response has been sent. If you have any queries about this, please feel free to contact our Ministerial Services team: ministerials@mfe.govt.nz.

Yours sincerely

A handwritten signature in black ink, appearing to be 'AK' followed by a long horizontal stroke and a vertical drop at the end.

Alice King
Acting General Manager – Finance & Procurement
Ministry for the Environment | Manatū Mō Te Taiao

Table 1: Summary of Ministry events over \$20,000 for Financial Year 2022/23

Name of event	Supplier	Date or date range	Total cost	Description/Purpose/Objective/Outcomes
Coaching skills training workshops	Yakety Yak Ltd.	<p>10 Feb 2023 – 16 March 2023: Four 3-hour online sessions</p> <p>06 April & 20 April 2023: 2 full-day face-to-face workshops in Wellington</p> <p>13 June 2023 – 03 July 2023: Four 3-hour online sessions</p>	\$21,023	<p>The coaching programme was designed to support anyone within the Ministry who manages, leads, or coaches staff. It focuses on:</p> <ul style="list-style-type: none"> Building conversational skills, tools, and frameworks. Enhancing 'people' skills to empower leaders to find their own solutions. <p>Developing coaching skills to help leaders feel more empowered, accountable, innovative, and in control of their situations, opportunities, and challenges.</p> <p>High level outcomes:</p> <ul style="list-style-type: none"> Develop conversation skills, tools, and frameworks to support others in reaching their full potential. Build on existing people skills to help others find their own solutions. Empower others to feel more accountable, innovative, and in control of their situations and challenges. <p>Learning objectives:</p> <p>By the end of the programme, you will be able to:</p> <ul style="list-style-type: none"> Help people get from where they are to where they want to be. Use an easy and practical 4 step process to help you facilitate meaningful conversations that have actionable and tangible outcomes. Listen to learn and understand rather than listen to reply. Take a coaching approach to everyday conversations with the people that you work with, your family and friends, and even in those conversations you have with yourself. Gain confidence by practicing new coaching skills in a safe, supportive environment.
Māori Capability Programme	Awariki Ltd.	October 2022 to February 2023 – 24 workshops	\$96,032	<p>This contract was Phase 3, delivery of a staged process. The same contractor delivered Phases 1 and 2.</p> <p>The supplier was contracted to complete three deliverables:</p> <ul style="list-style-type: none"> Deliver a one-day Tōnui workshop online to Te Mimiro, contextualised to the cohort's needs as leaders of leaders (2x Awariki facilitators) Deliver 19x one day Tōnui online workshops to cohorts of up to 20 participants (1x Awariki facilitator per cohort) Deliver 4x half day wānanga to build the subject matter knowledge and confidence of MfE's internal facilitators <p>These services are sought to support of the delivery of Tōnui – our Ministry's baseline capability development programme. This work will help our Ministry to deliver on our strategic intention to bring Te Ao Māori and Te Tiriti into our everyday work, our commitment made to Te Arawhiti regarding Whāinga Amorangi, and the legislative requirements of the Public Service Act 2020. This service gives direct expression to our Te Ao Hurihuri strategy, specifically through the whānau ora (building internal cultural capability) and the mauri ora (strengthening the Māori Crown relationship) domains.</p> <p>Our objective is to implement Tōnui across our entire Ministry of approximately 1200 staff by July 2023.</p> <p>To achieve this, we plan to train a selection of internal staff to facilitate the Tōnui one day online workshops. Awariki were engaged previously to help design and develop the Tōnui programme. Following the success of that piece of work we would like to engage them to deliver the first series of workshops.</p> <p>The intention is to use the workshop series as a teaching tool to help build the subject matter knowledge and facilitation capability of the staff who will lead these workshops independently beyond this contracted series of workshops (x20). This process honours a partnership approach where Awariki will initially lead in the delivery though gradually transition facilitation to our staff to lead independently.</p> <p>To further support the development and capability needs of our internal facilitators, this engagement includes a series of 4x half day wānanga interspersed throughout the workshop series to give intensive support.</p>
PEP Worldwide Course for Matapopore	PEP Worldwide	23 May to 21 July 2023	\$27,080	<p>The Buyer requires the Services for the purpose of introducing our people to the PEP principles and the relevant 365 applications to achieve breakthrough results. PEP for Microsoft 365 helps us gain the full benefits of this technology, putting our people back in control and focusing their energy and attention on what is important. Participants will learn the PEP principles and how best to apply them to their work using the 365 tools: Microsoft Teams, Outlook, OneNote, OneDrive and Tasks by Planner.</p> <p>The Supplier will provide workshops and materials. This will be delivered in a hybrid approach – in person and via Microsoft Teams in three modules.</p>
PEP Worldwide Course for Business Support	PEP Worldwide	<p>6 to 29 June 2023</p> <p>Group 1: Tuesday 6th and Tuesday 20th June</p> <p>Group 2: Friday 9th and Friday 23rd June</p>	\$53,200	<p>Personal Efficiency Programme (PEP) solution for the Business Support team, consisting of 2x full day modules to assist the team to refine work practices to enhance business performance. Delivered as 4 groups, each comprising of full-day sessions to be delivered virtually throughout June 2023.</p> <p>A total of 26 staff participated in the foundation PEP Principles Solutions Programme, learning strategies to boost workplace performance, filter and improve their ability to focus time on what matters and enrich the support they provide.</p> <p>Key outcomes included – enhanced workflow, improved email management, better prioritisation, more cohesive ways of working. Each module incorporated individual coaching sessions to action and implement practical learnings from each session. This ensures new behaviours are implemented directly into the work</p>

		Group 3: Monday 12th and Monday 26th June Group 4: Thursday 15th and Thursday 29th June		environment. Our staff claimed on average, a 21.9% lift in their personal productivity and performance across 7 productivity measures following completion of the programme.
Policy Implementation and Delivery Away Day	Various suppliers and services – see budget breakdown	1 June 2023	\$32,129	<p>This event was the annual Away Day for the Policy Implementation and Delivery business unit. Individual teams in the business unit also held team planning days on either side of this event and 1:1 Manager / team member meetings face to face. Event costs for the Away Day do not include travel, accommodation (noting a bulk discount was secured at IBIS), or any additional food costs for staff outside of the Wellington region who travelled for the event, as these costs are tagged to individual team budgets within the Ministry.</p> <p>Objectives of the day:</p> <ul style="list-style-type: none"> • Building alignment in understanding our collective direction – how we will serve Aotearoa and play our role within MfE • Building relationships • Bringing ngā mātāpono (design principles for implementation) to life to guide daily work • Looking at new ways of working
Four workshops for Ministry staff and Te Mana o te Wai Fund (TMotW) recipients	Kauati Limited	3 October 2022 to 16 December 2022	\$25,494	<p>2 x TMotW Ministry workshops for MfE Kaimahi. Kauati staff will:</p> <ul style="list-style-type: none"> • Connect with Ministry staff prior to get required background information. • Deliver a workshop to Ministry officials. • Provide feedback to the Ministry following the workshop. <p>1 hour session for MfE leaders online. Kauati staff will:</p> <ul style="list-style-type: none"> • Tailor the materials, workshop exercised and delivery to suit senior Ministry staff • Deliver a workshop to senior Ministry officials. • Provide feedback to the Ministry following the workshop. <p>TMOTW workshop for fund recipients</p> <ul style="list-style-type: none"> • Connect with Ministry staff prior to get required background information. • Deliver a workshop to Ministry officials. • Provide feedback to the Ministry following the workshop.

Table 2: Breakdown of invoices and receipts for events

Date of invoice/receipt claim	Event Name	Invoice/Receipt Cost	Supplier
3/03/2023	Coaching skills training workshops	\$7,000	Yakety Yak Limited
24/04/2023	Coaching skills training workshops	\$7,023	Yakety Yak Limited
3/07/2023	Coaching skills training workshops	\$7,000	Yakety Yak Limited
31/10/2022	Māori Capability Programme	\$19,112	Awariki Limited
30/11/2022	Māori Capability Programme	\$49,752	Awariki Limited
13/12/2022	Māori Capability Programme	\$16,112	Awariki Limited
21/02/2023	Māori Capability Programme	\$11,056	Awariki Limited
25/05/2023	PEP Worldwide Course for Matapopore	\$27,080	PEP Worldwide NZ Limited
20/06/2023	PEP Worldwide Course for Business Support	\$51,200	PEP Worldwide NZ Limited
28/06/2023	PEP Worldwide Course for Business Support	\$2,000	PEP Worldwide NZ Limited
25/05/2023	Policy Implementation and Delivery Away Day	\$2,500	Manaaki Management (venue hire)

31/05/2023	Policy Implementation and Delivery Away Day	\$174	Taranaki Whanui (koha for pōwhiri and minor personal expenses for administrator)
2/06/2023	Policy Implementation and Delivery Away Day	\$6,480	Kuwaha Limited (presentation and panel discussion)
2/06/2023	Policy Implementation and Delivery Away Day	\$185	Fussy Limited (catering for team planning day adjacent to Policy Implementation and Delivery Away Day)
6/06/2023	Policy Implementation and Delivery Away Day	\$14,402	Manaaki Management (catering)
12/06/2023	Policy Implementation and Delivery Away Day	\$7,413	AV Media NZ Limited
21/06/2023	Policy Implementation and Delivery Away Day	\$975	Taranaki Whanui (pōwhiri)
30/11/2022	Te Mana o te Wai Workshops	\$14,159	Kauati Limited
14/12/2022	Te Mana o te Wai Workshops	\$2,066	Kauati Limited
27/02/2023	Te Mana o te Wai Workshops	\$9,270	Kauati Limited

Table 3: Summary of polling, surveys, research and strategy contracts for Financial Year 2022/23

Contract number	Name	Supplier	Start Date	End Date	FY22/23 value of contract	Total value of contract	Outcomes
26005	Climate Action Hub Research and Insights review	The Research Agency Limited	13-03-2023	30-06-2023	\$40,000	\$40,000	See attached document, titled “26005, Outcomes and findings”
26079	Annual consumer awareness survey	The Research Agency Limited	31-03-2023	16-05-2023	\$47,672	\$47,672	https://www.parliament.nz/resource/en-NZ/54SCENV_EVI_7f24c5a7-80b8-48d1-767d-08dc00eb6a20_ENV9545/be4a6d24a7f4dd860292bd7b95c7c60979db4887 , Appendices 3-6
26178	Behavioural Trend Monitoring Survey	AK Research and Consulting	02-05-2023	30-06-2025	\$27,280	\$99,700	
26308	Discovery phase of Waste Communication Strategy	Insight Creative Limited	31-05-2023	01-12-2023	\$12,380	\$219,574 ¹	
26431	Property Owners' Climate Change Adaptation Needs	The Research Agency Limited	31-05-2023	31-07-2023	\$57,573	\$75,346	
26437	Local Government User Needs research	IPSOS Limited	01-06-2023	30-09-2023	\$17,600	\$34,946	https://environment.govt.nz/publications/local-government-climate-data-needs-report/

¹ A variation was made to Contract 26308 in FY23/24, increasing its total value. The original value, as agreed in FY22/23, was \$184,890. The variation increased this by \$34,684.